

CIRSA 2018

GENERAL MEMBERSHIP MEETING



This booklet contains the 2018 General Membership Meeting agenda, minutes from the 2017 General Membership Meeting, Board of Director election information, voter designation instructions, speaker summary and biography, and the CIRSA Travel Reimbursement Policy.

YOU ARE CORDIALLY INVITED



2018 GENERAL MEMBERSHIP MEETING

TUESDAY, JUNE 19

10:00 - 11:30 a.m.	Elected Officials & Staff Relationships, presented by Tami Tanoue, General Counsel/Interim Executive Director
11:30 a.m.	Lunch buffet begins
12:00 - 2:00 p.m.	General Membership Meeting
2:15 - 4:00 p.m.	Safety Forum

MEETING LOCATION:

The Sebastian - Vail, 16 Vail Road, Vail, CO 81657

Room rates have been secured for CIRSA members.

To reserve, call The Sebastian at 866.708.2353 and ask for group code #1098EO.

www.thesebastianvail.com

R S V P

Please RSVP to the General Membership Meeting
by Friday, June 1 to secure your place.

To RSVP online, [Click Here](#)
and enter your CIRSA website user name and password.

You may also call or email Destiny Johnson, Marketing Assistant,
at 800.228.7136 or destinyj@cirsa.org.

M E N U

A buffet lunch will be served.
Gluten-free and vegetarian friendly items will be offered.

D A Y P A R K I N G

Valet parking with The Sebastian is available for \$15.
Alternately, you may park in the Vail Village Parking structure for free
and walk about five minutes to the hotel.
More info on Vail Village parking can be found [here](#).

LETTER FROM THE CHAIRPERSON OF THE BOARD & THE INTERIM EXECUTIVE DIRECTOR

The General Membership Meeting provides an opportunity to connect with your fellow members, stay up-to-date on important risk management issues, and take advantage of what it means to be a member-owner of our organization.

Board of Director Elections will be taking place this year with three population categories up for election. As a member, your vote plays an important role in selecting the Board Members who will best represent the interests of your entity in governance decisions on behalf of our membership. See page 11 for bios of the Board Members running for re-election.


John Sileo will be speaking at the meeting and his presentation will educate us on cyber security, identity theft, and data privacy. For more information, see page 7.

New this year, we will be having all CIRSA meetings at The Sebastian-Vail in Vail Village. Based on feedback we received from members, the Safety Awards will be presented at the conclusion of the General Membership Meeting and the Safety Forum will follow.

If your entity needs funding for attending, we offer our [Travel Reimbursement Program](#) which assists in covering the cost of meals, mileage, parking, and lodging. Details can be found on page 8.

We encourage each member to send your Voting Representative to vote on behalf of your entity. If your designated Voting Representative is unable to attend, feel free to send your Alternate Voter or to designate another representative for this meeting. Please see page 10 for more information.

We look forward to seeing you in Vail!



Martee Erichson
Board Chairperson



Tami Tanoue
General Counsel/Interim Executive Director

ELECTED OFFICIALS & STAFF RELATIONSHIPS



Tami Tanoue

10:00 a.m. - 11:30 a.m.

Tami Tanoue will be doing her popular elected officials' training, focusing on maximizing your effectiveness, minimizing your liability, and strengthening the governing body-staff relationship. If you haven't heard Tami speak on this topic recently, or would just like a refresher, this session's for you!



BUSINESS MEETING AGENDA

1. Roll Call (Tami Tanoue, Interim Executive Director) – 12:00 p.m.
2. Welcome (Martee Erichson, Board Chairperson)
3. Changes to Agenda
4. Introduction of Board Members
5. Board of Director Comments
6. Member Comments
7. Consent Items for Approval
 - a. Approval of Minutes from June 20, 2017 General Membership Meeting
8. Old Business/Action Items
 - a. None
9. New Business/Action Items
 - a. Board of Director Elections
10. Executive Director Reports (Interim Executive Director Tanoue)
 - a. Introduction of CIRSA Staff and Guests
 - b. Administrative Update
11. Other Matters (Chairperson Erichson)
14. Presentation: 2017 Safety Awards
15. Presentation: "Cyber Security Training, Trends & Tactics" by John Sileo
16. Adjourn – 2:00 p.m.





