

**City of Bristol, Connecticut  
Insurance Committee Meeting  
January 13, 2012**

A meeting of the Insurance Committee of the Board of Finance was held on January 13, 2012 in the 1<sup>st</sup> Floor Meeting Room of City Hall. The following were in attendance: Committee Members: John Smith and Robert Casar City: Glenn Klocko, Robin Manuele, Diane Ferguson, Roger Spear, Roger Rousseau PMA: Fred Moreno Tracy Driscoll: Mike Rivers.

The meeting was called to order at 8:35 a.m.

**1. Meet with Tracy Driscoll to discuss the RFP for Property, Liability, and Workers' Compensation Insurance and take any action as necessary.**

Discussion was held on the mod number. PMA, Tracy Driscoll and HD Segur have been working together to pull the necessary information. The filing has to come from the agent, and not before February 1. Typically, the mod number is then received two to three weeks after submission. The \$75 fee will be absorbed by Tracy Driscoll. PMA & HD Segur will have to have the application and data ready for submission. All other information (besides the mod) can be provided to the insurance carriers. John explained the City needs to have some type of plan because there are different guaranteed cost options. Mike Rivers expects the mod to be around 1.5 or lower. It would be better to go out to bid with the actual number, so the bid process is not thrown off. Roger stated everything else (property and liability) is in place with the exception of Workers' Comp. Last time the bid was issued, it was not assigned who could bid with what company. It was agreed to let the incumbent choose first. Mike stated the incumbent could choose the top two and others will be based on the number of bids. John would like a copy of the RFP before it is issued. Mike suggested adding Burns Brooks of Torrington and Smith Brothers of Glastonbury to the distribution list.

Robin stated she did formally notify Dom Perno the City will be issuing an RFP. John also spoke with him regarding this, there is a lot of run off which will continue with PMA.

*Roger Rousseau left the meeting.*

**3. Update on Wellness Program and take any action as necessary.**

A brief discussion on wellness was held. Diane stated the Committee needed to be formulated and get moving. A payroll staffer went out this week explaining employees should expect to receive specific information on the City's new wellness initiatives during the first quarter of 2012. John requested a meeting in the next few weeks of the Insurance Committee specifically dedicated to wellness. It would be beneficial to the City to have a person devoted to Wellness only if this is going to work. The possibility of hiring an outside consultant was discussed. Diane, Glenn, Robin and Dennis are going to meet before the next Insurance Committee meeting to discuss.

**2. Meet with PMA Management Corp. to discuss the City's Self Insured Workers' Compensation Plan and take any action as necessary.**

Fred went over the Claim Comparison report. There have been no individual claims valued over \$100,000 for the year. Right now there doesn't appear to be any claims which are going to take off. Hopefully the City can continue to run this good. The Committee also reviewed the location summary report for claims by year.

Fred reviewed the services provided to the City since July 1. The stewardship report was completed, CL&P high power line electrical safety training was provided to City

employees, ergonomic surveys were completed at Bristol Eastern High School, the Safety Committee has met four times and OSHA required safety training was completed for City employees. John Smith asked what the results of the ergonomic survey were. Fred explained it was a variety of different problems, all being resolved. John questioned if any departments have been accident free. Anywhere else you go, Yarde Metals, new school sites, you will see how many days since the last accident. Maybe an incentive would motivate the Departments. Fred explained the situation in Watertown where the Public Works Department went accident free for an entire year.

The Board of Education seems to be doing better this year, in the past there was a string of special education students injuring teachers. The automated garbage trucks make a huge difference in the number of injuries. Roger Spear explained there are injuries every year because of leaf pick up. The new tipper truck for Parks Department is preventing injuries as well.

Discussion was held on multiple back injuries in the Police Department along with the treatment process. John suggested reviewing the medical protocol for back injuries. Diane has a meeting scheduled with PMA at the end of the month and can discuss.

#### **4. Adjournment.**

Commissioner Casar made a motion to adjourn at 9:22 a.m.

Respectfully Submitted,

*John Smith/jam*

John Smith, Chairman