



CIRSA

GENERAL MEMBERSHIP MEETING
TUESDAY, JUNE 18, 2019
BRECKENRIDGE

This booklet contains the 2019 General Membership Meeting agenda, minutes from the 2018 General Membership Meeting, Board of Director term information, voter designation instructions, speaker summary and biography, and the CIRSA Travel Reimbursement Policy.

YOU ARE CORDIALLY INVITED 2019 GENERAL MEMBERSHIP MEETING

TUESDAY, JUNE 18

MEETING LOCATION

Beaver Run Resort and Conference Center – Breckenridge Ballroom
620 Village Road, Breckenridge, CO 80424
970.453.6000 or www.beaverrun.com

AGENDA

- 10:00 -11:30 a.m. Emerging Trends in the Law of Transparency,
presented by Sam Light, General Counsel
- 11:30 a.m. Lunch buffet begins
- 12:00 - 2:00 p.m. General Membership Meeting and Safety
Awards Presentation

RSVP

Please RSVP to the General Membership Meeting
by **Monday, June 3** 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 Administrative Assistant,
at 800.228.7136 or destinyj@cirsa.org.

MENU

A buffet lunch will be served.

Gluten-free and vegetarian friendly items will be offered.

DAY PARKING

Free parking is available for CIRSA members at the Beaver Run Resort but is limited. Overflow parking will be located in the Town of Breckenridge Parking Lot F (metered parking) which is a short, five-minute walk up Village Road or you can catch the Brown Route at the Village bus stop. Additional free parking is available at the Stephen C. West Ice Arena, 189 Boreas Pass Road, Breckenridge, CO 80424. Brown Route buses will run every 20 minutes from the Ice Arena.

The bus schedules can be found here

Click  **Here**

LETTER FROM THE CHAIRPERSON OF THE BOARD & THE EXECUTIVE DIRECTOR

The General Membership Meeting provides an opportunity to connect with your fellow members, become informed of potential risks which could affect your entity, learn about new CIRSA programs, and take advantage of what it means to be a member-owner of our organization.

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.

For those of you attending the CML Conference, we hope that you are able to join us at Tami's session, *Getting Real on Risk Management* on Thursday, June 20 at 8:30 a.m. and Sam's CLE session, *Modern Mysteries of Municipal Insurance* on the same day at 10:15 a.m.

For those who may not have the funds to attend these meetings, we offer our Travel Reimbursement Program which assists in covering the cost of meals, mileage, and lodging. Details can be found on page 11.

We look forward to seeing you in Breckenridge!

Sincerely,



Martee Erichson
Board Chairperson



Tami A. Tanoue
Executive Director

EMERGING TRENDS IN THE LAW OF TRANSPARENCY



SAM LIGHT

10:00 - 11:30

Breckenridge Ballroom, Peak 14

Municipalities are close to their communities and are leaders in fostering transparency in government. Likewise, they face ever-changing needs and demands for transparency. The ways in which we communicate in the digital age have given rise to new laws as well as new questions about old laws, and a slew of recent court decisions. In this session Sam Light will provide an overview of emerging trends in the laws governing open government, including practical training on social media and other hot topics, and tips for reducing liability. Whether you are interested in the latest trends or would like a refresher on open meetings and related laws, this session's for you.

BUSINESS MEETING AGENDA

1. Roll Call (Tami Tanoue, Executive Director) – 12:30 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 19, 2018 General Membership Meeting
8. Old Business/Action Items
 - a. None
9. New Business/Action Items
10. Executive Director Reports (Executive Director Tanoue)
 - a. Introduction of CIRSA Staff and Guests
 - b. Administrative Update
11. Other Matters (Chairperson Erichson)
12. Safety Awards Presentation - Loss Control
13. Presentation: "Climate Change and its Impact on Tornadoes and Hail" by Michael Tippett
14. Adjourn – 2:00 p.m.