JOHN SILEO

John Sileo's identity was stolen and used to embezzle \$300,000 from his clients. The exposure destroyed John's career and consumed two years of his life as he fought to stay out of jail. Combining real-world experience with years of study, John became an award-winning author and leading expert on cyber security, identity theft and data privacy. John is CEO of The Sileo Group, a data security

think tank that helps organizations protect the information that drives their profits. His body of work includes engagements with the Pentagon, USA Today, Visa, 60 Minutes, Homeland Security, Rachael Ray, Schwab, and organizations of all sizes. John graduated with honors from Harvard University and spends his free time with his remarkable wife and two highly spirited daughters.

TRAVEL REIMBURSEMENT POLICY 2018

The following policy provides for the reimbursement to members for their expenses associated with designated CIRSA events, including the New Member Orientation, Safety Forum, Task Force, General Membership meetings, and other specified CIRSA sponsored events.

The policy allows reimbursement of meals, lodging, mileage, and parking for two attendees from each CIRSA member entity per designated event.

Reimbursements are made payable to the member entity and not to attendees personally. Requests must be supported by detailed receipts and are subject to the following guidelines.

MEALS

The maximum amount allowed for meals is the current federal meals and incidental expense per diem rate for the location as published by the **GSA** (U.S. General Services Administration). If travel is not for the entire day, reimbursement is not available for meals that fall outside the period of travel. Further, reimbursement is not available when CIRSA has provided that meal in conjunction with the designated event.

LODGING

Expenses for lodging will be reimbursed if travel can reasonably be expected to exceed one day.

Lodging for one night will be reimbursed if the attendee is required to travel at least 100 miles one way. An additional night's lodging will be available for an attendee required to travel 250 or more miles one way. Lodging close to the event location is preferred. The maximum amount allowed for lodging (excluding taxes) is the current lodging per diem for the location as published by the **GSA**.

MILEAGE

CIRSA will reimburse mileage for business use of the attendee's personal automobile at a rate equal to the current standard mileage rate as published by the IRS (Internal Revenue Service). Mileage is allowed for a round trip to and from the attendee's home or office.

PARKING

CIRSA will reimburse for parking expenses when they are not included in the price of the lodging. Also, CIRSA will reimburse for parking expenses when there is no free parking available at the location of the designated event.

REPORTING:

Member Travel Expense Reports are available online at www.cirsa.org or they can be requested from accountspayable@cirsa.org.

VOTING REPRESENTATIVES

Each CIRSA member entity has designated a Voter and Alternate Voter authorized to vote at the General Membership Meeting. If the Voter or Alternate Voter is unable to attend the General Membership Meeting, you may designate a one-time voting representative to vote on behalf of your entity.

If your entity would like to designate a one-time voting representative, please send a letter or email from your entity's Mayor, Manager, Clerk, or equivalent (*such as president of a special district*) stating:

(Name of Person) is authorized to vote on behalf of the (Name of Entity) at the General Membership Meeting on Tuesday, June 19, 2018.

A copy of the voter authorization must be received by CIRSA before the designated voter will be allowed to vote.

Letters must be on entity letterhead and may be scanned, e-mailed, faxed, or mailed. Emails must be sent from an authorized account.

Please note that if you represent more than one CIRSA member, you may vote on behalf of each entity. Only one vote per entity will be counted.

