



2021 CIRSA

GENERAL MEMBERSHIP MEETING

TUESDAY, JUNE 22 - 10:00 AM

BY VIRTUAL MEETING

This booklet contains the 2021 General Membership Meeting agenda, minutes from the 2020 General Membership Meeting, and voter designation instructions.



LETTER FROM THE BOARD CHAIRPERSON & THE EXECUTIVE DIRECTOR

Dear Member,

We're looking forward to "seeing" you at the 2021 CIRSA Virtual General Membership Meeting! The annual June CML conference has been changed to a special CML conference in September, leaving our GMM without a place to meet. Because our bylaws require us to hold our GMM in June, we are opting to hold it virtually again this year. So please mark your calendars for June 22, 2021 at 10:00 a.m.; Teams invites will be sent out soon to everyone who registers through our website. We are hopeful that this will be the last time we hold a virtual GMM!

Out of respect for your time and awareness of "Zoom fatigue," we are planning a short business meeting, an update on the CIRSA's accomplishments and goals for the remainder of the year, and a presentation from Sam Light, General Counsel entitled "Hot Topics in the Law of Transparency."

We look forward to connecting with you in-person at various CIRSA events later this year. We appreciate your continued flexibility as we navigate the ever-changing landscape of travel, events, and training. We hope you can join us at the 2021 Virtual General Membership Meeting!

Sincerely,



Martee Erichson
Board Chairperson



Tami A. Tanoue
Executive Director

BUSINESS MEETING AGENDA

1. Roll Call (Tami Tanoue, Executive Director) – 10:00 a.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 18, 2019 General Membership Meeting
 - b. Approval of Minutes from June 24, 2020 General Membership Meeting
8. Old Business/Action Items
 - a. None
9. New Business/Action Items
10. Executive Director Reports (Executive Director Tanoue)
 - a. Administrative Update
11. Other Matters (Chairperson Erichson)
14. Adjourn – 11:00 a.m.
15. Sam Light Presentation – Hot Topics in the Law of Transparency – 11:15 a.m.



RSVP

Please RSVP to the General Membership Meeting by **Tuesday, June 15.**

Registrants who sign up through the CIRSA website will be sent a link to a Microsoft Teams Meeting the week before the meeting.

[RSVP HERE](#)

You may also call or email Destiny Johnson, Marketing Coordinator,
at 720-605-5466 or destinyj@cirsa.org.

If we are able to achieve a quorum through registration, members will vote to approve the minutes from previous meetings and any new business brought forward on the agenda. No CIRSA Board members are up for election this year, so we will not have an electronic ballot. Please see the following page for more details on Voting Representatives.

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 22, 2021.

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	Joined Board	Term Expires 06/2022	Term Expires 06/2024
Martee Erichson	City of Westminster	Above 40,000	Chairperson	3/04		X
Suzanne Leclercq	City of Woodland Park	Under 10,000	Vice-Chairperson	4/17		X
Houssin Hourieh	City of Lamar	Director-at-Large	Secretary/Treasurer	4/01		X
Greg Caton	City of Grand Junction	Above 40,000		6/18	X	
Shane Hale	Town of Windsor	10,000 to 40,000		7/19	X	
Sara Ott	City of Aspen	Under 10,000		2/21	X	
Jason Slowinski	City of Golden	10,000 to 40,000		2/21		X

CIRSA MEMBER MUNICIPALITIES

Below 10,000

Aguilar
Aguilar
Akron
Antonito
Arriba
Aspen
Avon
Basalt
Bayfield
Bennett
Berthoud
Bethune
Black Hawk
Blanca
Blue River
Boone
Bow Mar
Breckenridge
Brookside
Brush
Buena Vista
Burlington
Calhan
Campo
Carbondale
Cedaredge
Center
Central City

Cherry Hills Village
Cheyenne Wells
Coal Creek
Cokedale
Collbran
Cortez
Craig
Crawford
Creede
Crested Butte
Crestone
Cripple Creek
Crowley
Dacono
De Beque
Deer Trail
Delta
Dillon
Dinosaur
Dolores
Eagle
Eaton
Eckley
Edgewater
Elizabeth
Empire
Estes Park
Fairplay
Fleming

