



**Nevada Public Agency Insurance Pool  
Public Agency Compensation Trust**  
201 S. Roop Street, Suite 102  
Carson City, NV 89701-4779  
Toll Free Phone (877) 883-7665  
Telephone (775) 885-7475

**Notice of Meeting and Agenda for Loss Control Committee of  
Nevada Public Agency Insurance Pool and Public Agency Compensation Trust**

**Date: Tuesday, January 23, 2018**

**Time: 9:00 A.M.**

**Place: POOL/PACT Offices**

**201 S. Roop St. Carson City, NV 89701**

**CONFERENCE CALL-IN # 1-800-351-4899, Passcode: MikeR**

**AGENDA**

**Notices:**

- 1. Items on the agenda may be taken out of order;**
- 2. Two or more items on the agenda may be combined for consideration**
- 3. Any item on the agenda may be removed or discussion may be delayed at any time**
- 4. The general Public Comment periods are limited to those items not listed on the agenda. Public Comment periods are devoted to comments by the general public, if any, and may include discussion of those comments; however, no action may be taken upon a matter raised under Public Comments until the matter itself has been included specifically on an agenda as an item upon which action may be taken. Public Comments are Limited to Three Minutes per Person.**
- 5. At the discretion of the Chair of the meeting, public comments on specific agenda items may be allowed, but must be limited to the specific agenda item.**

**1. Roll**

**2. Public Comment**

- 3. For Possible Action: Consideration for approval of Minutes of Committee Meeting of October 17, 2017 (See Attachment #1)**

**4. For Discussion: Update on continuing risk management projects:**

- A. TargetSolutions
- B. 24/7/365
- C. LCEP; particularly whether LCEP award funding should be split between NPAIP and PACT depending on member status
- D. RM Grant Application Process and Procedure

- 5. For Possible Action: Consideration for approval of whether workstation ergonomic equipment falls within RM grant funding criteria: (See Attachment #2)**

- 1) Prior claims or complaints which the subject of the grant would reduce or eliminate, (2) close-calls which the subject of the grant would reduce or eliminate, or (3) a trend or rise of claims which the subject of the grant would reduce or eliminate;
  - 2) A POOL/PACT consultant (for example: a professional retained by POOL/PACT to assist school districts, law enforcement, swimming pools, cyber security) recommends a project, item, or expenditure; or the POOL/PACT Loss Control Committee recommends a project, item, or expenditure;
  - 3) The member provides sufficient evidence that significant risk reduction or loss control would benefit a significant number of member employees or public they serve, and such project, item, or expenditure would be applicable and beneficial to all POOL/PACT members in reducing or mitigating risk;
  - 4) All other grant applications will be reviewed and analyzed on an individual basis, based upon the evidence presented to support risk management, loss control, or safety.
6. **For Possible Action:** Consideration for approval of Risk Management Grant Application submitted by City of Carlin, Carlin Senior Center for installation of automatic door openers. (See Attachment #3)
7. **For Possible Action:** Consideration for approval of Risk Management Grant Application submitted by Lyon County, Lyon County Sheriff's Office for leadership training. (See Attachment #4)
8. **For Possible Action:** Consideration for approval of Risk Management Grant Application submitted by Churchill County School District for video camera system in Churchill County School busses. (See Attachment #5)
9. **For Possible Action:** Consideration for approval of Risk Management Grant Application submitted by Mineral County Sheriff's office for two padded detention cells. (See Attachment #6)
10. **For Possible Action:** Consideration for approval of Risk Management Grant funding for Application submitted by Pershing County School District for district intercom communication system. (See Attachment #7)
11. **For Possible Action:** Adjournment

**This Agenda was posted at the following locations and at [notice.nv.gov](http://notice.nv.gov):**

**NPAIP/PACT  
201 S. Roop Street, Suite 102  
Carson City, NV 89701**

**Carson City Courthouse  
885 E. Musser Street  
Carson City, NV 89701**

**Eureka County Courthouse  
10 S. Main Street  
Eureka, NV 89316**

**Churchill County Admin Complex  
155 North Taylor Street  
Fallon, NV 89406**

**NOTICE TO PERSONS WITH DISABILITIES**

**Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to notify the Nevada Public Agency Insurance Pool or Public Agency Compensation Trust**

**in writing at 201 S. Roop Street, Suite 102, Carson City, NV 89701-4779, or by calling (775) 885-7475 at least three working days prior to the meeting**

**Copies of documents which may be reviewed by the Committee may be obtained electronically by emailing [ZariaHanses@poolpact.com](mailto:ZariaHanses@poolpact.com).**



**Nevada Public Agency Insurance Pool  
Public Agency Compensation Trust**  
201 S. Roop Street, Suite 102  
Carson City, NV 89701-4779  
Toll Free Phone (877) 883-7665  
Telephone (775) 885-7475

**DRAFT 10/23/17**

**Minutes of Meeting of the Loss Control Committee of  
Nevada Public Agency Insurance Pool and Public Agency Compensation Trust**

**Date: Tuesday, October 17, 2017**

**Time: 9:00 A.M.**

**Place: POOL/PACT Office, 201 S. Roop, Carson City NV**

**1. Roll**

Members Present: Cash Minor, Ann Cyr, Geof Stark, Dan Murphy, Bryce Boldt, Darren Wagner, John Doller, Bob Spellberg, Ron Brugada  
Others Present: Mike Rebaleati, Rick Hudson, Mel Ida, Josh Wilson, Donna Squires, Sarah Adler, Jeff Strobel, Zaria Hanses, Stacy Norbeck, Marshall Smith

**2. Public Comment**

Chair Minor opened public comment and hearing none, closed the public comment period.

**3. For Possible Action: Approval of Agenda**

Upon motion and second to approve the Agenda, the motion carried.

**4. For Possible Action: Approval of Minutes of Committee Meeting of July 18, 2017.**

On motion and second to approve the minutes, the motion carried.

**5. For Discussion: Update of Legal Liability Risk Management Institute integration on TORCH Enterprise LMS. Update on Pool/Pact Risk Management training and seminars.**

Marshall Smith presented update on (a) progress with integrating new training courses received from LLRMI into the ELearning/TORCH LMS; (b) upcoming Pool/Pact trainings: *School District Training: Harassment and Bullying Legislative Changes* with Ann Alexander and *Investigating and Prosecuting Crimes Against Children – From a Cop and Prosecutor’s Perspective* with Ron Supp (Elko County Sheriff’s Office and Jeremy Reichenberg (Lyon County District Attorney’s Office).

**6. For Possible Action: Presentations by:**

- a. Jeff Schobel of STOPit. STOPit provides municipalities with a multiple platform ability to report incidents, including attaching photo or video evidence. Time allotted: 15 minutes. <http://stopitsolutions.com/> (See Attachment)

Jeff Strobel provided a linked on-line presentation and summary of the program to the Committee. Application would exclude school districts. Questions regarding application and confidentiality were addressed by Jeff Strobel.

- b. Sarah Adler of Nevada Department of Education – update on “Safe to Tell” program. Time allotted: 15 minutes.

Sarah Adler provided a presentation regarding the status of the Safe-To-Tell program and outlined the two cohorts for the state. This program is pursuant to AB275 and SB212. There is consideration of changing the name to Safe to Share/Say. She also reviewed a similar Utah program known as SAFEUT. She indicated that their current funding levels are adequate based upon a four year grant from the Department of Justice.

7. **For Possible Action:** Discuss, approve, or deny contract with TargetSolutions.

Marshall Smith explained the current status regarding the developing association with TargetSolutions. The final terms and conditions of the contract are being negotiated. There was discussion as to whether the courses could be limited to Fire and EMS as originally contemplated. That consideration and review is continuing. Funding for this program and related LMS expenditures will be presented at the upcoming Executive Committee meeting.

Motion to approve contract with TargetSolutions to be integrated into the broader strategic plans being developed by the Loss Control Committee for board approval, the motion carried.

8. **For Possible Action:** Recognition of retiring members: Bob Spellberg and Steve West.

Letters of appreciation were presented to Bob Spellberg and Steve West by Chairman Minor. Upon motion and second to approve the Agenda, the motion carried.

9. **For Possible Action:** Discuss, approve, or deny appointment of new Loss Control Committee Member Ronald Brugada (Southern Nevada Health District). Review of Appointment letters from Cash Minor and Alan Kalt

Upon motion to appoint Ron Brugada as a member to the Loss Control Committee, the appointment was approved.

10. **For Possible Action:** Discuss, approve, or deny updated Loss Control Excellence Program features, requirements, and procedures.

Mike Rebaleati and Marshall Smith explained the status of the updated LCEP assessments and program features, with a recommendation that successful completion of the program would include an on-site audit by POOL/PACT risk management staff. Discussion regarding increasing the award to a possible maximum of \$15,000 for completion of all sections. Wayne Carlson suggested that those members with high experience modification rates be targeted for participation in the program. Ann Cyr suggested that if non PACT members apply, that POOL/PACT risk management staff obtain claims history from the worker’s compensation carrier which provides coverage. A request was made to the Committee members to review and comment on the ten updated LCEP sections by November 15, 2017. After which POOL/PACT risk management staff will finalize the program and present to the Committee for final review.

A motion to table the item, pending receipt of comments by Committee members and finalizing the new LCEP program.

**11. For Possible Action:** Discuss, approve, or deny Risk Management Programs:

- a. Updated Pool/Pact Risk management grant program policies;
  - i. Four primary grant sections:
    1. Preferential grant funding for those projects, items, or expenditures where there is evidence of (1) prior claims or complaints, (2) close calls, or (3) claims trend;
    2. Preferential grant funding for those project, items, or expenditures where:
      - a. A Pool/Pact vendor recommends a project, item, or expenditure;
      - b. The Pool/Pact Loss Control Committee recommends a project, item, or expenditure;
      - c. Pool/Pact Risk Management staff recommends a project, item, or expenditure.
    3. Preferential grant funding for those projects, items, or expenditures where there is evidence that significant risk reduction or loss control would benefit more than five member employees or public at large, and/or such project, item, or expenditure would be applicable and beneficial to all Pool/Pact members.
    4. All other grant applications to be reviewed and analyzed on an individual basis, based upon the evidence presented to support risk management, loss control, or safety aspects of the application.

Mike Rebaleati explained the reasons for the four categories. Ann Cyr suggested that Section (2)(b) be changed from “vendor” to “consultant.”

- b. Risk Management/Grant funding for 2017-2018. Pursuant to the direction of the LCC on 7/22/17, a recommendation will be made to the POOL/PACT Executive Committee that \$500,000 will be designated from both POOL and PACT in lieu of the 2% of net assets previous funding levels.

Geof Stark inquired regarding the historical risk management grant spending levels. Mike Rebaleati stated that expenditures for the grant program have not come close to the budgeted amount.

- c. Existing Pool and PACT board policy that adopted the 2% so the committee can only be recommend the chance to the Exec Comm. Reword to reflect as a recommendation

This item was removed from the Agenda as it is redundant.

- d. Approvals for risk management grants of more than \$10,000.00 shall take place during the first and third quarter Loss Control Committee meetings.
- e. All risk management grants shall require 25% member investment. This requirement would not include educational grants.

Ann Cyr asked whether there was a reimbursement component to all grants. Marshall Smith indicated that the policy will continue that the entity must pay all expenditures up front, then submit proof of payment for reimbursement. Mike Rebaleati indicated that risk management staff

works effectively to provide payment quickly. Ann Cyr said that if a POOL/PACT consultant makes a grant request suggestion, it should not require up-front funding.

- f. Existing grant restrictions and prohibitions would remain in place.
- g. Funding for all risk management programs to be deducted from Risk Management Grant Funding allocation.

There was a discussion that costs associated with TargetSolutions and ELearning would not be allocated from Risk Management Grant funding.

- h. Funding for support of the Safe-to-Tell program.

This item was tabled pending further request from the Safe-to-Tell program representatives.

- i. Designate the “StopIt” program as a preferential grant expenditure.

Mike Rebaleati indicated that this program would have no school district application and if an entity was interested in trying the program, it should be grant eligible. There were discussions regarding whether an entity would have the proper staffing to implement the program.

- j. Funding of \$10k funding for Cyber Working Group.

Mike Rebaleati explained that this would be a group comprised of members which have obtained the Passive Network Assessment and provide information, cooperation, and assistance to other members. He requested that the group be funded and he would then begin developing the group and report back to the Committee. Ann Cyr suggested that it would be appropriate for the Committee to allocate funding for this project.

A motion to accept the risk management recommendations as discussed and agreed upon in item 11 was seconded and approved.

**12. Public Comment**

Chair Minor opened public comment and hearing none, closed the public comment period.

**13. For Possible Action: Adjournment**

**The Agenda was posted at the following locations and at [notice.nv.gov](http://notice.nv.gov):**

**NPAIP/PACT  
201 S. Roop Street, Suite 102  
Carson City, NV 89701**

**Carson City Courthouse  
885 E. Musser Street  
Carson City, NV 89701**

**Eureka County Courthouse  
10 S. Main Street  
Eureka, NV 89316**

**Churchill County Admin Complex  
155 North Taylor Street  
Fallon, NV 89406**

**End of Item #1**

**MEMBER:** Mineral County School District

**ENTITY:** Mineral County School District

**DATE SUBMITTED:** 4/18/17

**SUBMITTED BY:** Sandy Weissman

**SUMMARY:** Purchase of 5 varidesks and 5 floor mats.

**FINANCING:**

Total Project Cost.....	\$2,535.00
Varidesk quote.....	\$1,363.96
Member Contribution (25%).....	<u>-\$ 633.75</u>
Total PP Grant Request.....	\$1,901.25

**MEMBER APPROVAL:** Walt Hackford, Superintendent

**PURCHASE DOCUMENTS:** Submitted

**ADDITIONAL REQUIRED/FOLLOW UP:** Informed applicant that funding for this type of project will be submitted to the LCC for clarification.

**DATE PRESENTED TO LCC:**

**DECISION BY LCC:**



**From:** Pool Pact  
**To:** [Zaria Hanses](#); [Mike Rebaleati](#); [Marshall Smith](#); [mike@jmstudioinc.com](mailto:mike@jmstudioinc.com); [jim@jmstudioinc.com](mailto:jim@jmstudioinc.com)  
**Subject:** Risk Management Grant Application Notification 0019-RM-2017  
**Date:** Tuesday, April 18, 2017 10:55:43 AM  
**Attachments:** [Signature Page 1.pdf](#)  
[VARIDESK Information.pdf](#)  
[Benefits of Adjustable Sit-Stand Workcenters.pdf](#)  
[Description of Pro Plus 30 and 36.pdf](#)  
[Signature Page.pdf](#)  
[Quotes.pdf](#)

---

NPAIPPACT



## **Risk Management Grant Application Notification**

RMID: 0019-RM-2017  
Applicant/Member: Mineral County School District  
751 A Street; P.O. Box 1540  
Hawthorne NV, 89415  
Department Involved: District Office  
Project Contact: Shelly Lovitt  
Phone: (775) 945-2403  
Email: [lovitts@mineral.k12.nv.us](mailto:lovitts@mineral.k12.nv.us)

Alternate Project Contact: Sandy Weissman  
Alt. Phone: (775) 945-2403  
Alt Email: [weissmansa@mineral.k12.nv.us](mailto:weissmansa@mineral.k12.nv.us)

Liasion Contact: Walt P. Hackford, Superintendent  
Liasion Phone: (775) 945-2403  
Liasion Email: [hackfordw@mineral.k12.nv.us](mailto:hackfordw@mineral.k12.nv.us)

Funding Contact: Sandy Weissman  
Funding Email: [weissmansa@mineral.k12.nv.us](mailto:weissmansa@mineral.k12.nv.us)  
Funding Phone: (775) 945-2403

Funding Address:  
751 A Street; P .O. Box 1540  
Hawthorne NV, 89415

Grant Description: The old, smaller, outdated desks located at the Mineral County School District office do not comfortably accommodate the mounds of paperwork, files, computer, monitors, scanner, telephone, etc. for the five colleagues employed in the Administrative Office. Each staff member is sitting for extended periods of time in this small space which has been proven to compromise metabolic health. One staff member has sever Ankylosing Spondylitis and her doctor, Carolyn Dennehey suggested she and her colleagues should look into a sit-stand workstation which is an effective solution for deducing prolonged sitting. With Pool Pact grant funding, we can provide a low, cost effective solution to purchase work-fit sit-

stand workstations that will be installed and used over a long period of time, to positively impact risk management efforts. We are asking for funding to purchase the following: 2 each- Height-Adjustable Standing Desk VARIDESK PRO Plus 30: @\$375.00 each = \$ 750.00 3 each- Height-Adjustable Standing Desk for Cubicles VARIDESK Cube Corner 36 @\$495.00 each = \$1485.00 5 each- Standing Desk Anti-Fatigue Comfort Floor Mat VARIDESK Mat 36 @\$60.00 each= \$ 300.00 SHIPPING FREE TOTAL REQUEST \$2535.00

Part I: As each staff member is sitting for extended periods of time day after day at a small station with lack of movement, a common complaint of back pressure concern was brought up. After recent explanation from local Rheumatologist Doctor Carolyn Dennehey, she and the attached documents explain the cost effective improvement that will allow the administrative support staff at Mineral County School District to sit down, stand up and move around a bit while at their work station helping to decrease the risk of sedentary behavior with VARIDESKS. The benefits include increased blood flow, improved metabolism, better posture, toned muscles, and the opportunity to burn extra calories. VARIDESKS are freestanding, sturdy, light weight units that sit on top of the existing desk. Each is two tiered with a large upper surface that accommodates a laptop or dual monitor configuration and a lower area for the keyboard and mouse deck. Each unit has a two handled spring assisted lifting mechanism making it effortless to move up or down to adjust to personal eye level heights and position monitors wherever one needs them. One of the best features of this unit is that it has a height adjustable solution which turns any desk also into a standing desk. Alternating between sitting and standing can reduce pressure on the vertebrae and increase circulation to the legs as well as eliminate lower back pain.

