



Loss Control Committee  
Meeting Minutes

September 2, 2010

Southwest Risk Services  
14902 N 73<sup>rd</sup> St, Scottsdale, AZ 85260  
& Via Teleconference

---

A meeting of the Loss Control Committee of the Arizona Municipal Risk Retention Pool (AMRRP) was called and held on Thursday, September 2, 2010, at the offices of Southwest Risk Services; 14902 N. 73<sup>rd</sup> Street, Scottsdale, Arizona and via teleconference. The agenda and attachments were e-mailed to Committee members prior to the meeting.

**Committee Members Present: (O = Onsite, T = via Teleconference)**

T Betts, Susan	• City of Bullhead City
O Duncan, Gary	• Town of Queen Creek
O Easton, Bob	• Town of Oro Valley
T Hemesath, Mike	• City of Sierra Vista
O McIntosh, Joan, <i>Co-Chair</i>	• Town of Fountain Hills
T Temerowski, Ed	• Town of Wickenburg
T Walker, Jackie	• City of Kingman

**Committee Members Absent:**

Barber, Scott	• City of Casa Grande
Baumgardt, Steve	• City of Tolleson
Patton, Dale	• City of Winslow

**Administrator present:**

O Bantel, Ed	• Southwest Risk Services
O Buchanan, Kevin	• Southwest Risk Services
O Gill, Jim	• Southwest Risk Services
O Green, Nancy	• Southwest Risk Services
O Moan, Bruce	• Southwest Risk Services
O Moore, Elizabeth	• Southwest Risk Services
O Nieves, Luis	• Southwest Risk Services
O Rich, Leslie	• Southwest Risk Services
O Saban, Dan	• Southwest Risk Services
O Weiss, Susan, <i>Recorder</i>	• Southwest Risk Services

**1. Call to Order**

Joan McIntosh called the September 2, 2010, AMRRP Loss Control Committee meeting to order at 10:07 AM. A quorum was established.

**2. Minutes - July 8, 2010**

The Board reviewed the July 8, 2010, Loss Control Committee meeting minutes. There were no changes.

➔ A motion was made by Bob Easton and seconded by Gary Duncan to approve the July 8, 2010, Loss Control Committee minutes as submitted. The motion was unanimously carried.

**3. Administrator's Report**

Jim Gill reported that Jean Poe's position with the City of Surprise had been eliminated due to a reduction in force and that she has accepted a position with Maricopa County. Ms. Poe resigned her AMRRP Trustee position as well as her co-chairman position on the Loss Control Committee. Gary Duncan presented the Loss Control Committee report at the July 16, 2010 AMRRP Board of Trustees meeting.

Highlights of the July 16, 2010 Board of Trustees meeting:

- Jean Poe and Lenore Lancaster were re-elected to the Board for three-year terms.
- The Board plans to discuss election procedures at the upcoming Retreat
- The Board approved extending coverage for leased employees
- The Pool retained 100% of its P & C and WC members through the July renewal cycle
- WC added three new members: Benson, El Mirage and Snowflake. All previously held P & C coverage only
- The ICA will likely continue with its 2.5% Special Fund Tax
- AZ maximum average monthly wage, upon which workers' compensation benefits are based, is increasing to \$3,920.75 as of 1/1/11.
- The Pool will publicize the fact that municipalities are giving up immunities and taking on liabilities when forming MPCs (Municipal Property Corporations)
- The Executive Committee was delegated the responsibility to authorize filing an *amicus brief* solely with respect to the portion of the SB 1070 lawsuit against the State of Arizona that requires police officers to detain individuals suspected of being in the US illegally pending verification of citizenship by ICE.

**4. Loss Control Committee Openings**

Joan McIntosh reported that in addition to Jean Poe's departure, Dan Hughes resigned his Chief of Police position with the City of Surprise and is no longer eligible to serve on the AMRRP Loss Control Committee. There are now two vacant positions to be filled on the Loss Control Committee.

Discussing how past vacancies were filled, the Administrator reported that either letters soliciting potential candidates from a specific position such as chief of police, or a more general request was sent asking for interested candidates from any area of municipal government to submit a brief biography. The Committee considered the Committee's current needs and decided that having another police chief serving on the Loss Control Committee is very important. There was discussion in filling the second vacant position with a public works employee but the Committee felt it best to solicit people from a more diverse based of potential candidates.

- ➔ A motion was made by Ed Temerowski and seconded by Jackie Walker then amended by Ed Temerowski and seconded by Bob Easton to direct the Administrator to contact Member police chiefs and primary contacts with a combined letter requesting the names and brief biographies of interested candidates to fill the vacant positions on the Loss Control Committee. The motion was unanimously carried.

The Administrator will draft a letter to be sent under Committee Co-Chairperson Joan McIntosh's signature to police chiefs and primary contacts. Responses will be reported at the November 4, 2010, Loss Control Committee meeting.

