



**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
Facsimile (775) 883-7398

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

Date: Thursday, January 16, 2014

Time: 9:00 AM

Place: POOL/PACT Offices

201 S. Roop St. Carson City, NV 89701

CONFERENCE CALL-IN # 1-800-351-4899, Passcode: AnnW.

NOTICE: Items on the agenda may be taken out of order. The committee may combine two or more agenda items for consideration. The committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

AGENDA

- 1. Roll**
- 2. Public Comment**
- 3. For Possible Action: Approval of Minutes of Committee Meeting of March 14, 2013**
- 4. For Possible Action: Consideration and Approval of Risk Management Grant Application Submitted by City of Lovelock**
- 5. For Possible Action: Consideration and Approval of Risk Management Grant Application Submitted by City of Mesquite**
- 6. For Possible Action: Discussion of POOL/PACT E-Learning Portal and Learning Management Systems**
- 7. For Possible Action: Discussion of Loss Control Excellence Program, application deadlines and presentation of awards**
- 8. For Possible Action: Review and Approval of Strategic Plan**
- 9. Public Comment**
- 10. For Possible Action: Adjournment**

This Agenda was posted at the following locations:

**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



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**Minutes of Meeting of
Loss Control Committee of
Nevada Public Agency Insurance Pool and
Public Agency Compensation Trust
Date: March 14, 2013**

1. Roll

The meeting was called to order by Chairman Cash Minor at 10:00 a.m. Ann Wiswell confirmed that a quorum was present.

Members present: Cash Minor (Elko County), Shannon Gardner (Storey County), Kevin Curnes (Carson City School District), Steve West (Winnemucca), Darren Wagner (Yerington).

Others present: Ann Wiswell

2. Public Comment:

none

3. For Possible Action: Approval of Minutes of Committee Meeting of January 15, 2013

Upon motion and second the minutes were approved.

4. For Possible Action: Consideration and Approval of Risk Management Grant Application Submitted by Douglas County School District

Upon motion and second the grant application for ADA compliant playground equipment was approved.

5. For Possible Action: Review and approval of Loss Control Committee Strategic Plan

The committee reviewed the strategic plan for 2012-15. No significant changes were made to the plan, which carries through to July 1, 2015. Ann Wiswell noted that the committee needs two new voting committee members as the seats occupied by the City of Mesquite and Incline Village General Improvement District were now vacant. Upon motion and second the strategic plan was approved.

6. For Possible Action: Review and approval of Loss Control Excellence Awards

Upon motion and second Loss Control Excellence Awards were approved subject to final review and acceptance of applications prior to July 1, 2013 for the following members: Battle Mountain

Minutes Continued

Page 2

General Hospital, Boulder City, Douglas County, Elko County School District, Lyon County, and Town of Pahrump.

7. Public Comment

None.

8. For Possible Action: Adjournment



**Nevada Public Agency Insurance Pool
Public Agency Compensation Trust
Risk Management Grant Application**

**MESQUITE POLICE DEPARTMENT
MESQUITE FIRE & RESCUE
EMERGENCY MEDICAL DISPATCH SOFTWARE FUNDING REQUEST**

Grant Application Program Information:

Background: The Nevada Public Agency Insurance Pool (POOL) and Public Agency Compensation Fund (PACT) have funds available to grant to member agencies that have their property/casualty and/or workers' compensation coverage through POOL/PACT for a variety of risk management initiatives.

Purpose: To provide members with funding necessary to reduce, mitigate, eliminate or otherwise control risk through the purchase of equipment, training and other resources.

Funding: Funds will be distributed as follows:

Risk Management Initiative	Matching Funds Required
Property Risk	50% funding available
Liability Risk	75% funding available
Workers Compensation Risk	75% funding available
Risk Management Training	100% funding available up to \$2,000 per employee

Submission of Applications: The Risk Management Grant Program is a rolling fund. Grant applications may be submitted at any time of the year. Grants must be submitted by the designated POOL/PACT Liaison. Applications are to be delivered to:

POOL/PACT
201 S. Roop Street, Suite 102
Carson City, NV 89701
Email: annwiswell@poolpact.com

It is recommended that the application be sent certified mail to receive an acknowledgement of receipt of the application. Applications will also be accepted in electronic form at the email address above. Applicants that file applications electronically will receive an email confirmation from the Grant Administrator.