Part II a: This budget item is not available to in the general fund and Mineral County School district as it took a loss of DSA State funding last year and is anticipating additional loss over the next two to three years. We know this purchase will benefit o ur dedicated employees now and for years to come.

Part II b: No other member funds will be obtained.

Part III: The benefits of this project will aid the five administrative support employees located at the District Office.

Total Budget: n/a

Applicant Funding: n/a

POOL/PACT Funding:\$2,535.00

Authorizing Applicant:Superintendent, Walt P. Hackford

Date/Time: 4/18/2017 10:52:15 AM

IP Address: 162.210.111.154

**MEMBER:** NV Tahoe Conservation District

**ENTITY:** NV Tahoe Conservation District

**DATE SUBMITTED:** 12/26/17

**SUBMITTED BY:** Meghan Kelly

**SUMMARY:** Purchase of 4 varidesks.

**FINANCING:**

Total Project Cost.....	\$1059.64
No proposal/invoice submitted.....	\$
Member Contribution (25%).....	\$ 264.91
Total PP Grant Request.....	\$ 794.73

**MEMBER APPROVAL:** District Manager, Meghan Kelly

**PURCHASE DOCUMENTS:** Not submitted – Meghan said that the price range is from \$200 to \$500 and requesting \$300 for each and allowing employees to select their own for \$300.

**Update on 1/11/18** – Employees picked the specific Varidesk they are interested in, in order to create a more accurate estimate.

**ADDITIONAL REQUIRED/FOLLOW UP:** 12/28/18 request for specific prices requested.

**DATE PRESENTED TO LCC:**

**DECISION BY LCC:**

**Zaria Hanses**

---

**From:** Pool Pact <info@poolpact.com>  
**Sent:** Tuesday, December 26, 2017 9:17 AM  
**To:** Zaria Hanses; Mike Rebaleati; Marshall Smith; mike@jmstudioinc.com; jim@jmstudioinc.com  
**Subject:** Risk Management Grant Application Notification 0028-RM-2017  
**Attachments:** Risk Management GrantApp Approval.pdf



## **Risk Management Grant Application Notification**

RMID: 0028-RM-2017  
Applicant/Member: Nevada Tahoe Conservation District  
PO Box 915  
Zephyr Cove NV, 89448  
Department Involved: All  
Project Contact: Dana Olson  
Phone: 7755861610 x 21  
Email: dolson@ntcd.org

Alternate Project Contact: Meghan Kelly  
Alt. Phone: 7755861610 x 30  
Alt Email: mkelly@ntcd.org

Liasion Contact: Dana Olson  
Liasion Phone: 775-586-1610 x 21  
Liasion Email: dolson@ntcd.org

Funding Contact: Dana Olson  
Funding Email: dolson@ntcd.org  
Funding Phone: 775-586-1610 x 21

Funding Address:  
PO Box  
Zephyr Cove NV, 89448

Grant Description: Nevada Tahoe Conservation District would like to acquire four sit to stand desks to provide a more active and healthier work environment.

Part I: Sitting for long periods of time, which is common in our office, has been linked to increase the risk of diabetes, heart disease and premature death. Many studies have shown sitting for extended periods a day can cause muscle degeneration, tightness, and pain causing more potential for injury. These negative effects of sitting for extended periods have not been shown to be undone by simply not sitting as much. According to the Mayo Clinic and The America Heart Association, leading an active lifestyle has not shown to offset the risk caused by being sedentary for extensive periods. Sit to stand desks encourage movement and better ergonomics. These desks can be adjusted to provide a more concise height providing a more ergonomic workstation. Being able to sit and stand also allows employees to change positions and increase movement. There are many different workstation options and we feel it is best for each employee to have control of what best works for them. Different bodies require different solutions and, by choosing their own equipment,

employees will be more likely to use the equipment leading to more mobility during the work day. A budget of \$300 per workstation (total budget of \$1200) is sufficient to buy desks and/or other necessary ergonomic accessories.

Part II a: Being a not for profit, grant funded conservation district, we do not have a large source of unrestricted funds to put into ergonomic workstations or supplies in general. Although the District understands the great benefits of sit and stand desks to health, there is not enough general funding to cover the entire cost for the office.

Part II b: Although we do not have the ability to cover the full cost of these desks, we feel that it is important enough to the staff to provide the 25% match that is required. These desks are a request from many staff members and therefore a priority for the District.

Part III: This will provide desks to 4 out of the 5 current employees. One employee already has a sit and stand desk.

Total Budget: ~~\$1200~~ — \$1,059.64  
Applicant Funding: \$300 \$264.91  
POOL/PACT Funding: ~~\$900~~ \$794.73

per 'new estimate' email

Authorizing Applicant: Nevada Tahoe Conservation District Board of Supervisors

Date/Time: 12/26/2017 9:17:03 AM

IP Address: 50.37.30.223< /body>

**From:** Dana Olson  
**To:** [Zaria Hanses](#)  
**Subject:** RE: Risk management grant app  
**Date:** Wednesday, January 10, 2018 4:40:06 PM

---

Zaria,

Here are the desks that we are interested in:

2 x \$195.68 FEZIBO Standing Desk Converter, Height Adjustable Sit Stand Desk Riser, 36" Computer Workstation <http://a.co/iSxshnB>

2 x \$299.98 Tranzdesk Air 55" Pneumatic Standing Desk (tops and legs) <http://a.co/26tvNV4>

2 x \$34.16 Alera ALEVA312812BK Valencia Series Underdesk Keyboard/Mouse Shelf, 28w x 12d, Black <http://a.co/czmPCoT>

For a total of **\$1,059.64**.

Sorry that it took a minute. Everyone had to do research on what desk would work best for them.

Is there anything else we can provide to strengthen the application?

I have talked to another conservation district they were able to get this type of desk covered by their insurance without issue. I am hoping we can do the same.

Thanks for everything!

Dana Olson  
Nevada Tahoe Conservation District  
775-586-1610 x21  
[ntcd.org](http://ntcd.org)

---

**From:** Zaria Hanses [<mailto:zariahanses@poolpact.com>]  
**Sent:** Wednesday, January 3, 2018 9:30 AM  
**To:** Dana Olson  
**Cc:** Mike Rebaleati; Marshall Smith  
**Subject:** RE: Risk management grant app

Hi Dana,

I apologize for my late response! We will need a more exact estimate in order to submit the application for discussion. Also, this grant application will go to our Loss Control Committee for review and decision. Normally, anything under \$10,000 we make the decision in office. This grant application raises a few concerns therefore we are bringing it to the committee for their input. The committee is meeting this month, on the 23<sup>rd</sup>. Please do not hesitate to contact me should you have any questions.

Thank you,

*Zaria*

**End of Item #2, Part 2**

**LOSS CONTROL COMMITTEE RM GRANT SUMMARY**

**MEMBER:** City of Carlin

**ENTITY:** Carlin Senior Center

**DATE SUBMITTED:** 12/11/18

**SUBMITTED BY:** Ella Trujillo, Ex. Dir. City of Carlin

**SUMMARY:** Installation of automatic door openers on front entryway and restroom entrances.

**FINANCING:**

Total Project Cost.....	\$18,338.96
Wells Rural Electric.....	\$ 1,363.96
Capital Glass.....	<u>\$16,975.00</u>
Total Project Cost.....	\$18,338.96
Member Contribution (25%).....	<u>-\$ 4,584.74</u>
<i>Total PP Grant Request.....</i>	<i>\$13,754.22</i>

**MEMBER APPROVAL:** David Jones, City Manager

**PURCHASE DOCUMENTS:** YES (updated)

**ADDITIONAL REQUIRED/FOLLOW UP:** 12/19/17, 12/28/17 follow up to Ella requesting clarification of grant amount; 12/26/18, 12/28/17 follow up with Ella requesting updated pricing; 1/5/18 discussion with Ella regarding final costs for clarification

**DATE PRESENTED TO LCC:**

**DECISION BY LCC:**

Rev. 1/9/18

## Marshall Smith

---

**From:** Pool Pact <info@poolpact.com>  
**Sent:** Monday, December 11, 2017 11:59 AM  
**To:** Zaria Hanses; Mike Rebaleati; Marshall Smith; mike@jmstudioinc.com;  
jim@jmstudioinc.com  
**Subject:** Risk Management Grant Application Notification 0025-RM-2017  
**Attachments:** Application Approval\_1.pdf; Door Opener Installation Estimate.pdf; Electrician Services Job Estimate.pdf



### Risk Management Grant Application Notification

RMID: 0025-RM-2017  
Applicant/Member: City of Carlin  
P.O. Box 787  
Carlin Nevada, 89822  
Department Involved: Carlin Open Door Senior Citizens Center  
Project Contact: Ella B. Trujillo  
Phone: 775-754-6465  
Email: etrujillo@cityofcarlin.com

Alternate Project Contact: David Jones  
Alt. Phone: 775-754-6354  
Alt Email: djones@cityofcarlin.com

Liasion Contact: David Jones  
Liasion Phone: 775-754-6354  
Liasion Email: djones@cityofcarlin.com

Funding Contact: LaDawn Lawson  
Funding Email: llawson@cityofcarlin.com  
Funding Phone: 775-754-6354

#### Funding Address:

P.O. Box 787  
Carlin NV, 89822

**Grant Description:** We need to install automatic door openers on our front entryway and restroom entrances. This will require electrical work and the installation of power assist operators and push plates.

**Part I:** We are a Senior Center that serves lunch to over 50 seniors each day in the City of Carlin. Thirty elderly citizens of our community come to eat lunch in our dining room at the Senior Center five days a week. Numerous members of that group use walkers or other mobility devices to help them maneuver. Many others have poor balance, are frail, or lack the strength to easily access our building. Our front entrance has a set of



double doors. The outer doors are quite heavy and our building faces West with no wind break. This means that often the wind is blowing full on to the doors which makes them even more difficult. Automatic doors would provide greater accessibility and greatly reduce the possibility of injuries, such as falls. Many of our seniors also utilize our restrooms while enjoying our facility. Both doors are quite heavy and are difficult for someone using a walker or wheelchair to enter and especially exit. For several years, there have been a lot of complaints about the bathroom doors because our oldest senior, who is 98 years of age, uses the restroom every day. He refuses assistance most days and we are all very concerned he will fall entering or exiting the restroom. Everyday is a close-call. Installation of automatic door openers would significantly reduce the risk of falling and/or being injured while using our building.

Part II a: The City of Carlin operates using a very tight budget due to the new allocation by the State of the consolidated tax. Our budget has been cut by 23%. Last year, all Department Heads were asked to reduce their budgets if at all possible. Paying for installation of the automatic door openers is simply not feasible under the current budget restraints. The current budget for the project is \$22,000.00. The installation of the door openers is estimated to cost \$17,000.00 and the electrical work \$1,500.00. It is possible the estimates could increase given the age of the quotes and the possible use of a different companies to do the work. Initially, the Senior Center's advisory board desired to put automatic door openers on all exterior doors and bathrooms but after learning the cost the plan was reduced to the front entryway and bathrooms. The Senior Center and advisory board has raised \$3,500.00 and Wells Rural Electric's Next Dollar Foundation has pledged an additional \$2,000.00.

Part II b: We have already raised \$3,500.00 and Wells Rural Electric's Next Dollar Foundation will approve their pledge of \$2,000.00 at their next meeting.

Part III: There will be a significant benefit to other members or organizations by reducing or mitigating the risk of future claims.

Total Budget: ~~\$22,000.00~~ \$18,338.96  
Applicant Funding: ~~\$5,500.00~~ \$4,584.74  
POOL/PACT Funding: ~~\$16,500.00~~ \$13,754.22

New numbers per updated quotes. Okay with Ella Trujillo.  
Spoke over the phone 1/5/18.  
-Zarina Hanses

Authorizing Applicant: City of Carlin

Date/Time: 12/11/2017 11:58:42 AM  
IP Address: 74.42.92.130



**MEMBER RISK MANAGEMENT GRANT APPLICATION APPROVAL**

This approval form must be signed by both the department head and the member liaison and/or responsible board.

Name/Description of Grant Purpose: Installation of Automatic door openers on front entry and restrooms.

Signatures below attest that:

1. The purpose and objective of the grant application have been reviewed, approved, and needed by the applicant; OK!  
ZH
2. The member is able to contribute 25% of the grant amount of the project, program, or acquisition in the amount of: \$ 4,584.74; and
3. If the grant is approved, the funds will be used exclusively for the purposes outlined in the grant application.

**Department Head Acknowledgment**

Ella B. Trujillo  
Name and Title Executive Director

[Signature]  
Signature

Date: 12/11/17

**Board and/or Liaison Acknowledgment**

[Signature] CITY MANAGER  
Name and Title

DAVID JONES  
Signature

Date: 12/11/17

## Proposal Capital Glass, Inc.

2951 N. Deer Run Road, Ste 1 Carson City, Nevada 89701  
 NV Lic. #10139, CA Lic. #811436  
 Webpage: [www.capitalglassnv.com](http://www.capitalglassnv.com)

Phone: (775) 883-6401  
 Fax: (775) 883-8584  
 Email: [Info@capitalglassnv.com](mailto:Info@capitalglassnv.com)

<b>Proposal Submitted To:</b>	Open Door Senior Center	<b>Phone:</b>	(775) 397-1227	<b>Date:</b>	12/20/17
<b>Attention:</b>	E. Trujillo	<b>Email:</b>	etrujillo@cityofcarlin.com		
<b>Street Address:</b>	320 Chestnut Street		<b>Job Name:</b>	Open Door Senior Center - Power Assist Add	
<b>City, State, Zip:</b>	Carlin, NV 89822		<b>Job Location:</b>	Carlin, NV	
<b>Architect:</b>	Date of Plans	<b>Plan #</b>	<b>Spec #</b>		

**We hereby submit specifications and estimates to:**

**Quote #1:**

**Furnish and install power assist operator w/ push plates at four locations (Front exterior/ interior, and two restrooms)**

- 2 - 36" Record 8100 Series power assist closer
- 2 - 36" Record 8100 Series power assist closer (push arms)

Finish shall be dark bronze anodized / clear anodized  
 Push/Plate Packages- (remote)

**Total Installed: \$16,975.00**

**Exclusions:**

Electrical - 110V and low voltage wiring by certified electrician

**Estimated by:** Mike Winder  
**Signature:** Mike Winder

**Revision #2**  
**Date:** 12/20/17

Note: This estimate may be withdrawn by us if not accepted within 30 days.

Conditions: Acceptance of this offer by the purchaser shall constitute an order and contract for the purchase of the items described herein. Capital Glass' standard 1 year warranty shall apply unless noted otherwise. All work to be completed in a workmanlike manner according to standard practices. This proposal is based on information provided by the purchaser. Any alteration or deviation from supplied information, to the above specifications, or to our standard exclusions will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. The Owner must carry fire, tornado, course of construction, and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance.

Standard Exemptions: Capital Glass shall not be responsible for protection of installed materials, cleaning of glass, metal or for damage to our materials by acts of God, thermal stress, vandals or other crafts. Capital Glass shall not be responsible for engineering, sizing, supplying or installing any structural materials. This proposal is based upon adequate anchoring support being provided at perimeter. Anchoring support and structural support shall be by others. Unless specifically noted by Capital Glass, bonding, shop drawings, special testing, field-testing, electrical work, LEED documentation, non-weatherization caulking, and/or mock-ups are exempted.

