

2022 CIRSA

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GENERAL MEMBERSHIP MEETING

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WEDNESDAY, JUNE 22, 2022

# Breckenridge

This booklet contains the 2022 General Membership Meeting agenda, minutes from the 2021 General Membership Meeting, Board of Director election information, voter designation instructions, speaker summaries and biographies, and the CIRSA Travel Reimbursement Policy.



# YOU ARE CORDIALLY INVITED TO THE

## 2022 GENERAL MEMBERSHIP MEETING WEDNESDAY, JUNE 22, 2022

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### MEETING LOCATION:

The Maggie Event Center  
575 South Park Avenue, Breckenridge, CO 80424

### AGENDA

- 10:30 a.m. The Law of Civility by Sam Light, General Counsel
- 11:45 p.m. Lunch buffet begins
- 12:30 p.m. General Membership Meeting & Board of Director Elections
- 1:30 p.m. *Safety: Igniting Your Passion for Safety* presented by Karl Mecklenburg, former Denver Broncos Captain and All-Pro Linebacker
- 2:30 p.m. Safety Awards Presentation
- 3:00 p.m. Demystifying Cyber Security by Jim Kilmer, Partner and Division Director for The OPAL Group
- 4:30 – 5:30 p.m. Reception and networking

# RSVP

Please RSVP to the General Membership Meeting  
by Tuesday, June 14 to secure your place.

To RSVP online

[Click Here](#)

and enter your CIRSA website user name and password.

You may also call or email Shannon Pursley, Marketing Manager  
at 303-594-6249 or [shannonp@cirsa.org](mailto:shannonp@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

Parking will be complimentary for CIRSA GMM attendees in the F Lot on South Park Avenue (access from 400 S. Park Avenue). It is centrally located and is less than a 10-minute walk to the Maggie Event Center. No parking pass is needed.

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

Dear Member,

After two years of virtual General Membership Meetings, we're excited to announce that this year, we'll be meeting in person in Breckenridge on June 22! We hope you will take advantage of this opportunity to connect with your fellow members over lunch, stay up to date on important risk management issues, and exercise your vote as 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 pages 8-9 for bios of the Board Members running for re-election.

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 6 for more information.

A not-to-be-missed part of this meeting will be the keynote speech by Karl Mecklenburg, one of the greatest Denver Broncos players of all time! As a linebacker, Mr. Mecklenburg was a key part of the Broncos' success from 1983-1994 and has become the only NFL legend to have earned the Certified Speaking Professional designation. We are also excited to provide presentations by Sam Light, CIRSA General Counsel, who will review the law relating to efforts to control incivility in various settings; and Jim Kilmer, The OPAL Group Partner and Division Director, who will demystify the complexities associated with cyber security.

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 14.

We look forward to seeing you at The Maggie in Breckenridge!

Sincerely,



Martee Erichson  
Board Chairperson



Tami A. Tanoue  
Executive Director

# BUSINESS MEETING AGENDA

1. Roll Call (Tami Tanoue, Executive Director)
2. Welcome (Martee Erichson, Board Chairperson)
3. Changes to the 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 22, 2021 General Membership Meeting
  - b. Approval of Minutes from June 24, 2020 General Membership Meeting
  - c. Approval of Minutes from June 18, 2019 General Membership Meeting
8. Old Business/Action Items
  - a. None
9. New Business/Action Items
  - a. Board of Director Elections
10. Executive Director Report (Tami Tanoue)
  - a. Introduction of CIRSA staff and Guests
  - b. Administrative Update
11. Other Matters (Chairperson Erichson)
12. Adjourn

# 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 22, 2022.

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 Shannon Pursley, at [shannonp@cirsa.org](mailto:shannonp@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 06/2022	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	
Michael Penny	City of Castle Pines	10,000 to 40,000		4/22		X



# BOARD MEMBERS UP FOR ELECTION



## GREG CATON

**CITY MANAGER,  
CITY OF GRAND JUNCTION**

Greg Caton is a native Coloradan who joined the City of Grand Junction in June 2016. Mr. Caton served eight years as assistant city manager for the City of Durango. Mr. Caton is an active advocate for local government within Colorado, participating in statewide multijurisdictional groups, as a board member for CIRSA from June 2005 – November 2010 and June 2018 – present, and as a current executive board member for CML.

He holds a bachelor's degree in Political Science from Fort Lewis College in Durango, Colorado, and a master's degree in Public Administration from the University of Colorado at Denver. Mr. Caton has received the Credentialed Manager designation from ICMA (International City/County Management Association).



