



Board of Directors Meeting MINUTES January 22, 2025 – 10:00 A.M.

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted a regular meeting on January 22, 2025, at 10:01 a.m. via Zoom.

EXECUTIVE/CLOSED SESSION

- i. None.

ITEM 1: INTRODUCTION & ROLL CALL

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

Clear Risk Solutions:

Wes Crago	Becca Kirsch
Jessika Tempel	Steve Whetstone
Angela Eloff	Stacy Lyon
Mark Sherwood	Jenny Gunderson
Byron Riche	Rebecca Joslin
Patti Ferguson	Lisa Holterhoff
Claire Hanberg	
Rachel Hufman	
Blair Kok	
Frank Andrus	

Guests:

Mark Botello, City of Entiat (*left at 10:39*)
 Rachel Stanley, Attorney CRS
 Renee Swearingen, Mayor of City of Entiat (*left at 10:39*)
 Ben Hayman, Enumclaw Fire Department
 Dana Hernandez, Kennewick Irrigation District

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

ITEM 2: CHANGES TO PUBLISHED AGENDA

- i. None.

ITEM 3: CONSENT AGENDA

The Consent Agenda items were reviewed by all board members. There was discussion on a couple scholarship applications. Hinchliffe called for a motion on all consent items with scholarship application approved up to \$1,000. DeLay moved to approve the Consent Agenda as presented and seconded by Carson. With all in favor and none opposed, the motion carried.

The Consent Agenda consisted of the following:

- i. Approval of Minutes (October 22, 2024)
- ii. Approval of the Claims Voucher (November 2024, December 2024, January 2025)
- iii. Approval of Scholarship Applications (City of Prosser, City of East Wenatchee, City of Ephrata, City of Omak, City of Oroville)
- iv. Approval of Financials (Bank Statements: November 2024, December 2024 & Income Statement & Solvency Test & Balance Sheet)

ITEM 4: PUBLIC HEARING & INPUT

- i. None.

ITEM 5: BOARD RESOLUTIONS

- i. None

ITEM 6: ITEMS FOR BOARD CONSIDERATION

- i. City of Entiat request to violate notice agreement
 - a. Crago discussed with the Board of Directors the member agreement with CRS and City of Entiat, and we have had some discussion and with state audit it can be thought of as gifting. Crago handed it over to Mayor Renee Swearingen to state her case to the board. Mayor Swearingen thanked the Board for meeting with her on behalf of City of Entiat. She discussed the City of Entiat's situation to the Board and asked for an exception to the policy due to lack of clarification and allow City of Entiat to leave the pool. DeLay sustained himself from voting due to possible precedence. Carson thanked the mayor for joining the meeting and was empathetic and apologetic; however, thought the Board should hold to the contact language and continue with that prescient. There was additional discussion between Board members Haley and Carson, as well as Koch empathized for the City of Entiat having financial impacts; however, thought the Board needs to be consistent and needs to look out for all the members within the pool, so agreed to not allow the change. Crago added for context that staff goes out for negotiating on behalf of CIAW to carriers each year with the number of members in the pool, if the Board looks at allowing members to leave without that notice requirement the insurance is already purchased, so that would leave it up to the rest of the members to pay that premium. He discussed how this might look like gifting to the auditor's office. Hinchliffe expressed to have the Board hold on to the policy at this time. Mayor Swearingen thanked the Board for their time.
- ii. CIAW 2024-2025 Final Renewal Report
 - a. Lyon discussed the CIAW 2024-205 Final Renewal Report. She noted a couple changes in coverage pertaining to and didn't receive from HSB for animals and language is being added to the SOB and minor change was cyber was less than preliminary report. Any questions on this.. There were no additional questions or concerns, Hinchliffe called for a motion to approve the CIAW 2024-2025 Final Renewal Report. DeLay moved to approve as presented and seconded by Koch. With all in favor and none opposed, the motion carried.
- iii. CIAW 2024-2025 Final Budget
 - a. Crago discussed the CIAW 2024-2025 Final Budget and overall, the budget increased by 12.7%. No changes from the preliminary budget, he went through budget line items. Agg stop went up and there is a budget with new law enforcement. With no questions, Hinchliffe called for a motion to approve the CIAW 2024-2025 Final Budget. Carson moved to approve as presented and seconded by DeLay. With all in favor and none opposed, the motion carried.
- iv. MRSC Program
 - a. Tempel discussed how staff is looking to expanding services with MRSC to Fire Districts to be able to access the MRSC Rosters program. She gave an overview of the Rosters Program and how it is a great tool to use for bid processes. Tempel added that there is not a contract yet but discussed the estimated cost to be \$200 per member / per year. Currently CIAW has 32 agencies we would be looking at for Fire Districts. The Board was not against looking into this program and all questions were answered, no motion was needed at this time.