CLIMATE CHANGE AND ITS IMPACT ON TORNADOES AND HAIL



MICHAEL TIPPETT

Michael Tippett is an Associate Professor in the department of Applied Physics and Applied Mathematics at Columbia University. Tippett's climate research ranges from the detection and attribution of climate change in models and observations on centennial time-scales, to decadal prediction of Atlantic sea surface temperatures, to seasonal forecasts of the El Niño-Southern Oscillation (ENSO), as well as seasonal outlooks for temperature and precipitation for coming months. On shorter weather time-scales, Tippett investigates how severe thunderstorms (those resulting in tornadoes, hail, or damaging wind) and tropical cyclones are related to climate, now and in the future. Tippett's research provided the first evidence for skillful prediction of monthly tornado activity. For his work, he has been sought out as a collaborator with the national weather and climate forecasters and the insurance industry. He analyzes data from numerical weather prediction models, meteorological observations, and storm reports to find patterns that can improve understanding, facilitate prediction, and manage risk. Tippett received BS degrees in electrical engineering and mathematics from North Carolina State University and a MS and PhD in mathematics from New York University's Courant Institute.



SAFETY AWARDS

We will be honoring the award recipients and their respective entities during the General Membership Meeting. Recipients will be asked to come up to the podium and accept their award. It is not necessary to be present to receive an award, but attendance is encouraged. Winners are also asked to stay for a group photo by category following the lunch. The award categories that will be recognized for efforts in 2018 are as follows:

SAFETY CHAMPION AWARD

This award recognizes individual employees, groups, managers, etc., who go above and beyond the call of duty to foster a positive safety culture within their entity.

LOSS PREVENTION AWARD, PROPERTY/CASUALTY

This award recognizes member entities who achieve an audit score of 100%, as well as a Loss Ratio below 20%. Additional factors include proactive member participation in CIRSA safety initiatives, such as the annual survey, training, attention to loss control standards, etc.

LOSS PREVENTION AWARD, WORKERS' COMPENSATION

This award recognizes member entities who achieve an audit score of 100%, as well as a Loss Ratio below 20%. Additional factors include proactive member participation in CIRSA safety initiatives, such as the annual survey, training, attention to loss control standards, etc.

SAFETY AWARD

WINNERS

SAFETY CHAMPION AWARD

City of Fort Morgan, Light and Power Department

Lucas Ackerman, Water & Sewer Operations, Town of Hot Sulphur Springs

Oakley Ellis, Water & Sewer Operations, Town of Hot Sulphur Springs

City of Lone Tree, Building Safety and Security Focus Group

Lisa Kuczmarski, Human Resources Department, City of Montrose

Brook Patterson, Town of Boone

LOSS PREVENTION AWARD, PROPERTY/CASUALTY

City/County of Broomfield

City of Centennial

Town of Cheyenne Wells

City of Creede, a Town

Eagle Valley Library District

Town of Foxfield

Town of Garden City

City of Glendale

City of Golden

Town of Haxtun

Holyoke Housing Authority

Housing Authority of the City of Brighton

Housing Authority of the City of Pueblo

Town of Ignacio

City of Lafayette

City of Northglenn

Town of Norwood

Town of Poncha Springs

City of Rifle

Town of Silver Cliff

Town of Walsh

Town of Westcliffe

City of Westminster

Town of Windsor

City of Yuma

LOSS PREVENTION AWARD, WORKERS' COMPENSATION

Town of Castle Rock

City of Centennial

Town of Garden City

City of Golden

Holyoke Housing Authority

Town of Hot Sulphur Springs

Town of Ignacio

Town of Jamestown

Town of Kremmling

Town of Log Lane Village

Town of Lyons

Town of Mancos

North Front Range MPO

Town of Poncha Springs

Town of Timnath

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 18, 2019.

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, Strategy & Member Engagement Manager, at courtneyf@cirsa.org

TRAVEL REIMBURSEMENT POLICY

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. The purpose of the policy is to alleviate some of the financial burden of attending the event and offer an incentive to encourage higher attendance.

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 a distance of 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 ([U.S. General Services Administration](#)).

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 on the CIRSA [website](#) (you must login). There are options to either submit online or print a form. Printed forms can be emailed to accountspayable@cirsa.org or faxed to 303.757.8950. Detailed receipts are required to support expenses (other than mileage) submitted on the report.