## 5. eTools

Utilizing "Sametime" web conferencing, Ed Bantel demonstrated the latest eTools updates and uses for claim analysis. Mr. Bantel took Committee members through a step-by-step review of accessing and customizing:

- Lines of Business
- Claim View
  - Payments
  - File Notes
  - Injury Records
- Policy Screens
- Claims Screens
- Reports Screens
- Injury Logs
- Dashboard Reports
  - New Claims
  - Claims in Excess of \$10,000
  - Litigated Claims
  - Top Ten Claims
  - Incurred Distribution
  - Incurred by Accident Year
  - Claim Count by Accident Year
  - Claim Count by Part of Body

Mr. Bantel noted that although eTools reports resemble the OSHA 300 log, they cannot be substituted. eTools provides Members with a link to instructions to properly complete the OSHA 300 log. Mr. Bantel invited interested Committee members to arrange for an onsite demonstration of eTools for staff. When Mr. Bantel is absent from the office, Matt Wilde will continue provide Member service when questions on eTools arise.

## 6. Resources

### Online Training

Nancy Green reported that Members can now undertake online training offered by Safety National, the Pool's excess workers' compensation carrier. There are three websites available: Safety Essentials, Safety Self Assessments and Safety Training Source. There are over 150 ISO titles available and 30 of them are also available in Spanish. The websites provide AMRRP Members with unlimited training opportunities and track those who undertake training. Ms. Green will work with Members to set up customized training and will report back to the Committee at the next meeting.

### Video Library Updates

Ms. Green reported that video usage has increased significantly over the last two years. She noted that the video catalogue was recently updated to include more detailed descriptions. Additionally, the Administrator is converting some of the more popular videos to DVD format.

## 7. Loss Control Issues and Recent Findings

Nancy Green reviewed recent loss control survey problem areas including:

- Building exteriors in poor condition requiring maintenance
- Trip hazards and seating area hazards. Fall protection such as railings are needed
- Insufficient lighting of exterior grounds
- Eye wash stations - not appropriately stocked, monthly inspections if done, not logged
- Chemical storage containers not properly covered

Luis Nieves discussed ongoing issues relating to Automated External Defibrillators (AEDs) including expired batteries/pads and incomplete inspection logs. Ed Temerowski reported that his fire crews inspect their AEDs each shift and all of their AEDs have been upgraded to the new shockwave rhythm. Bob Easton was unaware of the upgrade and will check with his staff to ensure their units have been upgraded.

Mr. Nieves reported that Members should make their local EMS aware that an AED is onsite. If Members are interested in purchasing an AED, a local physician can assist and arrange for AED training.

### Action



The Loss Control Committee recommended that a *Comp Times* article address this issue.

## 8. Law Enforcement Service Proposal

Dan Saban reviewed the draft Law Enforcement Loss Control Recommendation.

- **Issue** - the continuing pattern of increased litigation related to law enforcement activities
- **Deficiencies** - Many of the law enforcement agencies within the AMRRP lack the necessary resources to minimize and/or reduce their litigation claims. These deficiencies include insufficient policies, training and supervision.

- Mr. Saban recommended that the Pool increase the level of service in this area by building stronger relationships with police chiefs, particularly those in the smaller towns. The Pool should be available to consult and assist as needed and this resource should be marketed heavily via Risk Management Bulletins and newsletter articles.
- **Recommendations** - Mr. Saban reported that effective policing is an ever-changing environment that requires constant nurturing and one that relies heavily in training, updating policies and the constant monitoring of practices supported by legal guidance. The AMRRP has access to high-level law enforcement professionals employed by the Administrator.
- **Implementation** - Create a detailed program that will address the issues Mr. Saban discussed. Once the program is agreed upon and designed, the Administrator would draft a letter or Risk Management Bulletin describing/outlining these resources to all AMRRP Members as the implementation mechanism targeting the city managers and police chiefs.

The Committee was strongly in favor of instituting Mr. Saban's recommendations and discussed potential program acronyms including PSAP (Public Safety Assistance Program), PSR (Public Safety Resources), PSRC (Public Safety Resource Center), LERMS (Law Enforcement Risk Management Services) and LELCS (Law Enforcement Loss Control Services)

- ➔ A motion was made by Bob Easton and seconded by Jackie Walker to adopt the acronym **PSAP - Public Safety Assistance Program** and to launch the new program. The motion was unanimously carried.

#### 9. Update on SB 1070

Dan Saban reported that a judge issued an order enjoining implementation of major components of SB 1070. Nothing will change until litigation is resolved. Mr. Saban expects the litigation to take one or two years.

#### 10. Adjournment

With nothing further on the agenda, a motion to adjourn at 11:30 AM was made by Bob Easton, seconded by Gary Duncan and carried unanimously.