## SHANE HALE

**TOWN MANAGER,  
TOWN OF WINDSOR**

Shane is a fourth generation Coloradan, a Navy veteran, husband, and father of two. He has been working in Colorado local government for 20 years, which includes an internship in Poncha Springs, Town Manager for the Town of Grand Lake, City Manager for the City of Cortez, and his current position as Town Manager in Windsor. Shane loves serving on the CIRSA Board, and works to ensure that CIRSA remains on a strong financial footing

while providing a great value for the members, by offering services that are well above and beyond a typical insurer. He holds a master's degree in Political Science from the University of Colorado at Denver, and is an ICMA credentialed manager. During his free time, Shane enjoys spending time with his family and participating in many of the great things that Colorado has to offer — golfing, fishing, skiing, mountain biking and camping.





## SARA OTT

### CITY MANAGER, CITY OF ASPEN

Sara Ott has served the City of Aspen, CO since 2017, and worked for Midwest US communities from 2000-2017. She was appointed to fulfill an unexpired CIRSA board term in May 2021. Sara served as a municipal risk manager for the City of Liberty, MO; has participated in group insurance pools for workers' compensation and liability coverages in several cities; and later served in leadership roles including appointment as city

manager in Aspen, CO in 2019. She holds a bachelor's degree from Ohio Wesleyan University and a master's degree in Public Administration from the University of Kansas. She enjoys working for local government and values the opportunity to continue to serve Colorado's small communities on the CIRSA Board.

# 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 2021 & 2022 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 AWARDS WINNERS

## **SAFETY CHAMPION AWARD**

Brent Engel, Arborist,  
Westminster  
John Vann, Sr. Landscape Architect,  
Westminster  
Heather Spainhower,  
Management Assistant, Fountain  
Dave Sisneros, Shop Coordinator,  
Monte Vista  
The Northglenn Streets  
Department, Northglenn  
John Nihiser, Building & Planning  
Department, Rifle  
Joseph Harris, Recreation  
Supervisor III, Westminster  
Becky Stensvad, Public Works  
Safety Coordinator, Winter Park

## **LOSS PREVENTION AWARD, PROPERTY/ CASUALTY**

Arkansas River Power Authority  
Town of Berthoud  
Town of Blue River  
City & County of Broomfield  
Colorado Information Sharing  
Consortium  
City of Dacono  
Town of Erie  
Flatiron Improvement District

Garfield Clean Energy Collaborative  
Gunnison/Hinsdale Combined  
Emergency Telephone Service  
Authority  
Town of Hooper  
Jefferson Parkway Public Highway  
Authority  
Town of Julesburg  
Town of La Veta  
Larimer Emergency Telephone Authority  
City of Las Animas  
Las Animas County E911 Authority  
Town of Minturn  
Town of Montezuma  
Town of Nederland  
Northwest Parkway Public Highway  
Authority  
Old Dillon Reservoir Water Authority  
Town of Pagosa Springs  
Town of Poncha Springs  
Regional Housing Alliance of La Plata  
County  
Town of Sawpit  
Town of Silverthorne  
Southwest Colorado Council of  
Governments  
Summit County Telecommunications  
Consortium  
City of Westminster  
Town of Winter Park  
Woman Creek Reservoir Authority

## **LOSS PREVENTION AWARD, WORKERS' COMPENSATION**

Town of Calhan  
Town of Cokedale  
Town of Eaton  
Eaton Housing Authority  
Town of Lochbuie  
North Front Range MPO  
Town of Timnath  
City of Wheat Ridge  
Town of Windsor

## **COMBINED WINNERS OF BOTH PC & WC**

Town of Brookside  
Garfield County Emergency  
Communications Authority  
Town of Gilcrest  
Town of Haxtun  
Town of Holly  
Lamar Housing Authority  
Town of Larkspur  
Town of Walsh  
Western Colorado Regional Dispatch  
Center



# KARL MECKLENBURG

## SAFETY: *IGNITING YOUR PASSION FOR SAFETY*

Former Denver Broncos Captain and All-Pro Linebacker Karl Mecklenburg rose from being a college walk-on and a 12th round draft pick to an NFL career that included six Pro Bowl and three Super Bowl appearances. He was arguably the most versatile player in the NFL often playing all seven defensive front positions in the course of a single game. Karl was selected as the AFC Linebacker of the Year and the AFC player of the Year. In 2001, he was inducted into the Denver Broncos Ring of Fame and the Colorado Sports Hall of Fame. Karl was a semifinalist for the Pro Football Hall of Fame for eight consecutive years.

Karl and his wife Kathi live in Colorado and continue their charitable commitments working with Food Bank of the Rockies alongside Empower Retirement. Karl also serves as the Broncos representative for Taste of the NFL.

