MINUTES

TOWN OF VERNON **RISK MGMT. ADVISORY CMTE.**

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Town of Vernon, Connecticut Risk Management Advisory Committee
Meeting Minutes
December 14, 2010

The regular meeting was called to order by Carl Slusarczyk at 7:05 p.m.

In attendance
Paul Jonas, Jr., Committee Member
Ellen M. Kates, Committee Member
William J. McManus, Committee Member
Carl Slusarczyk, Committee Member
Tony Zapolla, Committee Member
David Kemp, Board of Education Member
Chris Wardrop, USI Connecticut
Sumer Dickinson, USI Connecticut
Peter Graczykowski, Assistant Town Administrator / Town Liaison
William M. Call, Fire Chief / Risk Management Program Coordinator

Absent
George Louis Males, Chairman

Public Comment
There were no members of the public in attendance.

Approval of Prior Minutes
- A motion to approve draft minutes from the regular meeting of September 22, 2010 was made by Ms. Kates, seconded by Mr. Jonas, and passed unanimously.
- A motion to approve draft minutes from the special meeting of October 26, 2010, 2010 was made by Mr. Slusarczyk, seconded by Mr. Zapolla, and passed unanimously.

New Business
- Mr. Wardrop proposed to the Committee an off-site tour of the Traveler's Claim University, for which he will provide date alternatives in January 2011.
- A motion to approve the draft schedule of regular meetings for the Calendar Year 2011 was made by Mr. Jonas, seconded by Mr. Slusarczyk, and passed unanimously. The approved schedule, as follows, will be filed by Chairman Males with the Town Clerk:

February 8, 2011, 7:00 p.m. | April 5, 2011, 7:00 p.m. | May 17, 2011, 7:00 p.m. | June 28, 2011, 7:00 p.m. | September 20, 2011, 7:00 p.m. | October 25, 2011, 7:00 p.m. | December 13, 2011, 7:00 p.m.

- The Committee discussed the Request for Proposal ("RFP") process for the services of Broker of Record and Consultant for the Town's property and casualty lines of insurance, such contract to be effective July 1, 2011. Mr. Graczykowski will coordinate with the Committee the final comments process for the draft RFP for such services. The Town expects to advertize the RFP in January 2011 and award it in February 2011.
- The Committee discussed the RFP process for the property and casualty lines of insurance, such contract to be effective July 1, 2011. The Town expects to advertize the RFP in April 2011 and award it in June 2011. The Committee discussed the annual bid process as opposed to potential renewal contract options. Mr. Wardrop explained to the Committee the mechanics of the commercial insurance marketplace and its regional constraints.
- Mr. Wardrop presented to the Committee guidelines related to the snow removal safety program, to be distributed to appropriate areas through Chief Call. He also addressed the emerging insurance issues related to the Probate Court and indoor tracks at schools.

Old Business

- Chief Call submitted a report on the best practices assessment conducted at the Vernon Police Department on November 23, 2010. Chief Call stated that he would next schedule the assessment meeting with the Vernon Fire Department.
- Mr. Kemp stated that the Board of Education will soon be conducting a self-audit of safety equipment.

Next Meeting

The next regular meeting is scheduled for February 8, 2011 at 7:00 p.m., in the Council Chambers at the Town of Vernon Town Hall, 14 Park Place, Vernon, Connecticut, unless announced and posted differently.

Motion to adjourn was made by Mr. Jonas at 8:16 p.m., seconded by Mr. Slusarczyk, and passed unanimously.

Prepared by

Peter Graczykowski, Assistant Town Administrator