QUESTIONS

Contact Courtney Fagan, Marketing Manager, at courtneyf@cirsa.org

BOARD OF DIRECTORS

CURRENT BOARD STRUCTURE

- Two Directors, each from a different municipality under 10,000 in population
- Two Directors, each from a different municipality of 10,000 to 40,000 in population
- Two Directors, each from a different municipality above 40,000 in population
- One Director-at-Large



Name	Municipality	Population Category	Office	Came On Board	Term Expires 06/2018	Term Expires 06/2020
Martee Erichson	City of Westminster	Above 40,000	Chairperson	6/04		X
Gary Klaphake	City of Lafayette	10,000 to 40,000	Vice Chairperson	6/14	X	
Houssin Hourieh	City of Lamar	Director-at-Large	Secretary/Treasurer	4/01		X
Rod Wensing	City of Loveland	Above 40,000		6/14	X	
Jeff Durbin	Town of Fraser	Under 10,000		6/14	X	
Suzanne Leclercq	City of Woodland Park	Under 10,000		4/17		X
Crystal Twedt	City of Durango	10,000 to 40,000		7/17		X

BOARD MEMBERS UP FOR ELECTION



Population Category Under 10,000

JEFF DURBIN

TOWN MANAGER,
TOWN OF FRASER

Jeff is the Town Manager for Fraser, a mountain resort community in Grand County, immediately adjacent to Winter Park. He has served Fraser in that capacity since 2004. In addition to over twenty years of local government experience in Colorado, Illinois, and Michigan, he worked with the State of Michigan in the State Historic Preservation Office during his graduate studies. He earned a bachelor's degree in Environmental Design from the University

of Colorado and a master's degree in Urban and Regional Planning from Michigan State University. He has also earned the Credentialed Manager Certificate from the International City Manager's Association.

As Manager in a small community, he has daily experience with the challenges of balancing the allocation of limited resources with the desires of high quality government administration, risk management, loss prevention, and effective governance.

Jeff finds balance from the stresses of his daily responsibilities while enjoying the Colorado mountains on his motorcycle or with his fly rod on the Fraser River.



Population Category 10,000 to 40,000

GARY KLAPHAKE

CITY ADMINISTRATOR,
CITY OF LAFAYETTE

Gary Klaphake has over 40 years' experience in Public Administration and has been with the City of Lafayette for 20 years. He received his B.A. in Business Administration from the University of Minnesota and his M.A. in Organizational

Management from the University of Phoenix.

Gary is a member of the Colorado Municipal League, the International City Management Association, and the Colorado City & County Management Association. He joined the CIRSA Board in June 2014.

Gary enjoys golfing, classic cars, and playing with his grandchildren.

BOARD MEMBERS UP FOR ELECTION (CONTINUED)



Population Category Above 40,000

ROD WENSING

DEPUTY CITY MANAGER,
CITY OF LOVELAND

Rod Wensing has been a local government professional for more than 30 years, and has held leadership positions in two other Colorado communities before joining the City of Loveland in 2007. Before coming to the City, Rod served as the Assistant and then the City Administrator in Brush, Colorado as well as the Town Manager in Windsor, Colorado. He started his career at the City of Hastings, Minnesota where he

was an administrative/planning intern.

Rod earned an MPA from the University of Colorado and a BS from Minnesota State University - Mankato. He is a member of the Loveland Lions Club and is a past President of the Colorado City/County Management Association.

Rod's outside interests are varied depending on the season which include teaching local youth outdoor adventure skills related to shooting, hunting, and game habitat stewardship through volunteering with the Northern Colorado Chapter of Pheasants Forever.



