

Tukwila Pool Metropolitan Park District

2015 ANNUAL REVIEW

Presented by

**Chip McKenna,
Sr. Risk Management Representative**



July 2, 2015

Kim McCoy
Tukwila Pool Metropolitan Park District
710 W 13th Street
Vancouver, WA 98660-2810

RE: 2015 ANNUAL REVIEW & AUDIT

Dear Kim:

This letter is a follow-up to our meeting of July 1st to discuss the 2015 Annual Review and Audit. Following the terms of the WCIA Membership COMPACT, I visited to conduct a review of your Personnel practices as well as to provide you with other information as part of the Annual Review. First, I'd like to express my appreciation to you for setting aside a good portion of the day to meet with me.

2015 AUDITS: PERSONNEL

There was one mandatory requirement generated during the 2015 Personnel Audit.

Q. 5.5 Do you obtain a release/waiver from the applicant to perform background and reference checks?

AUTO PHYSICAL DAMAGE AND PROPERTY PROGRAMS

I provided current copies of your property schedule for review. Any changes to your schedule can be made "on line" at the WCIA Web Site. Please contact Tiffany, tiffanyw@wciapool.org, if you need assistance.

COMPACT STATUS & TRAINING REQUIREMENTS

To meet the 2015 COMPACT training requirements, staff needs to attend one additional WCIA sponsored training session.

SUMMARY

This completes the summary of my recent visit. I appreciated the hospitality shown me while I was there. If there is any way that I can be of further service regarding the visit or any other risk management concerns you may have, please let me know.

Sincerely,

Chip McKenna
Sr. Risk Management Representative
WCIA
206 575-6046 office
206 687-7908 direct
chipm@wciapool.org



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COMPACT Status Report

Entity

Tukwila Pool Metropolitan Park District
4414 South 144th Street
Tukwila, WA 98168
206-267-2350
www.tukwilapool.org

Delegate

Kim McCoy
kimccoy@tukwilapool.org
206-432-7550

If you would like information regarding previous COMPACT reports, please contact memberservices@wciapool.org.

COMPACT Report Year: 2015

Assessment Paid

Annual Audit Review
Completed

Date Completed Risk Management Rep Who Performed Audit

COMPACT Qualified Training

Member	Start Date	End Date	Title	General	City Attorney	Member Delegate	Audit Topic
McCoy, Kim	05/06/2015	05/06/2015	Employee Handbooks and Policies				
McCoy, Kim	05/06/2015	05/06/2015	Progressive Discipline and Discharge				

COMPACT Qualified Meetings

Member	Start Date	End Date	Title	Category	COMPACT
Burke, Steve	01/16/2015	01/16/2015	2015 Annual Full Board Meeting	Full Board	
McCoy, Kim	05/06/2015	05/06/2015	2015 Full Board Meeting - Yakima	Full Board	

Washington Cities Insurance Authority
P.O. Box 88030
Tukwila, WA 98138
Phone: 206.575.6046
Fax: 206.575.7426

Washington Cities Insurance Authority is a self insured municipal risk pool, offering liability, property and specialty insurance programs as well as risk management services to municipal entities in Washington state.

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WASHINGTON CITIES INSURANCE AUTHORITY

PO Box 88030
Tukwila, WA 98138
(206) 575-6046
Fax (206) 575-7426
www.wciapool.org

Administration:

Ann Bennett, Executive Director	(206) 687-7889	AnnB@wciapool.org
Eric Larson, Deputy Director of Insurance Programs	(206) 687-7892	EricL@wciapool.org
Jill Marcell, Deputy Director of Administrative Services	(206) 687-7894	JillM@wciapool.org
Tina Smith, Administrative Services Assistant	(206) 687-7896	TinaS@wciapool.org
Tiffany Woods, Programs Assistant	(206) 687-7905	TiffanyW@wciapool.org
Jennifer Lawson, Receptionist	(206) 575-6046	JenniferL@wciapool.org

Member Services/Training:

Patti Crane, Member Services Manager	(206) 687-7901	PattiC@wciapool.org
Maria Orozco, Member Services Coordinator	(206) 687-7895	MariaO@wciapool.org
Katie Madsen, Member Services Assistant	(206) 687-7897	KatieM@wciapool.org

Risk Services:

Robin Aronson, Risk Services Manager	(206) 687-7900	RobinA@wciapool.org
Chip McKenna, Senior Risk Management Rep	(206) 687-7908	ChipM@wciapool.org
Debbi Sellers, Senior Risk Management Rep	(206) 687-7891	DebbiS@wciapool.org
Lisa Knapton, Senior Risk Management Rep	(206) 687-7899	LisaK@wciapool.org
Tanya Crites, Senior Risk Management Rep	(206) 687-7904	TanyaC@wciapool.org

Claims:

