

2020 CIRSA
GENERAL MEMBERSHIP MEETING
WEDNESDAY, JUNE 24, 2020 - 11:00 AM



BY VIRTUAL MEETING

This booklet contains the 2020 General Membership Meeting agenda, minutes from the
2019 General Membership Meeting, Board of Director election information, and
voter designation instructions.

LETTER FROM THE CHAIRPERSON OF THE BOARD & THE EXECUTIVE DIRECTOR

Dear Member,

As you know, the 2020 CML conference has been canceled because of gathering restrictions related to COVID-19. Accordingly, the CIRSA General Membership Meeting (GMM), which is normally held in conjunction with the CML conference, has been moved to a web conference format, to take place on June 24, 2020 at 11:00 a.m.

Because of the limitations inherent in the web conference format, we are deferring the GMM speaker to 2021. Instead, we are planning a short business meeting as required by the CIRSA Bylaws and Intergovernmental Agreement. The primary agenda item will be the election of four members of the CIRSA Board of Directors.

We know that the work of our members has been deeply affected by the changes wrought by COVID-19. We appreciate your flexibility in adapting to these changes, and look forward to our GMM via web conference on June 24. We will follow up with login information as the date draws near.

Sincerely,



Martee Erichson
Board Chairperson



Tami A. Tanoue
Executive Director

BUSINESS MEETING AGENDA

1. Roll Call (Tami Tanoue, Executive Director) – 11:00 a.m.
2. Welcome (Martee Erichson, Board Chairperson)
3. Changes to Agenda
4. Member Comments
5. Consent Items for Approval
 - a. Approval of Minutes from June 18, 2019 General Membership Meeting
6. Old Business/Action Items
 - a. None
7. New Business/Action Items
 - a. Board of Director Elections
8. Executive Director Reports (Executive Director Tanoue)
 - a. Administrative Update
9. Other Matters (Chairperson Erichson)
10. Adjourn – 12:00 p.m.

RSVP TO VOTE

Please RSVP to the General Membership Meeting by **Wednesday, June 18** to let us know if you can virtually attend and participate in the election.

To RSVP online

[Click Here](#)

and enter your CIRSA website user name and password.

You may also contact Destiny Johnson, Marketing Coordinator, at destinyj@cirsa.org or 720-263-9074.

VOTING PROCEDURES

The voting process will be conducted electronically this year. A link to participate in the CIRSA Board of Director elections will be sent to registered voting members via email during the General Membership Meeting. The email will ask if you are present and able to vote. By responding to that email with your email address, CIRSA will obtain a headcount to determine if a quorum is present.

If a quorum is present and an election is needed, ballots will be sent out via a second email to those that responded to the first. Voters will be given a limited time to cast their ballots. Results will be tabulated and announced during the meeting.

If you have questions on this process, please contact Courtney Fagan, Strategy & Member Engagement Manager, at courtneyf@cirsa.org or 720-728-1304.

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 Wednesday, June 24, 2020.

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

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	Office	Came On Board	Term Expires 06/2020	Term Expires 06/2022
Martee Erichson	City of Westminster	Above 40,000	Chairperson	03/2004	X	
Jeff Durbin	Town of Fraser	Under 10,000	Vice-Chairperson	06/2014		X
Houssin Hourieh	City of Lamar	Director-at-Large	Secretary/Treasurer	04/2001	X	
Suzanne Leclercq	City of Woodland Park	Under 10,000		04/2017	X	
Crystal Twedt	City of Durango	10,000 to 40,000		07/2017	X	
Greg Caton	City of Grand Junction	Above 40,000		06/2018		X
Shane Hale	Town of Windsor	10,000 to 40,000		07/2019		X

BOARD MEMBERS UP FOR ELECTION



CRYSTAL TWEDT HUMAN RESOURCES DIRECTOR, CITY OF DURANGO

Crystal started working for the City of Durango in 2006 in the Community Development Department and is now the Director of Human Resources. She has ten years of human resources experience which includes experience in both the private and public sectors. She joined the CIRSA Board of Directors in July of 2017 and is also a member of SHRM and DAHRM.

