

Town of Vernon, Vernon, Connecticut  
Risk Management Advisory Committee

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Minutes of Meeting of June 12, 2012

Meeting called to order in Town Council Chambers by Acting Chairman McManus at  
7:05 PM

Attendees: Committee Members: Bill Mc Manus, Carl Slusarczyk, Paul Jonas, Tony  
Zappola, Ellen Kates (late arrival)  
- Absent: George Males  
Board of Education Representative: William Nicholson – Absent  
Town Representative: Dawn Maselek, Asst. Town Administrator  
- Absent: Chief William Call  
Guests: - Christopher Wardrop, Producer, USI

Public Comment: There were no members of the public present to comment.

Discussion:

Motion made by Mr. Zappola, second by Mr. Slusarczyk to accept the minutes of  
the Committee meeting of April 10, 2012. Vote - unanimous.

2. Acting Chairman Mc Manus indicated this was an important meeting of the committee  
for reasons that would become clear as the discussion pursued. As a result, he  
rearranged the order of topics for discussion.
3. Chris Wardrop provided an update of progress of negotiation of all policy renewals  
for the July 1, 2012 Fiscal Year. He indicated they are in the final stages. He  
indicated there are currently four major vendors in the municipal insurance market in  
Connecticut: Trident (current provider) CIRMA, Travelers and a Swiss based  
Company, Glatfele Public Practice (sp?). It's a tough market and the Town is closing  
an expensive loss claim experience year. Three companies refused to bid, or only  
under unacceptable conditions. We are talking to our current provider, Trident. Even  
here the cost is going to be high. (close to 30% overall. [\$ 641,000 versus \$ 512,000  
this year]). I asked what the Town Council had budget for this package for FY 2012,  
as I recalled last year the Town Council was upset at the final package cost versus the  
earlier budget amount. Chris will provide the final coverages and costs at our Sept  
Committee meeting.
4. Chris expressed hope that the positive action of finally implementing the Town Safety  
Committee will lead to positive steps to reduce overall accidents and loss events in  
the new fiscal year that can be negotiated into more favorable renewal rates next year.  
He suggested the Town implement better measures to track experience next year to  
launch discussions with possible market vendors at an earlier date (e.g. April) to better  
explain our results and outlook. He will work with the Town and Committee to

implement these new recordkeeping procedures.

5. Freedom of Information Update: The committee discussed the importance and significance of complying with the Connecticut Freedom of Information rules and regulations. Some committee members recalled attending a town sponsored meeting a year or two ago on FOI rules conducted by Attorney Martin Burke. Ms. Maselek mentioned that the Town recently hosted a similar seminar for local town leaders on this important subject.
6. CIRMA Loss Report update: Ms. Maselek reported that CIRMA had recently finally sent a report in response to the Committee request of February 14, 2012. The committee request was to update loss experience details since the October 2011 report to be provided and used by the new Town Safety Committee in its meetings and deliberations. Unfortunately, the submitted CIRMA reports were not the ones the Committee had requested. We have to go back to CIRMA to re-request the correct reports.

Mr. Mc Manus provided a detailed history of the missing reports that goes back to the December 2011 committee meeting. At our February meeting, CIRMA representatives (David Demchak and new Account Executive, George Tamarro) were requested to provide an updated report for use by the Safety Committee. When this report had not been received by the Committee's April meeting, Chairman Males contacted CIRMA to follow up on same. Mr. Tamarro admitted that he had overlooked the request but would provide same shortly. Shortly thereafter, Town Administrator, John Ward, announced his policy of processing all requests for information by vendors through his office rather than direct. Following this change, on four separate occasions from May 2 to June 1, Chairman Males contacted Mr. Ward and/or Ms. Maselek requesting an update on the status of this request to CIRMA. None of these communications received the courtesy of a reply.

In the committee's opinion, this level of communication and interaction between the Town and Committee is totally unacceptable and calls to question the basic roll and purpose of the Committee itself. The Committee takes its responsibility and role as an advisory committee on risk management issues to the Mayor, Town Administration and Town Council (and ultimately to our citizens and taxpayers) very seriously, but relies heavily on the cooperation of the Administration in providing timely reports and information needed by the committee to do its job. It hopes this recent experience is a one-time aberration and can look forward to improvement in its deliberations.

During this discussion, Chris mentioned the Town had authorized an extension of the service contract with CIRMA for the 2012 year. The Committee cited this as a good example of the results of this lack of communication between Town and Committee. CIRMA's unacceptable handling of the request for Loss Reports should have been mentioned directly in those renegotiations and their outcome.

7. Town Safety Committee Activities Update: Mr. Mc Manus provided a historical recap of the Committee's actions going back to 2010 first promoting the creation of a position of Town Risk Manager that year and leading to the formation of a Town Safety Committee consisting of town managers and employees to meet periodically to review accident and loss reports and seek and develop programs to improve employee safety on the job. Toward this end, Chris Wardrop developed and presented last Fall a detailed outline for Committee meetings and agenda beginning in January 2012. For various reasons, delays were encountered in assigning members to the Committee.

Ms. Maselek reported that the employee assignments have been completed and the first meeting scheduled for July 11. Mr. Mc Manus requested a listing of employee members and chairperson for the committee. Ms. Maselek will provide same. Chris Wardrop will attend the first meeting and assist in the efforts to get them going.

With this initial meeting date set in mind, the Committee recommended that Ms. Maselek contact CIRMA the next day, talk directly to Dave Demchak, express the Committee's displeasure with CIRMA's performance and timing in responding to its request of February 14, and indicate the need for CIRMA to provide the two requested Reports ( the Loss Control reports based on activity through May 31, and the promised peer town comparison reports) by a specific date early in July sufficient to allow the Town to prepare for the July 11 meeting.

8. Next Committee meeting is scheduled for September 11, 2012, at 7:00 PM, Town Council Chambers.
9. Adjournment: Motion made to adjourn the meeting made by Ms Kates, Second by Mr. Slusarczyk. Vote unanimous. Meeting adjourned at 8:35 PM

Respectfully Submitted,  
William McManus, Recording Secretary