

2009 Colorado PRIMA Officers

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City of Northglenn
PO Box 330061
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Secretary

Vacant— Please contact any of the officers if you are interested in volunteering for this position

Doug Clark, Director

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www.coloradoprimary.org

January 2009 Newsletter

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NEXT MEETING

**January 15, 2009
9:00 am — 11:30 am**

**Americans with Disabilities Act (ADA) Update
Presented by:
Stephen Finley, Denver Public Schools**

**Location:
CIRSA
Board Room
3665 Cherry Creek Drive North
Denver, CO 80209**

**Please RSVP by e-mailing or calling
Audrey Shon at audrey@cstdsip.net or
720-570-4551 by January 9, 2009
So that we can include you
in the catering count.**

If you have any questions, comments or suggestions for this publication, please contact any of the PRIMA Officers.



President's Corner

Dear Colorado PRIMA Colleagues,

Happy New Year everyone! Can you believe we survived 2008? The City of Denver hosted the Democratic National Convention with an acceptance speech at Invesco Field. This was no easy undertaking for Ray Sibley's Risk Management Department. We finally made it through a tidal wave of political advertising, elected our next President and made history in the process. You'd think this would be enough, but no, we are in the midst of the biggest recession in our history with unheard of bailouts for our financial and insurance giants and Big Three Auto giants.

How does all this relate to Risk Management? Well my friends, when the money gets tight and the credit gets tight, we better make sure we are doing our best to prevent unnecessary claims and injuries for our jurisdictions. This is the time we need to seriously review what is working and what isn't, and implement the changes to make our workplace operate even more consistently and efficiently. This is where your membership with Colorado PRIMA will stand out. Our membership meetings will continue to be packed with great educational opportunities such as Americans with Disabilities Act (ADA) Updates, Background Checks and Why They Can Save Your Organization and Indoor Air Quality Issues, just to name a few. We also value our membership meetings as a time to get re-acquainted with our peers, to get sage advice or give advice so that we can perform our profession even better. You will notice we have added a half hour of time to our meetings this coming year so that we have this time to re-connect. Our website, coloradoprime.org, has been redesigned to make it easier to navigate. We want our website to be a tool for you to use to find the information you are seeking to help you with your risk management issues. Please let us know what we can do better to make this tool work for everyone.

This is our time to ask everyone to renew your membership with Colorado PRIMA. You will not find a better value anywhere. Government membership is still \$50 for the year with additional associate government members for \$25 each. Associate Affiliate members are \$100 for the year with additional associate affiliate members for \$50 each. Please download the application from our website, under membership, and email to Kathy Kvasnicka, kkvasnicka@northglenn.org. Please mail your check to:

Kathy Kvasnicka, Risk Manager
City of Northglenn
PO Box 330061
Northglenn, Colorado 80233

I look forward to seeing you at the January meeting.

Thanks,
Steve Bedard
President, 2009

2009 Meeting Calendar

DATE & TIME	SUBJECT	LOCATION
January 15, 2009 9:00 am—11:30 am	ADA Update Presented by: Stephen Finley, Denver Public Schools	CIRSA Board Room 3665 Cherry Creek Drive North Denver, CO 80209
February 19, 2009 11:00 am—1:30 pm	Background Checks & Why They Can Save Your Organization Presented by: Stacey Aurzada, City of Greeley	City of Greenwood Village Community Room at City Hall 6060 South Quebec Street Greenwood Village, CO 80111
March 19, 2009 9:00 am—11:30 am	Indoor Air Quality Issues Presented by: Rob Strode, Chemistry & Industrial Hygiene	City of Lakewood Employee Relations Training Room 480 South Allison Parkway, 2nd Floor Lakewood, CO 80226
April 16, 2009 11:00 am—1:30 pm	Wellness Presented by: Kaiser On-The-Job	Castle Rock Town Hall Council Chambers 100 North Wilcox Street Castle Rock, CO 80104
May 21, 2009 9:00 am—11:30 am	The True Cost of Losses Presented by: James Graham, Applied Risk Solutions	Arapahoe County West Hearing Room 5334 South Prince Street Littleton, CO 80166
May 31-June 3, 2009	National PRIMA Conference	Hilton Anatole Dallas Hotel Dallas, Texas
July 16, 2009 11:00 am—1:30 pm	To Be Determined	Thornton City Hall 1st Floor Training Room 9500 Civic Center Drive Thornton, CO 80229
August 9-11, 2009	Colorado PRIMA Conference	Vail Cascade Resort & Spa 1300 Westhaven Drive Vail, CO 81657 www.vailcascade.com
September 2009	The Rocky Mountain Risk Management Forum Co-Presented by: Rocky Mountain RIMS & Colorado PRIMA	To Be Determined
October 15, 2009 8:30 am—11:30 am Extended Meeting	Be Stress Savvy Presented by: Roger Rettig, MSPT, ATC, CIE, Colorado Physical Therapy Institute	Westminster City Hall Multipurpose Room 4800 West 92nd Avenue Westminster, CO 80031
November 19, 2009 11:00 am—1:30 pm	To Be Determined	Colorado School Districts Self Insurance Pool Training Room 6857 South Spruce Street Centennial, CO 80112
December 2009	Winter/Holiday Party	To Be Determined

