

**STATE RISK MANAGEMENT COMMITTEE**  
**MINUTES OF THE JUNE 3, 2005 MEETING**  
**Montana State Capitol, Room 172**  
**9:00 a.m. – 12:00 p.m.**

Members present: Barb Kain, **Administration**; Terry Kockler, **Agriculture**; Megan Kerzman, **Board of Public Education**; Teri Juneau, **Commerce**; Dustin Johnson, **DEQ**; Darlene Gilchrist, **FWP**; Glen Leavitt, **OCHE**; Shelly Grandy, **Supreme Court**; Patti Forsness, **Justice**; Diane West, **Labor & Industry**, Kelly DaSilva, **Legislative Branch**; Erv Kent, **Military Affairs**; Marilyn Cameron, **Montana Tech of the UM**; Ed Binkley, **MSU College of Tech-GF**; Susan Dickson, **MSU-Billings**; Sharon Caven, **MSU-Northern**; Julia Dilly, **OPI**; Kathy Battrick, **DPHHS**; Sandy Lang, **Revenue**; Jerry Stier, **State Auditor's Office**; Ray Eby, **DOT**; Kathy Benson, **UM-Missoula**; Tom Nichols, **Western MT College of UM**. Attending from **RMTD** were Brett Dahl, Aric Curtiss, Kristie Rhodes, Jennie Younkin and Carol Berger.

Absent were members from Corrections, Helena College of Tech of UM, Historical Society, Livestock, MSU-Bozeman, DNRC, Political Practices, Public Service Commission, State Fund, and the State Library.

Brett welcomed everyone to the meeting and asked for anyone new to the committee to introduce themselves. Jerry Stier from the State Auditor's Office and Glenn Levitt from OCHE responded.

Brett introduced Janet Kelly, the new Director of the Department of Administration. She stated that she would try to be at future meetings, and that she has a background in safety and risk.



RMC Mtg Agenda  
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**Early-Return-to-Work Specialist Position Update** – Brett reported that he received mixed feedback on hiring someone for this new position at RMTD, so the decision was made not to hire anyone for these duties. However, he stated RMTD is planning to hire a person in another capacity.

**Safety Program Model** – Aric explained how to access the RMTD Home Page on our web site at [mt.gov/dao/rmtd](http://mt.gov/dao/rmtd) and from there how to access The Employee Safety Program Model. First, click the “About Us” tab, then “Publications,” then “State of Montana Safety Program Model.” The model is based on the Montana Safety Culture Act, and was developed by the Risk Management & Tort Defense Division, the Department of Labor and Industry Safety Bureau, and the Montana State Fund. In this publication you can find information concerning safety committees, safety equipment and supplies, videos, and ideas on topics to use for programs, to name a few.

**Web Reports Re-Visited - Claims Reports** - Jennie explained that to access the various claims reports from the Home Page, first click on the “Claim” tab, then “State Agency Loss Reports.” If you do not have an ID or have forgotten it, give Jennie a call at 444-7996. You cannot change anything in the Standard Report, and it is set to key off the paid date of the claim. You choose the line of coverage you want to see (Auto Liability, General, etc.), and then the report you would like to run (Statistics, Loss Trends, etc.) The Ad Hoc (custom) Report can be designed any way you want. You can run the claims reports by the received date, paid date, or incident date, and you can choose how many years you want to include. For example, the Loss Trends Report provides a summary of claims, lawsuits and potential claims by fiscal year

or by multiple fiscal years, by loss codes and by line of coverage. The report can even include the day of the week or the time the accident occurred if you wish.



Claims Reports

**Training Reports** – The statewide risk training schedule, for RMTD and for others, can be found on the Training and Events Calendar on the RMTD Home Page. Click on the “Training” tab and select the “Training and Events Calendar.” Click on the event you want and it takes you to a description of the training. If you want to register for a class, click on the course location and a registration form will appear. When you register, for your ID# you will use your computer sign-in number, employee ID# or social security number. You can use the same password for Training reports as you do for PCIIS and Claims if you wish. Call Aric at 444-3486 for assistance if you have forgotten your User ID # or your password.

Anyone can access the training roster for a course, but only if someone in your agency is registered. The course roster will show all registered participants, their agency and division. The roster is passed around so participants can sign in. If you are taking the course but didn’t register, you can sign in manually and you will then be added to the roster. If you are a “no show” or have cancelled, your name will be taken off the roster. If your agency has no participants in a course, you will get the message “no roster available.”

On the training attendance schedule you can choose many options or multiple courses. A “composite” is a rated score of persons who attended the course. The Grand Total Summary gives totals of all your agency’s employees who attended various classes. The Attendance Schedule shows who attended courses from your agency.

Barb Kain questioned whether the training information links up with SABHRS, and Aric said it does not.



Training Reports

**Insurance Reports** – Kristie explained that PCIIS means Property-Casualty Insurance Information System. To access this program from the RMTD Home Page, click “Insurance” and then “PCIIS.” Click the “Insurance Reports” icon above for more information. If you need log-on information or an explanation of the system, contact Kristie at 444-4509. Also let her know if your agency acquires a new property.