Crystal loves spending time with her husband and three children, two sons and a daughter. She is very proud to be a baseball mom and loves the busy schedule from all of her children's various activities.



HOUSSIN HOURIEH SUPERINTENDENT, CITY OF LAMAR

Houssin has over 30 years' experience in local government and engineering. He has been the Superintendent for the Lamar Utilities Board since 2011 where he oversees the operations of a 167 square mile area of service territory. This includes designing and directing improvements to electrical substations, wind generation, and distribution systems. He has a B.S. in Electrical Engineering from Oklahoma State University. Houssin is a member of the Institute of Electrical and Electronics Engineers (IEEE),

the Association of Energy Engineers (AEE), the Colorado Association of Municipal Utilities (CAMU), RMEL-Distribution and Transmission Committees, Chairman of the Lamar Safety Committee, and a member of the Arkansas River Power Authority (ARPA) Board. He is honored to represent the members' best interest on the CIRSA Board of Directors.

In his spare time, Houssin enjoys hiking, swimming, weight training, camping, and spending time with his family.

BOARD MEMBERS UP FOR ELECTION (CONTINUED)



MARTEE ERICHSON

HUMAN RESOURCES/ RISK MANAGER, CITY OF WESTMINSTER

Martee joined the CIRSA Board in 2004 and was elected Chairperson in 2015. She is the Human Resources and Risk Manager for the City of Westminster where she has worked for over 18 years. Martee is a Colorado native and graduate of the Business School at the University of Colorado. She is a Certified Risk Manager (CRM) and has her

Associate in Risk Management (ARM), and is a graduate of the Center for Creative Leadership class, "Leading for Organizational Impact: The Looking Glass Experience." At her core, Martee is a lover of learning and process improvement.

Martee also serves on the board of the Colorado Public Risk and Insurance Management Association (COPRIMA). In her spare time she enjoys hiking, riding ATVs, shopping vintage markets, reading, and spending empty-nester time with her husband.



SUZANNE LECLERCQ

ASSISTANT CITY MANAGER/ CITY CLERK, CITY OF WOODLAND PARK

Suzanne Leclercq has worked for the City of Woodland Park for over 16 years. She is very proud to work for the community in which she lives and raised her family. Suzanne is the Assistant City Manager and City Clerk for the City of Woodland Park, and is a Master Municipal Clerk (MMC) having received that designation in September of 2017. A member of the Colorado Municipal Clerks Association (CMCA), Suzanne previously served

as secretary of the CMCA Board for four years. Suzanne is regarded as a leader and is well respected and loved in the Municipal Clerk world.

Originally from New York Suzanne has lived in Woodland Park for over 27 years. In her spare time she enjoys spending her time with her husband, children and grandchildren, riding ATVs, shopping, reading and scrapbooking.

SAFETY AWARDS

We would like to acknowledge the 2019 Safety Award Recipients in the following categories. Award recipients listed on the next page.

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

La Veta Maintenance
Department
Martin Waln-Trinidad
(Safety Manager)
Lee Carstensen-Pueblo
(Parks Supervisor)
Lori Wisner-Erie
(Risk Manager)

LOSS PREVENTION AWARD, PROPERTY/ CASUALTY

Broomfield
Castle Rock
Cheyenne Wells
Eagle Valley Library District
Estes Park
Fort Morgan
Golden
Greenwood Village
Haxtun
Housing Auth. of Pueblo
Las Animas
Limon
Loveland
Minturn
Western Colorado Regional
Dispatch Center
Westminster
Windsor

LOSS PREVENTION AWARD, WORKERS' COMPENSATION

Berthoud
Calhan
Cheyenne Wells
Garfield County Emergency
Communications Authority
Gilcrest
Haxtun
Julesburg
Lamar Housing Authority
North Front Range MPO
Silver Cliff
Summit County
Telecommunications Consortium
Western Colorado Regional
Dispatch Center