Reed Hardesty, Claims Manager	(206) 687-7902	ReedH@wciapool.org
Gordy Van, Senior Claims Adjuster	(206) 687-7893	GordyV@wciapool.org
Jason Barney, Senior Claims Adjuster	(206) 687-7903	JasonB@wciapool.org
Doug Martin, Senior Claims Adjuster	(206) 687-7907	DougM@wciapool.org
Carlene Brown, Claims Adjuster	(206) 687-7898	CarleneB@wciapool.org
Danielle Stephens, Claims Clerk	(206) 687-7890	DanielleS@wciapool.org
Shelley O'Keefe, Claims Assistant	(206) 687-7906	ShelleyO@wciapool.org

Member Reference List

16-Jun-15

City#	Member	Mailing Address	Zip	Delegate Name	Delegate Job Title	Phone	FAX
ARCH	A Regional Coalition for Housing	16225 NE 87th St., A-3	98052	Arthur Sullivan	Program Manager	425-861-3677	861-4553
AB	Aberdeen	200 E. Market St.	98520	Kathryn Skolrood	Finance Director	360-537-3201	537-5741
AN	Anacortes	PO Box 547	98221	Emily Schuh	HR Director	360-293-1900	293-1938
ANTB	Anacortes Transportation Benefit	PO Box 547	98221	Emily Schuh	HR Director	360-293-1900	
AR	Arlington	238 N. Olympic Avenue	98223	Kristin Banfield	Director of HR & Co	360-403-3421	403-4605
ARTB	Arlington Transportation Benefit	238 North Olympic Avenue	98223	Kristin Banfield	Director of Communi	360-403-3421	403-4605
AU	Auburn	25 West Main Street	98001	Rob Roscoe	Director HR & Risk	253-931-3073	804-3116
WI	Bainbridge Island	280 Madison Ave. North	98110	Ellen Schroer	Finance Director	206-780-8619	780-8600
WITB	Bainbridge Island Transportation	280 Madison Avenue North	98110	Ellen Schroer	Finance Director	206-780-8619	
BA	Battle Ground	109 SW First Street, Ste. 221	98604	Kay Kammer	City Clerk	360-342-5008	342-5050
BATB	Battle Ground Transportation Bene	109 SW First Street, Ste. 221	98604	Kay Kammer	City Clerk	360-342-5008	
BC	Benton City	PO Box 70	99320	Stephanie Haug	City Clerk-Treasurer	509-588-3322	588-3323
SECC	Benton County Emergency Service	651 Truman Ave.	99352	James Barber	Director	509-628-2600	628-2622
BK	Bonney Lake	PO Box 7380	98391	Harwood "Woody" Edval	Administrative Servi	253-447-4310	862-8538
BL	Bothell	18305 101st Ave. NE	98011	Joe Beck	City Attorney	425-486-3256	489-4876
BW	Brewster	PO Box 340	98812	Lynn Lawson	Public Works Direct	509-689-3464	689-3705
BI	Brier	2901 228th Street SW	98036	Paula Swisher	City Clerk	425-775-5440	672-9025
BU	Burien	400 SW 152nd Street, Ste. 300	98166	Cynthia Schaff		206-248-5531	248-5539
BR	Burlington	833 South Spruce Street	98233	Shelley Acero	Paralegal	360-755-9473	755-1297
CA	Camas	616 NE 4th Ave	98607	Pete Capell	City Administrator	360-834-4151	834-1535
CS	Cashmere	101 Woodring St.	98815	Kay Jones	Clerk Treasurer	509-782-3513	782-2840
CE	Centralia	PO Box 609	98531	Candice Rydalcch	Personnel Director/R	360-330-7672	330-7673
CH	Chehalis	1321 S. Market Blvd	98532	Peggy Hammer	HR Director/Risk M	360-345-3222	748-6993
CL	Chelan	PO Box 1669	98816	Paul Schmidt	City Administrator	509-682-4037	682-8009
CN	Cheney	609 Second Street	99004	Mark Schuller	City Administrator	509-498-9203	498-9206
CW	Chewelah	PO Box 258	99109	Mike Frizzell	City Administrator	509-935-8311	
CRSA	Clark Regional Emergency Service	710 W. 13th Street	98660	Lana Hobson	Administrative Servi	360-737-1911	694-1954
CK	Clarkston	829 Fifth Street	99403	Vickie Storey	City Clerk	509-758-5541	758-1670
CKTB	Clarkston Transportation Benefit	829 Fifth Street	99406	Vickie Storey	City Clerk	509-758-5541	758-1670