Terms: Net 30 days, with 1 1/2% monthly service charge (18% annual rate) on past due accounts. Progress billings made to meet project requirements will be invoiced when applicable and subject to the same terms. In the event it shall become necessary for Capital Glass, Inc. To enforce any of the provisions of this agreement, purchaser agrees to pay all costs, and expenses associated with such enforcement including without limitation, the fee of a collection agency and all reasonable attorney fees.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

## Wells Rural Electric Company Electrician Services Job Estimate

S.O. Number	Electrician	Job Name	Member Name
2012005651	Raul	Install 120v and low voltage	City of Carlin
Address	0	Member Contact #	Mailing Address
12/28/2017	12/28/2017	775-754-6354	PO Box 00787, Carlin NV 98822

### LABOR COSTS

Journeyman Electrician                      Estimated Total Labor      \$600.00

### MATERIAL COSTS

(See Attached Materials List)

Estimated Material Cost:	<span style="border: 1px solid black; padding: 2px;">\$613.48</span>
Miscellaneous Bid Materials:	<span style="border: 1px solid black; padding: 2px;">\$72.80</span>
Freight on Materials	<span style="border: 1px solid black; padding: 2px;">\$30.67</span>
Tax on Materials      7.01%	<span style="border: 1px solid black; padding: 2px;">\$47.01</span>
<b>Estimated Total Material Cost</b>	<b><span style="border: 1px solid black; padding: 2px;">\$763.96</span></b>

### DIRECT JOB COSTS

Permits	0	<span style="border: 1px solid black; padding: 2px;">\$0.00</span>
Drawings	0	<span style="border: 1px solid black; padding: 2px;">\$0.00</span>
External Sub Contract	0	<span style="border: 1px solid black; padding: 2px;">\$0.00</span>
Other	0	<span style="border: 1px solid black; padding: 2px;">\$0.00</span>
Special Equipment Tool/Rentals	0	<span style="border: 1px solid black; padding: 2px;">\$0.00</span>

	<b>Miles</b>	<b>Rate</b>	
Mileage	<span style="border: 1px solid black; padding: 2px;">0</span>	<span style="border: 1px solid black; padding: 2px;">\$0.50</span>	<span style="border: 1px solid black; padding: 2px;">\$0.00</span>

Total Direct Job Costs:                      \$0.00

### Job Estimate Summary

Total Labor & Overhead:	<span style="border: 1px solid black; padding: 2px;">\$600.00</span>
Total Material Cost:	<span style="border: 1px solid black; padding: 2px;">\$763.96</span>
Total Direct Job Cost:	<span style="border: 1px solid black; padding: 2px;">\$0.00</span>
<b>Total Estimated Job Costs</b>	<b><span style="border: 1px solid black; padding: 2px;">\$1,363.96</span></b>



"ground by those we serve"  
Your True Rural Energy Cooperative

Member Acceptance: \_\_\_\_\_

Acceptance Date: \_\_\_\_\_

NOTES:

END of Item #3

**LOSS CONTROL COMMITTEE RM GRANT SUMMARY**

**MEMBER:** Lyon County

**ENTITY:** Lyon County Sheriff's Office

**DATE SUBMITTED:** 12/22/17

**SUBMITTED BY:** Sheriff Al McNeil

**SUMMARY:** International Academy of Public Safety (IAPS) provides leadership training (4 years) for military, law enforcement, fire, academia and rescue training.

**FINANCING:**

Total Project Cost.....	\$40,000.00
International Academy of Public Safety .....	\$40,000.00
Member Contribution (25%).....	<u>\$10,000.00</u>
<i>Total PP Grant Request.....</i>	<i>\$30,000.00</i>

**MEMBER APPROVAL:** Josh Foli, Lyon County Comptroller

**PURCHASE DOCUMENTS:** submitted

**ADDITIONAL REQUIRED/FOLLOW UP:** Clarification of section 2 and 4 of vendor service agreement relating to term of contact.

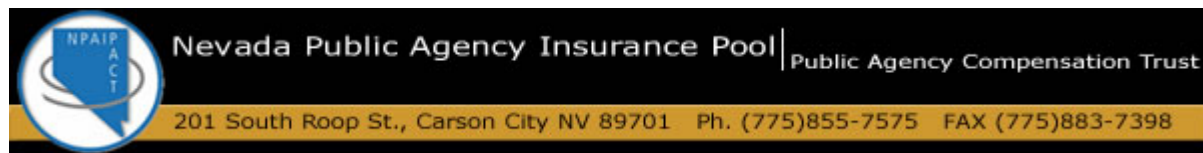
**DATE PRESENTED TO LCC:**

**DECISION BY LCC:**

## Zaria Hanses

---

**From:** Pool Pact <info@poolpact.com>  
**Sent:** Friday, December 22, 2017 5:49 PM  
**To:** Zaria Hanses; Mike Rebaleati; Marshall Smith; mike@jmstudioinc.com; jim@jmstudioinc.com  
**Subject:** Risk Management Grant Application Notification 0027-RM-2017  
**Attachments:** Member Risk Management Grant Application Approval.pdf; IAPS - Lyon County Sheriffs Office Contract with Business Rules.pdf; ICLD Course Listing and Sole Source.pdf



## Risk Management Grant Application Notification

RMID: 0027-RM-2017  
Applicant/Member: Lyon County  
27 South Main Street  
Yerington Nevada, 89447  
Department Involved: Lyon County Sheriff's Office  
Project Contact: Al McNeil  
Phone: 775-463-6600  
Email: amcneil@lyon-county.org

Alternate Project Contact: Abel Ortiz  
Alt. Phone: 775-463-6600  
Alt Email: abelortiz@lyon-county.org

Liasion Contact: Josh Foli  
Liasion Phone: 775-463-6510  
Liasion Email: jfoli@lyon-county.org

Funding Contact: Josh Foli  
Funding Email: jfoli@lyon-county.org  
Funding Phone: 775-463-6510

Funding Address:  
27 South Main Street  
Yerington Nevada, 89447

Grant Description: This program is to for the International Academy of Public Safety to develop and provide the Lyon County Sheriff's Office access to its law enforcement educational software program and other deliverables using their sharable content object reference model standards and specification, to be located on the academy's website under Lyon County's domain name, to be utilized by authorized Lyon County agents, employees and law enforcement training participants, as set forth in the attached contract. The Ethical Leadership Educational Software Services subscription contract commences upon execution and ends after four (4) years, unless sooner terminated pursuant to the contract terms. The Academy of Public Safety agrees to extend the agreement for an additional four (4) years at a cost of \$1.00. The subscription cost is estimated at \$150,000; however it is being offered to the Lyon County Sheriff's Office at a total discounted contract price due to our current economic hardships. This is a 186 hour self-paced e-learning program, to be phased in over multiple years. All current Lyon County Sheriff Office employees will be required to complete phases I and II within the next two years. All future employees will be required to complete phases I and II prior to the end of their probationary period of 18 months, except for control room operators and administrative clerks who will have to complete

phase I within six months. Phase III will be completed by probationary sergeants and Phase IV will be completed by probationary lieutenants; however, all employees will be encouraged to complete all phases regardless of supervisory status. The following is a generic breakdown of the phases: Phase I: Foundations & Principles of Leadership. New employee introduction into leadership principles and concepts as they relate to first & mid-level supervision, ethics, change, personal leadership, power, theories, law enforcement moral compass, active listening, and effective communication. Phase II: Theories & Practices of Leadership. 2nd year employee leadership development skills that build upon upon Phase I lessons learned. Skills focus on societal generations, practical emotional intelligence, proactive communication, conflict management, cultural diversity, succession planning, human capital management; and action, reflective, legacy practices of leadership. Phase III: Application & Advancement of Leadership. 3rd year employee leadership development that builds skills in human factors, customer service, emotional intelligence; and adaptive authentic, servant, credible, effective, toxic, community, and tactical applications of leadership. Phase IV: Leadership Competency & Mastery. 4th year employee leadership enhancement, focusing in skill development in self-management, interpersonal communication, opportunity leveraging, organization development, and versatility.

Part I: On July 19, 2017, qualified immunity was denied against Sheriff McNeil and Lyon County in Case No. 3:16-cv-00352-LRJ-VPC with the United States District Court, District of Nevada. This case alleges an unconstitutional arrest where the plaintiff cites the inadequacy of a training program in relation to the tasks the particular officers must perform and a deliberate indifference to the rights of persons that the employees have contact with and the inadequacy of the training caused the violation. Specifically, the District Court Judge's initial findings supported that the Lyon County Sheriff's Office and Lyon County have an absence of any official policy regarding the procedures that deputies must follow when confronted with individuals who choose to criticize or even insult them. As such, qualified immunity was denied because there were sufficient facts to show a causal connection between this lack of de-escalation training and a Fourth Amendment rights violation. The Ethical Leadership Educational Software Services training program strikes at the heart of the first and third risk management grant funding criteria; specifically prior claims which would have been reduced or eliminate and a trend or rise of claims which would be reduced or eliminated. This training course is designed to reduced human induced conflict by giving its students a fundamental background in leadership and the decision making process. Effective decision making greatly improves safety while reducing loss through unnecessary applied force in most Fourth Amendment seizures. Ethical leadership reduces civil rights claims against the individual deputy, the Sheriff's Office, and Lyon County; all of whom our insurance carrier provides legal counsel to defend and occasionally makes settlement payments. Today's law enforcement contacts requires scene leadership and decision making skills with a diverse population in a constantly fluid and changing environment. Because of societal influences, police-citizen conflicts are increasing across the nation. One only needs to look at the disastrous aftermath from the incidents surrounding the civil unrest in Ferguson Missouri or in Baltimore. One wrong word or action taken by a police officer can be the catalyst to spark a deadly outcome or cause a community riot. Agencies across the nation are recognizing the need for leadership development training. This program has been contracted by the Washoe County Sheriff's Office, and includes agencies such as the New York and Los Angeles Police Departments. It has been endorsed by the National Sheriff's Association. Total program cost of \$40,000 provides training for all Sheriff Office employees, sworn and non-sworn, for the next eight (8) years. The Ethical Leadership Educational Software Services training program will provide the necessary skills to our employees to reduce, mitigate, and potentially eliminate police-citizen conflict. More importantly, the Sheriff's Office and Lyon County's risk in de-escalation should be eliminated because of policy and training program implementation.

Part II a: Lyon County is now the third most populated county in the state and was "the worst hit economy in the state." As of December 2016, its unemployment rate is 6.3-percent while the state is 4.9-percent and the nation's unemployment rate is 4.7-percent. Bureau of Economics' Per Capita Personal Income by County 2012-2014 shows Lyon County ranked 15th of Nevada's 17 counties. Our surrounding counties' average incomes are significantly higher than Lyon County's reported average income of \$31,720: Churchill (\$44,440), Carson (\$44,045), Douglas (\$57,113), and Washoe (\$46,211). Lyon County's projected 2015 per capita tax revenue compared to other Class 3 counties is the lowest at \$456 as well: Carson City (\$894), Churchill (\$517), Douglas (\$743), Elko (\$581), Humboldt (\$1,161) and Nye (\$811). The above figures display a bleak overview of our current available revenues to support general fund operating expenses, which over the past several years have remained fairly flat. Each year, the county struggles to meet employee contractual wage and benefit increases, along with additional increases with operational spending. The additional program cost of \$30,000 was not included in the FY 17-18 budget, and funding may not be available in the FY 18-19 budget.

Part II b: The county will use monies generated from its inmate telephone systems to fund the \$10,000, or 25-percent grant match.

Part III: Every law enforcement agency across this state struggles with the same de-escalation and police-citizen conflicts, which lacks policy and training. Best practice programs and training are often shared between agencies at Nevada Sheriffs & Chiefs conferences. This program is currently accepted by the Nevada P.O.S.T. commission and certified as continuing education for annual P.O.S.T. requirements. These agencies will have a reliable resource through the Lyon County Sheriff's Office to assist in their decision of committing their agency into a similar educational contract.

Total Budget: \$40,000.00

Applicant Funding: \$10,000.00

POOL/PACT Funding:\$30,000.00

Authorizing Applicant:Lyon County

Date/Time: 12/22/2017 5:48:49 PM

IP Address: 75.140.32.18





**MEMBER RISK MANAGEMENT GRANT APPLICATION APPROVAL**

**This approval form must be signed by both the department head and the member liaison and/or responsible board.**

Name/Description of Grant Purpose: LYON COUNTY SHERIFF'S OFFICE  
ETHICAL LEADERSHIP EDUCATIONAL SOFTWARE SERVICES

Signatures below attest that:

1. The purpose and objective of the grant application have been reviewed, approved, and needed by the applicant;
2. The member is able to contribute 25% of the grant amount of the project, program, or acquisition in the amount of: \$ 10,000.00; and
3. If the grant is approved, the funds will be used exclusively for the purposes outlined in the grant application.

**Department Head Acknowledgment**

AL McNEIL Sheriff [Signature] Date: 12/20/2017  
Name and Title Signature

**Board and/or Liaison Acknowledgment**

Josh Foli Comptroller [Signature] Date: 12/20/2017  
Name and Title Signature



**THE CENTER FOR ETHICAL LEADERSHIP EDUCATIONAL SOFTWARE  
SERVICES SUBSCRIPTION CONTRACT**

**READINESS NETWORK, INC,  
d/b/a INTERNATIONAL ACADEMY OF PUBLIC SAFETY**

AGREEMENT made and entered into this \_\_ day of \_\_\_\_\_, 2017, by and between the **Lyon County Sheriff's Office, 911 Harvey Way #1 Yerington, NV 89447** (the "AGENCY") and **Readiness Network Inc.**, d/b/a "International Academy of Public Safety," 338 Raleigh Street, Holly Springs, North Carolina 27540 (the "VENDOR").

The AGENCY hereby enters into this Agreement for services with the VENDOR, in consideration of and pursuant to the terms and conditions set forth herein:

1. The VENDOR agrees to develop and provide the AGENCY with access to law enforcement educational software programs and other deliverables using sharable content object reference model standards and specifications ("SCORM"), to be located on the VENDOR's website under an AGENCY selected domain name, that is capable of being utilized by the AGENCY's agents, employees and law enforcement training participants ("Participants"), as set forth in the Work Plan attached to this Agreement as Exhibit A.

a. In the performance of these services under the Agreement, VENDOR, its employees and subcontractors shall exercise the degree of skill and care consistent with customarily accepted practices and procedures for the performance of the type of services required. The VENDOR shall be responsible for the professional quality, technical accuracy, timely completion, and coordination of all services furnished by the VENDOR and any subcontractors, if applicable, under this Agreement.

b. The VENDOR further represents and warrants that:

- i. It shall give highest priority to the performance of the services; and
- ii. Time shall be of the essence in connection with performance of the services.

The VENDOR shall be responsible to the AGENCY for deficiencies in the deliverables and services provided which result from the failure to meet the standard given herein.

The VENDOR shall immediately re-perform any services which are not in compliance with such representations and warranties at no cost to the AGENCY.

c. Permitted or required approval by the AGENCY of any services or deliverables furnished by the VENDOR shall not in any way relieve the VENDOR of its responsibility for the professional and technical accuracy and adequacy of its work. The AGENCY's review, approval, acceptance, or payment for any of the VENDOR's services or deliverables herein shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and the VENDOR shall be and remain liable in accordance with the terms of this Agreement and applicable law for all damages to the AGENCY caused by the VENDOR's performance or failure to perform under this Agreement.

d. The VENDOR grants to the AGENCY a nonexclusive license to use the educational software programs and associated documentation VENDOR develops under this Agreement, plus any

additional software programs which VENDOR adds by mutual consent of the parties during the term of this Agreement. The license grant shall be extended to all Participants and other persons who are authorized by the AGENCY to access the software programs under the AGENCY's domain name.

2. The VENDOR's services under this Agreement shall commence upon execution and end after 3 years, unless sooner terminated pursuant to the terms hereof. The VENDOR agrees to extend this agreement for an additional 2 years at no additional cost for the existing users if agreed upon by the AGENCY and VENDOR.

3. The VENDOR will not use AGENCY equipment, supplies or facilities. The VENDOR will provide the AGENCY with its Employer Identification Number, Federal Tax Identification Number or Social Security Number upon execution of this Agreement.

4. The subscription cost is estimated at \$150,000 but the VENDOR agrees to offer it to the AGENCY for a TOTAL DISCOUNTED CONTRACT AMOUNT of \$40,000 (payable upon contract execution) for 4 years. The Agency may renew for another 4 years upon written request for one payment of \$1 payable upon renewal request.

