

**WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE**

REPORT

**Regular Meeting
9:30 a.m., Friday, August 20, 1993
Wyndham Garden Hotel, SeaTac**

ATTENDANCE:

President - Vyrle L. Hill, Pacific County Administrative Officer
Secretary/Treasurer - Neva J. Corkrum, Franklin County Commissioner
Cowlitz County - Frank Bishop, County Budget Director
Grays Harbor County - Rose Elway, Director, Department of Management Services
Island County - Mike Shelton, County Commissioner
San Juan County - Si Stephens, County Auditor
Spokane County - Claude L. Cox, County Risk Manager

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

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

WELCOME: The meeting was called to order at 9:35 a.m. by President Vyrle Hill who welcomed all in attendance. The agenda was approved as prepared. The President and Secretary signed the Joint Self-Insurance Liability Policy for new member Adams County.

APPROVAL OF COMMITTEE REPORT: Neva Corkrum moved to accept the Report of the June Meeting of the Executive Committee. The motion was seconded by Rose Elway and approved.

FINANCIAL REPORT AND VOUCHER APPROVAL: Aileen Boren reported on finances, including cash, investments and fund balances. Frank Bishop moved to approve the vouchers. The motion was seconded by Claude Cox and approved.

EXECUTIVE DIRECTOR'S REPORT: John Crawford's report included pool trustee training conferences provided by PRIMA, tort reform legislation and a court decision regarding a drinking passenger's unsuccessful lawsuit against the driver of an automobile.

CLAIMS ADMINISTRATOR'S REPORT: The Committee went into Executive Session from 10:00 a.m. to 10:17 a.m. to hear Alicia Johnson's report about open claims and lawsuits.

TRAINING COORDINATOR'S REPORT: Jay Winter reported about training activities in July and preliminary information about using satellite communications provided by cooperative extension for safety training.

DISCUSSION AND ACTION:

Broker Report: The President and Secretary signed the extension of the Broker Services Agreement approved by the Board in July.

Mike Croke reported about his meeting with the State Pollution Liability Insurance Agency regarding coverage for underground storage tanks. Since the EPA mandatory insurance requirements start in February, 1994, we will try to put together a group purchase program for member counties that do not want to self-insure their UST's.

Mike also reported that the quotes for the voluntary \$5 million excess of \$5 million and fairgrounds/special events programs had been sent to all members. He is still working on medical malpractice excess coverage for county health professionals.

Pool Claims Audit: Alicia Johnson reported that Coopers & Lybrand can provide a claims audit of the Pool which concentrates on reserving practices and timely reporting. The review of the Pool, and not of individual members, will select a random sample of files opened in the last year, and should not take long to complete. Claude Cox moved to authorize the Coopers & Lybrand audit of the Pool, and not of individual members, if it can be done within budget, and if members are notified soon about it. The motion was seconded by Frank Bishop and passed.

Risk Management Policy: Jay Winter submitted a draft proposal amending the Risk Management Policy to include written policy regarding training. Jay will discuss the training policy in more detail at the meeting next month.

John Crawford alerted the Committee that the Board will review "good practice" safety guidelines at its Spring Meeting, and invited suggestions on the scope and depth of Pool guidelines or standards.

Personnel Policy: Frank Bishop moved to accept the changes to the Personnel Policy, with the further change in Section G.(3) to comply with state law on overtime. The motion was seconded by Si Stephens and approved.

OTHER BUSINESS:

Executive Committee Meetings and Travel Expenses: A draft outline of the 1993-1994 meeting schedule and work plan of the Executive Committee was distributed. The Committee discussed the use of a Pool credit card by traveling Executive Committee members, and President Vyrle Hill requested staff to draft a credit card use policy for the next meeting.

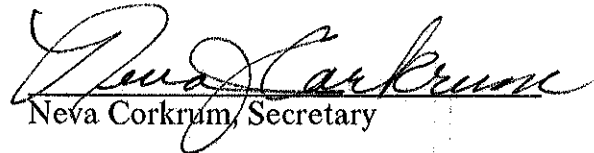
Office Location: Aileen Boren distributed a comparison of office space information listing location, sized, rent and terms. After discussion, consensus opinion seemed to be

that the office location should be near the Washington Counties Building in Olympia if possible.


PROPERTY INSURANCE COMMITTEE MEETING: After a break for lunch, Committee Chair Claude Cox called the committee meeting to order. Broker Mike Croke distributed a report addressing whether the Pool should become an active sponsor and assume a first layer of exposure of property coverage. After discussion, it was decided to survey Pool members regarding their present property insurance coverage. Staff will do so and provide the information to the committee and Mike Croke.

The meeting was adjourned at 1:48 p.m.

RESPECTFULLY SUBMITTED:


Neva Corkrum, Secretary

APPROVED: 9 / 17 / 1993


Vyrle L. Hill, President

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