City#	Member	Mailing Address	Zip	Delegate Name	Delegate Job Title	Phone	FAX
CM	Cle Elum	119 W. First Street	98922	Matthew Morton	City Administrator	509-674-2262	674-4097
CY	Clyde Hill	9605 NE 24th Street	98004	Mitch Wasserman	City Administrator	425-453-7800	462-1936
CO	Coupeville	PO Box 725	98239	Kelly Beech	Clerk/Treasurer	360-678-4461	678-3299
CV	Covington	16720 SE 271st St., Ste 100	98042	Robert Hendrickson	Finance Director	253-638-1110	638-1122
CWCG	Cowlitz-Wahkiakum Council of G	207 Fourth Ave. North, Admin. A	98626	Bill Fashing	Executive Director	360-577-3041	425-7760
DE	Des Moines	21630 11th Ave. South	98198	Anthony Piasecki	City Manager	206-870-6550	870-6540
DEPD	Des Moines Pool Metropolitan Par	PO Box 98711	98198	Rodger Bennett	District Manager	206-406-3225	
DETB	Des Moines Transportation Benefi	21630 11th Avenue South	98198	Anthony Piasecki	Executive Director	206-870-6550	870-6540
EPSC	Eastside Public Safety Communica	Mail Stop PSEPS, PO Box 97010	98073	Scott Hatfield	Executive Director	425-556-2516	556-2517
ECIT	eCity Gov Alliance	PO Box 90012	98009	Tracy Jones	Executive Director	425-452-7821	206-849-2678
EW	Edgewood	2224 104th Avenue East	98372	Eric Phillips	Acting City Manager	253-952-3299	952-3537
EWTB	Edgewood Transportation Benefit	2224 104th Avenue East	98372	Mark Bauer	City Manager	253-952-3299	952-3537
ED	Edmonds	121 5th Avenue North	98020	Scott James	Finance Director	425-775-7743	771-0265
EDTB	Edmonds Transportation Benefit D	121 Fifth Avenue North	98020	Scott James	Finance Director	425-775-7743	771-0265
EB	Ellensburg	501 North Anderson Street	98926	Terry Weiner	City Attorney	509-962-7259	962-7143
EL	Elma	PO Box 3005	98541	Diana Easton	Clerk/Treasurer	360-482-2212	482-4960
ESCA	Emergency Services Coordinating	2901 228th Street SW, Ste A	98036	Chandra Fox	Sr. Coordinator	425-776-3722	775-7153
EN	Enumclaw	1339 Griffin Avenue	98022	Chris Searcy	City Administrator	360-825-3591	825-1429
ENTB	Enumclaw Transportation Benefit	1339 Griffin Avenue	98022	Chris Searcy	City Administrator	360-825-3591	825-1429
FD	Ferdale	PO Box 936	98248	Riley Sweeney	Communications Off	360-384-4302	384-5189
FI	Fife	5411 23rd Street E	98424	Subir Mukerjee	Interim City Manager	253-922-2489	922-5355
GE	George	PO Box 5277	98824	Martina Evenson	Clerk-Treasurer	509-785-5081	785-4880
GO	Goldendale	1103 S. Columbus Avenue	98620	Larry Bellamy	City Administrator	509-773-3771	773-9171
GR	Grandview	207 West 2nd Street	98930	Anita Palacios	City Clerk	509-882-9200	882-3099
GRTB	Grandview Transportation Benefit	207 West 2nd Street	98930	Anita Palacios	City Clerk	509-882-9200	882-3099
GHCM	Grays Harbor Communications Ce	PO Box 1845	98520	Peggy Fouts	Director	360-533-7885	532-7902
HO	Hoquiam	609 Eighth Street	98550	Steve Johnson	City Attorney	360-538-3982	532-4031
IS	Issaquah	PO Box 1307	98027	Mary Lorna Meade	Risk Management Of	425-837-3002	837-3029
JFCM	Jefferson County 911	81 Elkins Road	98339	Karl Hatton	Interim Director	360-344-9788	385-9357
KL	Kelso	PO Box 819	98626	Steve Taylor	City Manager	360-423-1371	423-6591
KN	Kenmore	PO Box 82607	98028	Joanne Gregory	Finance Director	425-398-8900	481-3236

