

**WASHINGTON COUNTIES RISK POOL  
EXECUTIVE COMMITTEE MEETING**

**MINUTES**

Regular Meeting 10:30 a.m.

Friday, September 22, 1989

SEA-TAC AIRPORT

**ATTENDANCE:**

President - Bill Vogler, Grays Harbor County Commissioner  
Vice-President - Shirley Van Zanten, Whatcom County Executive  
Treasurer - Deborah Cone, Kitsap County Director of Internal Management  
Secretary - Vyrle Hill, Pacific County Administrative Officer

Benton County - Ray Isaacson, County Commissioner - Dir.  
Steve Lowe, Deputy Pros. Attorney

Cowlitz County - Frank Bishop, Budget Director - Alt.

Franklin County - Harold Matthews, County Commissioner

Grays Harbor County - Rose Elway, Budget/Mgmt. Services Dir. - Alt.  
Mary Davis, Ins. & Risk Mgmt. Analyst

Jefferson County - B.G. Brown, County Commissioner - Dir.

Gary Rowe, Director of Public Works - Alt.

Kitsap County - Allen Hatten, Risk Manager

Pacific County - Rosemarie Bay, Asst. Risk Manager - Alt.

Spokane County - Claude L. Cox, Risk Manager - Dir.

Charles C. Wright, Personnel Director - Alt.

Whatcom County - Tom Sutberry, Budget Director

Visitors - Clallam County - Marjorie Upham, Personnel/  
Risk Management Dir. - Dir.

Christopher Melly, Chief Dep. Pros. Attorney

Garfield County - Ron Crawford, County Commissioner - Dir.

Island County - Gordon R. Hey, Budget Director - Alt.

Lewis County - Greg Cox, County Commissioner - Dir.

Mason County - Chris Freed, Budget Director - Alt.

San Juan County - Doug Corliss, County Commissioner - Dir.

Dave Zeretzke, Ins. Risk Manager - Alt.

Thurston County - George L. Barner, County Commissioner - Dir.

Corroon & Black, Inc. - John McCadam, Senior Vice President  
Mike Croke, Vice President

Risk Pool Staff - John Crawford, Executive Director

Tom Butler, Risk Manager

Aileen Boren, Administrative Assistant

The meeting was called to order at 10:30 a.m. by President Bill Vogler. President Vogler welcomed visitors from Member Counties and Corroon & Black.

**APPROVAL OF MINUTES:**

August 18, 1989 Executive Committee Meeting, SeaTac Airport: Ray Isaacson moved to approve the minutes. The motion was seconded by Frank Bishop and approved.

**COMMITTEE REPORTS:**

**Finance Committee:**

**Financial Report and Voucher Approval:** Deborah Cone presented the Treasurer's Report including an investment activity recap for the period from September 1988 through August 1989 and a payment status report. There was a withdrawal of \$144,000 and no deposits for the month of August. The ending balance as of August 31, 1989 was \$3,165,888. The net interest earned for the month of August was \$21,039 and the net earnings rate for the month was 7.73 %. Ray Isaacson and George Barner asked about the \$144,000 withdrawal for the month of August. John Crawford explained that large transfer was due to payments made for excess insurance premiums for our four new member counties and the payment of the final installment of the brokerage fee due Corroon & Black, Inc. Ray Isaacson moved to approve the Treasurer's Report and expenses. The motion was seconded by Shirley Van Zanten and approved.

**Operations Committee:**

**Incurred Incidents and Claims:** John Crawford noted that the Pool's coverage layer has only been penetrated once thus far. In a Clallam County claim the total amount of \$6,671.77 was paid (County has a \$5,000 deductible).

**Pool Risk Management Program:** Vyrle Hill circulated a memo dated September 21, 1989 concerning the risk management portion of the Risk Pool's 1989-1990 budget. John Crawford reported on the Road Accident Investigation Seminar to be held on Thursday, September 28th. There will be over 60 participants attending the seminar.

**DISCUSSION AND ACTION:**

**Actuary Study:** Ray Isaacson moved to support the officers' recommendation to establish a deductible range from \$5,000 to \$250,000, and not offer a \$1,000 deductible amount. The motion was seconded by Shirley Van Zanten and approved.

John Crawford presented the 1989-90 premium rate structure proposal (9/20/89 discussion draft). Vyrle Hill moved for its adoption. There was a discussion regarding the length of time which counties could have to choose their deductibles. The motion was seconded by Shirley Van Zanten and approved.

Shirley Van Zanten moved to have the deductibles stand as on file with the Risk Pool office unless changed in writing before 5:00 p.m., Friday, September 29, 1989. The motion was seconded by Ray Isaacson and approved.

**Joint Self-Insurance Policy:** John Crawford discussed the proposed joint self-insurance policy. Ray Isaacson moved to approve it as the Pool's policy. The motion was seconded by B.G. Brown and approved.

Ray Isaacson then moved that suggested changes be considered when properly submitted with the possibility that the suggestions be adopted from time to time throughout the year as endorsements. The motion was seconded by Vyrle Hill and approved.

**1989-90 Budget:** Ray Isaacson moved to eliminate the line items for COLA adjustments from within the budget but to establish line items for Salary Reserves. The motion was seconded by Frank Bishop and approved.

John Crawford proposed adding two additional staff positions within the claims administration portion of the budget: risk/claims manager and claims administrative assistant. Ray Isaacson moved to adopt a claims administration budget of \$246,142.93 with the Board to determine the direction on specifics. The motion was seconded by B.G. Brown and approved.

Shirley Van Zanten moved to adopt the budget with the two amendments already approved. The motion was seconded by Deborah Cone and approved.

**Staff Personnel Policy:** Frank Bishop raised the issue of "just cause" for all, but the Executive Director. Debbie Cone moved to amend paragraph C2 of the proposed policy as suggested by Frank Bishop.

Ray Isaacson moved that the changes suggested by Skip Wright be included in the staff personnel policy. The motion was seconded by B.G. Brown and approved.

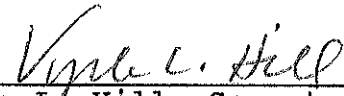
Ray Isaacson moved to adopt the policy with the amendments. The motion was seconded by Claude Cox and approved.

**Claims Adjusting RFP:** John Crawford reported that the Risk Pool has worked out the language of the contract with GAB and that GAB will be investigating claims for \$40.00 an hour plus expenses.

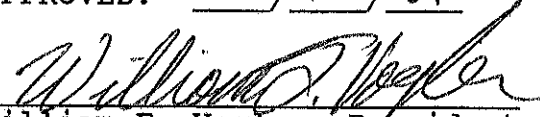
**Other Business:** Frank Bishop moved to authorize the Executive Director to explore the possibility of relocating the Risk Pool offices to the Washington Counties building in Olympia. The motion was seconded and approved.

The meeting was adjourned at 2:20 p.m

RESPECTFULLY SUBMITTED:

  
\_\_\_\_\_  
Vyrle L. Hill, Secretary

APPROVED: 11 / 15 / 89

  
\_\_\_\_\_  
William F. Vogler, President