

**WASHINGTON COUNTIES RISK POOL  
ROUNDTABLE  
NOTES**

Thursday, November 7, 2013  
Three Rivers Convention Center, Kennewick, WA

**ATTENDANCE:**

\* denotes Executive Committee person

Adams County:	Not Represented
Benton County:	Melina Wenner, HR/Risk Manager – Risk Mgr./Claims Adm./Director Bryan Perry, Safety & Training Coord. – Alt. Director Ryan Brown, Chief Civil Deputy Prosecutor
Chelan County	* Keith Goehner, Commissioner – Director Cindy Dietz, Legal Administrative Supervisor – Claims Adm.
Clallam County:	Rich Sill, HR Director – Risk Mgr./Claims Adm./Director
Clark County:	Not represented
Columbia County:	* Drew Woods, PW Director – Risk Mgr./Claims Adm./Director, Vice-President
Cowlitz County:	Clyde Carpenter, Risk Manager – Risk Mgr./Claims Adm./Director
Douglas County:	Steve Clem, PA – Risk Mgr./Claims Adm./Director * Thad Duvall, Auditor – Alt. Director
Franklin County:	Robert Koch, Commissioner – Director Shawn Sant, Prosecuting Attorney – Alt. Director Ryan Verhulp, Deputy Prosecuting Atty. – Risk Mgr./Claims Adm./Alt. Director Margo Hines, Administrative Assistant Darrel Farnsworth, Equipment Superintendent Raenette Carle, Parts Technician
Garfield County:	*Dean Burton, Commissioner – Director Jennie Bowman – Risk Mgr./Claims Adm.
Grays Harbor County:	Dale Gowan, Central Services Director – Risk Mgr./Alt. Director Joy Carossino, Safety & Claims – Claims Adm.
Island County:	Not represented
Jefferson County:	* David Alvarez, Chief Civil DPA – Alt. Director
Kittitas County:	* Lisa Young, Human Resources Manager – Risk Mgr./Director
Lewis County:	* Lee Grose, Commissioner – Director Paulette Young, Safety Officer – Risk Mgr./Claims Adm./Alt. Director Michael Strozyk, Director Central Services
Mason County:	Not represented
Okanogan County:	Not represented
Pacific County:	* Lisa Ayers, Commissioner – Alt. Director
Pend Oreille County:	Mike Lithgow, Community Development Director - Director Don Ramsey, County Engineer – Risk Mgr. Teresa Brooks, Adm. Asst. to Director – Claims Adm.
San Juan County:	Mike Thomas, County Manager – Director
Skagit County:	Arne Denny, Deputy Prosecuting Attorney – Alt. Director
Skamania County:	Scott Pineo, General Svcs Director – Risk Mgr./Alt. Director Adam Kick, Prosecuting Attorney Jennifer Jackson, Manager of Recreation and Cultural Events
Spokane County:	* Steve Bartel, Director of RM – Risk Mgr./Claims Adm./Director
Thurston County:	* Tammy Devlin, Risk Manager – Risk Mgr./Claims Adm./Alt. Director, President
Walla Walla County	Jesse Nolte, Deputy Prosecuting Attorney - Director Lucy Schwallie, Personnel/RM – Risk Mgr./Claims Adm.
Whatcom County:	Karen Goens, Human Resources Manager – Risk Mgr./Director Dan Gibson, Chief Civil DPA – Claims Adm./Alt. Director
Yakima County:	Not represented

Washington DES: Shannon Stuber, LGSI Program Administrator

Broker Services: Liz Miser, Area Vice President – AJGRMS, Inc.

Others: Brian Enslow, Senior Policy Director – WSAC

WCRP Staff: Vyrle Hill, Executive Director  
David Goldsmith, Specialty Services Representative  
Jill Lowe, Loss Control Coordinator  
Susan Looker, Claims Manager  
Mike Cook, Sr. Claims Analyst  
Terry Sheerin, Sr. Claims Analyst  
Tammy Cahill, Claims Analyst  
Carli Easter, Claims Assistant  
Sue Colbo, Accounting Officer  
Stacey Spears, Administrative Assistant  
Debbie Larsen, Office Assistant

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WELCOME: Claims Manager Susan Looker called the Autumn Claims Administration and Risk Management Roundtable to order at 1:34 pm. She welcomed all those in attendance and introduced new Pool employees Terry Sheerin and Debbie Larsen.

**1<sup>ST</sup> PARTY PROPERTY INSURING ALTERNATIVES:** Liz Miser with AJGRMS provided an overview of the property insurance program. She provided information and a handout regarding sub-limits and alternative options, and answered questions regarding the different sub-limits and exclusions from the attendees. Ms. Miser also presented information regarding vehicle coverage and on-premise vs. over the road coverage. Instructions were given regarding adding properties and vehicles to the schedule. (The County needs to notify the Risk Pool, who will notify AJG of any additions.)

Break: 2:20 – 2:35 pm

**CONTRACT RISK MANAGEMENT:** presented by Steve Clem, Douglas County Prosecuting Attorney

The topics covered included:

- Exposures
- Risk Transfer Insurance
- Occurrence Based Coverage
- Primary, Non-contributory Insurance
- Review of Policy Provisions
- Waiver of subrogation
- Additional Insureds
- Certificates of Insurance
- No limitation on liability
- Payment conditioned on insurance
- Workers' Compensation (including volunteers)
- Risk Transfer Indemnity
- Mutual Indemnity
- Limited Indemnity
- Intermediate Indemnity

- Broad Indemnity
- Indemnity RCW 4.25.115
- WSDOT Standard Specifications
- Complete Indemnity
- Indemnity Provisions
- Contract Provisions
  - Arbitration clauses

Mr. Clem provided a handout for attendees that included “Insurance Provisions – Sample Language”.

Break: 4:00-4:10 pm

**ROUNDTABLE COMMENTS / INQUIRIES:**

Susan Looker started the Roundtable (round the table) comments

Carli Easter, Risk Pool Claims Assistant provided a CMS (Centers for Medicare & Medicaid) form for attendees with instructions on returning the forms to the Pool.

Arne Denny, Skagit County gave a report on recent cases, and requested information from other counties regarding 911 call centers. He also asked for ideas and information regarding utility poles just outside of county right-of-ways. Drew Woods provided information regarding agreements with Puget Sound Energy and the relocation of utility poles.

Lisa Ayers, Pacific County reported on new Washington State rules regarding ATVs on paved roads. Information was offered and discussion took place regarding the issue.

Susan Looker, Risk Pool Claims Manager shared information on an article “*Keeping Small Claims Small*” that is available in the Roundtable packet.

Jill Lowe, Loss Control Coordinator shared information on documents that she included in the Roundtable packet.

Dan Gibson, Whatcom County spoke regarding contract review. He stated that legal review must be included as part of contract review.

Cindy Dietz, Chelan County shared that Chelan County had a case affirmed by the 9<sup>th</sup> Circuit.

David Alvarez, Jefferson County commented on contract review as well.

Karen Goens, Whatcom County reported on the Risk Management Working Group process used in the County.

Susan Looker presented information regarding a cyber-liability matter regarding driver record snooping. She noted that these cases are starting to crop up. She shared information regarding a form and training used in Montana, as well as information on a Douglas County case regarding its Spillman System access.

Shawn Sant, Franklin County reported on reserves regarding the Parmalee case. Mr. Parmalee passed away recently.

Susan Looker adjourned the Roundtable at 4:57 pm.