City#	Member	Mailing Address	Zip	Delegate Name	Delegate Job Title	Phone	FAX
KNTB	Kenmore Transportation Benefit D	PO Box 82607	98028	Joanne Gregory	Finance Director	425-398-8900	
KW	Kennewick	PO Box 6108	99336	Lisa Beaton	City Attorney	509-585-4272	585-4445
KI	Kirkland	123 Fifth Avenue	98033	Kathy Joyner	Safety/Risk Mgmt. C	425-587-3214	587-3215
KRCC	Kitsap Regional Coordinating Cou	PO Box 1934	98346	Mary McClure	Executive Director	360-377-4900	297-7762
LC	La Conner	PO Box 400	98257	Maria DeGoede	Deputy Clerk	360-466-3125	466-3901
LA	Lacey	420 College Street SE	98503	Bracy DiLeonardo	Management Analyst	360-491-3214	360-412-3185
LF	Lake Forest Park	17425 Ballinger Way NE	98155	Pete Rose	City Administrator	206-368-5440	3618156
LFTB	Lake Forest Park Transportation B	17425 Ballinger Way NE	98155	Pete Rose	City Administrator	206-368-5440	
LS	Lake Stevens	PO Box 257	98258	Janet Berg	City Administrator	425-334-1012	334-0835
LW	Lakewood	6000 Main Street SW	98499	Tho Kraus	Asst. City Manager/F	253-983-7706	983-7895
LWTB	Lakewood Transportation Benefit	6000 Main Street SW	98499	John Caulfield	City Manager	253-589-2489	
LE	Leavenworth	PO Box 287	98826	Joel Walinski	City Administrator	509-548-5275	548-6429
LETB	Leavenworth Transportation Benef	PO Box 287	98826	Joel Walinski	City Administrator	509-548-5275	548-6429
LB	Long Beach	PO Box 310	98631	David Glasson	City Administrator	360-642-4421	642-8841
LO	Longview	PO Box 128	98632	Gary Kessler	Safety & Risk Manag	360-442-5024	442-5951
LOTT	LOTT Clean Water Alliance	500 Adams Street NE	98501	Farah Derosier	Senior Paralegal	360-528-5730	664-2336
MB	Mabton	PO Box 655	98935	Sophia Sotelo	Councilmember	509-894-4096	894-4813
MP	Maple Valley	PO Box 320	98038	Shawn Hunstock	Finance Director	425-413-8800	413-4282
MPTB	Maple Valley Transportation Bene	PO Box 320	98038	Shawn Hunstock	Finance Director	425-413-8800	
MA	Marysville	1049 State Ave.	98270	Gloria Hirashima	Chief Administrative	360-363-8088	651-5033
MAFD	Marysville Fire District	1094 Cedar Avenue	98270	Martin McFalls	Fire Chief	360-659-2777	659-1382
MATB	Marysville Transportation Benefit	1049 State Avenue	98270	Gloria Hirashima	Chief Administrative	360-363-8096	
MACM	Mason County Emergency Commu	525 West Cota Street	98584	Michael Evans	Director	360-432-5140	426-9771
MY	McCleary	100 South Third Street	98557	Lindsay Blumberg	Deputy Clerk	360-495-3667	495-3097
MK	Medical Lake	PO Box 369	99022	Doug Ross	City Administrator	509-565-5050	299-3979
ME	Medina	PO Box 144	98039	Nancy Adams	Finance Director	425-454-5243	454-8490
MI	Mercer Island	9611 SE 36th Street	98040	Noel Treat	City Manager	206-2757660	236-3462
MITB	Mercer Island Transportation Bene	9611 SE 36th Street	98040	Noel Treat	City manager	206-275-7601	
MPD	Metropolitan Park Dist. of Tacoma	4702 South 19th Street	98405	Brett Freshwaters	Chief Financial Offic	253-305-1000	305-1098
MC	Mill Creek	15728 Main Street	98012	Landy Manuel	Finance Director	425-745-1891	745-9650
MW	Millwood	9103 E. Frederick Avenue	99206	Tom Richardson	City Clerk/Planner	509-924-0960	927-2867

City#	Member	Mailing Address	Zip	Delegate Name	Delegate Job Title	Phone	FAX
ML	Milton	1000 Laurel Street	98354	Betty Garrison	Interim Finance Dire	253-922-8733	922-2385
MR	Monroe	806 West Main Street	98272	Ben Warthan	HR Manager	360-863-4520	794-4007
MRFD	Monroe Fire District	163 Village Court	98272	Jamie Silva	Fire Chief	360-794-7666	794-0959
MRTB	Monroe Transportation Benefit Di	806 West Main Street	98272	Ben Warthan	HR Manager	360-863-4516	794-4007
MS	Moses Lake	PO Box 1579	98837	Joseph Gavinski	City Manager	509-764-3701	764-3739
MV	Mount Vernon	P.O. Box 809	98273	Eric Stendal	Special Projects Adm	360-336-6211	336-0623
MT	Mountlake Terrace	6100 219th Street SW, Ste. 200	98043	Arlene Fisher	City Manager	425-776-1161	775-0420
MTTB	Mountlake Terrace Transportation	6100 219th Street SW, Ste 200	98043	Arlene Fisher	City Manager	425-776-1161	775-0420
MU	Mukilteo	11930 Cyrus Way	98275	Christina Boughman	City Clerk	425-263-8000	
MACC	Multi Agency Communications Ce	6500 32nd Avenue NE	98837	Jackie Jones	Director	509-7931771	762-8875
NC	Newcastle	12835 Newcastle Way, Ste. 200	98056	Sarah Jacobs	HR Analyst	425-649-4444	649-4363
NP	Normandy Park	801 SW 174th Street	98166	Debbi Burke	City Clerk	206-248-7603	439-8674
NPPD	Normandy Park Metropolitan Park	801 SW 174th Street	98166	Amanda Leon	Parks Planner	206-248-7603	
NB	North Bonneville	PO Box 7	98639	Steven Hasson	City Administrator	509-427-8182	427-7214
NUD	Northshore Utility District	6830 NE 185th Street	98028	Fanny Yee	General Manager	425-398-4400	398-4430
NWTM	Northwest Incident Management T	2901 228th Street SW, Ste A	98036	Chandra Fox	Sr. Coordinator	425-776-3722	775-7153
OH	Oak Harbor	865 SE Barrington Dr.	98277	Larry Cort	City Administrator	360-279-4500	279-4507
OS	Ocean Shores	585 Pt. Brown Ave NW	98569	Thomas Lique	Chief of Public Safet	360-289-3611	289-3709
OL	Olympia	PO Box 1967	98507	Jay Burney	Asst City Manager	360-753-8740	570-3791
OLTB	Olympia Transportation Benefit Di	PO Box 1967	98507	Connie Cobb	Programs Specialist	360-753-8067	753-8165
OT	Othello	500 East Main St.	99344	Wade Farris	City Administrator	509-331-2724	488-0102
PA	Pasco	PO Box 293	99301	Stan Strebel	Deputy City Manager	509-543-5760	543-5758
PNCM	PENCOM	321 E 5th St	98362	Steve Romberg	Communications Ma	360-452-4545	417-4909
PO	Port Angeles	321 East Fifth Street	98362	Abbi Fountain	Human Resources M	360-457-0411	417-4637
PT	Port Townsend	250 Madison Street	98368	David Timmons	City Manager	360-379-5047	385-4290
PB	Poulsbo	200 NE Moe Street	98370	Kylie Purves	City Clerk	360-779-3901	
PL	Pullman	325 SE Paradise Street	99163	Jane Joyce	Deputy City Clerk	509-338-3209	334-2751
PM	Pullman Metropolitan Park District	325 SE Paradise Street	99163	Jane Joyce	Deputy City Clerk	509-338-3208	334-2751
PM	Pullman-Moscow Regional Airport	3200 Airport Complex North	99163	Tony Bean	Airport Manager	509-338-3223	334-5217
PU	Puyallup	333 South Meridian St.	98371	Sheri Thomas	Risk and Safety Coor	253-841-5594	770-3352
RE	Renton	1055 South Grady Way	98057	Gary Lamb	Risk Manager	425-430-7669	430-7665

