

Town of Vernon, Vernon, Connecticut  
Risk Management Advisory Committee

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Minutes of Meeting of September 27, 2011

Meeting called to order in Mayor's Office by Chairman Males at 7:03 PM

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

Public Comment: There were no members of the public present

Discussion:

1. On behalf of the Committee, Chairman Males commended Assistant Town Administrator, Peter Graczykowski on his recent hiring by the Town of East Providence, RI as new Town Manager and thanked him for his efforts and contributions to the Risk Management Committee and Town in improving Risk Management issues and programs for the Town. He will be missed.
2. Motion made by Carl Slusarczyk, second by Tony Zapolla, to accept the minutes of the Committee meeting of June 28, 2011. Vote unanimous.
3. **Discussion of New Insurance Coverages and outlook for the new fiscal year (July 1, 2011 to June 30, 2012).**

Chris Wardrop provided an overview of the new Insurance carrier (Trident/Argonaut) for the Town and the individual policies in effect for the new year. He indicated the transition in carriers has gone smoothly so far and he is working with the new carrier to develop and implement a proactive program of risk management incentives. He indicated he expects this will involve a combination of on-site, in person visits and on-line programs. Chris outlined his personal list of priorities including a review of recent claim activities to identify trends and training opportunities for town staff, consideration and development of a consistent townwide accident investigation program, the creation and implementation of a townwide Safety Committee, and identification of appropriate training activities for town employees, conducting a review of all outstanding claims with Town officials in preparation for talks with the respective carriers to assure the books are up to date and we are better prepared to move forward, review and recommend guidelines to improve Town administrators preparation and negotiation of new product and contract agreements. Chris indicated he will work with Chief Call on many of these items and looks forward to working with Peter's successor and the new Post-Election Town Administration on critical Risk Management issues.

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Committee members posed questions and made recommendation to Mr. Wardrop in regards to these efforts.

4. **Update of Town Risk Management Manager Activities.** Chief Call provided an update of his activities since our last meeting. He reviewed his recent report to the Town Council since his original appointment and plans for future actions. He told Committee members he would forward copies of his report to the Council to members who had previously not received them. Chief Call indicated he would work with town officials and Mr. Wardrop to advance the development and implementation of a townwide Safety Committee, and to identify and implement new safety training for town staff members.
5. Next Committee meeting – Tuesday, October 25, 2011, Town Council chambers.
6. Adjournment: Motion made by Paul Jonas, second by Ellen Kates to adjourn. Vote was unanimous. Meeting adjourned at 8.05 PM

Respectfully, Submitted,

Bill Mc Manus