Additionally, the AGENCY will have the right place additional educational programs developed by the AGENCY on VENDOR's website as set forth in Exhibit A.

Except for domain fees as provided in Exhibit A, the AGENCY will not pay VENDOR's expenses as a separate item. The VENDOR is solely responsible and liable for the payment of federal, AGENCY and local sales, use and excise taxes, including any interest and penalties from any related deficiency, which may become due and payable as a consequence of this Agreement. Amounts due to the AGENCY by VENDOR, including but not limited to damages, or claims for damages, may be deducted or set-off by the AGENCY from any money payable to VENDOR pursuant to this Agreement.

5. The VENDOR agrees to indemnify and hold the AGENCY, its officers, agents and employees, harmless from and against any and all actions, suits, damages, liability or other proceedings that may arise as the result of the VENDOR's deliverables and performance of services hereunder. This section does not require the VENDOR to be responsible for or defend against claims or damages arising solely from errors or omissions of the AGENCY, its officers, agents or employees. VENDOR's obligations under this provision survive termination of this Agreement.

6. The VENDOR, at all times during the term of this Agreement, shall obtain and maintain in force insurance coverage of the types and with the limits as follows:

A. Commercial General Liability Insurance:

The VENDOR shall maintain occurrence based commercial general liability insurance or equivalent form with a limit of not less than \$1,000,000.00 for each occurrence. If such insurance contains a general aggregate limit it shall apply separately to this Agreement or be no less than two times the occurrence limit.

B. Professional Liability Insurance or Miscellaneous Professional Liability Insurance:

The VENDOR agrees to procure and maintain professional liability insurance or miscellaneous professional liability insurance with a limit not less than \$1,000,000.

D. Worker's Compensation Insurance:

The VENDOR shall procure and maintain workers' compensation and employers' liability insurance as required by applicable state law.

Before beginning work under this Agreement, VENDOR shall furnish the AGENCY with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this Agreement. In the event a substantial change in insurance, issuance of a new policy, cancellation or nonrenewal of the policy, the VENDOR agrees to provide immediate notice to the AGENCY and provide a new certificate of insurance showing continuous coverage in the amounts required. VENDOR shall furnish copies of insurance policies if requested by the AGENCY.

7. While performing services hereunder, the VENDOR is an independent contractor and not an officer, agent, or employee of the AGENCY.

8. The VENDOR agrees to report to the AGENCY any event encountered in the course of performance of this Agreement which results in injury to the person or property of third parties, or which may otherwise subject VENDOR or the AGENCY to liability. VENDOR shall report any such event to the AGENCY immediately upon discovery.

VENDOR's obligation under this section shall only be to report the occurrence of any event to the AGENCY and to make any other report provided for by their duties or applicable law. VENDOR's obligation to report shall not require disclosure of any information subject to privilege or confidentiality under law (e.g., attorney-client communications). Reporting to the AGENCY under this section shall not excuse or satisfy any obligation of VENDOR to report any event to law enforcement or other entities under the requirements of any applicable law.

9. This Agreement may be terminated by either party hereto upon thirty (30) days written notice. In the event the VENDOR breaches any of the terms or conditions hereof, this Agreement may be terminated by the AGENCY at any time with or without notice. If termination for such a default is effected by the AGENCY, any payments due to VENDOR at the time of termination may be adjusted to cover any additional costs to the AGENCY because of VENDOR's default. Upon termination, the AGENCY may take over the work and may award another party an agreement to complete the work under this Agreement. If after the AGENCY terminates for a default by VENDOR it is determined that VENDOR was not at fault, then the VENDOR shall be paid for eligible services rendered and expenses incurred up to the date of termination.

Upon termination, VENDOR will terminate the AGENCY's access to the websites and agrees to return all educational programs developed by the AGENCY and any data and information the AGENCY provided VENDOR during the term of this Agreement as provided in Exhibit A.

10. This Agreement may not be assigned without the express prior written consent of the parties hereto. This Agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof, and be signed by an authorized representative of each of the parties hereto.

11. The VENDOR will comply with all federal, AGENCY and local laws, regulations, ordinances, guidelines, permits and requirements applicable to providing deliverables and services pursuant to this Agreement, and will be solely responsible for obtaining current information on such requirements.

12. The VENDOR may use subcontractors to perform the services described herein.

13. VENDOR acknowledges and agrees that all AGENCY developed software programs, presentations and tests placed on VENDORS servers under the AGENCY's domain name, as well as all other information and data produced or provided by the AGENCY and the Participants accessing the educational software programs under the AGENCY's domain name are the sole property of the AGENCY and will not be used by the VENDOR in any way without written consent of the AGENCY.

14. The VENDOR certifies that neither VENDOR nor its principals are presently debarred, suspended, proposed for debarment or suspension, or declared ineligible from participating in transactions by the federal government or any AGENCY or local government department or agency. VENDOR further agrees that it will immediately notify the AGENCY if, during the term of this Agreement, VENDOR or its principals become

subject to debarment, suspension or ineligibility from participating in transactions by the federal government, or by any AGENCY or local government department or agency.

15. Both parties hereto agree to comply with the Confidentiality Provision attached hereto as Exhibit B and by this reference incorporated herein. This obligation will survive termination of this Agreement.

16. It shall be the duty of the VENDOR to assure that its services and software programs are technically sound and in conformance with all pertinent Federal, AGENCY and local statutes, codes, ordinances, resolutions and other regulations. The VENDOR shall, without additional compensation, correct or revise any errors or omissions in its work products.

17. While providing deliverables, and performing services under this Agreement, the VENDOR will not infringe any patent, copyright, trademark, trade secret or other proprietary right of any person. VENDOR will not use any trade secrets or confidential or proprietary information owned by any third party in performing the services related to this Agreement or in delivery of the system. VENDOR represents and warrants that neither VENDOR nor any other company or individual performing services on VENDOR's behalf is under any obligation to assign or give away any work done under this Agreement to any third party.

18. The VENDOR represents and warrants that it has the full power and authority to grant the rights described in this Agreement without violating any rights of any third party, and that there is currently no actual or threatened suit by any such third party based on an alleged violation of such rights by VENDOR. The VENDOR further represents and warrants that the person executing this Agreement for VENDOR has actual authority to bind VENDOR to each and every term, condition and obligation to this Agreement, and that all requirements of VENDOR have been fulfilled to provide such actual authority.

19. VENDOR represents and warrants that:

- a. VENDOR is a corporation duly incorporated, validly existing and in good standing under the laws of its AGENCY of incorporation and has all requisite corporate power and authority to execute, deliver and perform its obligations under this Agreement;
- b. The execution, delivery and performance of this Agreement has been duly authorized by VENDOR and no approval, authorization or consent of any governmental or regulatory agency is required to be obtained in order for VENDOR to enter into this Agreement and perform its obligations under this Agreement;
- c. VENDOR is duly authorized to conduct business in and is in good standing in each jurisdiction in which VENDOR will conduct business in connection with this Agreement;
- d. VENDOR has obtained all licenses, certifications, permits, and authorizations necessary to provide the deliverables and perform the services under this Agreement and currently is in good standing with all regulatory agencies that regulate any or all aspects of VENDOR's deliverables and performance of the services. VENDOR will maintain all required certifications, licenses, permits, and authorizations during the term of this Agreement at its own expense;
- e. Each subcontractor providing a substantial amount of the services under this Agreement has the financial resources to carry out its duties under this Agreement; and
- f. VENDOR's methods of accounting are consistent with generally accepted accounting principles and are capable of segregating costs by stage, segment, or cost objective in order to support change order accounting.

20. Notwithstanding anything in this Agreement to the contrary, neither party shall be liable for any delay or failure to perform under the terms and conditions of this Agreement, if the delay or failure is caused by war, terrorist attacks, riots, civil commotion, fire, flood, earthquake or any act of God, or other causes

beyond VENDOR's reasonable control. Provided, however, that in order to be excused from delay or failure to perform, the VENDOR must act diligently to remedy the cause of such delay or failure and must give notice to the AGENCY as provided in this Agreement as soon as reasonably possible to explain the length and cause of the delay in performance.

21. The award of this Agreement to VENDOR is not in any way an endorsement of VENDOR or VENDOR's services by the AGENCY and may not be so represented by VENDOR in any advertising or publicity materials. The VENDOR agrees to submit to the AGENCY all advertising, sales promotion, and other publicity relating to this Agreement wherein the AGENCY's name is mentioned or language is used from which the connection of the AGENCY's name therewith may be inferred or implied. VENDOR further agrees not to publish or use such advertising, sales promotion, or publicity without the prior written consent of the AGENCY. VENDOR may not in any way contract on behalf of or in the name of the AGENCY, nor may release any informational pamphlets, notices, press releases, research reports, or similar public notices concerning this Agreement without obtaining the prior written approval of the AGENCY.

24. This Agreement is intended to only to govern the rights and interest of the Parties named herein. It is not intended to, does not and may not be relied upon to create any rights, substantial or procedural, enforceable at law by any third party in any matters, civil or criminal.

25. CESSATION OF BUSINESS: The VENDOR will notify the AGENCY of impending cessation of its business or that of a tiered provider and any contingency plans in the event of notice of such a failure. This includes immediate transfer of any previously escrowed assets and data and AGENCY access to the VENDOR's facilities to remove and destroy any AGENCY-owned assets and data. The VENDOR shall implement its exit plan and take all necessary actions to ensure a smooth transition of service with minimal disruption to the AGENCY. The VENDOR will provide a fully documented service description and perform and document a gap analysis by examining any differences between its services and those to be provided by its successor. The VENDOR will also provide a full inventory and configuration of servers, routers, other hardware, and software involved in service delivery along with supporting documentation, indicating which if any of these are owned by or dedicated to the AGENCY. The VENDOR will work closely with its successor to ensure a successful transition to the new equipment, with minimal downtime and impact on the AGENCY, all such work to be coordinated and performed in advance of the formal, final transition date.

26. TERMINATION - DOCUMENTS: If not done prior, upon termination of the Agreement, the VENDOR shall furnish to the AGENCY copies of all programs and materials developed by the AGENCY under the Agreement as well as all documents and data maintained on VENDOR's website pertaining to the AGENCY's and its Participants use of all the educational software programs under the AGENCY's domain name requested by the AGENCY, including but not limited to testing and training activities.

27. DISPUTES BETWEEN THE PARTIES: In lieu of litigation, the parties agree that all disputes between them as to their respective rights and obligations under this contract shall be resolved through binding arbitration pursuant to state of Nevada Statutes.

28. GOVERNING LAW: This contract shall be interpreted in accordance with the laws of the state of Nevada.

29. NOTICE TO PROCEED: The AGENCY or his designee shall give the VENDOR a notice to proceed on all work. The VENDOR shall commence the services within ten (10) days after receipt of such notification.

30. Any notice or other communication required under this Agreement shall be in writing and sent to the address set forth above. Notices shall be given by and to \_\_\_\_\_ on behalf of the AGENCY, and by Mitch Javidi, Ph. D, on behalf of the VENDOR, or such authorized designees as either party may from time to time designate in writing. Notices or communications to or between the parties shall be deemed to have been delivered when mailed by first class mail, provided that notice of default or termination shall be sent by registered or certified mail, or, if personally delivered, when received by such party.

31. In the event that any court of competent jurisdiction shall hold any provision of this Agreement unenforceable or invalid, such holding shall not invalidate or render unenforceable any other provision hereof.

32. The software programs and services to be provided by VENDOR under this Agreement are of such a unique nature that VENDOR is clearly and justifiably the only practicable source to provide the needed supplies and services resulting in VENDOR justifiably being the sole source for the supplies and services provided by and through this Agreement. Through this Agreement, the AGENCY has negotiated the most advantageous price for completion of the project described in the Work Plan.

33. All other prior discussions, communications and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided herein, this Agreement constitutes the entire agreement with respect to the subject matter hereof.

In Witness, Whereof, the parties signify their agreement effective the date above first written by the signatures affixed below.

AGENCY

VENDOR

BY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(DATE)



BY: \_\_\_\_\_

Mitch Javidi, Ph. D  
President & CEO  
Readiness Network Inc,  
d/b/a International Academy of Public Safety

\_\_\_\_\_  
(DATE) October 9, 2017

**EXHIBIT A  
WORK PLAN**

**READINESS NETWORK, INC.,  
d/b/a INTERNATIONAL ACADEMY OF PUBLIC SAFETY**

**PROGRAM REQUIREMENTS**

VENDOR agrees to perform all necessary services in connection with the project defined as follows:

**Action I.** Build a SCORM Certified On-Line Academy to Launch of leadership courses:

- The academy will sit outside of the agency's fire walls on VENDOR's server utilizing cloud computing.
- The AGENCY will select a suitable domain name for the academy.
- The VENDOR will buy and utilize the domain name on behalf of the AGENCY. The domain name will be the property of the AGENCY.

**Action II.** To customize and implement the following 183 hours of Ethics, Leadership, and Emotional Intelligence programs on the On-Line Academy. The modules will require a total of 6 text books. The VENDOR will provide one (1) set of text books to the AGENCY to be used in its library for the students' access. AGENCY is encouraged by the VENDOR to purchase additional hard copies or digital copies books as needed directly from the publisher(s).

**ICLD I – Foundation and Principles Modules**

- Introduction to ICLD I
- Leadership Principles
- Lincoln on Leadership – This module requires a text book. Please read "*Lincoln on Leadership: Executive Strategies for Tough Times*" by Donald T. Phillips.
- First-Line & Mid-Level Supervision
- Leadership and Ethics
- Leadership and Change
- Personal Leadership
- It's Your Ship – This module requires text book. Please read "*It's Your Ship: Management Techniques from the Best Damn Ship in the Navy*" D. Michael Abrashoff.
- Leadership Theories and DiSC Styles
- Moral Compass
- Active Listening
- Effective Communication
- Military Leadership

**ICLD II – Theories and Practices**

- Introduction to ICLD II
- Generations
- *It's Our Ship* – This module requires a text book. Please read "*It's Our Ship: The No-Nonsense Guide to Leadership*" by Captain D. Michael Abrashoff.
- Practical Emotional Intelligence
- Good to Great
- Proactive Communication
- Conflict Management
- Cultural Diversity



- Action Leadership
- Reflective Leadership
- Start with the Why – This module requires a text book. Please read "*Start with Why: How Great Leaders Inspire Everyone to Take Action*" by Simon Sinek.
- Legacy Leadership
- Succession Planning
- Human Capital Management

### **ICLD III – Application and Advancement**

- Introduction to ICLD III
- Human Factors & Leadership
- Founding Fathers on Leadership – This module requires a text book. Please read "*The Founding Fathers on Leadership: Classic Teamwork in Changing Times*" by Donald T. Phillips.
- Adaptive Leadership
- Servant Leadership
- Credible Leadership
- Effective Leadership
- Toxic Leadership
- Community Leadership
- Leadership & Customer Service
- Cyrus on Leadership
- Adaptive Decision Making as a Deliberate Counter VUCA Tactic
- Tactical Leadership
- Emotional Intelligence: Why it Can Matter More Than IQ - This module requires a text book. Please read "*Emotional Intelligence: Why It Can Matter More Than IQ*" by Daniel Coleman
- Deep Change and Positive Emotional Intelligence

### **ICLD IV – Competency and Mastery**

- The Skill of Grounding: Focusing Awareness in the Present
- The Skills of Centering: Including Self in the Context of Events
- The Skills of Beliefs Clarification and Resolution
- Specifying Your Personal Purpose and Vision
- The Skill of Identifying Your Values
- The Skill of Life Planning to Provide Motivation and Balance
- The Skill of Educational Planning
- The Skill of Career Planning
- The Skill of Time and Priority Management
- The Skill of Stress Management
- The Skill of Energy Management
- The Skill of Maintaining a Positive Mental Attitude
- Self-Disclosure: Sharing Appropriately with Others
- Image Management: Taking Responsibility for How You See Yourself
- Impression-Management Skills: Taking Responsibility for How Others See You
- Attending: Giving Undivided Attention to Others
- Observing: Simply Seeing another Person without Distorting or Judging
- Suspending Frame of Reference: The Key to the Golden Rule
- Questioning: Appropriate Gathering of Information
- Listening: Checking for Others Intend to Mean
- Responding with Understanding: Getting on the Inside

- Assertiveness: Speaking Honestly and Kindly with Self-Control
- Confrontation: Telling People the Truth about Unacceptable Behavior
- Challenging: Helping Others to see Strengths and Opportunities and Move Towards Positive Change
- Advanced Empathy
- Problem-Exploration: Facilitating the Exploration of Others' External and Internal Problems
- Problem-Specification: The Most Complex Skill
- Problem-Ownership: Helping Ourselves and Others Own Up
- Goal-Setting: Securing Ownership to Get Commitment to Action
- Goal-Ownership: Securing Ownership to Get Commitment to Action
- Action-Planning: Exploring and Evaluating Specific Pathways for Achievement
- Implementing Action Plans: Increasing the Success Rate
- Confrontation: Pacing and Helping Others Face Self-Defeating Behaviors
- Self-Sharing: Giving Others Additional Perspectives With Your Own Story
- Immediacy: Helpful People Get Unstuck
- Making an Effective Referral to a Professional Helper
- Informal Assessment Skills: Walking Around Talking with People
- Formal Assessment: Research, Interviewing, and Reporting
- Problem-Management Facilitation: Leading Teams Through Resistance to Change
- Needs Clarification: Clarifying the Need for Change
- Readiness-Checking: Overcoming the Real Blocks to Change
- Values Alignment
- Vision and Purpose Consensus-Building
- Strategy-Consensus Building
- Implementation Planning: Specifying and Implementing Steps, Dates, and People to Expedite the Achievement of Goals
- Strategic Plan Monthly Review and Team Performance
- Leading teams Toward Continuous Learning for Continuous Improvement
- Building Accountability
- Assessment of Personal Styles and Style-Shifting
- Assessment of Roles and Role-Shifting into appropriate tasks
- Intentionally Assessing (53) Style, Readiness, Willingness and Ability, and (54) Shifting Skills
- Recognition of a Team's or Organization's Stage of Development
- Facilitation of the Organization Development Stages
- Formation and Facilitation of a Cross-Functional Continuous Improvement Team
- Assessment of Leadership Skills to Help Yourself and Others Plan for Further Development
- Coaching Other Leaders to Become More Effective Leaders
- Lead Environmental Scanning and Initiating Proactive Responses to Future Trends

**Action III.** The Vendor agrees to:

- Provide a system Administration training to select members of the AGENCY to enable them to monitor registration, participation, and record keeping of the program. The Administrators will be able to generate both soft and hard copy of reports for inter-AGENCY filing.
- Provide customer service support services as needed.