City#	Member	Mailing Address	Zip	Delegate Name	Delegate Job Title	Phone	FAX
RI	Richland	PO Box 190, MS-12	99352	Cathleen Koch	Admin Services Dire	509-942-7395	942-7345
RF	Ridgefield	PO Box 608	98642	Lee Knottnerus	Admin Services Dire	360-857-5001	887-0861
SA	Sammamish	801 228th Ave SE	98075	Lyman Howard	Deputy City Manager	425-295-0552	295-0600
SSRT	Seattle Southside Regional Touris	3100 S. 176th Street	98188	Katherine Kertzman	Executive Director	206-575-0547	575-2529
SH	Shelton	525 West Cota Street	98584	Vicki Look	Management Assista	360-432-5105	426-1338
SHPD	Shelton Metropolitan Park District	525 West Cota Street	98584	Vicki Look	Management Assista	360-426-4491	426-1338
SL	Shoreline	17500 Midvale Ave. North	98133	Patti Rader	Interim Administrativ	206-801-2301	546-7870
SLTB	Shoreline Transportation Benefit	17500 Midvale Ave. North	98133	Patti Rader	Interim Administrativ	206-801-2301	
SRL	Silver Lake Water and Sewer Distr	PO Box 13888	98082	Patrick Curran	General Manager	425-337-3647	337-4399
SKGT	Skagit 9-1-1	2911 East College Way, Ste A	98273	Helen Rasmussen	Director	360-428-3200	848-9445
SNCM	SNOCOM	PO Box 180	98043	Debbie Grady	Executive Director	425-775-5201	775-3977
SN	Snohomish	116 Union Avenue	98290	Pat Adams	Human Resources M	360-568-3115	568-1375
SERS	Snohomish County Emergency Ra	14900 40th Avenue NE, #102	98271	Mark McDermott	Executive Director	360-454-0978	407-3967
SNPC	SNOPAC	1121 SE Everett Mall Way, Ste 20	98208	Kurt Mills	Director	425-407-3911	407-3969
SQ	Snoqualmie	PO Box 987	98065	Jodi Warren	City Clerk	425-888-1555	831-6041
SQTB	Snoqualmie Transportation Benefit	PO Box 987	98065	Jodi Warren	City Clerk	425-888-1555	831-6041
SO	Soap Lake	PO Box 1270	98851	Karen Dillon	City Clerk/Finance D	509-246-1211	246-1213
SCOR	South Correctional Entity Facility	20817 17th Ave South	98198	Penny Bartley	CJM Director	206-257-6262	
SSND	South Sound 911	955 Tacoma Ave. S., Ste. 102	98402	Cynthia Shaffer	HR Manager	253-798-2301	
SV	Spokane Valley	11707 East Sprague Ave., Ste 106	99206	Mike Jackson	City Manager	509-921-1000	921-1008
SW	Stanwood	10220 270th Street NW	98292	Deborah Knight	City Administrator	360-629-2181	629-6294
SWTB	Stanwood Transportation Benefit	10220 270th Street NW	98292	Deborah Knight	City Administrator	360-629-2181	
ST	Steilacoom	1030 Roe St.	98388	Paul Loveless	Town Administrator	253-581-1912	582-0651
SM	Sumner	1104 Maple Street, Ste 200	98390	Jason Wilson	Interim Admin Servi	253-299-5592	
SU	Sunnyside	818 E. Edison Avenue	98944	Donald Day	City Manager	509-836-6388	515-0421
CSOB	Three Rivers Regional Wastewater	467 Fibre Way	98632	Duane Leaf	Plant Superintendent	360-577-2040	577-2041
CPCM	Thurston 9-1-1 Communications	2703 Pacific Avenue SE, Ste A	98501	Wendy Hill	HR Manager	360-704-2754	
TPUD	Thurston Public Utilities District	921 Lakeridge Way SW, Ste. 301	98502	Julie Parker	CFO	360-357-8783	357-1172
TRPC	Thurston Regional Planning Council	2424 Heritage Court SW #A	98502	Jared Burbidge	Assistant Director	360-956-7575	956-7815
TO	Toppenish	21 W First Ave	98948	Linda Mead	Finance Director/Cit	509-865-2080	865-3864
TK	Tukwila	6200 Southcenter Blvd	98188	Peggy McCarthy	Finance Director	206-433-1838	433-1833