MUNICIPALITIES BY POPULATION

10,000 & Below

Aguilar	476	Coal Creek	365	Fowler	1,146
Akron	1,720	Cokedale	118	Foxfield	780
Antonito	747	Collbran	691	Fraser	1,239
Arriba	200	Cortez	8,986	Frisco	2,931
Aspen	7,114	Craig	8,922	Garden City	247
Avon	6,570	Crawford	419	Genoa	145
Bayfield	2,632	Creede	304	Georgetown	1,061
Bennett	2,492	Crested Butte	1,606	Gilcrest	1,094
Berthoud	6,242	Crestone	157	Glendale	5,048
Bethune	234	Cripple Creek	1,158	Glenwood Springs	9,998
Black Hawk	128	Crowley	166	Granada	487
Blanca	395	Dacono	5,008	Grand Lake	489
Blue River	914	De Beque	493	Green Mountain Falls	870
Boone	351	Deer Trail	689	Grover	149
Breckenridge	5,035	Delta	8,711	Gunnison	6,276
Brookside	254	Dillon	957	Gypsum	6,983
Brush!	5,391	Dinosaur	319	Hartman	76
Buena Vista	2,833	Dolores	991	Haswell	66
Burlington	3,633	Eagle	6,748	Haxtun	959
Calhan	840	Eaton	5,104	Hayden	1,883
Campo	102	Eckley	253	Hillrose	303
Carbondale	6,772	Edgewater	5,349	Holly	763
Cedaredge	2,221	Elizabeth	1,409	Holyoke	2,181
Center	2,224	Empire	297	Hooper	102
Central City	733	Estes Park	6,259	Hot Sulphur Springs	692
Cheraw	244	Fairplay	715	Hotchkiss	923
Cherry Hills Village	6,428	Fleming	405	Hudson	1,597
Cheyenne Wells	840	Florence	3,920	Hugo	731
		Fort Lupton	7,975	Idaho Springs	1,794

MUNICIPALITIES BY POPULATION (CONTINUED)

Ignacio	723	Monte Vista	4,242	Rangely	2,329
Jamestown	247	Montezuma	71	Raymer	105
Julesburg	1,245	Monument	6,241	Red Cliff	280
Keenesburg	1,209	Morrison	438	Rico	263
Kersey	1,574	Mountain View	535	Ridgway	1,016
Kim	65	Mountain Village	1,404	Rifle	9,476
Kiowa	749	Mt. Crested Butte	830	Rockvale	508
Kit Carson	229	Naturita	534	Rocky Ford	3,835
Kremmling	1,511	Nederland	1,524	Romeo	399
La Jara	783	New Castle	4,756	Rye	156
La Junta	6,864	Norwood	561	Saguache	488
La Veta	777	Nucla	703	Salida	5,649
Lake City	368	Nunn	449	San Luis	627
Lakeside	8	Oak Creek	914	Sanford	855
Lamar	7,365	Olathe	1,808	Sawpit	44
Larkspur	206	Olney Springs	326	Sedgwick	148
Las Animas	2,184	Ophir	194	Severance	4,075
Leadville	2,677	Orchard City	3,085	Sheridan	8,216
Limon	1,958	Otis	481	Silt	3,099
Lochbuie	5,619	Ouray	1,022	Silver Cliff	607
Log Lane Village	864	Pagosa Springs	1,883	Silver Plume	176
Lyons	1,923	Palisade	2,718	Silverthorne	4,402
Mancos	1,425	Palmer Lake	2,710	Silverton	635
Manitou Springs	5,509	Paoli	33	Simla	640
Marble	135	Paonia	1,693	Snowmass Village	2,835
Mead	4,473	Parachute	1,116	South Fork	367
Meeker	2,333	Peetz	235	Springfield	1,368
Merino	280	Pitkin	70	Starkville	52
Milliken	6,672	Platteville	2,779	Stratton	650
Minturn	1,047	Poncha Springs	793	Sugar City	243
Moffat	116	Ramah	129	Swink	598

MUNICIPALITIES BY POPULATION (CONTINUED)

Telluride	2,537	Greenwood Village	15,699
Timnath	2,907	Johnstown	15,459
Trinidad	8,057	Lafayette	28,326
Vail	5,486	Lone Tree	13,226
Victor	417	Montrose	19,220
Vona	105	Northglenn	38,905
Walden	583	Steamboat Springs	12,698
Walsenburg	2,973	Sterling	14,101
Walsh	512	Wheat Ridge	31,448
Ward	156	Windsor	24,572
Westcliffe	589	<u>40,000 & Above</u>	
Wiggins	888	Broomfield	66,252
Williamsburg	687	Castle Rock	62,971
Winter Park	1,032	Centennial	109,439
Woodland Park	8,600	Commerce City	53,577
Wray	2,331	Grand Junction	64,629
Yuma	3,587	Littleton	46,992
<u>10,000 to 40,000</u>		Loveland	75,988
Brighton	38,805	Pueblo	110,621
Cañon City	16,620	Thornton	134,845
Castle Pines	10,919	Westminster	113,181
Durango	18,607		
Englewood	34,007		
Federal Heights	12,384		
Firestone	12,943		
Fort Morgan	11,165		
Fountain	29,581		
Frederick	12,209		
Fruita	12,679		
Golden	20,460		