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

**There is no election scheduled for this meeting*

Name	Municipality	Population	Office	Came On Board	Term Expires 06/2020	Term Expires 06/2022
Martee Erichson	City of Westminster	Above 40,000	Chairperson	3/04	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	
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	
Greg Caton	City of Grand Junction	Above 40,000		6/18		X

CIRSA MEMBER MUNICIPALITIES

Below 10,000

Aguilar	Coal Creek	Fowler	Ignacio
Akron	Cokedale	Foxfield	Jamestown
Antonito	Collbran	Fraser	Julesburg
Arriba	Cortez	Frisco	Keenesburg
Aspen	Craig	Garden City	Kersey
Avon	Crawford	Genoa	Kim
Basalt	Creede	Georgetown	Kiowa
Bayfield	Crested Butte	Gilcrest	Kit Carson
Bennett	Crestone	Glendale	Kremmling
Berthoud	Cripple Creek	Glenwood Springs	La Jara
Bethune	Crowley	Granada	La Junta
Black Hawk	Dacono	Grand Lake	La Veta
Blanca	De Beque	Green Mountain Falls	Lake City
Blue River	Deer Trail	Grover	Lakeside
Boone	Delta	Gunnison	Lamar
Breckenridge	Dillon	Gypsum	Larkspur
Brookside	Dinosaur	Hartman	Las Animas
Brush	Dolores	Haswell	Leadville
Buena Vista	Eagle	Haxtun	Limon
Burlington	Eaton	Hayden	Lochbuie
Calhan	Eckley	Hillrose	Log Lane Village
Campo	Edgewater	Holly	Lyons
Carbondale	Elizabeth	Holyoke	Mancos
Cedaredge	Empire	Hooper	Manitou Springs
Center	Estes Park	Hot Sulphur Springs	Marble
Central City	Fairplay	Hotchkiss	Mead
Cherry Hills Village	Fleming	Hudson	Meeker
Cheyenne Wells	Florence	Hugo	Merino
	Fort Lupton	Idaho Springs	Milliken

CIRSA MEMBER MUNICIPALITIES (CONTINUED)

Minturn	Platteville	Starkville	Federal Heights
Moffat	Poncha Springs	Stratton	Firestone
Monte Vista	Ramah	Sugar City	Fort Morgan
Montezuma	Rangely	Swink	Fountain
Monument	Raymer	Telluride	Frederick
Morrison	Red Cliff	Timnath	Fruita
Mountain View	Rico	Trinidad	Golden
Mountain Village	Ridgway	Vail	Greenwood Village
Mt. Crested Butte	Rifle	Victor	Johnstown
Naturita	Rockvale	Vilas	Lafayette
Nederland	Rocky Ford	Vona	Lone Tree
New Castle	Romeo	Walden	Montrose
Norwood	Rye	Walsenburg	Northglenn
Nucla	Saguache	Walsh	Steamboat Springs
Nunn	Salida	Ward	Sterling
Oak Creek	San Luis	Westcliffe	Wheat Ridge
Olathe	Sanford	Wiggins	Windsor
Olney Springs	Sawpit	Williamsburg	
Ophir	Sedgwick	Winter Park	<u>40,000 & Above</u>
Orchard City	Severance	Woodland Park	Broomfield
Otis	Sheridan	Wray	Castle Rock
Ouray	Silt	Yuma	Centennial
Pagosa Springs	Silver Cliff		Commerce City
Palisade	Silver Plume	<u>10,000 to 40,000</u>	Grand Junction
Palmer Lake	Silverthorne	Brighton	Littleton
Paoli	Silverton	Cañon City	Loveland
Paonia	Simla	Castle Pines	Pueblo
Parachute	Snowmass Village	Durango	Thornton
Peetz	South Fork	Englewood	Westminster
Pitkin	Springfield	Erie	

GENERAL MEMBERSHIP MEETING

JUNE 19, 2018

THE SEBASTIAN, VAIL, CO

MINUTES

BOARD MEMBERS PRESENT

Martee Erichson, City of Westminster, Chairperson
Houssin Hourieh, City of Lamar, Secretary/Treasurer
Rod Wensing, City of Loveland
Jeffrey Durbin, Town of Fraser
Suzanne Leclercq, City of Woodland Park
Crystal Twedt, City of Durango