Application Availability: Applications are available online at www.poolpact.com.

Award Notification Date: All applicants will be notified of their receipt or non-receipt of awards within 90 days of submission.

Selection Criteria: Applications will be reviewed and funds will be awarded using the following selection criteria:

- Presentation of a logical needs statement
- Organization's compliance with previous loss control recommendations
- Organization's financial hardship
- In depth description of the availability of your 50% of funds
- Grant funds available

Eligibility Requirements:

Eligibility: Applicant must be a current member of POOL/PACT as of the date that the application for the Grant is being made, and in the year the Grant will be distributed.

Application Guidelines:

The POOL/PACT Loss Control Committee has the discretion in approving or denying any, all, or a portion of the grant applications.

All applications must be fully completed including the following sections:

- Organization information (page 4)
- Narrative (page 5)
- Funding Request (page 8)

Organization Information:

Applicant/Member: MESQUITE POLICE DEPARTMENT
Address: 695 MAYAN CIRCLE, MESQUITE, NV 89027

Department Involved: Mesquite Police Department and Mesquite Fire & Rescue

Project Contact: KIM OTERO

Phone: 702-346-5262-EXT 6155

Email: kotero@mesquitenv.gov

Alternate Contact (if any): Captain Shane Charles

Phone: 702-346-5262-EXT6023

Email: scharles@mesquitenv.gov

Narrative (use additional pages as necessary)

Part I. Needs Statement:

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

To increase public and first responder safety, and facilitate a more rapid response to crimes in progress, the Mesquite Police Department (MPD) seeks funds to assist with the purchase of ProQA Emergency Dispatch software and the interface module associated with the department's computer aided Spillman dispatch program.

The purchase of ProQA Emergency Dispatch software package for medical, fire and law enforcement will put an automated system on the dispatcher's screen that will allow the dispatcher to collect vital information from callers, through a series of yes and no diagrams that will direct them to the next steps in the questioning process depending on the answers the caller is giving them.

MPD Dispatchers currently use manual systems in the 911 call center. Dispatchers look away from the monitor and flip through a stack of cards or look into a binder to access questioning diagrams based on the protocol. The dispatcher must then decide to code the call at an ADAM, BAKER, CHARLIE or DELTA level.

ProQA software uses logical rules based on industry expert training to collect vital information from callers and suggests an appropriate dispatch level. Utilizing software data the dispatcher can then instruct the caller with industry approved protocols until dispatched units arrive on the scene.

ProQA software provides dispatchers with hundreds of protocols with key questions to assist the dispatcher in quickly determining the appropriate level of response. The software prompts the dispatcher in pre-arrival instructions and post-dispatch instructions. ProQA also provides early dispatch support when the caller indicates someone at the scene is not safe and in danger. Responses given by callers to the ProQA series of questions will direct dispatchers to the DISPATCH LIFE SUPPORT Link that will help maintain life and safety at the scene until emergency responders arrive.

The purchase of the software will give MPD dispatchers access to hundreds of protocols, including active assailant, active shooter and on screen step by step instructions for CPR, CHOKING, CHILDBIRTH. ProQA is a nationally recognized emergency dispatch program that is currently used in other law enforcement and fire protection agencies in Clark County.

In the event of a lawsuit, arising out of the protocol methodology, the Priority Dispatch Corporation will provide expert witness testimony in regards to the protocol standards which are set by a College of Fellows. The College of Fellows

consists of forty industry experts who frequently review and test dispatch protocols for effectiveness and best practice.

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*

The Police and Fire Departments made a request during the 2013-2014 hearings. The request was pulled due to a 2.4 million dollar budget shortfall.

The City of Mesquite will be responsible for the annual maintenance fees associated with maintaining the ProQA software and the Spillman Interface.

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

The MPD wrote a JAG grant request for the total program cost in June of 2013. A portion of the program has been funded through JAG grant funds.

Part III. Project Request:

If benefits of this project will aid or involve other departments, members or organizations, please describe:

The software will benefit all who live and travel within the Northeast Clark County area, Mesquite Fire & Rescue and the Beaver Dam Fire Department. (Mesquite Police Department contracts dispatch services with the Beaver Dam Fire Department.