**Action IV.** Placing additional educational programs developed by the AGENCY.

The VENDOR agrees to place on the VENDOR's website under the AGENCY's domain name any additional educational software programs the AGENCY may independently develop including test questions and presentations, for the purpose of providing additional training to Participants. The programs provided by the AGENCY must be complete and ready for SCORMification by the VENDOR. The VENDOR will submit to AGENCY a change order for all necessary work required by the VENDOR to prepare the program for SCORMification if the program provided by the AGENCY is incomplete. Upon authorization from the AGENCY, the VENDOR will complete all tasks outlined in the change order to prepare and upload courses to website.

**BROWSER:** The system, site, and/or application must be compatible with current versions of Chrome, Safari, Firefox and Internet Explorer browsers. The AGENCY agrees to allow users to install Flash Player software on their computers since the educational programs require Flash Player to run.

**WEBSITE SERVICE LEVELS:** The VENDOR warrants that all website services will be performed in a professional and workmanlike manner consistent with industry standards reasonably applicable to such services. The VENDOR further warrants that the services will be operational at least 99.99% of the time in any given month during the term of this Agreement, meaning that the outage or downtime percentage will be not more than .01%. In the event of a service outage, the VENDOR will:

- A. Promptly and at the VENDOR's expense, use commercial best efforts to restore the services as soon as possible, and
- B. The VENDOR will provide the AGENCY with seven (7) days' prior notice of scheduled downtime in the provision of services for maintenance or upgrades. To the extent possible, the VENDOR will schedule downtime during times of ordinarily low use by the AGENCY. In the event of unscheduled and unforeseen downtime for any reason, except as otherwise prohibited by law, the VENDOR will promptly notify the AGENCY and respond promptly to with the AGENCY's reasonable requests for information regarding the downtime.

**DISASTER RECOVERY:** The VENDOR will maintain a disaster recovery plan (the "Disaster Recovery Plan") with respect to the services provided to the AGENCY. For purposes of this Agreement, a "Disaster" shall mean any unplanned interruption of the operation of or inaccessibility to the VENDOR's service in which the VENDOR, using reasonable judgment, requires relocation of processing to a recovery location. The VENDOR shall notify the AGENCY as soon as possible after the VENDOR deems a service outage to be a Disaster. The VENDOR shall move the processing of the AGENCY's services to a recovery location as expeditiously as possible and shall coordinate the cut-over. During a disaster, optional or on-request services shall be provided by the VENDOR only to the extent adequate capacity exists at the recovery location and only after stabilizing the provision of base services.

**AGENCY INFORMATION:** The AGENCY agrees to provide VENDOR with such information and data as is reasonably necessary in order for VENDOR to develop the educational software program, and to allow the AGENCY's agents and employees the ability to access the program on VENDOR's website.

**WEBSITE SECURITY:** The VENDOR will use industry standard and up-to-date security tools and technologies such as anti-virus protections and intrusion detection methods in providing Services under this Agreement. The VENDOR will, at its expense, either conduct or have conducted at least on an annual basis an audit of the VENDOR's security policies, procedures and controls resulting in the issuance of AT 101 SOC 3 certification or VENDOR must be ISO-27001-2005 compliant.

**EXHIBIT B**  
**CONFIDENTIALITY PROVISION**

**READINESS NETWORK, INC,**  
**d/b/a INTERNATIONAL ACADEMY OF PUBLIC SAFETY**

1. In order for VENDOR to perform the computer programming services contemplated under the Agreement, VENDOR may require access to confidential information about the agency including the AGENCY's Vision, Mission, Values, employee's names, DOB, Badge Numbers, and e-mail addresses.
2. VENDOR acknowledges the AGENCY's need to keep confidential information it maintains, that is subject to various confidentiality statutes and legal privileges held by the AGENCY and third parties.
3. VENDOR agrees in order to protect the confidentiality and legal privileges associated with AGENCY computer usage and data storage that it and all of its officers, agents, and employees:
  - a. Will not, at any time, either directly or indirectly, make public, reveal, or communicate to any person, firm, or corporation or public entity, in any manner whatsoever, any information concerning any matters affecting or relating to confidential records or data that may be obtained in the course of performing this Agreement.
  - b. Will not reproduce or transfer in any way or manner or share with any person except as specifically authorized by the AGENCY any confidential data or information provided by the AGENCY.
  - c. Will not read, review, monitor, access, or attempt entry or other accession, of any data, documents, records, files (private or public), databases, communications, research trails, cookies, hard drives, servers, backup tapes or other back up mechanisms or facilities, on any AGENCY computer.
4. If work assignments performed in the course of this Agreement require additional security requirements or clearance, the VENDOR agrees that its officers, agents and employees may be required to undergo investigation or may be required to sign separate confidentiality agreements, and it will limit access to the confidential information and related work activities to employees that have executed such agreements.
5. VENDOR will enforce the terms of this Confidentiality Provision to its fullest extent. VENDOR agrees to remove any employee or agent from performing work under this Agreement that has or is suspected to have violated the terms of this Confidentiality Provision.
6. Violation of this Confidentiality Provision is cause for immediate termination of this Agreement and could subject any violator to criminal prosecution in accordance with state law.
7. Neither this Confidentiality Provision, nor any part thereof, shall establish any privacy rights to, for or on the part of, any employee of the VENDOR or AGENCY or waive any remedies against any such person for illegal, improper, or unauthorized use of the computers or any computer system or portion thereof.



October 9, 2017

From: Dr. Mitch Javidi, President  
To: Whom It My Concern  
RE: Sole Developer Certification

I am writing this letter to formally certify that Readiness Network, Inc., dba International Academy of Public Safety is the sole developer and sole source provider of the Learning Management System (LMS) and the customized on-line courses for our commercialized product entitled “the Institute for Credible Leadership Development (ICLD)”. The program comes with comprehensive ISD based Lesson Plans with complete citations and references. The content is delivered by top Law Enforcement and Military instructors through our LMS that is SCORM Certified and Secured. The LMS is a cloud based platform using Readiness Network’s technologies and systems enabling full customization, registration, grading, compliance and certification features.

### **ICLD I, II, III & IV Course Listing – Summary and Hours**

*(Individual courses within the phases may be taken and do not need to be taken in order)*

#### **ICLD Phase I: Foundations & Principles of Leadership**

##### **Leadership Principles & Concepts – ONE (1) HOUR**

This module discusses leadership, what it means, what is expected of a leader, types of leaders and how a leader influences others. It includes segments from leaders discussing their approaches to leadership. The module also provides definitions for reactive, proactive and coactive policing.

##### **\*Lincoln on Leadership – EIGHT (8) HOURS includes READING BOOK**

This module is a comprehensive summary of the book “*Lincoln on Leadership, Executive Strategies for Tough Times*”, by Donald T. Phillips. The book gives a leadership perspective from President Abraham Lincoln, who arguably led the United States through one of the most trying times in American history.

##### **First & Mid-Level Supervisions – ONE (1) HOUR**

This module takes a look at the transitional challenges often faced by First-Line & Mid-Level Supervisors as they take on their new roles and responsibilities. It focuses on the development of new skill sets and interaction with those that they supervise.

##### **Leadership & Ethics – FIVE (5) HOURS**

This module addresses one of the most essential characteristics of a leader, Ethics. A leader who is not ethical, particularly in the law enforcement profession cannot effectively lead other ethical law enforcement professionals. In this module Dr. Trautman will identify the main causes of unethical behavior in law enforcement organizations and how it can be effectively combatted.

### **Leadership & Change – ONE (1) HOUR**

This module provides students with an in-depth look at why change can be so difficult, particularly in law enforcement organizations. It gives perspective on how change can benefit organizations and cautions against making changes just for the sake of change. The module also gives strategies to utilize when implementing necessary changes.

### **Personal Leadership – TWO (2) HOURSS**

This module looks at personal leadership and what makes some leaders great and others not so great. It gives students a perspective of what kind of leader they should strive to be and provides examples of strong leadership traits.

### **\*It's Your Ship – TEN (10) HOURS includes READING BOOK**

This module is a comprehensive summary of the bestselling book “*It's Your Ship, Management Techniques from the Best Damn Ship in the Navy*”, by Captain D. Michael Abrashoff. The book describes how Captain Abrashoff turned a ship with very low morale and performance into the best performing ship in the fleet.

### **Leadership & Power – ONE (1) HOUR**

The purpose of this module is to discuss the relationship between leadership and power. It is important to understand that authority gives leaders power to supervise and change behavior; however, it is extremely important that abuse of this authority or power will surely result in fear, disrespect and low morale. This module will provide strategies for the proper use of power in a leadership role.

### **Leadership Theories – ONE (1) HOUR**

This module introduces students to the many leadership theories studied over many years in order to give a better understanding of the evolutionary process of leadership theories and a deeper understanding of concepts and practices. This module also gives a clear distinction between leading and managing, as well as introducing students to the DiSC Profile Behavior Pattern Assessment.

**\*Law Enforcement Moral Compass – SIX (6) HOURS includes READING BOOK** This module is a comprehensive summary of the book “*Moral Compass for Law Enforcement Professionals*”, a book designed to serve as a moral compass for law enforcement professionals as they navigate the challenges and demands that face them every day. It also provides a review of the values that every law enforcement should hold true to in the performance of their duties.

### **Active Listening – ONE (1) HOUR**

As professionals, particularly in the law enforcement profession, we use communication as a primary tool to perform our duties. One of the most important aspects of communication is listening to what is being communicated, but we don't receive a great deal of training regarding effectively receiving the message. This module is designed to provide law enforcement professionals with training regarding the importance of actively listening and receiving the message that is being communicated to them. This skill is so critical that without it law enforcement professionals and their agencies are exposed to potential misunderstandings that can be disastrous and very difficult to recover from.

### **Effective Communication – ONE (1) HOUR**

The process of effective communication is so important to a leader that it must be a primary function in the development of leadership skills. You see, if a leader cannot effectively communicate his/her message or vision to those who will be responsible for carrying it out, they cannot possibly be effective as a leader. This module is designed to explain the importance of competent communication and stress the fact that effective leaders must be effective communicators who understand that communication is a process whereby an individual influences others through successfully communicating their message to achieve a shared goal.

### **Military Leadership – ONE (1) HOUR**

The US Military begins leadership training when a soldier is in basic training and the leadership training is continued throughout a soldier's military career. You see, the military clearly understands the connection between leadership training and performance. With this in mind, this module provides valuable insight from command level military personnel on their successful approaches to leadership.

## **ICLD Phase II: Theories & Practices of Leadership**

### **Generations – TWO (2) HOURSS**

This module focuses on Generations and the variety of them we now have in the workplace, as well as, within the communities that we serve. It is imperative for true leadership success that we are familiar with the different generations and understand how they think, their motivations and their work habits. You may be surprised by the diverse thought processes that each generation possesses.

### **\*It's Our Ship – TEN (10) HOURS includes READING BOOK**

This module is a summary of Captain D. Michael Abrashoff's second book, "*It's Our Ship, The No-Nonsense Guide to Leadership.*" You see, after Abrashoff's successful naval career he realized that although he had successfully created an environment of collaboration and organizational growth on his ship, the Benfold, he had failed to share all of his techniques, initiatives, and processes with his fellow captains who were able to achieve success at his level. Therefore; in hindsight, he had failed them. This book discusses how successful leaders share information within their organizations to create great synergy.

### **Practical Emotional Intelligence – TWO (2) HOURSS**

This module addresses the importance of having a strong sense of emotional intelligence and its relationship to strong leadership. Emotional intelligence is critical in law enforcement both internally and with public interactions. The instructor defines emotional intelligence and its practical uses in law enforcement.

### **\*Good to Great – ONE (1) HOUR**

This module is a summary of the Jim Collins' book "*Good to Great*" and provides an overview of the books concepts and principles. It focuses on how some organizations and individuals manage to transform themselves from and operate at an extremely high level based on a provided performance matrix. This module addresses the fact that the principles identified in Good to Great transcend the corporate world and can apply to the public safety arena as well.

### **Proactive Communication – TWO (2) HOURSS**

This module addresses one of the most challenging aspects of law enforcement and public safety - the ability to proactively communicate with our employees, peers and the citizens that we serve. The instructor provides valuable insight into concepts, techniques and exercises that stress communicating proactively and in a manner, that ensures true understanding.

### **Conflict Management – TWO (2) HOURSS**

If you think about it, most of what we deal with in law enforcement revolves around some type of conflict. Therefore, conflict management becomes a key complaint of accomplishing the law enforcement mission, whether there are external conflicts (outside the organization), or internal conflicts (within the organization). This module addresses conflict management and introduces students to techniques, processes and other solutions to address conflict.

### **Cultural Diversity – ONE (1) HOUR**

This module focuses on cultural sensitivity and its importance to leadership, particularly in the law enforcement community. As law enforcement professionals, we are obligated to provide responsive, effective, and equal services to all of the diverse cultural groups that we serve. This module provides insight into the barriers that often hinder us as individuals and organizations in providing these services in the manner intended. It stresses the need to understand the view points of the cultures we serve and to take a journey of self-discovery regarding our bias, prejudice and perception of these cultures.

### **Action Leadership – ONE (1) HOUR**

This module focuses on Action-Centered Leadership concepts that were developed by Dr. John Adair. Action-Centered Leadership was developed for the military, so it is easily adapted by law enforcement since most law enforcement agencies are based on a para-military structure. This module addresses the concept that leadership is a trainable skill and that there is a distinct difference in leadership and management.

### **Reflective Leadership – ONE (1) HOUR**

In this module students are introduced to the concept of Reflective Leadership. Reflective leaders develop a very broad view of their organizations, circumstances and decisions. They understand that people may not see things the way that they do. They understand the need to develop other reflective leaders within the organization. This module provides students with the skills, techniques and concepts of a reflective leader with the hope that they will utilize them for self-growth and the development of others.

### **\*Start With Why – TEN (10) HOURS includes READING BOOK**

This module is a summary of the book, *“Start with Why, How Great Leaders Inspire Every1 to Take Action”*, by Simon Sinek. The module is designed to utilize insights provided within the book to give students information that will assist them in effectively leading their employees and agencies. Although the book may come across as a book for those in sales and marketing, the reality is that law enforcement is like running a business where we serve and protect. Understanding the ‘why’, will enable us as leaders to create an atmosphere for being proactive in everything we do.



### **Legacy Leadership – TWO (2) HOURSS**

This module discusses Legacy Leadership, the concepts behind it, why it's important, and the things we have to do to make sure we have a strong legacy mindset. Doing this promotes our organization and protects our future. Students will be reminded of the fact that all leaders leave a legacy. What do we want our legacy to be? In law enforcement, we must remember to always pursue excellence and inspire others to do so as well.

