

**WASHINGTON COUNTIES RISK POOL  
BOARD OF DIRECTORS**

**MINUTES**

**Autumn Meeting  
9:00 a.m., Friday, October 21, 1994  
Holiday Inn, SeaTac**

**ATTENDANCE:**

President - Frank A. Bishop, Cowlitz County Budget Director  
Secretary/Treasurer - Mike Shelton, Island County Commissioner  
Executive Committee -  
    Rose Elway, Grays Harbor County Director of Management Services  
    Warren Dahlin, Lewis County Commissioner  
    Richard Brown, Whitman County Director of Administrative Services

Adams County - Bill Wills, County Commissioner - Director  
Franklin County - Lois Wood, Human Resources Director - Alternate  
Garfield County - Vern Emerson, County Commissioner - Director  
Grays Harbor County - Dick Dixon, County Commissioner - Director  
    Mary Davis, Deputy Director Insurance & Risk Mgmt - Alternate  
Jefferson County - Glen Huntingford, County Commissioner - Director  
Kitsap County - Barbara Razey, Risk Manager - Alternate  
Klickitat County - Sverre Bakke, County Commissioner - Director  
Lewis County - John Nacht, Risk Manager - Alternate  
Pacific County - Vyrle L. Hill, County Administrative Officer - Director  
    Janet Wilkeson, Risk Manager - Alternate  
San Juan County - Dave Zeretzke, Administrative Services Director - Alternate  
Skamania County - Marilyn Breckel, Administrative Coordinator - Director  
Thurston County - Judy Wilson, County Commissioner - Director  
    Jeff Watson, Chief Deputy Prosecuting Attorney - Alternate  
Whatcom County - Shirley Van Zanten, County Executive - Director

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

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

**WELCOME, ROLL CALL AND APPROVAL OF AGENDA:** The meeting was called to order at 9:07 a.m. by President Frank A. Bishop who welcomed all in attendance and asked that everyone sign the roll call sheet. Frank noted that a Board Workshop had been held during the afternoon of October 20th to inform the Board about the action items on the agenda.

The agenda was approved as printed except an executive session on personnel was added at the beginning of the action items.

**APPROVAL OF MINUTES:** Vyrle Hill moved to approve the minutes of the July 20th Summer Meeting at Spokane. The motion was seconded by Bill Wills and approved.

**REPORTS:**

**Executive Committee:** Copies of the August 19th and September 16th Minutes were provided in the file folders.

**Members:** Members reported about driver safety training courses, CDL fit for work policies, courthouse renovations and county building ADA upgrades, new employee training, sexual harassment training, personnel policy revisions, courthouse emergency and evacuation training, blood borne pathogens training and shots, first aid training, diversity training, and dangerous trees inspections.

**Executive Director:** John Crawford reported that the Washington State Patrol, Criminal Justice Training Commission and Association of Sheriffs and Police Chiefs are working on completing a model high speed pursuit policy by the end of the year as required by the Legislature. John also reported receiving a retro refund check from Coregis in the amount of \$33,291 for the 1990-1991 policy year. The amount has been deposited in the surplus reserve fund.

**Finances:** Aileen Boren stated that 10 members have paid their premiums to date and the Pool has more than \$11 million on deposit with the State Treasurer and in investments.

**Claims:** John reported that Alicia Johnson was meeting in Spokane on a case that has a possibility of being one of our most costly cases.

**Programs:** Jay Winter distributed a training compilation report for the past year showing that the Pool sponsored 14 different training programs with a total net cost of \$22,195. Jay also commented on the CDL "Fit for Work" policy workshops and upcoming supervisor training, and his review of the use of the Pitarresi skid car for law enforcement EVOC training.

**EXECUTIVE SESSION:**

The Board went into Executive Session from 10:07 a.m. to 10:19 a.m. to discuss the annual personnel evaluation of the Executive Director.

**DISCUSSION AND ACTION:**

**Office Purchase:** In July, the Board decided to continue the office lease for one year only, search for space to purchase within the year, continue to work with the county associations toward acquiring a common facility, and delegate to the Executive Committee discretion regarding the acquisition of a new office. A 5,800 square foot office building was found in Tumwater and an Earnest Money Agreement signed contingent upon Board approval and an inspection. Judy Wilson moved to proceed with the purchase of the building subject to receipt of a bid on necessary improvements, including ADA improvements, recommended by the inspection report. The motion was seconded by Vyrle Hill and approved unanimously.

**Reinsurance:** After a report by Mike Croke on the reinsurance program, Vyrle Hill moved to approve the purchase of medical malpractice reinsurance. The motion was seconded by Mike Shelton and approved unanimously.

Dick Dixon moved to approve the purchase of reinsurance for separate aggregate public officials errors and omissions limits. The motion was seconded by Vyrle Hill and approved unanimously.

Vyrle Hill moved to approve the purchase of pesticide spraying reinsurance for a reasonable sum and delegate to the Executive Committee the working out of details. The motion was seconded by Glen Huntingford and approved.

Vyrle Hill then asked the Board to recognize with applause the efforts of Mike Croke in working through the changeover from excess insurance to reinsurance.

Vyrle Hill moved to confirm that the delegation to the Executive Committee to approve the admission and premium rates for new members also included conditions and rates for extended reporting periods for public officials errors and omissions claims. The motion was seconded by Bill Wills and approved unanimously.

**Premiums:** No additional action was taken on premiums.

**Multi-Year Work Plan:** After questions by Judy Wilson regarding the scale of work involved for "benchmarking," Vyrle Hill moved to approve the Board's Multi-Year Work Plan as presented, but with the deletion of benchmarking at the Winter, 1995 meeting, and with the reversal of subjects at the Winter and Spring, 1997 meetings. The motion was seconded by Marilyn Breckel and approved unanimously.

**Legislative Agenda:** No action was taken on a legislative agenda since the Risk Pool will work with the other county organizations on tort liability issues.

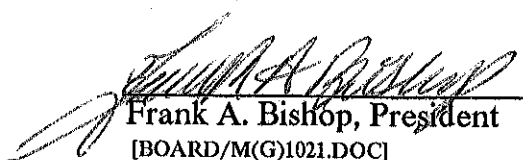
**Future Board Meetings:** There will be a conference telephone call on Thursday, January 19th at 1:30 p.m. in place of the scheduled Board Workshop and Winter Meeting regarding a supplemental budget for the building purchase.

The Spring Board Workshop and Meeting will be at the SeaTac Holiday Inn. There will be an afternoon workshop on Thursday, April 20, 1995, with a morning Board meeting on Friday, April 21, 1995.

The Summer Board Workshop and Annual Meeting will be at the Enzian Motor Inn in Leavenworth. There will be an afternoon workshop on Thursday, July 27, 1995, and a morning Board Annual Meeting on Friday, July 28, 1995.

The meeting was adjourned at 11:47 a.m.

MINUTES APPROVED: 1 / 19 / 95

  
Frank A. Bishop, President  
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Attest:   
Mike Shelton, Secretary