



Cities Insurance Association of
Washington

BOARD MEETING
Via Zoom
July 11, 2022, 10:00 a.m.

Board of Directors' Meeting MINUTES July 11, 2022 – 10:00 A.M.

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted a regular meeting via Zoom on July 11, 2022, at 10:00 a.m.

ITEM 1: INTRODUCTION & ROLL CALL

<u>Board Member Name:</u>	<u>Representation Member Entity:</u>	<u>Board Position:</u>	<u>Attendance:</u>
Randy Hinchliffe	City of Waitsburg	Chair	Present
Gina Anderson	City of Woodland	Vice Chair	Present
Jon Johnston	Malaga Water District		Present
Holly Pannell	City of Colville		Present
Rosa Dekker	East Columbia Irrigation District		Absent
Pat Haley	City of Quincy		Absent
Chief Randy Fehr	Enumclaw Fire Department		Present
Cathleen Koch	City of Connell		Present
Chief Matthew Morris	Puget Sound Regional Fire Authority		Present

Clear Risk Solutions:

Wes Crago	Blair Kok
Jessika Tempel	Patti Ferguson
Dave Kosa	Becca Kirsch (<i>joined at 10:10 a.m.</i>)
Rachel Huffman	Rick Templeton
Ellen Kosa	Monte Redal
Angela Eloff	Stacy Lyon
Byron Riche	Frank Andrus

Guests:

Fred Lee

Chair Hinchliffe welcomed all in attendance and noted that a quorum was present.

ITEM 2: EXECUTIVE/CLOSED SESSION

None.

ITEM 3: CHANGES TO PUBLISHED AGENDA

Item 1 of section IV is amended on agenda; Item 7 of section V is removed on agenda.

ITEM 4: CONSENT AGENDA

The Consent Agenda items were reviewed by all board members. Hinchliffe called for a motion on all consent items. Anderson moved to approve the Consent Agenda as presented and seconded by Koch. With all in favor and none opposed, the motion carried.

The Consent Agenda consisted of the following:

- i. Approval of the April 4, 2022, Minutes
- ii. Approval of the Claims Voucher for May 2022, June 2022 and July 2022
- iii. Approval of Financial Reports

Administered by:



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ITEM 5: PUBLIC HEARING & INPUT

- i. None.

ITEM 6: BOARD RESOLUTIONS

- i. 22-02 Amending the 2021-2022 Budget
 - a. Crago discussed the updated changes on the resolution for the 22-02 Amending the 2021-2022 Budget with the Board of Directors. Hinchliffe called for a motion for approval of 22-02 Amending the 2021-2022 Budget. Morris moved to approve the 22-02 Amending the 2021-2022 Budget as presented and seconded by Fehr. With all in favor and none opposed, the motion carried.

ITEM 7: ITEMS FOR BOARD CONSIDERATION

- i. Informational: Board Elections
 - a. Crago discussed the upcoming elections and how there was an open position and how staff's recommendation is with elections being so close to not just appoint a person for the one month, but rather leave it as an open position. Tempel discussed upcoming Board Elections timeline with the Board of Directors. No action was taken.
- ii. Discussion: 2022 Retreat
 - a. Tempel discussed updating September Retreat with the Board of Directors. No action was taken.
- iii. Discussion: Equipment Savings/Trust Fund
 - b. Crago discussed the truck bids and went over the cost for replacement trucks. He discussed different options with the Board of Directors to help streamline this cost and presented staffs recommendations to start an Equipment savings fund. The Board of Directors agreed with staff recommendations and gave approval for staff to go forward with drafting a resolution for the Board's approval at the next meeting. No action was taken.
- iv. Accept Bids for Two 2022 Dodge 1-Ton Trucks
 - c. Crago discussed the two truck bids that were received and presented staff's recommendation to go with the 2022 RAM 3500 Laramie 4x4 Crew Cab 8' Box package for the two new trucks. Hinchliffe called for a motion for approval to purchase Two 2022 RAM 3500 Laramie 4x4 Trucks. Johnston moved to approve the Two 2022 RAM 3500 Laramie 4x4 Crew Cab 8' Box Trucks as presented and seconded by Anderson. With all in favor and none opposed, the motion carried.
- v. Training Grant for City of Blaine
 - a. Tempel discussed training Grant for City of Blaine with the Board of Directors for approval. Hinchliffe called for a motion for approval of training Grant for City of Blaine. Anderson moved to approve training Grant for City of Blaine as presented and seconded by Pannell. With all in favor and none opposed, the motion carried.
- vi. Training Grant for City of Colville
 - a. Tempel discussed that Pannell informed staff and the Board of Directors that this item should be taken out of consideration for approval. The Board of Directors moved forward with declining this Grant application.
- ~~vii. Designate Board Members with Check Signing Authority~~
 - a. This item was removed from agenda.
- viii. Authorize CIAW Membership in WASPC
 - a. Crago discussed joining WASPC as training partners and the benefits it would bring the the members. Hinchliffe called for a motion for approval of joining WASPC. Fehr moved to approve the joining of WASPC as presented and seconded by Anderson. With all in favor and none opposed, the motion carried.
- ix. Request for Qualifications: Actuarial Services & Claim Auditor
 - a. Crago discussed that every couple of years staff needs to go out for RFQ for Actuarial Services & Claim Auditor and need approval from the Board of Directors to do this. Hinchliffe called a motion for staff to go out for RFQ for Actuarial Services & Claims Auditor. Anderson moved to approve staff to go out for RFQ for Actuarial Services & Claims Auditor and seconded by Fehr. With all in favor and none opposed, the motion carried.

ITEM 8: STAFF REPORTS

The following items were discussed:

- i. Underwriting
- ii. Marketing
- iii. Pre-Litigation Program
- iv. Claims
- v. Membership & Retention

- vi. Financial
- vii. Risk Management & Enquiron

ITEM 9: EXECUTIVE REPORT

- i. Administrator Report – Templeton discussed that there was a resent Underwriting audit with Old Republic and there are some areas of improvement, but staff is doing a good job with all the work they do to develop strong relationships with Old Republic. Andrus agreed with Templeton and discussed that staff is really focusing on all members for retention, not just the ones on notice. Crago discussed with the Board of Directors and staff that this upcoming year it looks like property, law enforcement, and fire are areas of focus as we look at renewal. He discussed that we should have expectations for a hard renewal.

ITEM 10: UPCOMING MEETINGS

- i. August 15, 2022 – Fiscal Meeting via Zoom
- ii. September 21-23, 2022 – Board Retreat, Ellensburg, WA

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 10:56 a.m.

Respectfully submitted,



Jessica Tempel



Randy Hinchliffe, Chair