Meeting Reminder

Don't forget that beginning in January Colorado PRIMA Meetings will be two and a half hours long. We are going to a longer meeting format allow our membership to have time to network with other Colorado PRIMA members.

Breakout of the New PRIMA Meeting Format	
First Hour	Networking
Next 30 Minutes	Colorado PRIMA Business Meeting
Last Hour	Training Session



PRIMA National Conference Scholarship Announcement

Are you interested in attending PRIMA's National Conference in Dallas, Texas coming up May 31, 2009 – June 3, 2009 but due to funding issues, you can't? This year the PRIMA Board is offering a \$1,500 scholarship to one lucky government member.

Here are the requirements for the scholarship:

- #1** – You must be a government member who is current in your 2009 PRIMA dues.
- #2** – If you win this scholarship, you have to attend PRIMA's 2009 National Conference.
- #3** – If you win this scholarship, you must be able to pay for the other expenses that the \$1,500 scholarship does not cover.

Does this interest you? If so, then send an e-mail to Audrey Shon at audrey@cdsip.net or a fax to 303-722-7888 **no later than 4 p.m. on January 31, 2009** stating your need, that if you win this scholarship that you will be attending PRIMA National Conference and that you will pay for the expenses incurred above and beyond the \$1,500 scholarship.

The Board will then draw the lucky winner's name from a hat and announce the scholarship winner at the February 19, 2009 PRIMA Meeting.

If you have any questions, please e-mail or call Audrey Shon (audrey@cdsip.net or 720-570-4551) or Steve Bedard (SBedard@parkeronline.org or 303-805-3119).

Thank You!

A special thank you goes to Buddy Gregory with the Town of Castle Rock for hosting the meeting location for the April 16, 2009 meeting, Kim Reed and John Salvino with Kaiser On-the-Job for offering to present at the April 16, 2009 meeting and for James Graham and Ann Graham with Applied Risk Solutions for offering to present at the May 21, 2009 meeting.



PRIMA Secretary Vacancy

Have you ever thought about becoming more active in your Colorado PRIMA Chapter but you weren't sure how to go about it or what it might entail? Colorado PRIMA is looking for a Secretary for 2009. Tasks associated with this position include:

- Preparing and sending out the monthly newsletter
- Attendance and participation in the monthly Membership Meetings, Board Meetings and Conference Committee Meetings
- Setting the meeting calendar including locations and presenters
- Setting up the caterers for the monthly Membership Meetings

Please contact any of the Colorado PRIMA officers if you are interested or if you would like more information regarding the position.

Meeting Topics & Presenters Needed

We are looking for meeting topics and presenters for the following meeting dates:

- July 16, 2009—Meeting runs from 11-1:30pm with the presentation from 12:30pm-1:30pm
- November 19, 2009—Meeting runs from 11-1:30pm with the presentation from 12:30pm-1:30pm

Please contact Audrey Shon (audrey@csdsip.net or 720-570-4551) if you have a suggestion for a meeting topic or if you would like to present a meeting topic.

