

Town of Vernon, Vernon, Connecticut  
Risk Management Advisory Committee

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Minutes of Regular Meeting of February 23, 2010

~ Page 1 of 2 ~

Meeting called to order by Chairman Males as 7:17 PM

Attendees: Committee Members: George Males, Ellen Kates, Bill Mc Manus  
- Absent: Tony Zapolla, Carl Slusarczyk, Paul Jonas  
Town Representative: Peter Graczykowski, Assistant Town Administrator  
Guest: David Demcheck of CIRMA

Public Comment: There were no members of the public present

Discussion:

1. Discussion of Minutes of December 16, 2009 committee meeting.
  - no corrections mentioned Motion to approve minutes - Ms. Kates, Second- Mr. Mc Manus, Vote- unanimous
2. Review of official rules regarding committee meetings, minutes, etc. As part of the committee's ongoing review of responsibilities and good practices, Chairman Males provided members with a handout of current state policies on these matters and briefly discussed each.
  - no action required.
3. Comments from Mr. Demcheck:
  - David provided an interim 6 months Loss Control results for the prior year. This was similar to the Annual formal report CIRMA has provided us in October for the last 3 years. Provides a lot of useful information for both Town administration personnel and Committee members to review and consider.
  - David provided the committee with an update of current policies and regulations regarding Heart and Hypertension rules for the committee's edification.
  - Finally, David and Peter advised the committee that the long awaited meeting of Representatives from both CIRMA and the Town Administration with the various Department Heads and Supervisors would be held on the following Thursday (Feb 25) to share information and data regarding risk management issues, costs, claims, and preventative measures. This would be the first of several ongoing meetings with these staff members to inform them of this critical program in the town.

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~ Page 2 of 2 ~

- discussed some guidelines from CIRMA for both Town and Committee members on “Best Practices” form improving performance and results in the risk management Field
  - after his presentation, Mr. Demcheck left the meeting.
4. Proposal process for putting the Producer’s role out to bid. The Town and Committee has not put the contract out to bid since 2007. Both parties agree it is prudent practice to periodically go through this process to assure we keep current with the marketplace on this important topic.

The committee asked the Town Administration to provide members with a copy of the most recent RFP used for this process so they could review it and provide input for the final version. Mr. Graczykowski agreed to provide such copies.

5. Other items discussed:

- upcoming CCM meeting on May 11 at the Crowne Plaza Hotel in Hartford.
- Question of whether it was feasible to review the Town Charter regarding the role of the Risk Management Committee for possible updates or changes. Discussed the legalities and issues surrounding any proposed change of Town Charter provisions. Tabled any action here while leaving the door open for ongoing review and recommendations at the appropriate time.
- brief discussion of Town motor vehicle stock and use from a risk management perspective. No action taken.
- Town Annual Reports comments on Risk Management issues. Said it includes Health Insurance/Medical coverages. Not true if referring to basic health care policies. Risk Management Committee only tangently involved under Workmen’s Comp program with health and recovery programs. Also some questions of amounts of Stop Gap limits on self insured program. Is it \$400,000., \$450,000. or \$500,000? Administration will check and confirm.

Motion to adjourn made at 8:31 PM by Ms. Kates, Second- Mr. Mc Manus, Vote-unanimous.