MEMBERS PRESENT

Avon, Bennett, Berthoud, Breckenridge, Brighton, Broomfield, Burlington, Cañon City, Cedaredge, Cortez, Crawford, Crested Butte, Cripple Creek, Dacono, Delta, Durango, Estes Park, Federal Heights, FlatIron Improvement District, Fountain, Fraser, Frederick, Frisco, Fruita, Garden City, Georgetown, Glendale, Glenwood Springs, Golden, Grand Junction, Grand Lake, Greenwood Village, Gunnison, Gypsum, Hayden, Historic Arkansas Riverwalk of Pueblo Authority, Hot Sulphur Springs, Housing Authority of the City of Pueblo, Idaho Springs, Ignacio, Julesburg, La Jara, La Junta, Lafayette, Lakeside, Lamar, Las Animas, Limon, Lochbuie, Lone Tree, Loveland, Loveland Downtown Development Authority, Loveland Larimer Building Authority, Mancos, Manitou Springs, Monument, Mountain View, North Front Range MPO, Northglenn, Northwest Parkway Public Highway Authority, Olathe, Ouray, Pagosa Springs, Parachute, Platteville, Poncha Springs, Pueblo, Pueblo Regional Building Dept, Pueblo Urban Renewal Authority, Red Cliff, Rocky Ford, Severance, Sheridan, Silt, Silverthorne, South Fork, Steamboat Springs, Telluride, Timnath, Vail, Westcliffe, Westminster, Westminster Housing Authority, Wheat Ridge, Williamsburg, Windsor, Woman Creek Reservoir Authority, Woodland Park.

SPECIAL GUEST

John Sileo, Guest Speaker

STAFF PRESENT

Tami Tanoue, General Counsel/Interim 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
Bethany Ross, Senior PC Claims Representative
Beverly Perry, PC Claims Representative
Bruce McKenney, Senior PC Claims Representative
Catherine Wegman, Underwriting Representative
Channa Chavez, Loss Control Administrative Assistant
Craig Stevens, Senior PC Claims Representative
Cristina Barthle, Senior Loss Control Representative
Debbie Coleman, Senior Underwriting Representative
Destiny Johnson, Marketing Administrative Assistant
Francesca Pellerano, Senior PC Claims Representative
Jay Williamson, Loss Control Supervisor
Jo Moeller, Finance Administrative Assistant
John Colvin, Senior Loss Control Representative
& Industrial Hygienist
Kevin Pitts, Senior WC Claims Examiner
Lara Wilber, Senior PC Claims Representative
Larry Cardamone, Senior Loss Control Representative
Linda Murphy, Claims Administrative Assistant
Luke Driscoll, Financial Analyst/Accountant
Marji Tribbett, Training Specialist I

Nick Paoli, Loss Control Representative
Nile Knez, Senior PC Claims Representative
Rory Queenan, Training and Development Coordinator
Sarah Hiatt, Loss Control Training/Representative
Stephen Dellerba, Senior Marketing Representative
Sue Eisenhoffer, Senior PC Claims Representative

ROLL CALL

Tami Tanoue, Interim Executive Director of CIRSA, announced that we were one person away from having a quorum. Tanoue explained that Chairperson Erichson would start with non-business items on the agenda and move to the action items if/when we achieved a quorum.

WELCOME

Tanoue introduced Martee Erichson, Chairperson of the Board, to the membership. Erichson called the meeting to order at 12:07 p.m. She thanked the members for attending the meeting. Erichson reported that the upward swing in hail claims since 2016 has caused our members to incur \$14.7 million in damage to their buildings and vehicles. CIRSA's excess property rates have increased dramatically as a result, requiring a pool retention increase from \$500,000 to \$1,000,000 for all property claims. Effective in 2018, most cosmetic damage to metal roofing material is no longer covered. To assist in driving down the cost of claims, CIRSA encourages members who experience hail damage to consider replacing damaged roofing with more hail-resistant asphalt roofing material. CIRSA has negotiated a discount for the use of Class 4 hail-resistant asphalt shingles.

Erichson reported that the Member Travel Reimbursement Policy has been updated: two member-representatives are now eligible for reimbursement at each meeting, and the number and types of events eligible for reimbursement has increased.

Erichson updated the members on the national search the Board is conducting to find a new CIRSA Executive Director following the retirement of Chris Krall. The first round of interviews will be conducted in July. The Board hopes to engage quality candidates, both internally and externally, and plans to have a person in place by the end of August.

