

**WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE**

MINUTES

**9:30 a.m., Thursday, December 4, 1997
WestCoast Sea-Tac Hotel, SeaTac**

ATTENDANCE:

President - Dick Dixon, Grays Harbor County Commissioner
Frank A. Bishop, Cowlitz County Budget Director
Steve M. Lowe, Franklin County Prosecuting Attorney
Mike Shelton, Island County Commissioner
Spence Higby, Okanogan County Commissioner
Judy Wilson, Thurston County Commissioner
Ron Zirkle, Yakima County Chief Civil Deputy Prosecutor

Claude L. Cox, Spokane County Risk Manger
David Zeretzke, San Juan 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, Programs Manager
Aileen Boren, Finance Officer

WELCOME and ROLL CALL: The meeting was called to order at 9:39 a.m. by President Dick Dixon who welcomed all in attendance and noted that a quorum was present.

APPROVALS:

Agenda: The agenda was approved as printed.

Minutes: Judy Wilson moved to approve the minutes of the September 18th Meeting at SeaTac. The motion was seconded by Mike Shelton and approved.

Financial Report and Vouchers: Mike Shelton moved to approve the financial report and vouchers. The motion was seconded by Frank Bishop and approved.

Broker Services Agreement: The broker services agreement with Willis Corroon was signed.

REPORTS:

Board Autumn Meeting: The minutes of the October 23rd Autumn meeting of the Board of Directors was included in the meeting materials.

Risk Management Committee: Committee Chair Claude Cox and Member Dave Zeretzke reported that the Risk Management Committee met October 23rd in Yakima and November 7th

and 21st in SeaTac. The committee is reviewing the membership compact of the Washington Cities Insurance Authority as a way to solidify responsibilities between each individual member and the Pool. The preliminary recommendation of the committee is to set minimum policies and training thresholds, implement the compact beginning in October, 1998, and hire a loss control specialist to assist members in completing the compact. The committee will meet again on December 10th and January 23rd.

Underwriting Committee: Committee Chair Claude Cox reported that the committee will meet on December 11th with actuary Kevin Wick to discuss possible methodologies for experience rating modifications. The committee will also review underinsured motorist liability. Steve Lowe moved that the Executive Committee recommend, effective for the policy year starting October 1, 1998, that the Pool no longer offer underinsured motorist liability coverage, but to develop an optional group purchase of commercial UIM insurance. The motion was seconded by Mike Shelton and approved.

Executive Director: John Crawford discussed the very good attendance record of member representatives at Risk Pool Board meetings over the past ten years.

Claims: Alicia Johnson distributed a list of large loss cases over \$100,000.

Finances: Aileen Boren passed out the unaudited financial statement as of September 30th, a portfolio composition chart and interest rate comparisons of our investments.

Programs: Jay Winter discussed flagging instructor certification issues, and distributed a notice that the State Department of Personnel kickoff introduction for its Human Resource Liability Prevention Academy for Managers will be December 17th in Olympia.

Willis Corroon Casualty Risk Control Analysis: Mike Croke said that reports had been written for Clallam, Island, Mason, Klickitat, Cowlitz and Grays Harbor Counties, with Thurston and Whatcom Counties in the process of being written. Kitsap County will be visited during December. Lewis, San Juan, Adams and Okanogan Counties are selected for the first visits in 1998. Copies of the Executive Summaries have been given to the Risk Management Committee.

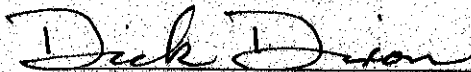
Member Counties: Committee Members reported on budgets and levy increases.

OTHER BUSINESS:

Future Board Meetings: The Winter Board Meeting will be Thursday, February 5th at the WestCoast Sea-Tac Hotel in SeaTac. The next Executive Committee Meeting will be Thursday, March 19th at the WestCoast Sea-Tac Hotel in SeaTac.

With no further business, the meeting was adjourned at 12:45 p.m.

MINUTES APPROVED: 3/19/98



Dick Dixon, President
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Attest: 
Mary Jo Cady, Secretary