City#	Member	Mailing Address	Zip	Delegate Name	Delegate Job Title	Phone	FAX
TKPD	Tukwila Pool Metropolitan Park D	6200 Southcenter Blvd	98188	Dave Perkins	Aquatics Manager	206-678-4937	
TM	Tumwater	555 Israel Road SW	98501	Eric Trimble	Admin Services Dire	360-754-4123	754-4138
TMTB	Tumwater Transportation Benefit	555 Israel Road SW	98501	Eric Trimble	Administrative Servi	360-754-4123	
UG	Union Gap	PO Box 3008	98903	Rodney Otterness	City Manager	509-248-0432	248-6494
UP	University Place	3715 Bridgeport Way West	98466	Leslie Blaisdell	Asst Finance Directo	253-460-2517	566-5658
UPTB	University Place Transportation Be	3715 Bridgeport Way West	98466	Leslie Blaisdell	Assistant Finance Dir	253-460-2517	
VLCM	Valley Communications Center	27519 108th Avenue SE	98030	Mary Sue Robey	Administrative Servi	253-372-1300	372-1305
VRFA	Valley Regional Fire Authority	1101 D Street NE	98002	Eric Robertson	Administrator	253-288-5801	288-5900
WA	Walla Walla	15 N. Third Avenue	99362	Tim McCarty	Deputy City Manager	509-527-4540	527-3745
WATB	Walla Walla Transportation Benefi	15 N. Third Avenue	99362	Tim McCarty	Support Services Dir	206-	
WAMP	Walla Walla Valley Metro Plannin	6 East Cherry Street	99362	Andrea Weckmueller-Be	Executive Director	509-524-2610	
WN	Warden	121 South Main Street	98857	Kristine Shuler	Clerk-Treasurer	509-349-2326	349-2027
WTPA	Washington Multi-City License &	PO Box 94669	98124	Greg Kauper	Program Manager	206-615-0493	
WS	Washougal	1701 C St	98671	Jeanette Cefalo	HR Director	360-835-8501	835-8808
WOB	Water Operating Board	PO Box 128	98632	Chris Smith	HR Director	360-442-5004	442-5950
WR	West Richland	3801 Van Giesen Street	99353	Jessica Platt	Finance Director	509-967-3431	967-5706
WE	Westport	PO Box 505	98595	Michael Bruce	Mayor	360-268-0131	268-0921
WHIT	WHITCOM 911	2325 NE Hopkins Ct.	99163	Patti Kelly	Director	509-595-1911	332-3023
WSPD	William Shore Memorial Pool Dist	225 East 5th Street	98362	Steve Burke	Executive Director	360-417-9767	
WD	Woodinville	17301 133rd Ave. NE	98072	Alexandra Sheeks	Assistant to City Ma	425-489-2700	489-2705
WO	Woodway	23920 113th Pl W	98020	Joyce Bielfeld	Clerk Treasurer	206-542-4443	546-9453
YVCG	Yakima Valley Conference of Gov	311 N. Fourth Street, Ste 204	98901	Larry Mattson	Executive Director	509-574-1550	574-1551
YP	Yarrow Point	4030 95th Ave. NE	98004	Richard "Dicker" Cahill	Mayor	425-454-6994	454-7899
ZI	Zillah	PO Box 475	98953	Sharon Bounds	City Clerk/Treasurer	509-829-5151	829-5457

cityref

2015 WCIA Insurance Coverage Summary



Member: **Tukwila Pool Metropolitan Park District**

LIABILITY PROGRAM

Liability Joint Protection Program

Auto Liability, General Liability, Police Liability, Errors or Omissions Liability, Employment Practices Liability, Employee Benefit Liability and Stop-Gap Liability. 100% occurrence form.

Layer:

Self-Insured Layer Limit

Reinsured Layer – Governmental Entities Mutual, Inc.

Reinsured Layer – Starr Indemnity Liability Company, LLC

Reinsured Layer – Allied World Assurance Company (U.S.) Inc.