FUNDING REQUEST

Total budget for this risk management initiative:	\$	75,989
Portion funded by applicant:	\$	51,699
POOL/PACT Funding Amount:	\$	24,290

Project and application authorized by: (governing body):

City of Mesquite

Signature (POOL/PACT Liaison):

Dodie Melendez

Date: 6-25-13

Print Name (POOL/PACT Liaison): Dodie Melendez

Title: Interim Finance Director/City Treasurer

Quote and Purchase Addendum

Quoted Date: May 20, 2013 Quote Number: QUO-03234-V5Q0M6
Quote Expiration Date: June 30, 2013 Prepared By: Samuel Kienow

Services Included

- **First-year Maintenance** – For the specific module(s) listed in this document, all upgrades and live phone support services are included for the entire first year.
- **Project Management and Installation** – Spillman will assign a Project Manager as the agency’s single point of contact. This individual will coordinate Spillman’s expert installation and training staff to ensure a smooth upgrade transition.

Included in Quote

-
- ProQA Law Interface
- ProQA Medical Interface

Package Quote
\$18,160

The Customer’s signature below constitutes its agreement to purchase the licenses, products and/or services according to the terms quoted by Spillman within this document. This document shall serve as an addendum to the Purchase Agreement previously entered into between the Customer and Spillman. The terms and conditions of the Purchase Agreement, as well as the related License Agreement and Support Agreement, shall apply to the items quoted herein.

Your estimated 2nd-year Spillman maintenance will be: \$1,607





EMD, EPD ProQA

* Platinum ESP *

Priority Dispatch Corporation
 139 E. South Temple, Ste. 500
 Salt Lake City, Utah 84111
 United States of America

Name	<u>Captain Charles</u> <u>Mesquite PD NV</u> <u>scharles@mesquitenv.gov</u>	Date	<u>05/21/13</u>
Phone	<u>702 375 4524</u>	Rep	<u>Cheryl Collins</u>
		Phone	<u>1-800-243-0343</u>
		Fax	<u>801-746-5876</u>
		email: <u>cheryl.collins@prioritydispatch.net</u>	

	Qty	Description	Unit Price	TOTAL
Dispatch Software	3	ProQA Medical Software Stations	3,300.00	9,900.00
		ProQA Medical Stations (2nd Language)	- 900.00	-
		ProQA Fire Software Stations	3,100.00	-
		ProQA Fire Software 2nd Language (Spanish)	- 900.00	-
	3	ProQA Police Software Stations	- 4,900.00	9,300.00
		ProQA Police Software Stations 2nd Language	900.00	-
	1	Client/Server Software	2,500.00	2,500.00
AQUA	1	AQUA Quality Improvement Software	1,900.00	1,900.00
	1	EMD Module	800.00	800.00
	1	EPD Module	- 1,000.00	1,000.00
	1	AQUA software annual maintenance ESP	- 1,000.00	555.00
Cards		MPDS Manual Dispatch Card Sets	395.00	-
		MPDS Manual Dispatch Card Sets 2nd Language (Spanish)	595.00	-
		MPDS Quality Assurance Guides	45.00	-
		MPDS Field Responder Guides	10.00	-
		FPDS Manual Dispatch Card Sets NAE	395.00	-
		FPDS Manual Dispatch Card Sets 2nd Language (Spanish)	595.00	-
		FPDS Quality Assurance Guides	45.00	-
		FPDS Field Responder Guides	10.00	-
	3	PPDS Manual Dispatch Card Sets NAE	495.00	1,485.00
		PPDS Manual Dispatch Card Sets 2nd Language	595.00	-
		PPDS Quality Assurance Guides	45.00	-
		PPDS Field Responder Guides	10.00	-
Training	9	EPD Training Certification course \$295 each	295.00	2,655.00
	1	Software Systems Admin Tech Training (+\$1,500 per trip)	1,500.00	3,000.00
	1	Software Develop / Install	1,500.00	3,000.00
	1	ProQA Software on site Training (2 sessions per day)(+\$1,500 per trip)	1,500.00	3,000.00
	1	AQUA QA Software on site Training (+\$1,500 per trip)	1,500.00	3,000.00
	5	Consulting QIU set up on site (+\$1,500 per trip)	- 1,500.00	9,000.00
	1	EPD-Q course QA \$550 ea (prerequisite for AQUA training)	- 550.00	550.00
		On-Site Go-Live Support (+\$1500 travel expense per trip)	- 1,500.00	-
	1 yr *	* 1 year Platinum System Maintenance ESP Program *	-	6,144.00
		includes cardset ESP, QA Guides, Field Responder Guides,	-	-
		annual subscription to EMD Advancement Series CDE,	-	-
		tech support & free updates & upgrades to the software	-	-
		and 1 on-site visit for Go Live	-	-