Florence
Fort Lupton
Fowler
Foxfield
Fraser
Frisco
Garden City
Genoa
Georgetown
Gilcrest
Glendale
Glenwood Springs
Granada
Grand Lake
Green Mountain Falls
Grover
Gunnison
Gypsum
Hartman
Haswell
Haxtun
Hayden
Hillrose
Holly
Holyoke
Hooper
Hot Sulphur Springs
Hotchkiss
Hudson

Hugo
Idaho Springs
Ignacio
Iliff
Jamestown
Julesburg
Keenesburg
Kersey
Kim
Kiowa
Kit Carson
Kremmling
La Jara
La Junta
La Veta
Lake City
Lakeside
Lamar
Larkspur
Las Animas
Leadville
Limon
Lochbuie
Log Lane Village
Lyons
Mancos
Manitou Springs
Marble
Mead

CIRSA MEMBER MUNICIPALITIES (CONTINUED)

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

GENERAL MEMBERSHIP MEETING JUNE 24, 2020

VIA WEBEX

MINUTES

BOARD MEMBERS PRESENT

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

MEMBERS PRESENT

Akron, Arkansas River Power Authority, Aspen, Aspen/
Pitkin County Housing Authority, Avon, Bennett, Blue River,
Canon City, Carbondale, Centennial, Cherry Hills Village,
Cortez, Cripple Creek, Dacono, Dillon, Durango, Eagle
Valley Library District, Elizabeth, Erie, Estes Park, Estes Park
Housing Authority, Federal Heights, Fountain, Foxfield, Fraser,
Frederick, Frisco, Garden City, Gilcrest, Glendale, Grand
Junction, Greenwood Village, Historic Arkansas Riverwalk
of Pueblo, Housing Authority of the City of Pueblo, Ignacio,
Julesburg, Kersey, La Jara, La Junta, La Veta, Lamar,
Lochbuie, Lone Tree, Minturn, Mountain View, Mt. Crested
Butte, Nederland, North Front Range MPO, Northglenn,
Pagosa Springs, Palmer Lake, Platteville, Pueblo, Pueblo
Regional Building Department, Pueblo Urban Renewal
Authority, Rocky Ford, Severance, Sheridan, Silverthorne,
Snowmass Village, Summit County Telecommunications
Consortium, Trinidad, Vail, Western Colorado Regional
Dispatch Center, Westminster, Wheat Ridge, Windsor,
Woman Creek Reservoir Authority, and Woodland Park.

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, Operations Manager
Amanda Longacre, Claims Trainee
Cristina Barthle, Senior Loss Control Representative
David Krajicek, Loss Control Representative/Industrial Hygienist
Destiny Johnson, Marketing Coordinator
Eileen Chavez, Training & Event Specialist
Erik Schriewer, Senior System Administrator
Jay Williamson, Loss Control Supervisor
Nicholas Paoli, Loss Control Representative
Sarah Hiett, Loss Control Representative/Trainer
Stephen Dellerba, Senior Marketing Representative

WELCOME

Courtney Fagan, Strategy & Member Engagement Manager, introduced Martee Erichson, Chairperson of the Board, to the membership. Erichson called the meeting to order at 11:06 a.m. She thanked the members for attending the first-ever virtual General Membership Meeting.

Erichson reported that she was looking forward to hosting this meeting in the City of Westminster, but that has been rescheduled to 2025.

CIRSA staff is working on new ways to educate and connect with members virtually, including establishing a Member Advisory Committee to collect feedback on new initiatives, programs, and services.

Erichson noted that CIRSA remains financially stable. The Board is focused on achieving the target levels set by the Net Target Position study conducted by PriceWaterhouseCoopers. CIRSA staff is preparing for excess and reinsurance renewals and are working with carriers to minimize the impact to our rates.