Limits:

\$4,000,000 per Occurrence

\$1,000,000 per Occurrence

\$10,000,000 per Occurrence

\$5,000,000 per Occurrence

Total Limit

\$20,000,000 per Occurrence, subject to aggregates and sub-limits.

Deductible:

All members are in the liability program, however if a deductible is listed the member is subject to it.

This member is currently listed in the following programs if a deductible is listed or the box is marked:

PROPERTY PROGRAM

Property Joint Protection Program

WCIA self-insures (pools) the first \$750,000 of covered perils other than flood and earthquake. 50% Lloyd's of London, 27.5% National Fire Marine Insurance Company, 10% Ironshore Specialty Insurance Company, and 12.5% RSUI Indemnity Company. Additional carriers provide \$50 million excess earthquake above \$100 million. Separate Lloyd's of London policies provide \$100 million of terrorism coverage.

Limits: \$300,000,000 per Occurrence

Sub-Limits \$150,000,000 Earthquake per Occurrence and Annual Pool Aggregate

\$100,000,000 Flood per Occurrence and Annual Pool Aggregate, except \$50,000,000 Flood Sub-Limit within Flood Zones A and V.

Other sub-limits may apply.

Deductible: Earthquake: 2% of Values Involved Subject to \$250,000 Minimum per Occurrence

Flood: \$250,000 per occurrence except 3% of values involved subject to a minimum of \$500,000 per occurrence within Flood Zones A/V.

All Other Perils: **\$5,000** *Deductible shown only if program member.*

AUTO PHYSICAL DAMAGE PROGRAM

Auto Physical Damage Joint Protection Program

Limits: Actual Cash Value (ACV) for scheduled vehicles except optional replacement cost coverage for vehicles over \$25,000. Deductible waived for glass repair and damage caused by fire or lightning.

Deductible: *Deductible shown only if program member*

BOILER AND MACHINERY (EQUIPMENT BREAKDOWN) PROGRAM

Insured by The Hartford Steam Boiler Inspection and Insurance Company

Limits: \$100,000,000 Maximum Limit (Equipment Breakdown)

Sub-Limits \$10,000,000 Business Income/Business Interruption, Service/Utility/Off Premises Power Interruption
\$5,000,000 Demolition, Ordinance of Law/Increased Cost of Construction
\$1,000,000 Extra Expense
\$500,000 Perishable Goods/Spoilage/Consequential Damage, Expediting Expenses, Hazardous Substances/Pollutants
\$100,000 Off Premises Property Damage, Contingent Business Income, Data Restoration

Deductible: \$10,000 Combined All Coverage Except:
\$25 per KW Turbine Generator Units with a \$50,000 Minimum
*\$25 per HP Motors, Pumps, and Deep Well Pump Units
*\$2.50 per KVA Transformers
*\$25 per HP A/C and Refrigeration Systems
*\$25 per HP Internal Combustion Engines and Generators >= 500 HP

**Subject to a \$10,000 Minimum Deductible*

\$10,000 *Deductible shown only if program member.*

CRIME/FIDELITY PROGRAM

Insured by National Union Fire Insurance Company of Pittsburgh PA

Limits: \$2,500,000 for: Employee Theft - Per Loss Coverage, Forgery or Alteration, Inside Premises - Theft of Money and Securities, Inside Premises - Robbery or Safe Burglary of Other Property, Outside the Premises, Computer Fraud, Funds Transfer Fraud, Money Orders and Counterfeit Money, and Faithful Performance of Duty as prescribed by law. Blanket coverage for all employees unless excluded under the insurance policy.

Deductible: \$10,000 ☐ *Checked only if program member.*

INFORMATION SECURITY INSURANCE (CYBER INSURANCE) *All members are insured.*

Insured by National Union Fire Insurance Company of Pittsburgh PA

Limits: \$10,000,000 Aggregate Pool Limit

Sub-Limits \$1,000,000 Security and Privacy Liability Insurance
\$100,000 Regulatory Action
75,000 Affected Individuals Privacy Event Services
\$100,000 Event Management

Deductibles: \$25,000 Security and Privacy Liability Insurance Including Regulatory Action
100 Affected Individuals Privacy Event Services
\$25,000 Event Management

SPECIALIZED INSURANCE

This summary is for your reference only. Please refer to the Joint Protection Program or insurance policy for specific terms, conditions, limits and exclusions.

PROPERTY/AUTO RATES COMPARISON

PROPERTY PROGRAM: Replacement Cost Coverage

Deductible	Rate per \$100	Property Value per \$100	Annual Cost
\$1,000	\$0.211	\$39,580	\$8,351
\$5,000	\$0.157	\$39,580	\$6,214
\$25,000	\$0.116	\$39,580	\$4,591
\$50,000	\$0.102	\$39,580	\$4,037

Current City Values

Property Values	\$3,958,025	
Divide Value by	<u>100</u>	
	\$ 39,580	Value per \$100



Property Schedule

25-Jun-15

LOC#	DESCRIPTION	ADDRESS	BLDG\$	CONTS	DATE	CLASS	YEAR BUILT
<i>TKPD</i>	Tukwila Pool Metropolitan Park District		Deductible:		\$5,000		
<i>Building</i>							
1	Pool	4414 S 144th St	\$3,747,725	\$210,300	8/12/2014	Fire Resistive	1972
<i>Sub-Total:</i>				\$3,747,725	+	\$210,300	= \$3,958,025
<i>Grand Total:</i>				\$3,747,725	+	\$210,300	= \$3,958,025
proprep							



WCIA "Exclusive" Trainings

Members wanting onsite training for their staff can request an "Exclusive" training.