- v. MRSC Contract
 - a. Tempel discussed with the Board the CIAW contract with MRSC is up for the one-year renewal, this is housekeeping. This allows all CIAW members to have access to MRSC services. Cost for this is \$37,132 annually. With no questions, Hinchliffe called for a motion to approve MRSC Contract. Koch moved to approve as presented and seconded by Pannell. With all in favor and none opposed, the motion carried.
- vi. Broker Addendum to PSA
 - a. Crago discussed broker addendum to PSA and how it's a housekeeping item. With no questions, Hinchliffe called for a motion to approve Broker Addendum to PSA. Haley moved to approve as presented and seconded by Delay. With all in favor and none opposed, the motion carried.
- vii. Mission Statement
 - a. Crago discussed the CIAW Mission Statement with the Board. Took mission statement and added values and objectives for each year. Discussed how CIAW values shouldn't change, but long-term mission will change over time and the objectives will be changing each year. This is the Boards long term vision and any edits the Board may have. There were no changes, Hinchliffe called for a motion to approve the CIAW Mission Statement. Carson moved to approve as presented and seconded by Koch. With all in favor and none opposed, the motion carried.
- viii. Appoint New Board Member
 - a. Crago updated the Board that Chief Randy Fehr has retired and off the board. He discussed with the Board that staff's recommendation would be to have that position to be a fire district and recommended to appoint Chief Ben Hayman from Enumclaw Fire Department to Area 1, position 1. He let the Board know that Ben Hayman has been in fire services for 24 years. With no questions or concerns, Hinchliffe called for a motion to appoint Chief Ben Hayman for the remainder of the term. Koch moved to approve and was seconded by DeLay. With all in favor and none opposed, the motion carried.

ITEM 7: STAFF REPORTS

The following items were discussed, and updates were given regarding the following topics. All questions were answered, and no action was taken.

- i. Underwriting
- ii. Marketing
- iii. Pre-Litigation Program
- iv. Claims
- v. Membership & Retention
- vi. Financial
- vii. Risk Management & Zywave
- viii. Communications

ITEM 8: EXECUTIVE REPORT

- i. Administrator Report
 - a. Andrus thanked the Board for their time and how nice it is to see everyone virtually again and nice to hear the staff report updates. He noted the California wildfires and that affects reinsurance level and how our thoughts go out for those firefighters and staff will continue to keep tracking that. He also noted that some executive staff are out traveling that is why they couldn't make meeting today. Crago thanked the board and discussed how the CRS team is working on law enforcement and think they will help with claims, but more details on that at the next Board meeting.


ITEM 8: UPCOMING MEETINGS

- i. Fiscal Meeting: Tuesday February 18, 2025, via Zoom at 10:00 A.M.
- ii. Fiscal Meeting: Tuesday March 18, 2025, via Zoom at 10:00 A.M.
- iii. Board Meeting: Tuesday April 29, 2025, via Zoom at 10:00 A.M.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 11:36 a.m.

Respectfully submitted,



Jessica Tempel



Randy Hinchliffe, Chair

May 12, 2025 12:50:02 PM PDT