

STATE RISK MANAGEMENT ADVISORY COUNCIL
MINUTES OF THE MAY 16, 2001 MEETING
Held in the Bollinger Room of the Public Service Commission
9:00 a.m. to 12:00 p.m.

Members present: Dave Brown, **Legislative Services**; Marilyn Cameron, **Montana Tech**; Ray Eby and Mike Buckley, **Transportation**; Bob Campbell, **Western Montana College**; Linda McKinney, **Agriculture**; Bill Miller, **DNRC**; Laura Calkin, **Public Service Commission**; Bruce Dunkle, **Board of Public Education**; Skip Lopuch and Dave Ohler, **Corrections**; Diane West, **Labor & Industry**; Virginia Cameron, **DEQ**; Melanie Strandburg, **Commerce**; Patti Forsness, **Justice**; Ken Willett and Kathy Benson, **University of Montana**; Jeff Shada, **Montana State University-Bozeman**; Dave Drynan, **State Auditor's Office**; Brian Bent and Susan Jensen, **State Fund**; Tom Dolan, **Administration**. Members not attending sent the following representatives: Darlene Gilchrist and Donna Aldrich, **Fish, Wildlife & Parks**; Joe McAnally, **DPHHS**; Terry Teichrow, **OPI**; Linda Huseby, **Livestock**; Carol Churchill, **Montana State Library**. Attending from the **Risk Management & Tort Defense Division** were Brett Dahl, Aric Curtiss, Kristie Rhodes, Marjie Adams, Kimberly Lane and Carol Berger.

Absent were the members from Military Affairs, Revenue, Historical Society, Political Practices, Higher Education, Judiciary, Secretary of State, Helena College of Technology, Great Falls College of Technology, MSU-Billings and MSU-Northern.



agenda51701.doc

Introductions – Brett asked the RMTD members and the members of RMAC to introduce themselves and inform the council which agency they represent so that everyone could get a little better acquainted.

Minutes of the August 23, 2000 Meetings – Copies were distributed to everyone of the minutes of the former Safety Coordinators Committee and the former Risk Management Advisory Committee held on August 23, 2000. They can also be found on RMTD's web site.

Legislative Update – Brian Brent and Susan Jensen, State Fund, presented an overview of selected safety bills they tracked at the 2001 legislative session. Brett then presented the key legislation that was passed, opposed or tracked by the RMTD. He also reported that RMTD's budget for the next biennium, a 37% increase to \$1.4 million, was finally passed after much effort by the Department.



THE BILLS
5-4-2001.doc



Legislative Update for
RMAC fo...

Changes in Automobile Comprehensive/Collision Insurance Coverage – Kristie reported that the Department of Administration and the Department of Transportation have agreed upon a plan

administered through RMTD to provide comprehensive/collision coverage for motor pool vehicles (Helena Motor Pool only). Funding has been approved by the Legislature and the change is effective July 1, 2001.

Also effective July 1, comprehensive/collision coverage for vehicles leased/loaned will be provided for all state agencies through RMTD for the first 30 days of the lease at no cost. If an agency desires comprehensive/collision coverage beyond 30 days, they must submit a written request to RMTD. Coverage will begin immediately upon written notification, however, state agencies will not be billed for the coverage until July 1, 2004, since premiums assessed each fiscal year are based upon usage three years in arrears. The premium charge beyond 30 days is 1.5% of the market value of the vehicle at the time it is reported pro-rated by usage. RMTD will bill agencies a \$250 deductible for each loss and any claims reported will be attached to the agency's loss history.

To request comprehensive/collision coverage you must submit certain information to RMTD (year, make model, type of unit (passenger car, light truck, etc.), VIN #, name of owner/lender, license plate # if known, start coverage date and end coverage date, if known.



Changes in Vehicle CC
Coverage...

Claims Processing – Kim gave explicit instructions as to what to do if you have rented or leased an MDT Motor Pool vehicle and damage has occurred to the vehicle. These instructions are enumerated in the attachment above. She also reminded everyone to report claims and damages to MDT Motor Pool vehicles, or claims with 3rd parties, in a timely manner to facilitate the claim and the investigation. Another reminder is – do not admit liability! RMTD makes the determinations on all claims involving the State of Montana, and this includes liability.

Workers Comp Claims – Susan reminded everyone to report workers' comp claims right away, also, and stated that there is an on-line form to use for this purpose. She said that Notice of Election forms for Early Return to Work Programs have been sent out to the agencies, and urged the members to make sure they are returned soon. Brian complimented and thanked the agencies for their collaborative efforts.

Claims Issues – Marjie reported that the state has seen an increase in the number of claims filed for injury as a result of falling on ice on state property this year. The State Fund has also reported an increase in workers' compensation claims filed this year by employees falling on ice.

There has also been a rise in missing property incidents the past two fiscal years, and Marjie challenged agencies to institute safeguards to reduce or eliminate missing property incidents. She stated the overwhelming majority of these thefts are computers and media equipment, and gave some recommendations as to how to keep these items secure and safe.