CIRSA MEMBER MUNICIPALITIES

Below 10,000

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

CIRSA MEMBER MUNICIPALITIES (CONTINUED)

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

GENERAL MEMBERSHIP MEETING JUNE 18, 2019

BEAVER RUN RESORT AND CONFERENCE CENTER,
BRECKENRIDGE, CO

MINUTES

BOARD MEMBERS PRESENT

Martee Erichson, City of Westminster, Chairperson
Gary Klaphake, City of Lafayette, Vice-Chairperson
Houssin Hourieh, City of Lamar, Secretary/Treasurer
Jeffrey Durbin, Town of Fraser
Suzanne Leclercq, City of Woodland Park
Crystal Twedt, City of Durango
Greg Caton, City of Grand Junction

MEMBERS PRESENT

Akron, Arkansas River Power Authority, Bennett, Blue River, Breckenridge, Brighton, Brush, Canon City, Castle Pines, Cheyenne Wells, Cortez, Crested Butte, Cripple Creek, Delta, Dillon, Durango, Eagle Valley Library District, Edgewater, Erie, Estes Park, Fairplay, Federal Heights, Firestone, Fort Morgan, Fraser, Frisco, Fruita, Garden City, Georgetown, Glendale, Glenwood Springs, Grand Junction, Grand Lake, Greenwood Village, Gunnison, Haxtun, Historic Arkansas Riverwalk of Pueblo Authority, Hot Sulphur Springs, Housing Authority of the City of Pueblo, Hudson, Ignacio, Julesburg, Kersey, Kremmling, La Jara, La Junta, Lafayette, Lakeside, Lamar, Limon, Lochbuie, Lone Tree, Loveland, Mancos, Mead, Montrose, Mountain View, North Front Range MPO, Northglenn, Northwest Colorado Council of Governments, Olathe, Ouray, Paonia, Parachute, Platteville, Pueblo, Pueblo Regional Building Department, Pueblo Urban Renewal Authority, Ridgway, Rifle, Rocky Ford, Severance, Silt, Silver Cliff, Silverthorne, Snowmass Village, Steamboat Springs, Summit County Telecommunications Consortium, Telluride, Timnath,

Trinidad, Vail, Westcliffe, Western Regional Dispatch Center, Westminster, Wheat Ridge, Windsor, Winter Park, Woman Creek Reservoir Authority, Woodland Park.

SPECIAL GUEST

Michael Tippet, Guest Speaker

STAFF PRESENT

Tami Tanoue, Executive Director
David Beacham, IT Manager
Courtney Fagan, Strategy & Member Engagement Manager
Jill Padbury, Underwriting Manager
Greg Barlow, Loss Control Manager
Mike Wagner, Claims Manager
Sam Light, General Counsel
Linda Black, Chief Financial Officer
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, Property Claims Specialist
Cristina Barthle, Senior Loss Control Representative
Debbie Coleman, Senior Underwriting Representative
Destiny Johnson, Marketing Administrative Assistant
Erik Schriewer, Senior System Administrator
Francesca Pellerano, Senior PC Claims Representative
Jay Williamson, Loss Control Supervisor
Jessica Cowlshaw, Senior Underwriting Representative
Jodie Lyons, Senior Underwriting Representative

John Colvin, Senior Loss Control Representative/
Industrial Hygienist
Larry Cardamone, Senior Loss Control Representative
Luke Driscoll, Financial Analyst/Accountant
Nicholas Paoli, Loss Control Representative
Nile Knez, Senior PC Claims Representative
Rory Queenan, Training & Development Coordinator
Sarah Hiatt, Loss Control Trainer/Representative
Steve Dellerba, Senior Marketing Representative
Troy Krumland, Accounting Supervisor

ROLL CALL

Tami Tanoue, Executive Director of CIRSA, welcomed the members and announced that we had achieved a quorum.

