

WASHINGTON COUNTIES RISK POOL  
EXECUTIVE COMMITTEE

MINUTES

9:30 a.m., Friday, March 17, 1995  
Wyndham Garden Hotel, SeaTac

**ATTENDANCE:**

President - Frank A. Bishop, Cowlitz County Budget Director  
Secretary/Treasurer - Mike Shelton, Island County Commissioner  
Executive Committee -

Marjorie Upham Rood, Clallam County Director of Personnel/Risk Management  
Steve M. Lowe, Franklin County Prosecuting Attorney  
Rose Elway, Grays Harbor County Director of Management Services  
Judy Wilson, Thurston County Commissioner  
Richard Brown, Whitman County Director of Administrative Services

Broker - Mike Croke, Vice President, Willis Corroon of Seattle

Risk Pool Staff - John Crawford, Executive Director  
Alicia Johnson, Claims Manager  
Jay Winter, Training Coordinator  
Aileen Boren, Administrative Assistant

**WELCOME AND ROLL CALL:** The meeting was called to order at 9:43 a.m. by President Frank A. Bishop who welcomed all in attendance.

**APPROVAL:**

**Agenda:** The agenda was approved as printed.

**Minutes of December Meeting:** Rose Elway moved to approve the minutes of the December 9th Meeting. The motion was seconded by Mike Shelton and approved.

**Vouchers:** Marge Upham Rood moved to approve the vouchers. The motion was seconded by Judy Wilson and approved.

**Administrative Services Agreement with WCIF:** Rose Elway moved to approve the administrative services agreement with the Washington Counties Insurance Fund. The motion was seconded by Steve Lowe and approved.

**Surplus Personal Property:** Steve Lowe moved to approve the trade-in of the Nissan for a Jeep, to declare as surplus three computers, two printers, and telephone equipment, and to make the surplus property available to interested members. The motion was seconded by Rose Elway and approved.

**Okanogan County:** Dick Brown moved to ratify the admission of Okanogan County to the Risk Pool and approve the premium and fees. The motion was seconded by Mike Shelton and approved.

## **REPORTS:**

**Winter Board Meeting:** A copy of the minutes of the Winter Board Meeting was included in the file.

**County Reports:** Cowlitz and Grays Harbor Counties both have newly appointed county commissioners. Whitman County Road Department was involved in a hay stack fire. Thurston County has had several requests to reduce speed limits. Island County won a special award for a public works project.

**PRIMA GRMS:** Frank Bishop and Mike Shelton reported on the PRIMA Government Risk Management Seminar that they attended in February.

**Legislative Agenda:** Mike Shelton reported on the legislative agenda adopted by the Washington State Association of Counties.

**Executive Director:** John Crawford described tort liability and other bills that made the March 15th cut-off deadline.

**Finances:** Aileen Boren reported on the finances of the Pool.

**Claims:** Alicia Johnson reported on claims and said that the March 31st loss run will be used by the actuary and reinsurance companies.

**Reinsurance:** Mike Croke reported that USF&G had acquired TIG Reinsurance Company. Mike also stated that he had talked to American Reinsurance about replacing Transatlantic Re on the medical malpractice portion of our reinsurance. Mike discussed builder's risk coverage, and was asked to make a presentation at the Board Workshop in April.

**Programs:** Jay Winter commented on the use of a skid car for law enforcement EVOC training and about reviewing a "shoot/no-shoot" computerized video training module.

## **DISCUSSION AND ACTION:**

**Loss Control Program Evaluation:** Jay Winter described the efforts of three different committees working on loss control program evaluations for general safety policies and adult and juvenile corrections facilities. Mike Shelton moved to recommend approval of the general safety policy, and to continue work on the other drafts. The motion was seconded by Steve Lowe and approved.

**Service Contract with WSAC L&I Retro Group:** Rose Elway moved to recommend approval of the service contract with the WSAC L&I retrospective rating group. The motion was seconded by Steve Lowe and approved. Jay will assemble the work sheets of Pool staff as part of his report to the Board next month.

**Risk Pool Joint Self-Insurance Liability Policy:** Steve Lowe moved to recommend amending the Risk Pool's Joint Self-Insurance Liability Policy as of October 1, 1994 to

provide coverage for employer liability claims from LEOFF I deputies, but for administrative ease not to collect the LEOFF I premiums until the 1995-1996 policy year. The motion was seconded by Rose Elway and approved.

Steve also moved to recommend amending the present policy as of October 1, 1994 to delete the utility services exclusion. The motion was seconded by Judy Wilson and approved.

Frank Bishop led a discussion on creating pool policy guidelines for ride-alongs. The discussion focused on who the county drivers are (deputy sheriffs on duty vs. county employees traveling to out-of-county meetings) and who the passengers are (employees/ authorized volunteers / family members).

Office Tenant Improvements / Budget: John Crawford reported that the walls and roof are up on the credit union's new building, and construction is back on schedule for a mid-June move. John and Aileen have discussed the public bid laws with the State Auditor's Office.

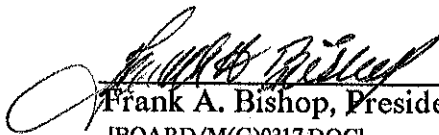
#### FUTURE MEETINGS:

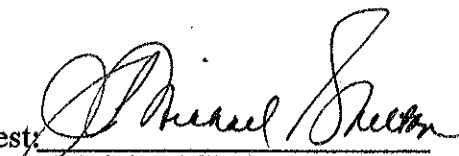
The Board Workshop and Spring Meeting will be on Thursday and Friday, April 20 and 21 at the Holiday Inn, SeaTac.

The next regularly scheduled meeting of the Executive Committee will be on Friday, May 19th at 9:30 a.m. at the Wyndham Garden Hotel, SeaTac.

The meeting was adjourned at 1:51 p.m.

MINUTES APPROVED: 06 / 23 / 95

  
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Frank A. Bishop, President  
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Attest:   
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J. Michael Shelton, Secretary