RMAC.ppt

Loss Prevention – Aric reminded everyone that “ice melt” is available from Fish, Wildlife and Parks for snow and ice in the winter. Employees can put it out themselves, or FWP will do it if you call them. He mentioned that there are also hazards in the summer, and that they should be taken care of before they become a problem.

Aric mentioned that, as Marjie reported, theft claims are increasing and the cost is increasing also. Much of the property is disappearing from offices, storage rooms and other work areas. The best prevention is to keep the property locked up, and to have a good system of lock and key use and key accountability. Aric suggested that if you need to develop or revise a key/property control program, to contact RMTD for ideas and assistance. If you have a program in place, please contact RMTD so that your program can be shared.



KeyControl.ppt

Oracle Underwriting Database Update – Kristie updated the council on the progress of the new underwriting database, which will assist with the collection of data. Some of the features are: on-line data entry, on-line data reporting, data management and underwriting functions, and it will facilitate premium allocations and premium quotes. She stated that the implementation of the program is slated for January 2002, and will be accessible to agencies through the RMTD Division’s web site. RMTD will provide training this fall, and the system is also equipped with on-line instructions. Kristie then demonstrated the different facets of the program.



Oracle Underwriting
Database U...

Safety Day Update – Aric stated that Safety Day 2001 is scheduled for Wednesday, September 12, pending final approvals. He encouraged agencies to conduct scheduled presentations or demonstrations, as these have proven to be highly popular events. Aric can be contacted with any questions, comments, or ideas on Safety Day at 444-3486.



RMAC0501.doc

Training Calendar – Aric said the new schedule for training, May through October 2001, has been posted on the RMTD web site, and asked that you register online for any training you wish to take.



SummerFall 2001.doc

Kristie stated that she had taken the Adult CPR and First Aid training so that both she and Aric would be able to give the training to state employees. They will start training classes in August and will probably limit classes to only designated people, because otherwise they would probably be swamped with employees who wished to take the class. Effective July 1, 2001 the training will be

different, and RMTD may charge agencies for this class. Jeff Shada interjected that it was his understanding that blood borne pathogen training was supposed to be given in conjunction with first aid training. This will be checked into by RMTD.

Kristie said she is also taking the Violence in the Workplace training to assist Aric, since it seems to be a very popular class and Aric gets stretched pretty thin with all the training he does.

As a reminder, drivers who are at fault in accidents must attend Defensive Driver training. Agencies will receive 3% discounts from RMTD on their automobile insurance rates if 1.5% or more of their employees attend DDC during the fiscal year.

Aric handed out a purple flyer with immediate future training in “Street Smart from 9 to 5,” Defensive Driving, and Early Return to Work. These classes will be held in various locations within the next two weeks.



Immediate
Openings.doc

Brett stated that RMTD is introducing a new “Coaching the Van Driver” class for agencies who use 10-15 passenger vans for transportation of employees. He asked the members of the council to let him know if you would want training in this course.

Workers Compensation Service Agreement – Brett said the agreement, which everyone received in their packet, is a plan to give incentives to agencies for volume discount. It is a joint effort between State Fund, RMTD and State agencies to reduce workers’ compensation insurance costs.



WC service
Agreement 5-1-2001...

Changes in the Safety Program – Brett stated there have been some changes in the safety program: (1) Recognition to agencies – Governor’s Safety Awards will be given on Safety Day to agencies who have done an outstanding job in their safety programs. (2) Each agency will complete a Self-Assessment Report annually, which will assist them in evaluating the effectiveness of their employee safety/loss control program in accordance with the Montana Safety Culture Act. (3) Effective July 1, 2001, premium discounts can be used to fund other safety programs, as enumerated in Brett’s memo dated May 11, 2001. Kristie stated that the memo is very specific, so please be sure to read it. She credited Chuck Swysgood with helping this come about.



stateofmontanasafety
programse...



ERTW memo-final
version.doc

New on the Internet – Aric has prepared a very informative handout to show what is new on RMTD's web site, and to explain what is contained in some of the many features and how they work.



NEW.doc

Montana Law Enforcement Pocket Guide – Aric stated that this pocked-sized booklet is a very handy reference for law enforcement personnel, and is available from RMTD. The booklet is sponsored by Montana Operation Lifesaver, Inc., and contributions were made by the Montana Department of Transportation, the Montana Local Technical Assistance Program, the Montana Association of Counties, the Montana Municipal Insurance Authority and the Risk Management & Tort Defense Division.



Pocket Guide.doc

Proposed Final Vehicle Use Rule – After many months of work and revisions, the final vehicle use rule has been distributed, and Brett urged everyone to submit their responses to it in writing, in the form of concerns or questions, as soon as possible before it goes through the rulemaking process. A formal response to each individual who had questions or provided RMTD with feedback has been prepared and distributed.



vehicle_use_policy-51
601final....



vehicusecommentsu
mmary51601fi...

Next RMAC Meeting – The next meeting will be in November or December 2001. Stay tuned!