Quote Year 1

Signature _____	Delivery _____
Expires in 180 days	Upon Request

Sub Total	0.00%	
Shipping	0.00%	\$ 40.00
Total		\$ 57,829.00

\$ 57,789.00

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Quote Expiration Date: June 30, 2013 Prepared By: Samuel Kienow

Mesquite Police Department

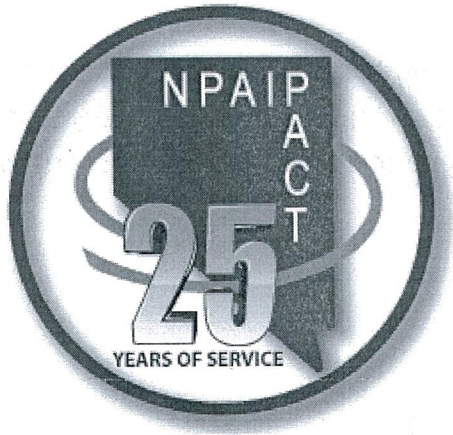
Customer Name

Authorized Signature

Date

Print Name and Title





**Nevada Public Agency Insurance Pool
Public Agency Compensation Trust
Risk Management Grant Application**

OCT - 9 2013

Grant Application Program Information:

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include the following sections:

- Organization information (page 4)
- Narrative (page 5)
- Funding Request (page 8)

Organization Information:

Applicant/Member: City of Lovelock

Address: P.O. Box 238 400 14th Street

Lovelock, NV 89419

Department Involved: Lovelock Police Department

Project Contact: Michael Mancebo

Phone: (775) 273-2256

Email: mmancebo@cityoflovelock.com

Alternate Contact (if any): Lisa Booth

Phone: (775) 273-2356

Email: lbooth@cityoflovelock.com

The Project Contact and/or Alternate Contact may be contacted to provide additional information regarding the grant request to the Loss Control Committee. If additional information is needed for consideration, the Project Contact and/or Alternate Contact will be notified of the meeting date and time for the Loss Control Committee meeting.

Narrative (use additional pages as necessary)

Part I. Needs Statement:

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

The Lovelock Police Department is making this application for assistance to purchase five (5) video mounted cameras for patrol cars. The system has infrared color capability, along with voice capability up to two (2) miles.

The Lovelock Police Department provides 24/7 coverage at the present time, there is only one officer on at a time. Back up has to come from the Pershing County Sheriff Office and they don't always have a deputy on duty or he could be up to eighty (80) miles away. In some cases with no deputy on duty, dispatch has had to call another city officer out.

There is also a local attorney who reviews the PC sheets and picks and chooses which cases to defend, he is currently seeking litigation against the City and Lovelock Police Department.

The cameras would assist the City and Lovelock Police Department from possible litigation and or law suits.

415 Century Parkway
 Allen, TX 75013
 (800) 605-6734
 www.watchguardvideo.com



4RE Price Estimate

Provided By: _____ Provided By: _____

TOTAL PROJECT ESTIMATED AT

\$25,811.10 *84,100.00*

Agency Name: **Lovelock Police Department**
 Contact Person: **K. Beck**
 Date: **October 1, 2013**

4RE Base System and Options

		Quantity
4RE-100-GPS-ZSL	4RE In-Car Camera System. Includes GPS, High definition Zero Sightline (720P) forward facing camera, Infrared color cabin camera, DVR, integrated 100GB automotive grade hard drive, 16GB USB removable thumb drive, cabin microphone, 900 MHz Hi Fidelity wireless microphone, hardware & cabling, 1 yr. warranty. Includes Evidence Library Express software.	5
4RE ELITE	Upgrade to 4RE Elite. Adds support for up to 6 cameras.	0
MOBILE APP	4RE Mobile App. Laptop interface software.	0

