

Town of Vernon, Vernon, Connecticut
Risk Management Advisory Committee

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Minutes of Meeting of June 28, 2011

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Meeting called to order in Mayor's Office by Chairman Males at 7:05PM

Attendees: Committee Members: George Males, Ellen Kates, Bill Mc Manus, Carl Slusarczyk, Tony Zapolla,
- Absent: Paul Jonas
Town Representative: Peter Graczykowski, Assistant Town Administrator
Guests: - Christopher Wardrop, Producer, USI
- Wayne Porter, USI
- William Call, Chief, Vernon Fire Department, and Risk Management Coordinator

Public Comment: There were no members of the public present

Discussion:

1. Motion made by Tony Zapolla, seconded by Ellen Kates, to accept the minutes of the Committee meeting of May 11, 2011. Vote unanimous by members eligible to vote on minutes.
2. **Discussion and proposal of Insurance Policies for 2011 – 2012 Fiscal Year for Town of Vernon.**

Chris Wardrop presented the proposed policy renewals. Provided a background of the market scenario, the proposal process (Limited vendors in the municipal insurance market, 4 solicited, 2 responded. Discussed the multiple year versus single year proposal concept: we offered both options, both vendors opted for a single year quote), the proposals received. Chris and Peter provided a detailed explanation of the details and differences between the programs of the two finalists (Travelers - the incumbent vendor, and Trident/Argonaut – a prior vendor for Vernon).

The committee members posed several detailed questions about both the policies and the vendors contributing to a valuable dialogue on the process and subject matter. Discussions included both the coverages themselves and the available support services offered by each vendor. The discussion was especially valuable since the bottom line differential in total premiums between the two vendors was a minimal .6%.

Member Tony Zappola made a motion for the Committee to recommend adoption of the policy package recommended by Trident/Argonaut(coinidentally the lower premium bidder), seconded by Carl Slusarczyk. Vote unanimous with one abstention (Ms. Kates). (Note: Committee's vote is advisory only; Town Administration and Town Council have final say on the matter)

3. Chief Call provided the Committee an update on Risk Matters he has been involved with since our last meeting. Of special note, was a recent meeting with the Town Council over Risk Management issues and the recent experiences and costs of the Town's Workmen's Compensation Program.

Chief Call provided the Council with a report of several activities and meetings he has had with many department heads since his recent appointment to this new position that the Council only recently created (spring 2010). His report included details of the planning process and next steps all departments have to complete in connection with developing and implementing a townwide risk management safety committee. We are still in the early stages, but positive, concrete steps have been taken.

Along these lines, and in conjunction with training managers and staff to become more aware of the importance of safety training, Chief Call presented copies of information on a specific vendor the Fire Department currently uses with its staff. That vendor provides a multitude of computer based, self-administered classes that staff takes on its own but whose results (including testing on each topic) are reported directly to department management so it can track progress on this matter. He recommended consideration of this or a similar program for all town employees to support the townwide safety committee objectives. Peter mentioned the townwide planning and budget considerations that need to be reviewed here but agreed the concept has merit.

4. Adjournment: Motion made by Ellen Kates, seconded by Tony Zappola to adjourn. Passed unanimously. Meeting adjourned at 9:17 PM
5. Next Scheduled Meeting: September 27, 2011, Town Council Chambers, 7:00PM

Respectfully Submitted,
Bill Mc Manus