### **Succession Planning – TWO (2) HOURSS**

This module is designed to offer insight on how to adapt and overcome one of the greatest challenges facing many law enforcement agencies in the twenty-first century. That challenge is Succession Planning. Succession planning is a powerful concept in which organizations ensure continuity and long-term organizational health by identifying and developing employees to take responsibility by filling critical roles that will become available in the future. This allows them to prepare for attrition and fill important gaps as they appear in the agency.

### **Human Capital Management – TWO (2) HOURSS**

This module focuses on Human Capital Management (HCM). It is an approach to employee staffing that perceives people as assets or human capital, whose current value can be measured and whose future value can be enhanced through investment. This is of particular importance in law enforcement agencies where budgets and resources can be challenging.

## **ICLD Phase III: Application & Advancement of Leadership**

### **Human Factors & Leadership – ONE (1) HOUR**

This module addresses the human factors involved in policing and how they play a pivotal role in supervisors increasing safety margins internally and educating officers, as well as, the community on how human factors effect policing practices. The module also stresses the importance of exercise, a personal life outside of the job and other outside interest.

### **\*Founding Fathers on Leadership – TEN (10) HOURS includes READING BOOK**

In an attempt to extend students concepts, principles and tools in this comprehensive summary of the book "*Founding Fathers on Leadership, Classic Teamwork in Changing Times*", by Donald T. Phillips, the instructor takes a look at the challenges that the American founding fathers faced as they began the process of establishing a new government and the team work they displayed in order to accomplish their goals in very trying times.

### **Adaptive Leadership – TWO (2) HOURSS**

This module gives students a comprehensive look at Adaptive Leadership and why it is so important to law enforcement leaders. In today's fluid, ever-changing environment leaders must be ready to adapt to situations as they arise. Adaptive leadership is the key to making key decisions based on the best information available, particularly in emergent situations. This module provides students with concepts and practices for utilizing adaptive leadership techniques in their professional lives.

### **Authentic Leadership – ONE (1) HOUR**

This module gives an introduction to the concept of the Authentic Leadership which is leading in accordance with ones' values, preferences and needs as opposed to simply leading to please others. Why is this so important to law enforcement leaders at all levels? Simply put, law enforcement professionals are approached from all directions from individuals and groups that will challenge their authenticity, particularly when it comes to performing their duties. This module stresses the need for Authentic Leadership and cites some of society's ethical and organizational failures, as well as, security breaches as just some of the reasons that Authentic Leadership is a must in order to instill community and public trust.

### **Servant Leadership – ONE (1) HOUR**

This module concerns itself with one of the truly challenging concepts of leadership in the law enforcement arena, Servant Leadership. You see, while law enforcement professionals, by virtue of the profession, are public servants, they often fail to embrace this role or they don't truly understand what this means. The Servant Leadership module is designed to introduce students to the concept of being a servant leader. It will share examples of Servant Leadership from leaders in industry, the military and law enforcement.

### **Credible Leadership – TWO (2) HOURSS**

This module discusses the importance of Credible Leadership and what that means. It lists positive outcomes that Credible Leadership can influence. The module also reviews the Managerial Leadership Diagram depicting how Credible Leadership positively affects an entire work-group and why. It also illustrates what a low and highly credible leader looks like.

### **Effective Leadership – TWO (2) HOURSS**

This module discusses effective leadership and describes what an effective leader does. It identifies several past and present effective leaders and shares their thoughts and insights regarding their leadership styles. While these leaders came from a variety of disciplines, there styles work in many different environments.

### **Toxic Leadership – ONE (1) HOUR**

This module addresses the major obstacles that Toxic Leadership creates for law enforcement organizations in achieving their objectives at many levels. Toxic leadership cripples law enforcement agencies by allowing leaders to selfishly obtain goals that may not be in the best interest of the organization. In this module the instructor takes a comprehensive look at toxic leadership and the negative affects it has on individuals, organizations and the citizens we serve.

### **Community Leadership – TWO (2) HOURSS**

As law enforcement professionals, we often give our all to our profession and neglect ourselves on a personal level and our personal community involvement. Our exposure to the negative aspects of mankind often leaves us jaded and affects our personal and professional balance. This can have an adverse effect on our personal life and leave us vulnerable to a number of emotional syndromes that set us up for eventual disappointment in both our professional and personal lives. This module discusses these potential concerns and provides guidance on how to avoid them and create a professional/personal balance in your lives.

### **Leadership & Customer Service – TWO (2) HOURSS**

This module introduces the concept of leadership as it relates to customer service both internally and externally. The instructor discusses the importance of developing leadership skills and providing exemplary customer service traits in all that you do. This is so significant to law enforcement because our customers are the citizens that we are sworn to serve and unlike customers in the commercial world they have to rely on law enforcement to provide excellent services regardless of the circumstances. Leadership sets the tone for how these services will be performed.

### **\*Cyrus on Leadership – ONE (1) HOUR**

This module summarizes the book “*Xenophon’s Cyrus the Great: The Art of Leadership and War*”, by Larry Hedrick. The instructor identifies five Leadership principles followed by Cyrus the Great as he led his armies, ruled his empire and built his legendary kingdom. These five principles are discussed in the context of leading in today’s public safety arena.

### **Adaptive Decision Making – ONE (1) HOUR**

This module discusses the need for law enforcement leaders to have the ability to make sound ethical decisions even when faced with potentially volatile, uncertain, complex and ambiguous situations (VUCA). Making the wrong decisions under these circumstances can often spell disaster for a law enforcement agency and the community. This module introduces students to counter VUCA decision making tactics and techniques.

### **Tactical Leadership – TWO (2) HOURSS**

As law enforcement professionals, we hope that we will never find ourselves in a situation where we and our team are under fire, but we also know that this is a true reality and we must be prepared to properly lead and react under these circumstances. The Tactical Leadership Module introduces students to the mindset that must prevail during such situations.

### **\*Emotional Intelligence – ONE (1) HOUR**

In this module, we take a deeper look into Emotional Intelligence based on the book, “*Emotional Intelligence: Why It Can Matter More Than I.Q.*”, by Daniel Goleman. The instructor summarizes the concepts discussed in the book and provides explanations on why practicing Emotional Intelligence is critical as a public safety and leadership skill.

### **Positive Emotional Intelligence – TWO (2) HOURSS**

This module addresses the fact that change is one thing that an organization and leader can count on. Leaders who wish to initiate change or respond to a need for change may have to go through a transformation themselves. This transformation will allow them to become a true change agent by increasing their level of Emotional Intelligence and their Positive Intelligence Quotient (PQ).

**Self-Management Skills – FIFTEEN (15) HOURS**

The Skills in this cluster of twelve skills are the skills of Living and Working effectively, the skills of Living on Purpose – instead of by accident. The daily psychological stresses that law enforcement professionals experience in their work puts them at a significantly greater risk than the general population for developing a host of long term physical and mental health issues. This module is designed to introduce students to skills that allow them to build a personal foundation to cope with the negative effects of the job on a personal level.

**Interpersonal Communication Skills – FIFTEEN (15) HOURS**

As a result of the changing culture of law enforcement the first line and middle manager roles have a greater responsibility for coaching, leading and communicating. Even front-line officers are expected to be more of a leader and facilitator. This module is designed to introduce students to the understanding of their natural style of communicating with others and to help them understand and apply the four (4) Facilitative Conditions: Genuineness, Empathy, Respect and Specificity.

**Opportunity Leveraging – FIFTEEN (15) HOURS**

The skills taught in this module are designed to help students become more effective problem managers. It is also intended to aid students understanding of the difference between Coaching, Counseling and Mentoring. Students will learn the importance of properly assessing the development and functioning levels of others and gain an understanding of the 5-step Problem and Opportunity Coaching Model.

**Organization Development Skills – FIFTEEN (15) HOURS**

The purpose of this module is to provide the law enforcement professional with skills that will allow them to become more capable of creating high performance, high morale teams within the organization so that personnel will actively participate in the planning and implementation of the organizations mission, vision, goals and initiatives.

**Versatility Skills – FIFTEEN (15) HOURS**

Effective leaders are extremely versatile and receptive to the dynamics of changing environments, events and organizational needs. This module is designed to help students understand the importance of versatility and how this skill will help them to develop their own style and become more responsive to the unique and ever-changing characteristics of individuals, teams and organizations. Students will gain an understanding of how role, style and skill shifting can improve their overall leadership performance.

**\* a book is recommended**

We trust this certificate serves your documentation needs. Should you require additional information, please feel free to contact our office.

Sincerely,

A handwritten signature in black ink, appearing to read 'M Javidi', with a stylized flourish extending from the end.

Mitch Javidi, Ph.D.,  
CEO & President, International Academy of Public Safety  
Adjunct Professor, NC State University & Illinois State University  
Honorary Member of the US Army Special Operations Command  
1999  
Honorary Sheriff ~ Awarded by the National Sheriff's Association 2015

**END of Item #4**

**LOSS CONTROL COMMITTEE RM GRANT SUMMARY**

**MEMBER:** Churchill County School District

**ENTITY:** Churchill County School District

**DATE SUBMITTED:** 5/22/17 – updated 1/4/18

**SUBMITTED BY:** Steve Russell

**SUMMARY:** Installation of video system in all Churchill County School busses.

**FINANCING:**

<i>Total Project Cost.....</i>	<i>\$64,128.00 (initial request)</i>
<i>Seon – Fleet .....</i>	<i>\$64,128.00</i>
<i>Member Contribution (25%).....</i>	<i><u>-\$16,032.00</u></i>
<i>Total PP Grant Request.....</i>	<i>\$48,096.00</i>

**Total Project Cost..... \$68,750.00 (updated request)**

<b>Seon – Fleet .....</b>	<b>\$68,750.00</b>
<b>Member Contribution (25%).....</b>	<b><u>-\$17,187.50</u></b>
<b>Total PP Grant Request.....</b>	<b>\$51,562.50</b>

**MEMBER APPROVAL:** Dr. Sandra Sheldon, Superintendent (for initial quote)

**PURCHASE DOCUMENTS:** Attached

**ADDITIONAL REQUIRED/FOLLOW UP:** 1/3/2018 requested updated quotes.

**DATE PRESENTED TO LCC:**

**DECISION BY LCC:**

**From:** Pool Pact  
**To:** [Zaria Hanses](#); [Mike Rebaleati](#); [Marshall Smith](#); [mike@jmstudioinc.com](mailto:mike@jmstudioinc.com); [jim@jmstudioinc.com](mailto:jim@jmstudioinc.com)  
**Subject:** Risk Management Grant Application Notification 0021-RM-2017  
**Date:** Monday, May 22, 2017 11:02:10 AM  
**Attachments:** [2017 grant member approval 1.pdf](#)  
[2017 grant member approval.pdf](#)

---

NPAIPACT



## **Risk Management Grant Application Notification**

RMID: 0021-RM-2017  
Applicant/Member: Churchill County School District  
690 S. Maine Street  
Fallon NV, 89406  
Department Involved: Transportation  
Project Contact: Steve Russell  
Phone: 7754235184  
Email: russells@churchill.k12.nv.us

Alternate Project Contact: Gayle Webb  
Alt. Phone: 7754235184  
Alt Email: webbg@churchillcsd.com

Liasion Contact: Steve Russell  
Liasion Phone: 7754237135  
Liasion Email: Russells@churchillcsd.com

Funding Contact: Phyllys Dowd  
Funding Email: dowdp@churchillcsd.com  
Funding Phone: 7754237135

Funding Address:  
690 So. Maine Street  
Fallon NV, 89406

Grant Description: This project is to install four (4) camera video system in all school buses in Churchill County School District. The district currently utilizes a two (2) camera system to monitor both the front of the bus and the rear. Prior to the installation of this system, the district only had five (5) cameras for 50 buses. When we first installed the new system, we had only 1 camera in front. The district purchased a second camera in 2015 and found that the incidents of sexual assault among students along with cases of reported bully and fighting dropped. With the increase of school violence and the establishment of the State of Nevada Safe Schools program, it is imperative that every school step up their intervention of school bullying and violence. A way to do this is to increase video surveillance in schools and on school buses. We are requesting assistance with replacing our current two (2) camera system with a four (4) camera system to help not only the middle of the bus but as students enter and

exit the bus and identify individuals who approach the door. We would utilize all of the cameras and wiring that currently are located in the buses. Five (5) buses currently do not a camera system on board.

Part I: Our school district transports all grade levels in our home to school program which increases safety risks with the younger students. Our current system which currently works in most cases, lacks the availability to access the students in the middle of the bus as well and some incidents that have occurred in the front by the door. Also with the camera's PA system in front of the bus, students that communicate problems to the driver can be accurately documented for proper follow up.

Part II a: Every school district in the State of Nevada is facing financial difficulties. Our District is no different. Unfunded mandates have place some undue hardships on the Rural Districts as the struggle with infrastructural priorities along with educating their students. Our district has seen a decline in enrollments with financial restraints placed on the District while attempting to provide a safe learning environment.

Part II b: We are currently utilizing our capital improvements funds to repair building that have gone through some renovations but still need addressed. Our playground equipment is being replaced do to is unsafe status. Some funds have been set aside for the transportation department to help offset the costs of the video system.

Part III: Our school administrations will utilize our system when acts of violence or bullying are reported to the Principals or counselors at each school. Our system has also documented incidents that involved special education students and their actions that have caused harm to staff and other students. It has help create a course of actions that has created a calm bus.

Total Budget: 64,128.00

Applicant Funding: 16, 045.00

POOL/PACT Funding:48,083

**Authorizing Applicant:Churchill County School District**

**Date/Time: 5/22/2017 11:01:32 AM**

**IP Address: 64.113.165.126**





**MEMBER RISK MANAGEMENT GRANT APPLICATION APPROVAL**

**This approval form must be signed by both the department head and the member liaison and/or responsible board.**

Name/Description of Grant Purpose: 4 Camera Video System for Buses

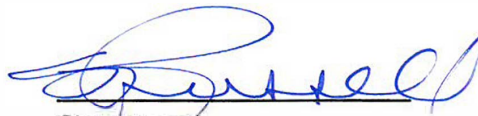
Signatures below attest that:

1. The purpose and objective of the grant application have been reviewed, approved, and needed by the applicant;
2. The member is able to contribute 25% of the grant amount of the project, program, or acquisition in the amount of: \$ 17,187.50; and
3. If the grant is approved, the funds will be used exclusively for the purposes outlined in the grant application.