MSRP	Direct	Extended
\$ 5,330.00	\$ 4,795.00	\$ 23,975.00
\$ 300.00	\$ 275.00	\$ -
\$ 85.00	\$ 50.00	\$ -

Camera Configuration Options

		Quantity
CAM-BST-102-NEW	Infrared Color Cabin Camera, Additional (requires 4RE Elite)	0
WGA00485	Auxiliary Camera	0

MSRP	Direct	Extended
\$ 220.00	\$ 195.00	\$ -
\$ 220.00	\$ 195.00	\$ -

Microphone Options

		Quantity
DUAL MIC UPGRADE	Dual Wireless Mics. Includes second wireless microphone kit.	0
DESKTOP CHARGER	Desktop Charging unit for Wireless Transmitter	0
TRANSMITTER	Wireless Trasmmitter (additional / replacement)	0

MSRP	Direct	Extended
\$ 875.00	\$ 785.00	\$ -
\$ 110.00	\$ 99.00	\$ -
\$ 385.00	\$ 345.00	\$ -

In-Car Hardware Warranties 1st year is included with a new 4RE purchase.

		Quantity
WAR-4RE-CAR-2ND	Warranty, 4RE, In-Car, 2nd Year (Months 13-24)	0
WAR-4RE-CAR-3RD	Warranty, 4RE, In-Car, 3rd Year (Months 25-36)	0
WAR-4RE-CAR-4TH	Warranty, 4RE, In-Car, 4th Year (Months 37-48)	0
WAR-4RE-CAR-5TH	Warranty, 4RE, In-Car, 5th Year (Months 49-60)	0

MSRP	Direct	Extended
\$ 295.00	\$ 100.00	\$ -
\$ 295.00	\$ 200.00	\$ -
\$ 295.00	\$ 325.00	\$ -
\$ 295.00	\$ 450.00	\$ -

Miscellaneous Options and Accessories

		Quantity
RADAR CABLE	Radar Interface Cable (Stalker, Decatur Genesis I and II Select, Kustom Eagle or Raptor, MPH Bee 3)	0
Trade-In	Trade-In Credit, if applicable	0
CUSTOM 1	Used for additional items, offers or discounts	0

MSRP	Direct	Extended
\$ 85.00	\$ 75.00	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -

Total In-Car Hardware \$ 23,975.00

WatchGuard Video Technical Services

		Quantity
SVC-4RE-INS-100	4RE System Installation, In-Car (Per Unit Charge)	0
SVC-VID-REM-100	Video System Removal (Per Unit Charge)	0

MSRP	Direct	Extended
Quote	Quote	\$ -
Quote	Quote	\$ -

Total Technical Services \$ -

Manual Adjustments

Description: _____ \$ -

Notes: *Applicable taxes may apply and are not necessarily accounted for on this estimate. Contact WatchGuard Video for a revised estimate.*
ESTIMATE VALID FOR 30 DAYS

Subtotal: \$ 23,975.00

UPS Ground Shipping: \$ 125.00

Taxes: 7.1% *EXEMPT* \$ 1,711.10

ESTIMATE TOTAL: \$ 25,811.10

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

The cost for such equipment is significant and cannot be met through local budget constraints.

We are looking at a cost of \$ 4,795.00 per camera and we are in need of 5 cameras for a total of \$ 23,975.00 plus the cost of shipping of \$ 125.00 for a total of \$24,100.00

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

Budget item projects to be determined.

Part III. Project Request:

If benefits of this project will aid or involve other departments, members or organizations, please describe:

This would also assist Pershing County Sheriff office when the Lovelock Police Department backs up a deputy. The Lovelock Police Department also backs up the Tribal Police at times, and helps cover problem areas at the Pershing County Schools and at school functions.

FUNDING REQUEST


Total budget for this risk management initiative: \$ 24,100.00

Portion funded by applicant: \$ 6,025.00

POOL/PACT Funding Amount: \$ 18,075.00

Project and application authorized by: (governing body):

City of Lovelock

Signature (POOL/PACT Liaison):  Date: 7 October 2013

Print Name (POOL/PACT Liaison): Michael R. Giles

Title: Mayor