



MINUTES
EXECUTIVE MANAGEMENT TEAM
January 18th, 2017 11:00 A.M.

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I. OPENING BUSINESS

A. CALL PUBLIC SESSION TO ORDER

The meeting was called to order at 11:25 am by Mr. Kelly Porterfield, President.

B. ROLL CALL:

Executive Management Team:

Kelly Porterfield, Jim Allen, Darren Sylvia, Kent Albertson, Kevin Edwards, James Bushman, Andy Alvarado, Janelle Mehling, and LeAnn Nowlin

Administration:

Alan Caeton, Brett Caeton, Larry Chow, Nick Kovacevich, Debbie Smith, Lisa Perez and Carmen Urena

Other Members in Attendance:

Emily Anderson, Charlotte Kelsey and Nathan Rose

Members Absent:

Kate Knutson, Leonard Kahn

- C. Discussion and Approval of Agenda. The board moved to approve the agenda with Item III-E and IV-A moved to become III A and III B.

Motion: Andy Alvarado **Seconded:** Jim Allen

Vote: (Ayes 9, Noes 0, Absent 2, Abstain 0)

- D. Discussion and Approval of Minutes of the September 27th, 2016 EMT Meeting. The board moved to approve the minutes of previous meeting.

Motion: Jim Allen **Seconded:** Kent Albertson

Vote: (Ayes 9, Noes 0, Absent 2, Abstain 0)

II. COMMUNICATIONS FROM THE PUBLIC:

NONE

III. DISCUSSION AND ACTION ITEMS:

- A. **Discussion and Approval of endorsing Unmanned Aircraft Coverage and providing Risk Management Guidelines.** The board moved to approve the unmanned aircraft coverage as presented

Motion: Janelle Mehling **Seconded:** Jim Allen **Vote: (Ayes 9, Noes 0, Absent 2, Abstain 0)**

- B. The Administrator discussed Memorandum of Coverage (MOC) for liability. The liability coverage will mirror the current policy except for unmanned aircraft coverage and coverage for non-profits.

- C. **Discussion and Approval of Financial Report as of December 31st,2016)** The board moved to approve the financial report as presented.
Motion: Janelle Mehling **Seconded:** Jim Allen
Vote: (Ayes 9, Noes 0, Absent 2, Abstain 0)

- D. **Discussion and Approval of Final Actuarial Report ending June 30th,2016)**
The board moved to approve the final actuarial report as presented.
Motion: Jim Allen **Seconded:** Janelle Mehling
Vote: (Ayes 9, Noes 0, Absent 2, Abstain 0)

- E. **Discussion and Approval of 2015-2016 Financial Statements and Independent Auditor's Report)** The board moved to approve the financial statements and independent auditors report as presented.
Motion: Janelle Mehling **Seconded:** Jim Allen
Vote: (Ayes 9, Noes 0, Absent 2, Abstain 0)

- F. **Discussion and Review of 2015-2016 JPA Annual Report**
The Administrator Alan Caeton discussed the Annual Report

IV. INFORMATION ONLY ITEMS

- A. Alan Caeton, presented the ten-year P & L Claims Activity Report. Overall the claim count and severity are trending upward.

- B. Larry Chow discussed the standardization of threat assessment, discussed the development of a safety orientation check list for job categories, discussed the benefits of having a safety committees for each district

V. PUBLIC COMMENT ON CLOSED SESSION ITEMS

- A. **ACTION ITEM:**

VI. CLOSED SESSION

- A. **LIABILITY CLAIMS:**
 - i. RMA-001464
 - ii. RMA-001266
 - iii. RMA-001412

VII. RECONVENE IN OPEN SESSION

- A. **DISCUSSION** Adjourn Closed Session and Reconvene Open Session - The Meeting was reconvened at 12:05 p.m.

- B.** Report Action Taken in Closed Session
- i. **RMA-001464-** Discussed final property damages authority approved.
The board moved to approve the settlement authority as presented
Motion: James Bushman **Seconded:** Kent Albertson
Vote: (Ayes 9, Noes 0, Absent 2, Abstain 0)
 - ii. **RMA-001266** – Discussed the plaintiff demand in excess of the SIR.
 - iii. **RMA-001412** – Discussed current status the claim.

VIII. ADVANCED PLANNING

- A. Next Regular meeting date: March 22nd.,2017 @11:00 A.M.

IX. ADJOURNMENT - The meeting was adjourned at 12:25 p.m.