**Department Head Acknowledgment**

Steve Russell, Director of Transportation

Name and Title

  
Signature

Date: 1/17/18

**Board and/or Liaison Acknowledgment**

Dr. Sandra Sheldon, Superintendent

Name and Title

  
Signature

Date: 1/17/18

**PREPARED FOR:**  
 Steve Russell (775) 423-7135  
 Director of Transportation russells@churhillcsd.com

**PREPARED BY:**  
 Waynona Engelsjord  
 Inside Sales

**SOLD TO DETAIL**  
 Churchill County School District  
 690 S. Maine St  
 Fallon, Nevada  
 89406

**BILLING DETAILS**  
 Churchill County School District  
 690 S. Maine St  
 Fallon, Nevada  
 89406

**SHIPPING DETAILS**  
 Churchill Couty Transp. Dept.  
 283 Sherman Street Fallon, NV  
 89406 United States

Corporate Office: 1.877.630.7366  
 Unit 111, 3B Burbidge Street  
 Coquitlam, BC V3K 7B2  
 waynona.engelsjord@seon.com

### Configuration 1 - TH4 4-Camera (HD)

#### DVR

<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Qty Price</u>
5	<b>TH4H500</b> Trooper TH4 DVR 4 HD channels, audio, security front cover with lock set, mounting bracket, power harness, 500GB hard drive.	\$1,002.00	\$5,010.00
5	<b>WT1D20S20G4</b> Trooper TL, TL-HD & TH, Explorer TX8 and HX16 wiring bundle with adapter harness, diagnostic indicator/alarm button cable 20 ft., five signal input 20 ft., GPS4 receiver magnetic mount 20 ft.	\$186.00	\$930.00

#### Cameras

<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Qty Price</u>
5	<b>HD1Q04AN20</b> HD Camera, Dome, 3.6mm, internal, audio, IR TDN, 20' harness — to use with TH4 and TH6 DVR Front < Rear	\$257.00	\$1,285.00
5	<b>HD1Q04AN75</b> HD Camera, Dome, 3.6mm, internal, audio, IR TDN, 75' harness — to use with TH4 and TH6 DVR Rear < Forward	\$321.00	\$1,605.00
5	<b>HD1Q03AN20</b> HD Camera, Dome, 2.8mm, internal, audio, IR TDN, 20' harness — to use with TH4 and TH6 DVR Driver < Step	\$257.00	\$1,285.00
5	<b>HD1Q04AN50</b> HD Camera, Dome, 3.6mm, internal, audio, IR TDN, 50' harness — to use with TH4 and TH6 DVR Mid < Rear	\$291.00	\$1,455.00

#### Professional Services

<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Qty Price</u>
15	<b>INST-INTCAM</b> Installation CQ/CJ cameras	\$50.00	\$750.00
5	<b>INST-CAMSYS</b> Installation TL/TX/DX DVR with one CQ/CJ camera/GPS and Signals	\$250.00	\$1,250.00

#### Freight

<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Qty Price</u>
5	<b>FRGT-TH4-WG</b> Freight, FedEx Ground, W, TH4 System	\$20.00	\$100.00

### Configuration 2 - DVR Upgrade w/2 Retrofit Cameras (HD)

Opportunity ID: 0060P00000c6g1 YQAQ

**DVR**

<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Qty Price</u>
31	<b>TH4H500</b> Trooper TH4 DVR 4 HD channels, audio, security front cover with lock set, mounting bracket, power harness, 500GB hard drive. *using existing wiring bundles*	\$1,002.00	\$31,062.00

**Cameras**

<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Qty Price</u>
31	<b>HD1Q04AN50</b> HD Camera, Dome, 3.6mm, internal, audio, IR TDN, 50' harness — to use with TH4 and TH6 DVR Mid < Rear	\$291.00	\$9,021.00
31	<b>HD1Q03AN20</b> HD Camera, Dome, 2.8mm, internal, audio, IR TDN, 20' harness — to use with TH4 and TH6 DVR Driver < Step	\$257.00	\$7,967.00

**Professional Services**

<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Qty Price</u>
31	<b>INST-INTCAM</b> Installation CQ/CJ cameras	\$50.00	\$1,550.00
31	<b>INST-CAMSYS</b> Installation TL/TX/DX DVR with one CQ/CJ camera/GPS and Signals *swap & configure TL2 for TH4 DVR w/original wiring, plus retrofit to add cameras* (includes one camera install)	\$150.00	\$4,650.00

**Freight**

<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Qty Price</u>
31	<b>FRGT-TH4-WG</b> Freight, FedEx Ground, W, TH4 System	\$20.00	\$620.00

**Additional & Spare Parts****Accessories**

<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Qty Price</u>
1	<b>TH-HK500G</b> Trooper TH4 and TH6 media cartridge kit, with 500GB HDD, 2.5 in	\$210.00	\$210.00
1	<b>VMAX-VIEW-UPGRADE</b> vMax View upgrade for EXISTING customers only. New Customers must use "VMAX-VIEW" order code.	\$0.00	\$0.00

**Configuration 1 - TH4 4-Camera (HD) Total: \$ 13,670.00 USD**

**Configuration 2 - DVR Upgrade w/2 Retrofit Cameras (HD) Total: \$ 54,870.00 USD**

**Additional & Spare Parts Total: \$ 210.00 USD**

**Grand Total: \$ 68,750.00 USD**

All purchases must be confirmed with an authorized signature from the purchaser; company issued purchase orders should be provided for all purchases exceeding \$10,000.00 (in addition to authorized proposal). Any purchases that are exempt from sales taxes must be accompanied by a tax exemption and/or resellers certificate.

By signing below I confirm that I have read and understand the provided proposal and that all information, including billing and shipping details is correct.

PO# \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

Seon Comments & Terms:

**Application# 0021-RM-2017**

***\*\*Small Fleet Surcharge of \$1200.00 will apply for less than 10 installations per trip\*\****

Proposed installation prices are based on all vehicles being present and available, in a single location, at the time of scheduled installation. Any offsite installation work or the requirement to return to the site at a later date are subject to additional fees including labor and associated travel costs.

This quote is valid for up to 60 days & payment terms Net 30. All sales are final. A restocking fee of 20% will apply for any product returns and/or exchanges requested after initial shipment of the product. Note that product returns and/or exchanges will only be accepted for new, unused product that is within the original, unopened packaging.

Thank you for the opportunity to provide a Proposal for your mobile surveillance and fleet management needs. We trust this customized solution will help you meet your goals for passenger and driver safety and security.

Please feel free to contact me directly at 1.877.630.7366 if you have any questions or concerns. We look forward to partnering with you.

Best regards,



**Waynona Engelsjord**  
Inside Sales  
1.877.630.7366 | waynona.engelsjord@seon.com

# Product Warranty

## Seon Design Inc. ® Product Warranty

Seon Design Inc. ("Seon") warrants the cameras and components listed below against defects in workmanship and materials provided that such defects appear or are discovered within the respective periods specified below and provided further that the purchaser of such products notifies Seon of such defects in writing within thirty (30) days of the appearance or discovery of such defects:

- Three (3) years from date of purchase, parts and repair labor on all Cameras
- Three (3) years from date of purchase, parts and repair labor on the Explorer® HX, DX, TX, MX, EX, Premier, and Trooper® TL series mobile DVR Systems
- Three (3) years from date of purchase, parts and repair labor on all storage media (including hard drives)
- Two (2) years from date of purchase, parts and repair labor on inView 360™ Around Vehicle Monitoring Systems (including cameras, ECU, and wiring)
- One (1) year from date of purchase, parts and repair labor on the Smart Reach® and vMax Pulse Wireless systems and other Wireless products
- One (1) year from date of purchase, parts and repair labor on the LMU, VML Controller, Student Tracking RFID reader, other vMax Live Plus and vMax Navigator hardware products.
- One (1) year from date of purchase, parts and repair labor on all other products and accessories

If Seon repairs any camera or component which is out of warranty Seon warrants such repaired cameras or components against defects in workmanship and materials provided that such defects appear or are discovered within 90 days from date of shipment of such repaired camera or component to customer by Seon and provided further that the purchaser of such products notifies Seon of such defects within thirty (30) days of the appearance or discovery of such defects.

Subject to the terms and conditions listed below, during the relevant warranty period, Seon will repair, replace, or refund the purchase price for the defective product, whichever Seon considers to be appropriate in the circumstances, in Seon's sole and arbitrary opinion, free of charge, any defective products returned prepaid. In the event purchaser has a problem with any Seon product, please call and request a RETURN AUTHORIZATION (RA) NUMBER from the Service Department. Please call 877-630-7366 or (604) 941-0880 and ask for the Service Department. Be sure to have the model number, serial number and the nature of the problem available for the customer service representative. Prior authorization **MUST** be obtained for all returns, exchanges, or credits. **ITEMS SHIPPED TO SEON WITHOUT A CLEARLY IDENTIFIED RA NUMBER MAY BE REFUSED.**

Products returned will be tested to verify for possible defects. Upon verification of a defect, the product will be repaired or exchanged, or the purchase price will be refunded or credited to the customer's account, at the sole option of Seon. In the event of replacement, the returned product will be credited to the customer's account and a new invoice issued for the replacement item. Seon reserves the right to refund the purchase price or to issue a credit only in lieu of replacement. Seon may use new or refurbished replacement parts for repairing its products, at its sole and arbitrary discretion. Seon may replace an entire unit with an equivalent model, at its sole and arbitrary discretion. If a unit is exchanged, the returned product shall become the property of Seon and the exchange product becomes the property of the purchaser, and the remainder of the warranty that applied to the original unit purchased shall apply to the exchanged product. Exchange units may be new units, or units that have been repaired to full factory specifications, at Seon's discretion. If the product is found to be in good working order or its inability to function properly is not covered by this warranty, the product will be returned in the same condition as received unless repair is possible and requested by the customer. Repairs of such nature will incur a charge for parts and labor and will proceed only by agreement with the customer to accept the charge.

### ADVANCE REPLACEMENTS

If there is a defect in workmanship or materials covered by this warranty in a camera, recorder or component and customer notifies Seon of such within sixty (60) days of:

- a) the date of installation of such product if the installation of such product was done by Seon; or
- b) if Seon did not install the product, of the date of shipment of the product to the customer by Seon,

and the customer requests advance replacement of such product by Seon, Seon will replace such product without charge in advance of return of such product by customer to Seon provided that if customer has not returned the defective product to Seon within sixty (60) days of the date of shipment by Seon of the advance replacement then Seon will invoice the customer for the purchase price of the advance replacement product including shipping costs and any taxes, duties or other charges related to the advance replacement and the customer shall pay to Seon the amount invoiced within 30 days of receipt of invoice, or if the customer has a written agreement with Seon regarding credit terms, then the customer shall pay the amount invoiced in accordance with the agreed upon credit terms:

This warranty shall not apply:

- a) to equipment not supplied by Seon;
- b) to computer equipment supplied by Seon (such as monitors, printers, servers and laptops) not manufactured by Seon. The customer must contact original manufacturer of such equipment for warranty terms and service;
- c) to equipment, including, any components, which shall have been operated in excess of rated capacity, subject to negligence, accident, or damage by circumstances beyond Seon's control, or to improper installation, operation, maintenance, servicing, alterations or storage, modification without Seon's written authorization, misuse, vandalism, fire, floods or acts of nature so as, in Seon's exclusive and arbitrary judgment, to affect the same adversely;
- d) to equipment that is installed utilizing installation products not supplied by Seon;
- e) if the warranty seal on the DVR has been broken or tampered with;
- f) if the serial number for the product has been altered in any way; or
- g) if the product has been operated outside of the specified Operating Environment specified in the Seon User's Manual for such product, or
- h) to cover any costs incurred by the customer for the removal of defective cameras or components or of non-defective cameras or components, or for the installation of repaired cameras or components or for the reinstallation of nondefective cameras or components, all of which are for the account of the customer.

# Product Warranty

## Disclaimer

**THIS WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER REPRESENTATIONS, WARRANTIES, GUARANTEES AND CONDITIONS, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE AND WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, SEON EXPRESSLY DISCLAIMS AND EXCLUDES ANY IMPLIED WARRANTY OF MERCHANTABILITY, DURABILITY OR FITNESS FOR PURPOSE AND ANY WARRANTIES OR MODIFIED WARRANTIES ARISING FROM USAGE OF TRADE OR COURSE OF DEALING.**

Any description of the goods or services, whether in writing or made orally by Seon or Seon's agents, specifications, samples, models, bulletins, drawings, diagrams, engineering sheets or similar materials used in connection with customer's order are for the sole purpose of identifying the goods and/or services and shall not be construed as an express warranty. Any suggestions by Seon or Seon's agents regarding use, applications or suitability of the goods and/or services shall not be construed as an express warranty unless confirmed to be such in writing by Seon. Purchaser assumes full responsibility for selecting products to achieve purchaser's intended purposes, for properly installing and using those products, and for verifying the results obtained therefrom.

**PURCHASER'S EXCLUSIVE REMEDY AND SEON'S ENTIRE LIABILITY ARISING FROM OR IN CONNECTION WITH PURCHASER'S USE OF THE PRODUCTS AND/OR THIS AGREEMENT SHALL BE REPAIR OR REPLACEMENT OF DEFECTIVE PRODUCTS, OR REFUND OR CREDIT OF THE PURCHASE PRICE OF THE PRODUCTS AS SET FORTH ABOVE. SEON SHALL NOT BE SUBJECT TO AND DISCLAIMS: (A) ANY OTHER OBLIGATIONS OR LIABILITIES ARISING OUT OF BREACH OF CONTRACT OR OF WARRANTY; (B) ANY OBLIGATIONS WHATSOEVER ARISING FROM TORT CLAIMS (INCLUDING NEGLIGENCE, AND STRICT LIABILITY) OR ARISING UNDER OTHER THEORIES OF LAW WITH RESPECT TO GOODS SOLD OR SERVICES RENDERED BY SEON, OR ANY UNDERTAKINGS, ACTS OR OMISSIONS RELATING THERETO; AND (C) ALL CONSEQUENTIAL, INCIDENTAL, SPECIAL AND CONTINGENT DAMAGES WHATSOEVER, EVEN IF SEON HAS BEEN SPECIFICALLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

Without limiting the generality of the foregoing, Seon specifically disclaims any liability for property or personal injury damages, penalties, special or punitive damages, damages for lost profits or revenues, loss of use of goods or any associated equipment, cost of capital, cost of substitute goods, facilities or services, down-time, shut-down or slow-down costs, or for any other types of economic loss, and for claims of customer's customers or any third party for any such damages. Some jurisdictions do not allow limitation or exclusion of incidental or consequential damages, so this limitation or exclusion may not apply to purchaser. In no event shall Seon's total liability for any damages to purchaser or any other person in connection with the products or this agreement exceed the lower of the suggested list price or the actual price paid for the products, regardless of whether such liability arises from contract, tort, warranty or any other form of claim. If any provision of this agreement is found to be void, invalid, or unenforceable, that finding shall not affect the remaining provisions, all of which shall be enforced to the full extent permitted by law. If any remedy hereunder is determined to have failed of its essential purpose, the limitations of liability and exclusion of damages set forth above shall remain in full force and effect. This agreement may be modified only by a writing signed by a duly authorized representative of Seon.

## Provisions Applicable to American Customers

For those customers whose mailing address is in Canada, Seon's offer and any agreement of sale resulting therefrom shall be governed by and construed in accordance with the internal and domestic laws of the Province of BRITISH COLUMBIA and the laws of Canada applicable therein without giving effect to the conflict of laws rules thereof. The courts of British Columbia (the "Canadian Closed Courts") shall have exclusive jurisdiction to entertain and determine all disputes and claims, whether for specific performance, injunction, declaration or otherwise arising out of or in any way connected with the construction, breach, or alleged, threatened or anticipated breach of the contract resulting from this offer and shall have jurisdiction to hear and determine all questions as to the validity, existence or enforceability thereof. The purchaser attorns to the exclusive jurisdictions of the jurisdiction of the Canadian Closed Courts, waives any obligation to venue in any action or proceeding regarding Seon Products and waives any objection that the Canadian Closed Courts are an inconvenient forum or do not have jurisdiction over the purchaser of Seon. The United Nations Convention On Contracts For The International Sale Of Goods shall not apply. The information contained herein is subject to change without notice.

## Provisions Applicable to Canadian Customers

For those customers whose mailing address is in Canada, Seon's offer and any agreement of sale resulting therefrom shall be governed by and construed in accordance with the internal and domestic laws of the Province of BRITISH COLUMBIA and the laws of Canada applicable therein without giving effect to the conflict of laws rules thereof. The courts of British Columbia (the "Canadian Closed Courts") shall have exclusive jurisdiction to entertain and determine all disputes and claims, whether for specific performance, injunction, declaration or otherwise arising out of or in any way connected with the construction, breach, or alleged, threatened or anticipated breach of the contract resulting from this offer and shall have jurisdiction to hear and determine all questions as to the validity, existence or enforceability thereof. The purchaser attorns to the exclusive jurisdictions of the jurisdiction of the Canadian Closed Courts, waives any obligation to venue in any action or proceeding regarding Seon Products and waives any objection that the Canadian Closed Courts are an inconvenient forum or do not have jurisdiction over the purchaser of Seon. The United Nations Convention On Contracts For The International Sale Of Goods shall not apply. The information contained herein is subject to change without notice.

## Extended Warranty for Certain Products

The following extended warranty ("Extended Warranty") provisions apply to products ("Extended Warranty Products") in respect of which the customer has purchased the Extended Warranty as a separate product from Seon. If any provisions of the Extended Warranty conflict or are inconsistent with the provisions of the basic warranty set forth above, the provisions of the Extended Warranty shall govern.

Seon warrants the Extended Warranty Products against defects in workmanship and materials provided that such defects appear or are discovered within the extended warranty period set forth in the applicable warranty purchased by the customer and provided further that the purchaser of such products notifies Seon of such defects within 30 days of the appearance or discovery of such defects.

Under the Extended Warranty:

- (a) Seon will provide repairs to the Extended Warranty Product at no extra charge during the Extended Warranty period;
- (b) normal wear and tear IS covered, including replacement of hard drives if necessary;
- (c) the parts and repair labor required to complete all warranted repairs are included;
- (d) Seon will arrange and pay the cost of ground freight between customer's location and the Seon U.S.A. service facility (or such other location) as is designated by Seon in the relevant Return Material Authorization issued by Seon in respect of such Extended Warranty Product; and
- (e) Seon will pay freight, brokerage and duty costs to bring the goods to Canada, if required, in the sole and arbitrary opinion of Seon.

In addition to the telephone numbers provided above for reporting a warranty matter, purchasers of Extended Warranty products may report warranty matters by e-mail to Seon at: [service@seon.com](mailto:service@seon.com).