Insurance Reports

**On-Line Resources Re-Visited** – Brett explained that RMTD publishes the “Risk Matters” newsletter twice a year, and it can be accessed by the “About Us” tab on the RMTD Home Page under “Publications.” State employees are notified when the newsletters are posted on the website. The “Hold Harmless Provisions and Insurance Specifications in Contracts Manual” is a good resource for agencies, as are the many other documents and guidelines produced by RMTD.

Under “Other Links About Us” you will find RMTD’s Statutes & Policies, as well as executive Orders and Administrative Rules. Please note there is no longer any coverage for mold – prevention is the cure.

Under the “Safety and Loss Control” tab you can find such loss prevention subjects as “Safety Equipment and Supplies” and the “Online Safety Resource Library” by clicking on the links.

Under the “Claims” tab State agencies can report a loss from the web site, and the loss must be reported within 5 days of the loss. The public reports a loss by sending a letter of demand, and RMTD has 120 days to review the claim and make a decision. The Department of Transportation has a claim form for the public to complete if the claim is against DOT. This information and more can be found by clicking on the links.

Under the “Insurance” tab you can access information for the core program or by line of insurance. The new policies are now in place and can be viewed.



RMTD Online  
Services

**Certificates of Insurance (Auto)** – Instructions for obtaining certificates of insurance are found under the “Insurance” tab. The Certificate of Insurance for Auto Liability should be placed in every State vehicle. If a vehicle does not have one, you can download it from the insurance site below:

[http://discoveringmontana.com/doa/rmtd/insurance/files/coi\\_al.pdf](http://discoveringmontana.com/doa/rmtd/insurance/files/coi_al.pdf). You can also contact Kristie at 444-4509 or [krhodes@mt.gov](mailto:krhodes@mt.gov).

**Workers’ Compensation Issues** – Joan DePasquale, along with Dick Root from Montana State Fund presented handouts for State Agency Refunds. Joan stated that the dividends are based on the retention plan. Renewal pricing has been sent out to state agencies. Early-return-to-work applications have been sent and are available. All new directors should sign the service agreement.

**Subsequent Injury Fund** – This is a voluntary program, and exposure is limited to 104 weeks. The employer does not have to complete or sign a form. The employee fills it out and the physician signs it. The form is on the State Fund web site.

**FY06 Rates** – The rates for state agencies are unique. They cover all losses for 5 years for all people on the payroll. The base rate is up 9.9% - the frequency is down, but the severity is up. One of the causes is the aging workforce. The spreadsheet shows all departments and their rates, up or down. State Fund will do an agency visit if an agency requests one. Brett added this information would be posted on the RMTD web site.



State Agency  
Refunds



FY06 Information

**Agent Bid 05** – Brett stated that every 4 to 7 years (we did it after 5 years) RMTD requests bids on property, aviation, boilers and machinery, fine arts and employee fraud. We insure 22 aircraft and over four hundred boilers. We now have 12 different insurance carriers who share the costs, which lowers premiums and



Aircraft Ins Renewal



Boiler/Machinery Ins  
Renewal



Crime Ins Renewal



Property Ins  
Renewal

makes the coverage broader.

For Employee Fraud (Crime), RMTD is looking into increasing limits and options. The Fine Arts premium is the same but has broader coverage. Driver Alliant is the carrier for Property Insurance. We will be getting broader coverage, higher limits, lower deductibles and significant premium savings.

**Premium Discounts** – Kristie stated that currently, if 3% of the employees in an agency participate in Defensive Driving training in a fiscal year, the agency will receive a 5% discount on their premium the following year. Effective July 1, 2005, RMTD proposes high deductible insurance premium discounts of 5%, 10% and 20% on auto comprehensive/collision coverage, for deductibles of \$500, \$1,000 and \$2,500, respectively.

For the Property Loss Management Program, there are high deductible premium discounts of 5% and 10% for deductibles of \$2,500 and \$5,000, respectively. You might want to do the high deductible discount evaluation to make a decision whether or not to go that route. Click on “Claims,” then “State Agency Loss Reports,” and run the Loss Report for Physical Auto Liability (5 years’ worth). Put your information into the template to determine whether it would work for you. You can either save the above document to a file, or call Kristie at 444-4509 and she will send one to you. You would use PCIIS to determine the premium for your agency.



Deductible  
Evaluation Template

**Fall Client Visits** – Brett announced that agency visits will be conducted between September and December, and that RMTD will be contacting agencies to set up appointments in September. Binders will be assembled and handed out to each agency with appropriate information and statistics for their agency.

**Vehicle Use Rule** – This rule does not address cell phone use while driving, and while we **strongly discourage** the use of cell phones while driving, the rule will be left as is. Some states have put the law in place but they can’t enforce it.

The meeting was adjourned at 11:40 a.m.