



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

Date: Friday, February 4, 2011

Time: 9:00 AM

Place: 201 S. Roop St., Carson City, NV

AGENDA

1. **Roll**
2. **Action Item: Approval of Minutes of Committee Meeting of October 28, 2010**
3. **Action Item: Staff Reports:**
 - a. **Loss Control Excellence Program**
 - b. **Respirator Fit Testing Program**
 - c. **Fire Extinguisher Safety Training**
 - d. **POOL/PACT Communications Plan**
 - e. **Formalized Injury Management & Return To Work Initiatives**
4. **Action Item: Consideration and Approval of Loss Control Excellence Program Award for Carson City School District**
5. **Action Item: Consideration and Approval of Risk Management Grant Application submitted by City of Mesquite.**
6. **Action Item: Consideration and Approval of Risk Management Grant Application submitted by Sierra Fire Protection District.**
7. **Action Item: Consideration and Approval of Risk Management Grant Application submitted by Lincoln County School District.**
8. **Action Item: Public Comment**
9. **Action Item: 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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Draft
**Minutes of Meeting of
Loss Control Committee of
Nevada Public Agency Insurance Pool and
Public Agency Compensation Trust
Date: October 28, 2010**

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.

The meeting was moved from 201 S. Roop Street to 604 W. Musser Street in Carson City, NV. Notice to the public was posted at all entrances of the Roop Street building.

- Members present: Chairman Cash Minor (Elko County), Shannon Gardner, (Storey County), Mike Callahan (City of Mesquite), Mike Pennacchio (IVGID), Steve West (City of Winnemucca), Jerry Larson (Eureka County), Dan Murphy (Pershing County School District)
- Ex-Officio Members and others present: Ann Wiswell, Jeanne Greene, Wayne Carlson, Shani Dues, Donna Squires, Mike Livermore, Peter Gronvall, Kevin Curnes.

2. Action Item: Approval of Minutes of Committee Meeting of July 7, 2010

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

3. Action Item: Consideration and Approval of Loss Control Excellence Program Award for Boulder City Hospital

Ann Wiswell indicated that Rick Hudson had completed the review process with Boulder City Hospital and that they had achieved very good results in working the audit/risk management review with the hospital. Rick requested that the Loss Control Committee consider the award in advance of the annual board meeting as is customary because he wanted to present the award at the next hospital board meeting in December. On motion and second to approve the Excellence Award, the motion carried.

4. Action Item: Consideration and Approval of E-Discovery Resource Program including regional training workshops and toolkit resources for Risk Management Resource Library

Ann Wiswell introduced Peter Gronvall of the consulting firm Adams Grayson. Ann had attended a presentation given by Mr. Gronvall in Washington D.C. at a meeting of the Risk Management Advisory Committee for United Educators in November of 2009. Adams Grayson helps organizations meet the information management, preservation, and production obligations arising under federal and state procedural rules governing electronically stored information, by providing training, consulting and case management services.

Upon returning from the United Educators meeting, Ann had discussed the need for such information and training among the POOL members with claims manager, Donna Squires. Donna had agreed with Ann that this was a growing area of concern, as the legal costs associated with managing the “e-discovery” process was contributing to increased POOL claim costs.

Mr. Gronvall gave a presentation on the issues surrounding electronic discovery rules, presented a document tool kit including checklists and sample letters of preservation for the Committee to review and consider.

Upon motion and second, the Committee approved funding for five regional workshops on electronic discovery, the first to be delivered to the POOL legal panel counsel Litigation Strategy Committee meeting in February 2010. Funding had previously been set aside for four regional training workshops on Emergency Planning however these workshops were not delivered due to changes in scheduling conflicts between the trainer and members. The Committee reallocated the funds from Emergency Planning to Electronic Discovery training.

5. Action Item: Public Comment

None.

6. Action Item: Adjournment

On motion and second to adjourn the meeting, the meeting was adjourned.