Vest Pickup

Pat Skahill delivered the new PRIMA vests to all that ordered them at the Holiday Luncheon in December. About 25 vests were not picked up. If should have received a vest and did not pick it up, you will need to send a mailer at least as big as 12'x16' that is self addressed and stamped with at least \$2.02 of postage to Stephen Finley at Denver Public Schools at 900 Grant Street, Denver, CO 80203 or you can drop by the DPS Admin Building, just call Stephen at 720-423-3515 and let him know your are coming. If you are retrieving more than one vest please send separate mailer for each vest. If your name is on the list, please get your vest by the end of January 2009. **All vests that are not delivered by 01/31/09 will be absorbed into the collective.**

Please contact Stephen Finley at Stephen.Finley@dpsk12.org or by phone at 720-423-3515 if you have any questions.

Below please find a description for an open position in Risk Management for the City of Arvada. This is a 30 hour per week, benefited position.

Application Instructions:

Please visit our website at www.arvada.org/jobs for detailed job descriptions and to submit an application.

The City Of Arvada is an Equal Opportunity Employer

Please contact Kori Riley with the City of Arvada if you have any questions regarding this posting. She can be reached by e-mail at KRILEY@arvada.org or by phone at 720-898-7595.



CITY OF ARVADA

Job Description

Job Title: Risk Management Technician	Reports To: Risk Manager
Department: Finance	Division: Risk Management
Date Prepared: June 2002	Date Revised: December 2008
Grade: BTS4	FLSA Status: Non-Exempt

Position Purpose

Provides assistances to the Risk Manager in maintaining insurance coverage for the City of Arvada as well as the non-profit Arvada Economic Development Association, Sister Cities and Arvada Food Bank, to insure insurance coverage protection needs are met.

Essential Functions

1. Maintains division's purchasing and payment processes; writing purchase orders and entering invoices
2. Assists Risk Manager in reviewing City insurance policies; certificate of insurance requirements from contractors; and provide data for insurance bidding processes.
3. Assists in the preparation of renewal applications
4. Coordinates, edits and distributes quarterly safety newsletter.
5. Coordinates preparation of annual report including documentation of claims, insurance premiums, coverage, exposures, expenses and other pertinent data.
6. Performs ergonomic audits at employees request and makes recommendations; working with Workers' Comp analyst and Safety & Loss analyst.
7. Maintains volunteer insurance records including crossing guards at the Arvada schools.
8. Examines and authorizes applications for City special events and events for citizens.
9. Arranges travel/training for Risk Management and other departments upon request.

Other Functions

1. Other duties as required.

—Employees are held accountable for all duties of this job—

Scope of Authority:

Receives general supervision under the direction of the Risk Manager, with routine follow-up on specific functions. Plans daily work activities and prioritizes tasks. Generally detailed procedures cover the majority of work but often times decisions have to be made based on organizational policy and/or precedents.

Financial Accountability:

Approves expenditures up to a certain amount. Authority to purchase up to \$1,999 in equipment, supplies, and invoice payments.

Supervision Exercised:

No supervisory responsibilities.

Communication/Working Relationships:

Internal Contacts: Various employees throughout the City.

External Contacts: Citizens, vendors, brokers, contractors, and sales persons or vendors.

Working Environment/Physical Activities:

Work is primarily performed in an office environment. This position requires light physical work handling objects up to 20 pounds occasionally and/or up to 10 pounds frequently.

Job Qualifications

Knowledge, Skills & Abilities:

- Strong written and verbal communication skills with the ability to effectively communicate and interact with all levels of personnel within the City and the general public in a positive and cooperative manner
- Solid customer service skills
- Basic knowledge of workers compensation, property and casualty insurance principles
- Strong computer skills including financial management system, word processing and spreadsheets.

Minimum Education or Formal Training and Experience:

High School Diploma or GED and five (5) years experience in a business support role. General municipal insurance environment preferred.

Material and Equipment Directly Used:

Requires use of standard office equipment. Microsoft Word, WordPerfect, Excel, and Access software used.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Department Head: _____ Date: _____
Human Resources: _____ Date: _____