Mecklenburg is the only NFL legend to have earned the Certified Speaking Professional (CSP) designation from the National Speakers Association and he approaches speaking with the same intelligence, passion, and intensity that punctuated his great football career.



## SAM LIGHT

### THE LAW OF CIVILITY

We've heard, read, and talked a lot about incivility in the public sphere, and your entity has likely witnessed or experienced episodes of incivility now and then. From a legal perspective, what can be done about it? In this presentation, CIRSA General Counsel Sam Light will review the current state of the law relating to efforts to control incivility in various settings, including public meetings, the workplace, and the digital realm. Sam's presentation will highlight with real-life examples the risks that public entities and officials can face in efforts to control incivility and will suggest "best practices" that can be utilized in getting folks on board with your entity's commitment to civility.



## JIM KILMER

### DEMYSTIFYING CYBER SECURITY

Jim Kilmer is a Partner and Division Director for The OPAL Group. Jim brings 27 years of experience in Software Engineering and IT Security to improve business processes and data security awareness in small-to-medium enterprises. His focus is on educating non-technical managers and staff on the need for creating a data security culture within their organization, and running a “Geek to English” translation service for stakeholders struggling to understand the complexities of modern information security. He leads a team of software developers and IT specialists serving a client base spanning three continents, in a diversity of industries including Manufacturing, Insurance, Risk Management and Financial Services. Jim is a frequent speaker at conferences and seminars addressing cyber security for small and mid-sized organizations, and is on the organizing committees for several other global technology conferences.



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



# CIRSA MEMBER MUNICIPALITIES

## **Below 10,000**

Aguilar  
Akron  
Antonito  
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  
LaSalle  
Leadville  
Limon  
Lochbuie  
Log Lane Village  
Lyons  
Mancos  
Manitou Springs  
Marble  
Mead  
Meeker  
Merino

## CIRSA MEMBER MUNICIPALITIES (CONTINUED)

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

# GENERAL MEMBERSHIP MEETING

## JUNE 22, 2021

### VIA MICROSOFT TEAMS

## MINUTES

### BOARD MEMBERS PRESENT

Martee Erichson, City of Westminster, 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  
Sara Ott, City of Aspen  
Jason Slowinski, City of Golden

### MEMBERS PRESENT

Akron, Arkansas River Power Authority, Aspen, Avon, Bayfield, Bennett, Black Hawk, Breckenridge, Brighton, Brookside, Calhan, Canon City, Carbondale, Castle Pines, Centennial, Cherry Hills Village, Cheyenne Wells, Coal Creek, Commerce City, Cortez, Cripple Creek, Dacono, Eagle Valley Library District, Eaton, Eaton Housing Authority, Elizabeth, Erie, Estes Park, Estes Park Housing Authority, Evans, Fairplay, Firestone, Fort Lupton, Fountain, Foxfield, Frederick, Frisco, Garfield County Emergency Communications Authority, Glendale, Glenwood Springs, Golden, Grand Junction, Greenwood Village, Historic Arkansas Riverwalk of Pueblo, Housing Authority of the City of Pueblo, Hudson, Julesburg, Keenesburg, Kersey, La Junta, La Veta, Lamar, Leadville, Lochbuie, Loveland, Mancos, Manitou Springs, Minturn, Montrose, Mountain View, Mountain Village, Mt. Crested Butte, Nederland, Northglenn, Northwest Colorado Council of Governments, Pueblo, Pueblo Regional Building Department, Pueblo Urban Renewal Authority, Ramah, Red Cliff, Rocky Ford, Severance, Silverthorne, Snowmass Village, Stratton,

Trinidad, Westminster, Wheat Ridge, Windsor, Winter Park, Woman Creek Reservoir Authority, Woodland Park, Wray.

### STAFF PRESENT

Tami Tanoue, Executive Director  
David Beacham, IT Manager  
Courtney Fagan, Strategy & Member Engagement Manager  
Greg Barlow, Loss Control Manager  
Mike Wagner, Claims Manager  
Sam Light, General Counsel  
Mary Beth Brown, Operations Manager  
Destiny Johnson, Marketing Coordinator  
Eileen Chavez, Training & Event Specialist  
Jay Williamson, Loss Control Supervisor  
Sue Eisenhoffer, Senior PC Claims Representative  
Amanda LeClair, Senior WC Examiner  
Craig Stevens, Property Claims Specialist  
Alex Orford, Graphic Design & Production Specialist

### WELCOME

Martee Erichson, Chairperson of the Board, introduced herself to the membership. Erichson called the meeting to order at 10:13 a.m. Erichson introduced Tami Tanoue, CIRSA Executive Director and asked participants to sign into the meeting so that voters can be counted to determine if a quorum is present.

