

**Minutes of Meeting**  
**Idaho Counties Risk Management Program**  
**February 18, 2020**  
**1:00 p.m.**

The Kootenai County Board of Commissioners: Chair Pro Tem Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda item. Also present were Human Resources (HR) Director Sylvia Proud, HR Generalist – Compliance Cecilia Sweet and Deputy Clerk Tina Ginorio. Also present were ICRMP (Idaho Counties Risk Management Program) Representatives Sandra Moser, Tim Osborne and George Blickenstaff, and Insurance Northwest Representatives John Goedde and Jeffrey Smith. Chairman Chris Fillios was excused.

- A. **Call to Order:** Chair Pro Tem Leslie Duncan called the meeting to order at 1:00 p.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business:**

**Discuss Open Tort Claims/Lawsuits against the County with Tim Osborne, ICRMP’s Executive Director, and Sandy Moser, ICRMP’s Underwriter & Technology Manager**

ICRMP (Idaho Counties Risk Management Program) Executive Director Tim Osborne offered a presentation explaining ICRMP’s history and purpose. He remarked that Kootenai County had been their client for about 35 years. He said some of the benefits they offered were training for newly elected officials, ongoing training at conferences, and risk management training in employment, law enforcement and cyber liability issues.

ICRMP Underwriter & Technology Manager Sandy Moser reviewed the coverages provided: sexual molestation, personal injury, property damage, County owned vehicles, employment practices liability, various law enforcement issues, errors or omissions, employee benefits, chemical spraying, damage to County property, equipment breakdown, aviation liability at the Airport, among others.

Ms. Moser reviewed the County’s claims by category for the past five years. She pointed out that the largest area was for employment-related issues, followed by property damage and then auto related incidents. She also noted that the departments that had the largest volume of claims were KCSO, followed by Facilities, Maintenance and the Coroner’s Office.

Mr. Osborne went over the different risk management initiatives, such as employment practices, law enforcement and cyber liability, including training they offered to their clients and specific staff to contact.

Ms. Moser remarked that she had contacted Information Technology (IT) Director James Martin and Network Administrator Grant Kinsey to let them know what help ICRMP could offer related specifically to cyber issues. She noted that they had not yet been able to set up a meeting. Commissioner Bill Brooks offered to follow up with IT staff.

Ms. Moser described their Risk Management Discount Program and announced that the County had met its goal for FY2020 to receive the 5% discount.

Northwest Insurance representative John Goedde provided information on mobile equipment and building coverage from 2011 to the present.

Ms. Moser offered further review of ICRMP's history, claims previously settled, claim activity data for Kootenai County from 2011 to the present, coverage cost, 2019 renewal price and an estimate for October 1, 2020 renewal costs. She listed some potential cost control methods for the future.

Commissioner Brooks moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(i). Chair Pro Tem Duncan seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks:	Aye
Chair Pro Tem Duncan:	Aye
Chairman Fillios:	Excused

The motion carried.

The Board entered into Executive Session at 1:30 p.m.

Chairman Fillios entered the meeting at 1:30 p.m.

**Executive Session pursuant to Idaho Code §74-206(1)(i) to engage in communications with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed (Closed Session – Discussion)**

**Decisions/Direction (Open Session – Action)**

**Follow Up Discussion (Discussion)**

The Board exited Executive Session at 2:04 p.m.

Commissioner Duncan moved that the Board exit Executive Session with no decisions being made. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks:	Aye
Commissioner Duncan:	Aye
Chairman Fillios:	Aye

The motion carried.

- D. Public Comment (Discussion):** This section is reserved for citizens wishing to address the Board regarding a County-related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing. There was no public comment.

**E. Adjournment (Action):** Chairman Fillios adjourned the meeting at 2:04 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk

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