The purchaser reporting an Extended Warranty issue may request Seon to arrange for pick-up of the Extended Warranty Products and shall provide information as to the number of parcels and shall request a RETURN AUTHORIZATION (RA) NUMBER.

Seon will only be responsible for the cost of ground freight. Any additional costs for express modes of freight will be paid by the purchaser of the Extended Warranty Product. Advance replacements will not be provided.

A renewal or extension of the Extended Warranty is not automatic and will only be offered at the sole discretion of Seon and must be verified by Seon in writing.

**LOSS CONTROL COMMITTEE RM GRANT SUMMARY**

**MEMBER:** Mineral County

**ENTITY:** Mineral County Sheriff's Office

**DATE SUBMITTED:** 5/22/17

**SUBMITTED BY:** Bill Ferguson

**SUMMARY:** Funding to create two padded cells in the detention facility

**FINANCING:**

Total Project Cost.....	\$31,900.00
Cornerstone .....	\$31,900.00
Member Contribution (25%).....	<u>-\$7,975.00</u>
Total PP Grant Request.....	\$23,925.00

**MEMBER APPROVAL:** Christopher Nepper, Clerk/Treasurer

**PURCHASE DOCUMENTS:** Submitted

**ADDITIONAL REQUIRED/FOLLOW UP:** Requested updated quote on 1/11/18. Zaria Hanses called Cornerstone and spoke with a representative and received confirmation of price and updated quote 1/22/18.

**DATE PRESENTED TO LCC:**

**DECISION BY LCC:**

Rev. 1/22/18

**From:** Pool Pact  
**To:** [Zaria Hanses](#); [Mike Rebaleati](#); [Marshall Smith](#); [mike@jmstudioinc.com](mailto:mike@jmstudioinc.com); [jim@jmstudioinc.com](mailto:jim@jmstudioinc.com)  
**Subject:** Risk Management Grant Application Notification 0020-RM-2017  
**Date:** Monday, May 22, 2017 10:23:57 AM  
**Attachments:** [Scanned from a Xerox Multifunction Printer.pdf](#)

---

NPAIPACT



## **Risk Management Grant Application Notification**

RMID: 0020-RM-2017

Applicant/Member: Mineral County Sheriff's Office

105 S A Street suite 4/P.O. Box 537

Hawthorne NV, 89415

Department Involved: Mineral County Sheriff's Office

Project Contact: Bill Ferguson

Phone: 775-945-2434

Email: [bferguson@mineralcountynv.org](mailto:bferguson@mineralcountynv.org)

Alternate Project Contact: Randy Adams

Alt. Phone: 775-945-1046

Alt Email: [radams@minrealcountynv.org](mailto:radams@minrealcountynv.org)

Liasion Contact: Christine Hoferer

Liasion Phone: 775-945-3676

Liasion Email: [choferer@mineralcountynv.org](mailto:choferer@mineralcountynv.org)

Funding Contact: Mineral County Recorers Office

Funding Email: [smoss@mineralcountynv.org](mailto:smoss@mineralcountynv.org)

Funding Phone: 775-945-3676

Funding Address:

P.O. Box 2290

Hawthorne NV, 89415

Grant Description: The Mineral County Sheriff's Office is attempting to secure funding to create two padded cells within our Detention Facility.

Part I: This will help our facility provide a safer environment for individuals protecting them from injury in a safe and humane manner while subsequently allowing facilities to reduce staff and occupant injuries by eliminating the need for more restrictive physical restraints or interventions.

Part II a: Mineral County has had a dimensioning budget for years. The Mineral County Sheriff's Office was built in 1973. Unfortunately, there was not a big need at that time for padded cells. In the past couple years our facility has seen an increases in the amount of



mentally challenged individuals being arrest. This has led to one successful suicidal hanging and one other attempt. On numerous occasions we have had subjects who are intoxicated by alcohol or illegal substances become violent or non co-operative with our staff. This had led to injuries of inmates from being taken to the ground on cement floors. Other injuries have occurred to inmates that continually punch and head butt the cement walls. We have hope by using two pre existing cells and having them padded we can reduce the amount of injuries to inmates in our custody.

Part II b: The County Commissioners have agreed to support this project with any matching funds needed.

Part III: N/A

Total Budget: \$31,900

Applicant Funding: \$7,975

POOL/PACT Funding:\$23, 925

Authorizing Applicant:Bill Ferguson

Date/Time: 5/22/2017 10:23:40 AM

IP Address: 99.65.193.105



**MEMBER RISK MANAGEMENT GRANT APPLICATION APPROVAL**

**This approval form must be signed by both the department head and the member liaison and/or responsible board.**

Name/Description of Grant Purpose: Padded Cell

Signatures below attest that:

1. The purpose and objective of the grant application have been reviewed, approved, and needed by the applicant;
2. The member is able to fund its share of the project, program, or acquisition in the amount of: \$ ~~8,000~~ 17,975; and
3. If the grant is approved, the funds will be used exclusively for the purposes outlined in the grant application.

**Department Head Acknowledgment**

Bill Ferguson, Undersecretary [Signature]  
Name and Title Signature

Date: 5/22/17

**Board and/or Liaison Acknowledgment**

Christopher McQueen [Signature]  
Name and Title Signature

Date: 5/22/17



# Estimate

## Cornerstone Institutional, LLC

2511 Midpark Road Montgomery, AL.  
36109

Date	Estimate #
1/22/2018	HL-2353

Name / Address
Mineral County Sheriff's Office 105 A Street Hawthorne, NV. 89415

Ship To
Mineral County Sheriff's Office 105 A Street Hawthorne, NV 89415

Terms	Project
Net 30	

Description	Qty	Rate	Total
<b>LOT PRICING FOR TWO ROOMS-</b>  Furnish and Install Safety Padding in (2) Each rooms.  Size: 8' x 8'8" x 9'-1" - Room 1 Size: 5'-8" x 7'-3" x 9'-1"- Room 2  Padding will be installed on the walls, interior side of the room, interior door and door frame. Price includes any cut-out for window lite openings or food/pass assembly.  Price Includes: One-year warranty on material workmanship. One mobilization to include installation of both cells  Price Excludes: Taxes, fees, bonding, and prevailing wage	1	31,900.00	31,900.00

Heather Lang  
 Manager, Cornerstone Institutional, LLC  
 d.b.a. Conerstone, Service & Supply  
 (256) 560-4245 - Office  
 (256) 431-9812 - Mobile  
 hlang@cornerstonedetention.com  
<http://www.cornerstonedetention.com>

<b>Subtotal</b>	\$31,900.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$31,900.00

**NOTICE OF DISCLAIMER:**  
 The information contained in this message and any attachment thereto is intended for the sole use of Claborn Holding Inc. its subsidiaries, its employees and its clients (or the individuals and/or entities listed above). If you are not the intended recipient, you are hereby notified that any use, disclosure, dissemination, distribution or copying of this e-mail and any attachment(s) is strictly prohibited. Please reply to the sender that you received this transmission in error and then delete it.

**END of Item #6**

**LOSS CONTROL COMMITTEE RM GRANT SUMMARY**

**MEMBER:** Pershing County School District

**ENTITY:** Pershing County School District

**DATE SUBMITTED:** 12/18/17

**SUBMITTED BY:** Dan Murphy

**SUMMARY:** Installation of intercom systems throughout the district.

**FINANCING:**

Total Project Cost.....	\$142,907.40
Innovative Communication Systems .....	\$142,907.40
Member Contribution (25%).....	<u>-\$ 35,726.90</u>
Total PP Grant Request.....	\$107,180.50

**MEMBER APPROVAL:** Tom Donaldson – Director of Operations

**PURCHASE DOCUMENTS:** Submitted

**ADDITIONAL REQUIRED/FOLLOW UP:**

**DATE PRESENTED TO LCC:**

**DECISION BY LCC:**

# Risk Managment Grant Application: 0026-RM-2017

Risk Management Grant Application status updated.

 [Update \(risk-management-edit.asp?RMAID=43\)](#)

 [Delete \(risk-management-delete.asp?RMAID=43\)](#)

<b>RM ID</b>	0026-RM-2017
<b>Member Agency:</b>	Pershing County School District
<b>Department Involved:</b>	District Wide
<b>Address to send grant:</b>	1150 Elmhurst Ave. / PO Box 789 Lovelock, NV 89419
<b>Project Contact Name:</b>	Dan Murphy
<b>Project Contact Phone:</b>	775-273-7819
<b>Project Contact Email:</b>	dmurphy@pershing.k12.nv.us
<b>Alternate Project Contact Name:</b>	Tom Donaldson
<b>Alternate Project Contact Phone:</b>	775-273-2205
<b>Alternate Project Contact Email:</b>	tdonaldson@pershing.k12.nv.us
<b>Liasion Contact Name:</b>	Dan Murphy
<b>Liasion Contact Phone:</b>	775-273-7819
<b>Liasion Contact Email:</b>	dmurphy@pershing.k12.nv.us
<b>Risk Management Grant App Approval Form:</b>	Intercom approval.pdf (../webfiles/grantapps/Intercom approval.pdf)
<b>Funding Reimbursement Name:</b>	Lisa Clark
<b>Funding Reimbursement Email:</b>	lclark@pershing.k12.nv.us
<b>Funding Address:</b>	1150 Elmhurst / PO Box 789 Lovelock, NV Nevada 89419

## Grant Description:

### Complete description of the Project, Program or Acquisition:

Removal of existing Intercom systems and install of new Rauland TCU2000 IP Intercom system for use across the whole district. A copy of the quote and scope of work are attached to this application.

## Part I:

### Explain how this grant will reduce, eliminate, mitigate or otherwise control property/casualty risk or employee injuries. Attach supporting documentation including invoices/estimates:

The existing systems are severely antiquated and repair parts are hard to find. Calls to and from classrooms and the offices are often dropped or inoperable leaving classrooms with no communication with office. Also there is no direct communication between buildings, the new system will allow for building to building paging and direct calls to individual classrooms. This new system software also comes with a lockdown component that will help our district facilitate lockdowns and lockouts during emergencies. This upgrade was noted in the district's 2015 hazard and vulnerability assessment by Jeff Kaye and School Safety Operations as a needed upgrade to our school safety plan.

Support Document 1:	PCSD Intercom.pdf (../webfiles/grantapps/PCSD Intercom.pdf)
Support Document 2:	(../webfiles/grantapps/)
Support Document 3:	(../webfiles/grantapps/)
Support Document 4:	(../webfiles/grantapps/)
Support Document 5:	(../webfiles/grantapps/)
Support Document 6:	(../webfiles/grantapps/)

## Part II - Explanation for lack of available funds:

### a) Explain why your agency needs assistance to fund this risk management initiative. Please include an overview of the current budget and planned expenditures.

With declining student enrollment budgets are always tight. We have a running Capital Improvement plan that has about \$40,000.00 budgeted for such an upgrade. With the age of our existing equipment compatibility with the new operational software is not an option and the whole system needs to be replaced at the same time, causing the price to rise above that which is possible for the district to handle all at once. However the \$40,000.00 we have budgeted will cover the %25 match.

### b) Please describe how the matching funds, if any will be obtained:

\$40,000.00 has been budgeted in the district Capitol Improvement Plan.

## Funding Request:

Total budget for this risk management initiative:	142,907.40
Portion funded by applicant:	35,726.90
POOL/PACT Funding Amount:	107,180.50
Project and application authorized by (governing body):	Pershing County School District.

## Application Status:

Submitted:	12/18/2017 2:26:52 PM from 71.9.109.242
Last Update:	1/9/2018 3:47:42 PM
Application Status:	Submitted

Copyright © 2018. POOL/PACT - Terms of Service ([../tos.asp](#)) | Privacy Policy ([../privacypolicy.asp](#))



**MEMBER RISK MANAGEMENT GRANT APPLICATION APPROVAL**

**This approval form must be signed by both the department head and the member liaison and/or responsible board.**

Name/Description of Grant Purpose: PCSD Intercom Upgrade

Signatures below attest that:

1. The purpose and objective of the grant application have been reviewed, approved, and needed by the applicant;
2. The member is able to contribute 25% of the grant amount of the project, program, or acquisition in the amount of: \$ 36121.46; and
3. If the grant is approved, the funds will be used exclusively for the purposes outlined in the grant application.

**Department Head Acknowledgment**

Tom Donaldson / Director of Operations  
Name and Title

[Signature]  
Signature

Date: 1/10/18

**Board and/or Liaison Acknowledgment**

Dan Murphy / Safety Coordinator  
Name and Title

[Signature]  
Signature

Date: 1/10/18





# Innovative COMMUNICATIONS SYSTEMS, Inc

January 9, 2018

Pershing County School District  
1150 Elmhurst Ave  
Lovelock, NV 89419

Subject: Quote installing the Rauland Telecenter U at Lovelock Elementary, Lovelock Middle, and Pershing County High School

Dear Dan Murphy:

As per our site visits and discussions regarding the above referenced project; we are pleased to submit costs for your information. These systems have many options and we will gladly assist PCSD in getting the features they need.

**Scope of Work:**

Innovative Communications will provide and install the below equipment for a complete intercom system for Pershing County School District.

Pershing County School district; has existing Rauland TCICS system. The existing intercom system is still functioning but has many issues. The TCICS is discontinued so support will start to become limited on these existing systems. The site currently uses non-dialing staff phones, we will replace all these devices with dual level "Check-In(Normal)/Emergency" call-in switches. We will connect to new phone systems to allow access of system from any location.

We will pull a new CAT6 cable to the nearest IT closet for each room. This CAT6 will connect to our IP classroom unit which will connect new 8" intercom speaker and a dual level 'Check-in & Emergency' Call-in switch. We will mount these new call-in switches under the existing clock/speaker panels. We will also add a 1500VA ups at the new POE network switch locations we connect to for battery backup of system during power outages.

All prices include; installation of new equipment listed below, programming of the system per site and district requirements, testing of the system, and training end-users on operation of the system. The system will run on PCSD existing network, preferably on a VLAN. We will provide a server with the necessary software for the Rauland TCU LITE software to run. PCSD will need to configure the network for the new devices.

**There are many options for these systems, if you would like pricing on any other features feel free to give me a call. Innovative will help you with these options to get the system that meets all your goals.**

1625 E Prater Way Ste 104  
Sparks, NV 89434  
License # 59112

PHONE (775) 825-2011  
FAX (775) 331-7740  
E-MAIL jbowers@innovativecomsys.com  
CELL PHONE (775) 742-4530

**Requirements from Customer:**

- Access to all classrooms/school
- Network Connections for all IP devices
- Taxes, Permits, or Bonds
- Any 120 VAC

**EQUIPMENT REQUIREMENTS FOR TELECENTER U AT PERSHING COUNTY SCHOOL DISTRICT**

Qty	Manuf.	Model #	Description
1	Rauland	TCU2000LITESW	Telecenter U Lite Software
1	Dell	Poweredge	Rack Mount Server with Windows 2012 Server
1	Rauland	TCC2000	TCU Campus Controller
105	Rauland	TCC2011	IP Classroom Module
6	Rauland	TCC2022	Zone Page Module
4	Rauland	TCC2033	Aux I/O Module
4	Rauland	TCC2044	IP Administrative Console
3	Rauland	TCC2055	Program/Line input Module
1	Rauland	TCC2077	Input Module
105	Rauland	BAFKIT1X2L8RJ	1'x2' Layin Speaker Baffle 8ohm speaker
105	Rauland	TCC2211PB	Dual level call-in switch "Check-In/Emergency"
3	QSC	ISA300Ti	25V Amplifier
10	AMP/Tyco	1375014-2	24-Port CAT6 SL patch Panel
210	AMP/Tyco	CAT6Patch	Patch Cables
105	AMP/Tyco	1375055	CAT6 SL RJ45 jack
105	AMP/Tyco	1116697	Modular Surface box
22K'	AMP/Tyco	TE620P	CAT6 CMP
12	Arkinas	24Port POE	24-Port POE Network Switch
12	APC	SM1500Va	1500VA UPS
1	Misc	Misc.	Misc. Expenses & Hardware
1	UPS	Ground	Ground Shipping
1	ICS	Labor	Installation Labor, testing, training and troubleshooting

**Investment Total for the above equipment and installation PCSD TCU ..... \$ 144,485.85**

Thank you for allowing us to submit the above quote. We look forward to working with you on this project in the near future. If you have any questions or would like to discuss any portion in more detail, please feel free to contact us at 775-825-2011 or e-mail me at [jbowers@innovativecomsys.com](mailto:jbowers@innovativecomsys.com).

Sincerely,

*Jeffrey S Bowers* \*\*\*

Jeffrey S. Bowers

*Innovative Communications Systems*

\*\*\* sent by email

**END of Item #7**