

**STATE RISK MANAGEMENT ADVISORY COUNCIL
MINUTES OF THE DECEMBER 6, 2001 MEETING
Held in the Montana Historical Society Conference Room
9:00 a.m. to 12:00 p.m.**

Members present: Diane West, **Labor**; Tom Dolan, **Administration**; Joe McAnally and Kathy Battrick, **DPHHS**; Carol Churchill, **Montana State Library**; Patti Forsness, **Justice**; Darlene Gilchrist, **FWParks**; Diana Wyatt, **MSUCOT-Gt. Falls**; Linda McKinney, **Agriculture**; Bill Miller, **DNRC**; Mike Buckley and Ray Eby, **Transportation**; Marilyn Cameron, **Montana Tech**; Linda Huseby, **Livestock**; Jeff Shada, **MSU-Bozeman**; Dan Corti and Kathy Benson, **UM-Missoula**; Todd Saarinen, **Montana Historical Society**; D.J. Whitaker, **Helena College of Technology**; Sandy Lang, **Revenue**; Skip Lopuch, **Corrections**; Steve Halferty, **Montana State Fund**. Attending from the **Risk Management & Tort Defense Division** were Brett Dahl, Aric Curtiss, Kristie Rhodes, Marjie Adams, Kimberly Lane, Jennie Younkin, Susan Ryan and Carol Berger.

Absent were the members from Commerce, Environmental Quality, Legislative Branch, Military Affairs, Political Practices, Higher Education, Judiciary, OPI, State Auditor, State Board of Public Education, MSU-Billings, Public Service Commission, Secretary of State, MSU-Northern, and Western Montana College.

Brett welcomed the members and the new members were asked to introduce themselves.



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Minutes of the May 16, 2001 Meeting – Copies of the May 16, 2001 meeting minutes were distributed to everyone and the members were told the minutes could also be found on the RMTD web site. The minutes were approved as written.

Montana Occupational Safety & Health Training Institute – John Maloney, Department of Labor and Industry Safety Bureau, introduced a new blue handbook of course schedules and descriptions of the OSHA classes they will be providing to the public and private sectors throughout the state in 2002. These classes are at no cost to the participants. A registration form is provided at the back of the catalog, and John said to let him know if more are needed. Early registration is encouraged.

Continuity of Government Operations – Mark Peck explained that this has to do with disaster preparedness, and was precipitated by the terrorist attack. He said there is an emergency coordination plan, but something is needed for Helena and state government. There is no coordinated effort right now. We need to identify what is needed and come up with alternative ways to handle situations. There will be training that people must attend. There will be organized medical support for the Capitol complex. Steve Bender is spearheading the effort. Brett added that RMTD will have first aid training for responders, and Mark stated that EMT training is also needed.

Update on Oracle Web Based Loss Reports through RMTD Website and Review of Key Statistical Reports

– Brett explained the different loss reports which are sent to each of the agencies quarterly - the Loss Trends Report, the Cause of Loss Trends Report, the Claims and Lawsuit Activity Report, and the Database Activity Report. He stated that Property Casualty Statistics Report is in the works. Carol presented the different variables that can be used for the report parameters. She said that reports can be configured however an agency needs them, using the different variables. If your agency should need a report with parameters that are different than what we are presently using, please call Carol at X3600 or Brett at X3687 to discuss.

Update on Motor Pool Vehicle Accidents/Coverage

– Kim stated that since July 1, 2001, RMTD has been supplying full coverage insurance (liability, comprehensive and collision) on all vehicles rented less than 30 days from the Montana Department of Transportation Motor Pool. Long-term leased vehicles (vehicles rented 30 days or more) will not have this coverage unless the renting agency purchases the insurance from RMTD at the time of the lease or prior to any incident. She said that since providing this coverage, RMTD has noticed an increase in claims of about 30 to 40, mostly animal collisions and hail damage, ranging from \$1,500 to over \$8000.

New “In Case of Accident” Forms

– Jennie reported that the form is now on the RMTD web site. She explained some minor changes that were made on the form, and new blue forms are being printed because of an error. The old forms that are now in agencies’ state-owned vehicles should be replaced with the new blue ones. Our certificate of insurance is also on the form, which is always needed by the other party and by the police officer when there is an accident. She said it was very important to follow the instructions and to fill out this form at the time of the accident, because it will be very useful information when you fill out the incident report. **ASK JENNIE.....**



rmac presentation.doc

Property Issues (Mold)

– Marjie presented information on mold issues in state-owned buildings. She stated that RMTD believes that education and prevention are the best ways to tackle the matter of mold. She explained that there are liability issues and health issues, and gave information as to what to do to prevent mold. Mold is excluded from insurance coverage, but coverage is extended in connection with another covered loss as part of the cleanup if it develops after an agency makes a reasonable effort to mitigate the occurrence.



MOLD.ppt

Modifications to the RMTD Web Site and New Online Resources

– The address for the RMTD web site is www.discoveringmontana.com/doa/rmtd. Kristie explained how to access the RMTD Web site if you are with a state agency not on the state server. Please contact Kristie for

instructions. She pointed out the changes on the claims, publications and insurance pages that have been made recently.



RMTD website
update.doc

Aric stated that on the Safety and Loss Control page there is an online safety resource library, which includes many sites from universities, etc., and online training modules.

Update on Oracle PCIIS/Loss Control and Training Databases – Kristie reported on the progress of the Property/Casualty Insurance Information System. She said that risk exposure data is currently being input, user training will be held January 8-11, 2000, and implementation will be in February 2002. There is limited seating available for the training, so contact Kristie at 444-4509 or krhodes@state.mt.us for reservations.

Aric reported that the RMTD Training Information System is coming in March 2002 on the RMTD web site. Users will have the ability to view all upcoming courses and their status. There will be an easy-to-use registration screen with dropdown boxes to assist in registering, a confirmation screen, a class roster, and certificates of training will be immediately available. Stay tuned!

Property Loss Control – Aric explained that property inspections are being performed by insurance companies on state properties throughout the state to identify fire and other perils. The insurance company sends a written report to RMTD, which gives recommendations for improvement, and a copy of the report is sent to the RMAC representative for the agency involved for a response. Over 40 buildings have been inspected this past year. Boiler inspections are now being performed by Labor and Industry and are ongoing.



PropBoilerInspections.
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Safety Program Self-Assessment

Due to time constraints, Brett did not have time to discuss this subject at the meeting. A memo discussing this subject will be sent at a later date.

Upcoming or Ongoing Training – A schedule of upcoming/ongoing training was distributed, which includes Reducing Risk Exposure in Contracts, PCIIS training, Building an Ergonomics Team, “Street Smart From 9 to 5” and Red Cross First Aid and CPR. Aric cautioned that registrations need to be approved by RMAC representatives for the latter and must be limited to one trainee from each area. The reason for this is that these classes tend to be very popular, and Red Cross regulations require that there be only six students per trainer, so the best way to handle it is to get someone from each area trained so all agencies will be covered more quickly.

Brett said that RMTD and State Fund are partnering on setting up an online ergonomics training module, and hope to have it up and running by April 1.

Property/Casualty Insurance – Brett stated that since the September 11 attack, the insurance industry has been looking at all the information so that all the bases are covered should something like this happen again. He said insurance costs will be impacted and there will be many changes.

Vehicle Use Rule – After several years of hard work and dedication by many participants, the state vehicle use rule, MAR 2.6.201 through 2.6.214, became effective on October 12, 2001. Brett reminded everyone that the conviction points mentioned in the Driver Requirements section refer to points received after passage of the rule.

The meeting was adjourned at 12:00 noon.