Erichson reported that favorable weather, safer employees, and people working from home have contributed to a decrease of 20% in workers' compensation claims for the first five months of 2020. The Claims Department has recovered almost \$900,000 through its subrogation efforts.

Erichson announced that CIRSA's Ethics, Liability & Best Practices for Elected Officials handbook received a 2020 Outstanding Achievement award from the Public Risk Management Association (PRIMA).

Erichson reported that CIRSA welcomed back 100% of members in the property/casualty pool and 98% of members in the workers' compensation pool for 2020. Erichson recognized the members that joined in 2020: City of Evans, Town of Ordway, Roaring Fork Transportation Authority, Gunnison Valley Transportation Authority, Foothills Animal Shelter, and Town of Bow Mar.

The CIRSA Board continues to strive for transparency and increased outreach with the membership.

Erichson thanked the members for their partnership and support.

CHANGES TO THE AGENDA

Tami Tanoue, Executive Director of CIRSA, announced that we did not have a quorum and would not be able to take

official actions at this meeting. Therefore, agenda items 5. Consent Items for Approval, 6. Old Business/Action Items, and 7. New Business/Action Items would be deferred to the next meeting at which there is a quorum. There would not be a vote on the election or re-election of Board members and pursuant to the CIRSA Bylaws, all of the existing Board members will continue to hold their offices until we are able to hold an election for their seats.

INTRODUCTION OF BOARD MEMBERS

Chairperson Erichson introduced the Board of Directors to the Membership.

BOARD OF DIRECTOR COMMENTS

Crystal Twedt, City of Durango, thanked CIRSA and the member organizations and municipalities for all they have been doing during these challenging times. Jeff Durbin, Town of Fraser, thanked everyone for attending and for their hard work.

MEMBER COMMENTS

None.

EXECUTIVE DIRECTOR REPORTS

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

Tanoue thanked everyone for attending the first virtual General Membership Meeting and looks forward to the time when we can meet again in person. Karl Mecklenburg was scheduled to speak at this meeting but has agreed to come back next year.

CIRSA had to pivot to different ways to deliver services as the pandemic took hold. Desktop audits, videoconferencing training, and virtual meetings have become the norm for several months. CIRSA continues to update the blog, record webinars, and has placed the entire "CIRSA 101" orientation online. Staff is transitioning back to live interactions and will maintain both approaches going forward.

Tanoue reported that the spring and summer regional

lunches have been postponed and the CML conference will take place in a virtual format in August.

Tanoue outlined the challenges facing the insurance environment, including Colorado being categorized as a “cat” state due to wind and hail, large police liability settlements, the Covid-19 pandemic, and the social upheaval following the George Floyd tragedy in Minneapolis. Colorado also expanded law enforcement liability with Senate Bill 20-217, which will impact 2021 renewals.

Tanoue acknowledged these are unprecedented times and CIRSA remains committed to providing coverages and services that members need and expect. CIRSA will continue to secure the most comprehensive and affordable coverages available and will support members in the new legal and liability environment for law enforcement. Tanoue thanked members for their support.

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: 2019 SAFETY AWARDS

Erichson announced the 2019 Safety Awards.

Safety Champion Award winners: Town of La Veta Maintenance Department; Martin Waln, Safety Manager, City of Trinidad; Lee Carstensen, Parks Supervisor, City of Pueblo; and Lori Wisner, Risk Manager, Town of Erie.

Property/Casualty Loss Prevention Award winners: Broomfield, Castle Rock, Cheyenne Wells, Eagle Valley Library District, Estes Park, Fort Morgan, Golden,

Greenwood Village, Haxtun, Housing Authority of the City of Pueblo, Las Animas, Limon, Loveland, Minturn, Western Colorado Regional Dispatch Center, Westminster, and Windsor.

Workers’ Compensation Loss Prevention Award winners: 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, and Western Colorado Regional Dispatch Center.

ADJOURNMENT

Chairperson Erichson adjourned the meeting at 11:35 a.m.



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 Kuczmarski, 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.