GENERAL MEMBERSHIP MEETING JUNE 20, 2017

BEAVER RUN RESORT, BRECKENRIDGE, CO

MINUTES

BOARD MEMBERS PRESENT

Martee Erichson, City of Westminster, Chairperson
Houssin Hourieh, City of Lamar, Secretary/Treasurer
Rod Wensing, City of Loveland
Gary Klaphake, City of Lafayette
Suzanne Leclercq, City of Woodland Park

MEMBERS PRESENT

Akron, Avon, Bennett, Berthoud, Black Hawk, Blue River, Breckenridge, Brighton, Broomfield, Cañon City, Castle Pines, Cortez, Crawford, Cripple Creek, Dacono, Delta, Dillon, Estes Park, Fairplay, Federal Heights, Firestone, Florence, Fort Lupton, Fort Morgan, Fountain, Fraser, Frisco, Garden City, Gilcrest, Glendale, Glenwood Springs, Golden, Grand Junction, Grand Lake, Great Western Trail Authority, Gunnison, Gypsum, Housing Authority of the City of Pueblo, Julesburg, Kersey, Kremmling, La Jara, La Junta, Lafayette, Lakeside, Lamar, Las Animas, Limon, Littleton, Lochbuie, Lone Tree, Loveland, Loveland Larimer Building Authority, Mancos, Manitou Springs, Milliken, Montrose, North Front Range MPO, Northglenn, Olathe, Ouray, Pagosa Springs, Palmer Lake, Parachute, Platteville, Pueblo, Pueblo Regional Building Department, Pueblo Urban Renewal Authority, Rifle, Rocky Ford, Severance, Silt, Silverthorne, South Fork, Steamboat Springs, Thornton, Vail, Victor, Vona, Westminster, Westminster Housing Authority, Wheat Ridge, Winter Park, Woman Creek Reservoir Authority, Woodland Park.

SPECIAL GUEST

Terrell Davis, Guest Speaker

STAFF PRESENT

Chris Krall, Executive Director
Tami Tanoue, General Counsel/Deputy Executive Director
Patrick Priest, Assistant Director/Chief Financial Officer
David Beacham, IT Manager
Courtney Fagan, Marketing Manager
Jill Padbury, Underwriting Manager
Greg Barlow, Loss Control Manager
Mike Wagner, Claims Manager
Mary Beth Brown, Executive Assistant
Amanda Longacre, Administrative Clerk
Anthony Moore, Senior WC Claims Examiner
Bethany Ross, Senior PC Claims Representative
Bob Pomeroy, Senior Loss Control Representative
Bruce McKenney, Senior PC Claims Representative
Catherine Wegman, Underwriting Representative
Channa Chavez, Administrative Assistant, Loss Control
Christine Parker, Receptionist
Debbie Coleman, Senior Underwriting Representative
Destiny Johnson, Administrative Assistant, Marketing
Erik Schriewer, Senior System Administrator
Jay Williamson, Loss Control Supervisor
Jessica Cowlishaw, Senior Underwriting Representative
John Colvin, Senior Loss Control Representative/Industrial Hygienist

2017 MINUTES (CONTINUED)

Lara Wilber, Senior Claims Representative
Larry Cardamone, Senior Loss Control Representative
Marji Tribbett, Training Specialist
Meghan Green, Accounting Clerk
Nile Knez, Senior PC Claims Representative
Rory Queenan, Training and Development Coordinator
Stephen Dellerba, Senior Marketing Representative

ROLL CALL AND WELCOMING COMMENTS

Chairperson Erichson called the meeting to order at 12:33 p.m. and noted a quorum was present. She welcomed the members and thanked them for attending. She also thanked the Town of Breckenridge for hosting and CML for sharing their event space.

