

# WASHINGTON COUNTIES RISK POOL EXECUTIVE COMMITTEE MEETING MINUTES

11:00 A.M., Thursday, March 27, 2008  
Red Lion at the Park, Spokane, WA

## ATTENDANCE:

President – Keith Goehner, Director – Chelan County Commissioner  
Secretary/Treasurer – Mark Abernathy, Director – Kitsap County Risk Manager

Executive Committee Members –

Toni Gilbert – Clallam County Safety/Training Officer  
Steve Clem – Douglas County Prosecuting Attorney  
Marilyn Butler – Skamania County Administrative Services Director  
Jay Winter – Walla Walla County Personnel/Risk Manager  
Randy Watts – Whatcom County Chief Civil Deputy Prosecuting Attorney  
Vyrle Hill – WCRP Executive Director (*ex-officio*)

Risk Pool Staff –

David Goldsmith, Member Services Manager  
Susan Looker, Claims Manager  
Jill Lowe, Loss Control Coordinator

Others –

Steve Bartel, Chair – Risk Management Committee (Spokane County Risk Manager)  
Michael Croke, Area Senior Vice President (Arthur J. Gallagher RMS, Inc.)

**Call to Order, Welcome, Roll Call and Agenda:** After a quorum was present, President Goehner called the meeting to order at 11:10 a.m. He asked if there were any changes to the proposed agenda... none were suggested, so the meeting proceeded with the circulated agenda.

**Minutes:** Toni Gilbert moved for approval of the Executive Committee minutes as circulated of both the January 17, 2008 meeting held at the Radisson Gateway in SeaTac and the March 5, 2008 teleconference; Randy Watts seconded, and the *motion passed by without dissent*.

**Vouchers:** Marilyn Butler moved for approval of Voucher Approval Request No. 08-03, more specifically check numbers 1543 through 1691 (administrative) and 25666 through 25906 (claims) totaling \$1,238,034.40 and transfers of \$83,132.91; Mark Abernathy seconded, and the *motion passed without dissent*.

**Claims Settlement Authorizations:** Randy Watts moved for approval of Settlement Confirmation No. 03.05-2008, more specifically Diane Lovejoy v. Franklin County; Jay Winter seconded, and the *motion passed without dissent*.

Steve Clem joined the meeting at 11:25 a.m.

## **Standing Committees' Reports**

- **Finance:** The supplemental budget being requested was briefly discussed. It was reported that the Finance Committee had met earlier to review the Executive Director's request and decided to recommend its approval by the Board. The Executive Committee concurred.
- **Nominating:** Nominating Committee Chair (President) Goehner reported that he spoke with both Ron Zirkle and Steve Bartel following the March 5<sup>th</sup> teleconference. He learned that Ron Zirkle was only interested in a short Executive Committee term, no longer than the balance of this year. Then it was reported that Ron Zirkle has declined further consideration associated with the present vacancy. By consensus, the Committee agreed to present Steve Bartel as its nominee for the vacant position.
- **Personnel:** Nothing was reported.
- **Risk Management:** Chair Steve Bartel reported that the Committee met earlier and discussed conducting a membership survey/assessment of exposures. The Committee agreed to support the new survey with the condition that it was to replace this year's Self Assessment under the Membership Compact. The Executive Committee concurred.

- **Underwriting:** Co-chair Marilyn Butler reported that the Committee had met the evening before and decided to recommend limiting the use of the pre-defense and investigation funds for simply responding to public records requests. She also reported that the Committee was a) wrestling with coverage when the monetary damages are simply regulatory fees, b) discussed whether to include member's "out-of-pocket" expenses in a claim's costs, and c) were still attempting to secure appropriate definitions for dams and levees.

Steve Clem moved to exclude responses to Public Records Act requests that are unrelated to a reportable occurrence from the Pool's pre-defense and investigations funds; Mark Abernathy seconded. Following discussion, *the motion passed.*

**Committeeperson Reports:** Nothing was presented.

**Broker's Report:** Mike Croke reported the underwriting trip to Boston and New York would occur mid-April with Keith, Mark and Vyrle attending along with him and Elizabeth Miser. He also reported that the December 2007 (CAT-23) Storm wreaked damages upon WCPP counties' insured properties totaling nearly \$12 million; however, he was hopeful the present "soft market" would assist with the forthcoming renewal efforts.

**Staff Reports:**

- **Claims Manager** Susan Looker reported that an AIG claims representative assigned to the Pool has scheduled an early April visit to meet the staff and examine the claims handling operations. She also mentioned that the 75 or so open, "large loss" files have been updated and are available to use in the liability program underwriting. Finally, she mentioned that a defense verdict was recently received (Brees v. Jefferson County).
- **Member Services Manager** David Goldsmith reported that the revisions discussed during the Autumn Session had been compiled into a Strategic Plan update that will be presented to the Board for discussion and action.
- **Loss Control Coordinator** Jill Lowe had nothing to report.
- **Executive Director** Vyrle Hill expressed his support for the exposure survey/assessment, noting that there hasn't been a review of member counties' involvements since they submitted their Pool membership applications some twenty years ago.

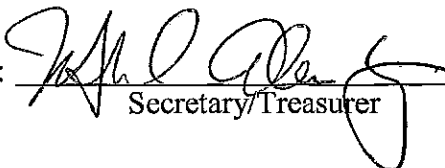
**Executive Director Evaluation:** President Goehner apologized that he had failed to note this matter on the agenda. A short discussion was conducted to agree upon the timelines, process and parties to be involved in the upcoming evaluation.

**Future Meetings:** The Great Wolf Resort in southern Thurston County was suggested for the Autumn Session this year, and the Committee agreed to recommend for Board approval the suggested location.

**Adjournment:** With no further business, President Goehner adjourned the meeting at 12:55 p.m.

MINUTES APPROVED this 28<sup>th</sup> day of May, 2008.

  
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 President

Attest:   
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 Secretary/Treasurer