WELCOME

Tanoue introduced Martee Erichson, Chairperson of the Board, to the membership. Erichson called the meeting to order at 12:19 p.m. She thanked the members for attending the meeting, CML for sharing their conference space, and the Town of Breckenridge for hosting.

Erichson reported that CIRSA welcomed back 99% of members during the 2019 renewal.

Erichson noted that hail losses in 2018 exceeded \$15 million, resulting in a costly excess property renewal. Colorado is now considered the worst hail state in the country, but CIRSA is doing everything possible to obtain fair pricing for members.

Erichson recognized Gary Klaphake for his service to the CIRSA Board. Gary is stepping down from the Board when he retires from the City of Lafayette on July 1. The Board will interview candidates for Gary's replacement tomorrow.

The CIRSA Board and staff continually strive towards improvement and excellence to the benefit of our 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 19, 2018 minutes. There were none.

Motion was made and seconded to APPROVE THE MINUTES OF THE JUNE 19, 2018 GENERAL MEMBERSHIP MEETING.

Motion carried unanimously.

OLD BUSINESS/ACTION ITEMS

None.

NEW BUSINESS/ACTION ITEMS

None.

EXECUTIVE DIRECTOR REPORTS

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

Tanoue introduced the CIRSA staff and gave a special thanks to the Membership Services Department for planning the General Membership Meeting.

Tanoue reminded members that this time last year, CIRSA was an organization in transition. The Board was in the process of a national search for the Executive Director position and had a vacancy in the Chief Financial Officer position. In August, Tanoue was honored to be selected as the new Executive Director. Linda Black was hired as the Chief Financial Officer and Sam Light as the new General Counsel. Courtney Fagan was elevated to the position of Strategy and Member Engagement Manager.

CIRSA is still in transition, as the challenges facing members continue to evolve and grow, CIRSA must grow, too. Tanoue reported that CIRSA remains financially stable. Workers' Compensation claim costs remained flat in 2018. Property/Casualty claim costs were higher.

Tanoue announced that the second edition of *Ethics, Liability & Best Practices* for Elected Officials handbook is available. She thanked the membership for their partnership and support.

OTHER MATTERS

None.

PRESENTATION: 2017 SAFETY AWARDS

Erichson introduced Greg Barlow, CIRSA Loss Control Manager, to the audience. Barlow announced the 2018 Safety Awards.

In the Property/Casualty Loss Prevention Award category, the following members were awarded: Broomfield, Centennial, Cheyenne Wells, Creede, Eagle Valley Library District, Foxfield, Garden City, Glendale, Golden, Haxtun, Holyoke Housing Authority, Housing Authority of the City of Brighton, Housing Authority of the City of Pueblo, Ignacio, Lafayette, Northglenn, Norwood, Poncha Springs, Rifle, Silver Cliff, Walsh, Westcliffe, Westminster, Windsor, and Yuma.

In the Workers' Compensation Loss Prevention Award category, the following members were awarded: Castle Rock, Centennial, Garden City, Golden, Holyoke Housing Authority, Hot Sulphur Springs, Ignacio, Jamestown, Kremmling, Log Lane Village, Lyons, Mancos, North Front Range MPO, Poncha Springs, and Timnath.

Safety Champion awards were won by the 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 Kuczmariski, Human Resources Department, City of Montrose; and Brook Patterson, Town of Boone.

GUEST PRESENTATION

Courtney Fagan introduced Michael Tippet to the audience. Tippet's presentation, "Climate Change and its Impact on Tornadoes and Hail," discussed how severe thunderstorms (those resulting in tornadoes, hail, or damaging wind) and tropical cyclones are related to climate, now and in the future. Tippet presented data from numerical weather prediction models, meteorological observations, and storm reports, that identify patterns that can improve understanding, facilitate prediction, and manage risk.

ADJOURNMENT

Chairperson Erichson adjourned the meeting at 1:51 p.m.