Erichson shared some highlights of CIRSA's financial strength, including the addition of over \$4 million to member equity accounts, the upcoming PricewaterhouseCoopers equity position study, and our ability to keep PC rates flat and reduce WC rates for the last four years.

Erichson gave an update on the CIRSA Board member nomination processes and welcomed our newly appointed Board member, Suzanne Leclercq, Woodland Park City Clerk. She reported that the Board is in the process of interviewing candidates to replace Ron LeBlanc's position in the 10,000 to 40,000 population category.

Erichson assured members that the Board and staff will continue to strive towards innovation, excellence in governance, and the best interests of CIRSA members.

CHANGES TO THE AGENDA

None.

INTRODUCTION OF BOARD MEMBERS

Chairperson Erichson introduced the Board of Directors to the Membership.

BOARD OF DIRECTOR COMMENTS

None.

MEMBER COMMENTS

None.

CONSENT ITEMS FOR APPROVAL

Chairperson Erichson asked the members if they had any changes to the June 22, 2016 minutes. There were none.

Motion was made and seconded to APPROVE THE MINUTES OF THE JUNE 22, 2016 GENERAL MEMBERSHIP MEETING.

Motion carried unanimously.

OLD BUSINESS/ACTION ITEMS

None.

NEW BUSINESS/ACTION ITEMS

None.

EXECUTIVE DIRECTOR REPORTS

Chairperson Erichson introduced Chris Krall, Executive Director of CIRSA, to the membership.

Krall introduced the CIRSA staff to the membership. Krall announced that 2017 marks the 35th year that CIRSA has been in operation. For 35 years, CIRSA has provided members with the best risk management services available, including expert claim handling, broad insurance coverages, and innovative loss control services. Krall discussed each, beginning with an example of our claims services. On May 8th, a severe hailstorm pounded the Denver metro area. Twenty members sustained damage and costs are estimated to be around \$7 million. Our claims adjusters were in the field and on the phone with members the next day to investigate losses and to initiate the adjustment process. CIRSA staff responded

2017 MINUTES (CONTINUED)

with urgency because we know how important it is for members to get back on their feet so you can provide the services your citizens expect of you. This storm will probably be the second costliest property claim in the history of CIRSA, surpassed only by the 2013 floods.

Krall stated that CIRSA's excess coverage program allows us to be stronger financially than we've ever been, despite these destructive environmental events. Because we have excess insurance over \$500,000,000 for property claims, our excess insurer will pay the bulk of these hail claims, helping us to preserve our members' equity. Additionally, we plan to add some new coverages for 2018 including a no-fault sewer backup program, tax interruption coverage, and coverage for mobile equipment while being used for activities like snow removal.

Krall noted that Loss Control has always been a priority for our Board and we pride ourselves on the comprehensive and innovative claims prevention services that we provide. CIRSA recently accepted an award at the PRIMA Conference for the supervisor safety video we produced last year, marking the 13th such award we've received. Member involvement on committees and task forces help us to identify loss exposures and create loss control programs that meet your needs. Krall concluded by saying that soon, we'll be revising our loss control standards, expanding the Law Enforcement SIGMA Health Initiative, and creating new training programs.

Chairperson Erichson continued with the agenda.

Erichson congratulated those members and employees who received Safety Awards, CIRSA Scholarship Awards, and Timothy A. Greer Endowment Awards. She encouraged members to apply for those awards in 2018.

OTHER MATTERS

None.

GUEST PRESENTATION

Courtney Fagan introduced Terrell Davis to the audience. Terrell's presentation, "Building Trust," outlined the ways in which NFL players build trust with their teammates and their coaches. He then discussed how local governments can implement similar strategies to build trust between entity employees, elected officials, and constituents.

ADJOURNMENT

Chairperson Erichson adjourned the meeting at 2:03 p.m.