

**Districts Mutual Insurance - Risk Managers Quarterly Meeting
Wisconsin Technical College Foundation, Waunakee, WI
July 18, 2008 – 9:30 a.m.**

Members Present: Dan Hartstern (BTC); Doug Olson (CVTC); Barb Kieffer (FVTC); Sue Debe (GTC); Cindy Dross (LTC); Ed Noehre, Lori Stier (MATC-Madison); Bonnie Baerwald (MPTC); Janice Falkenberg, Walter Lanier (MATC-Milw); Nelson Dahl (MSTC); Jill Price (NATC); Jane Kittel (NTC); Jim Blumreich, Tim McNulty (NWTC); Stan Hollmann (SWTC); Jim Rehagen, Tim Greene (WCTC); Amy Schmidt (WTC); Steven Stoeger-Moore (DMI)

Guests Present: Steve Senor (CVTC), Ahdea Jarvis (Gander Consulting); Joy Gander (Gander Consulting); Jim Lang (Gallagher Bassett); Mark Czganiak (ServiceMaster) [left 10:00] Mike Carney,

Recorder: Geri Justinger (DMI)

The meeting was called to order at 9:30 a.m.

1. Introductions

2. Claims Review

- a. **United Heartland**
- b. **Midwest Claims**

3. Training Kit and Safety Audit Template – Steven Senor, Safety Instructor - CVTC

Mr. Stoeger-Moore introduced Steven Senor as a Safety and Health Instructor for CVTC. He distributed kits to each of the Districts that can be used for annual training for OSHA safety and health for 13 months – from August 2008 to August 2009. Two of the main points of the kit are that it is portable and that it puts accountability on the individual. There was a question as to who it was applicable to – Mr. Senor stated that it should be reviewed and applied on an individual District basis. He further stated that the kit is mostly setup as an overview. Districts are to contact Geri Justinger if they are interested in receiving additional kits.

4. Disaster Recovery Plan – Mark Czganiak, Don Lloyd – ServiceMaster

Mr. Stoeger-Moore introduced Mr. Czganiak from ServiceMaster. He brought folders that he stated contained good information for disaster planning. He showed a brief movie depicting a real life example of a disaster and the restoration efforts that ServiceMaster was able to provide. He stated that pre loss planning is the best insurance available. He stated that ServiceMaster response is 24/7/365. He reviewed the list of services available with the group. There was a question from the group regarding what happens during an emergency situation. Mr. Czganiak stated that the main benefit of signing up as a customer is priority treatment during emergency type situations.

There was a comment following the presentation by Mr. Senor and Mr. Stoeger-Moore to contact service providers now and make arrangements to become preferred customers.

5. Hartford Steam Boiler Service Proposal

Mr. Stoeger-Moore stated that Hartford Steam Boiler continues to do jurisdictional inspections. A coverage enhancement has been the addition of 2 free infrared scans - SWTC and NTC offered to have this service done at their locations.

6. Risk/Loss Control Committee Report – Tim Greene

Tim Greene spoke with the group regarding the happenings of the Risk/Loss Control Committee. He spoke about the goals of the group for the upcoming year.

7. Student Health / Accident Insurance Update – Ahdea Jarvis, Gallagher

There was discussion regarding the memo from Mr. Petersen and how this could be implemented. The consensus of the group was that this should continue to move forward. Ms. Jarvis will need a list of the Districts that want to be involved in the program and the number of students that would be eligible for the coverage. It was determined that a communication piece be sent to all the Districts summarizing this process. It was suggested that the SHIRG workgroup meet in person to work out some further details to continue the process.

8. DMI/Gallagher Bassett Loss Control Campus Security Audit – Jim Lang – Gallagher Bassett

Mr. Stoeger-Moore explained that there will be a change in direction for the services that Gallagher Bassett will be providing this year. In order to create a template for the group - Mr. Lang will be conducting three campus security audits and facilitating a meeting to discuss best practices. He reviewed some examples of CPTED (Crime Prevention through Environmental Design) with the group. Mr. Lang reminder the group to use the Governor's Task Force report as a great resource

9. International SOS Service Program – Jim Blumreich

Mr. Blumreich has been working with the purchasing consortium and has contracted with International SOS for foreign travel protection services. Mr. Blumreich wanted to make sure that everyone knows that this program is available for the 12 Districts that enrolled in ACE Foreign Travel. This program compliments the current foreign travel insurance that is currently in place – it is a service program.

10. DMI Change in Contact Information

Mr. Blumreich spoke about the research that has been done locally (at NWTC). He will send Mr. Stoeger-Moore a copy of the resources that he has compiled. This topic will be revisited to the January meeting.

11. Update from BOD

Mr. Stoeger-Moore introduced the newly elected Board members, Barb Kieffer - Secretary, Stan Hollmann - Secretary, Doug Olson – President. Mr. Olson stated that the Board extended Mr. Stoeger-Moore's contract until June 2010 with additional feedback from the members. The Board also approved the hiring of a full-time loss control specialist. There are property appraisals that need to be completed/updated – DMI will fund the cost of these appraisals up front and then bill them in the following year's premium billing cycle. Mr. Olson spoke about high value vehicles valuation – beginning next year policies will be rated on values (over \$50,000) please value at ACV. There was a question about ACV on ambulance, police cruisers, etc. Steven Stoeger-Moore will provide a contact number for a service provider.

12. 7/1/08 Renewal Questions

A question was asked about policies and when they would be received. Joy Gander will follow-up with Erin Dawson. Mr. Stoeger-Moore stated that Districts keep copies of their policies and endorsements indefinitely.

13. Proposed Meeting Dates – Start Time?

For the October meeting the Risk/Loss Control Group will be meeting with the Risk Manager Group. The meeting will begin at 9 a.m.

14. Topics from Group

There was discussion about how the additional staff person will be utilized.

15. Adjourn at 1:50 p.m.

Respectfully submitted,

Gerri A. Justinger
DMI Administrative Consultant