Erichson thanked the members in attendance. CIRSA is looking forward to returning to in person training at upcoming events such as Tami's Lunch Bunches, Law Enforcement Roundtables, and Abuse Risk Management Seminars. Erichson encouraged members to schedule

onsite safety trainings and to attend Sam Light's presentation.

Erichson reported that due to the increased number of cyber liability claims, CIRSA now offers the KnowBe4 cyber security training platform for free to members. CIRSA is also focusing on services for police departments, as law enforcement liability continues to be a major issue for members. The Loss Control Department has implemented the Cordico wellness app for police officers, as well as mental health services through Dr. Jamie Brower.

Erichson announced that Alyssa Watzman has been added to CIRSA's defense panel. Ms. Watzman specializes in cyber related losses and has been a great resource to members.

Erichson noted that as CIRSA continues to increase membership and covered exposures, the Board remains focused on achieving target levels and ensuring CIRSA remains financially stable. As the Board works toward those goals, members can rest assured that the best interests of members are always top of mind.

Erichson thanked the members for their partnership and support.

## EXECUTIVE DIRECTOR REPORT

Tanoue thanked everyone for attending the virtual General Membership Meeting.

Tanoue reported that the pandemic brought many challenges for members, but one benefit was a significant reduction in claims. Favorable claims experience, along with reduced administrative expenditures, resulted in an almost \$8.5 million increase in net member equity.

CIRSA is monitoring the insurance market in preparation for excess and reinsurance renewals. The hard market is expected to continue, especially in liability coverages. The largest liability reinsurance cost is law enforcement liability coverage. Sexual abuse and molestation will be another liability coverage where cost pressures are expected, especially with the passage of Colorado Senate Bill 21-88.

Property reinsurance appears to be flat compared to

past years. Cyber liability risks are intensifying, which will influence the availability and cost of cyber liability coverage. Tanoue reassured members that though the pressures in the insurance and reinsurance market are concerning, CIRSA is well-prepared to withstand the challenges.

Tanoue reported that CIRSA has 282 members with a 99 percent renewal rate in both PC and WC pools for 2021. As members continue to grow and evolve, CIRSA pledges to continue evolving in order to be relevant to changing needs.

## 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.

## OLD BUSINESS/ACTION ITEMS

None.

## OTHER MATTERS

None.

## 2021 SCHOLARSHIP AND TIMOTHY GREER ENDOWMENT RECIPIENTS

Erichson announced the 2021 CIRSA Scholarship Recipients:

- Lillian Simpson, Deputy Town Clerk, Buena Vista
- Kathryn Ducharme, Human Resources Analyst, Cherry Hills Village
- Madeline Westbrook, Deputy Clerk, Creede
- Adrienne Stuckey, Town Clerk, Dillon

- Carrie Buhlman, Operations Sergeant, Eagle
- Joe Staufer, Chief of Police, Eagle
- Brian Murray, Finance Officer, Elizabeth
- Harmony Malakowski, Deputy Town Clerk, Elizabeth
- Heidi Leatherwood, Town Clerk, Erie
- Shawna Finkenbinder, Treasurer, Keenesburg
- Richard Gallegos, Deputy City Clerk, Las Animas
- Marissa Davis, Deputy Town Clerk, Lyons
- Amber Tumlin, Deputy City Clerk, Manitou Springs
- Tina Erickson, Deputy Town Clerk, Monument
- Miranda Fisher, Deputy Town Administrator/Town Clerk, Nederland
- Melissa Matthews, Clerk, Red Cliff
- Carrie Wilson, Town Clerk, Rockvale
- Kelli Fries, Town Clerk, Silverton
- Andrew Southard, Sr. Safety Analyst, Westminster

Erichson announced the 2021 Timothy Greer Endowment Award Recipients:

- North Front Range MPO for Fleet Management Association Training
- City of Victor for a Shore Box System
- Town of Windsor for SIGMA Tactical Wellness Calcium Screening

## CONSENT ITEMS

Tanoue reported that the number of voters was still being counted and determining a quorum would have to take place after the meeting.

There was a motion made and seconded to APPROVE THE MINUTES OF THE GENERAL MEMBERSHIP MEETINGS ON JUNE 24, 2020 AND JUNE 18, 2019, CONTINGENT UPON WHETHER A QUORUM IS PRESENT.

Motion carried unanimously.

It was determined that there was not a quorum, so the motion and second were nullified.

## ADJOURNMENT

Chairperson Erichson adjourned the meeting at 10:35 a.m.

# 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  
Stephen Dellerba, Senior Marketing 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 Hiett, 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.