Meanwhile, Tanoue is doing an excellent job as the Interim Executive Director.

The CIRSA Board continues to strive for transparency and increased outreach with the membership. Erichson encouraged members to contact the Board with their suggestions.

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

Sarah Hayes reported that Gary Klaphake from the City of Lafayette sends his regrets for not being able to attend the meeting.

OLD BUSINESS/ACTION ITEMS

None.

EXECUTIVE DIRECTOR REPORTS

Chairperson Erichson introduced Tami Tanoue, Interim Executive Director of CIRSA, to the membership.

Tanoue thanked the Town of Vail for hosting us, introduced the CIRSA staff to the membership, and gave a special thanks to Courtney Fagan for planning the General Membership Meeting. Tanoue thanked the Board of Directors for the opportunity to serve as the Interim Executive Director.

Tanoue reported on some of the significant changes going on at CIRSA, including the launch of a new website and renewal system. Our Loss Control Department's latest video, "Backing & Parking: The Keys to Success" won PRIMA's 2018 Outstanding Achievement for an Intergovernmental Risk Pool Product or Program award category and an honorable mention award for our Safety Quiz platform.

On January 1st, the State Legislature-mandated limit for claims subject to the Colorado Governmental Immunity Act increased from \$350,000 per person / \$990,000 per occurrence to \$387,000 / \$1,093,000 per occurrence. CIRSA will continue to monitor these limits and adjust coverage limits as necessary.

Tanoue reported that CIRSA remains financially stable and the workers' compensation pool continues to strengthen. She thanked the membership for their partnership and support.

At this point in the meeting, Chairperson Erichson announced that a quorum was achieved.

CONSENT ITEMS FOR APPROVAL

Chairperson Erichson asked the members if they had any changes to the June 20, 2017 minutes. There were none.

Motion was made and seconded to APPROVE THE MINUTES OF THE JUNE 20, 2017 GENERAL MEMBERSHIP MEETING.

Motion carried unanimously.

NEW BUSINESS/ACTION ITEMS

Board of Director Elections

Erichson presented the three Board of Director positions up for election. Jeff Durbin (Town of Fraser) and Gary Klaphake (City of Lafayette) were running for re-election. Rod Wensing (City of Loveland) would not be running for re-election, so Erichson called for nominations from the floor for the above 40,000 population category.

Jim White nominated Jeff Durbin to the Board Director position for the Under 10,000 population category, and the nomination was seconded.

Sarah Hayes nominated Gary Klaphake to the Board Director position for the 10,000 to 40,000 population category, and the nomination was seconded.

Erichson asked whether there were any nominations from the floor for the Board Director position for the above-40,000 population category. Rod Wensing nominated Greg Caton (City of Grand Junction), and the

nomination was seconded.

It was moved and seconded that all nominees be elected by acclamation. Motion carried unanimously.

OTHER MATTERS

None.

PRESENTATION: 2017 SAFETY AWARDS

Erichson introduced Greg Barlow, CIRSA Loss Control Manager, to the audience. Barlow announced the 2017 Safety Awards.

In the Property/Casualty Loss Prevention Award category, the following members were awarded: Avon, Cheyenne Wells, Church Ditch Water Authority, Cokedale, Craig, Creede, Glendale, Golden, Hot Sulphur Springs, Julesburg, Moffat County Local Marketing District, Westcliffe, Wheat Ridge, and Windsor Housing Authority.

In the Workers' Compensation Loss Prevention Award category, the following members were awarded: Brighton, Golden, Hot Sulphur Springs, Mancos, and Poncha Springs.

Safety Champion awards were won by Scott Klemm, Town of Berthoud; Heather Spainhower, City of Fountain; Paul Cada, Town of Vail Fire & Emergency Services; Town of Vail Safety Committee; and Bryan McCoy, City of Westminster.

GUEST PRESENTATION

Courtney Fagan introduced John Sileo to the audience. Sileo's presentation, "Cyber Security Training, Trends & Tactics," recounted his identity theft ordeal that destroyed his career and consumed two years of his life. Combining real-world experience with years of study, John became an author and leading expert on cyber security, identity theft, and data privacy. John specified how organizations can protect the information that drives their profits.

ADJOURNMENT

Chairperson Erichson adjourned the meeting at 2:01 p.m.