***Indicates all trainings will be offered Free of Charge--all other trainings will be cost shared with WCIA.*

If interested contact memberservices@wciapool.org for additional details!

All Staff Training

Conducting Difficult Conversations
Conflict Resolution or Resolving Conflict in the Workplace
Customer Service
Reducing Negativity in the Workplace
Reducing Workplace Violence
Toxic Co-Workers
Verbal De-Escalation

WCIA Member Orientations**

New Member, New City Manager, Claims Contact, Delegate or Alternate
Police Chief, City Attorney, or HR Manager

WCIA Risk Management Trainings**

Fleet, Parks, Public Works & Volunteers

WCIA Claims and Incidents Trainings**

Management & Supervisor Development

Building Supervisor Skills 101, 201, 301
Succession Planning – A Risk Management Approach
Leading with Confidence 4-Part Series (*identified below*)
Part 1 - Coaching for Improved Performance
Part 2 - Strategies for Managing Intergenerational Work Groups
Part 3 - Can We Talk About a Problem?
Part 4 - Demonstrating Leadership Using Strategic Decision-Making

Driver Improvement

Evergreen Safety Council - EverSafe Defensive Driving (Classroom)

Public Officials**

Council Do's and Don'ts
COM - Short Course on Local Planning
Elected Officials Orientation to WCIA
Land Use Liability Prevention
Public Officials Risk Management Fundamentals & ESB5964

Public Works

Flagger Certification & Re-Certification WAC 296-155-305-7



2015 Eligible Reimbursement Programs

Reimbursements provided upon completion of individual programs and submission of request

Accreditations

Reimbursement is limited to \$1,000 per program

- **911 Communications** – National Association of Emergency Dispatch (NAED)
- **Fire** - International Fire Service Accreditation Congress (IFSAC)
- **Parks** – Commission for Accreditation of Parks & Recreation (CAPRA)
- **Police** – WA Association of Sheriffs and Police Chiefs Accreditation (WASPC)
- **Police** – Loaned Executive Management Assistance Program (LEMAP)
- **Police, Fire, Custody-Jail** – Lexipol (Initial subscription and Annual Daily Training Bulletins)
- **Police or 911 Communications** – Commission on Accreditation Law Enforcement Agencies (CALEA)
- **Public Works** – American Public Works Association (APWA)

Individual Certifications

*Reimbursement is limited to one registration and exam per program or per course, unless otherwise indicated**

Please Note: Certification renewals without testing components are not eligible for reimbursement.

- **911 Communications** – Certified Emergency Manager-CEM (IAEM)
- **911 Communications** – Emergency Number Professional - ENP (NENA)
- **911 Communications** – Registered Public Leader-RPL (APCO)
- **911 Communications** – WA 911 Spring Forum (APCO-NENA)
- **911 Communications** – WA 911 Fall Forum (APCO-NENA)
- **Administration** – Certified Information Systems Security Professional (CISSP)
**Reimbursement funding is limited to \$1595 per member per year*
- **Administration** – WMCA Master Academy
- **Administration** – WMCA Fall Academy
- **Administration** – NW Clerks Institute Professional Development (I, II, III or IV)
- **Auto** – SWERVE Sudden Impact Driver Skills Course
**Up to four registrations per member per year.*
- **Land Use/Planning** – ICC Permit Technician Certification
- **Land Use/Planning** – PAW Land Use Boot Camps
- **Land Use/Planning** – WABO Annual Education Institute (registration cost for 1 day)
- **Land Use/Planning** – WSAPT Spring & Fall Conference
- **Parks** – Aquatic Facility Operator Certification (AFO)
- **Parks** – Certified Parks and Recreation Professional or Executive (NRPA –CPRP)
- **Parks** – Certified Playground Safety Institute Certification (CPSI)
- **Parks** – Certified Pool Operator (CPO)
- **Parks** – International Society of Arboriculture (ISA)
- **Parks** – Pacific Northwest Resource Management School (INPRA)
- **Parks** – WRPA Business Institute
- **Parks** – WSU - Integrated Pest Management (IPM) Program
- **Personnel Employment** – AWC Labor Relations Institute (LRI)
- **Personnel Employment** – DES Supervision Essentials-Phase I
- **Personnel Employment** – DES Supervision Essentials-Phase II
- **Personnel Employment** – WAPELRA Fall Conference



2015 Eligible Reimbursement Programs

Reimbursements provided upon completion of individual programs and submission of request

Individual Certifications (*continued*)

*Reimbursement is limited to one registration and exam per program or per course, unless otherwise indicated**

Please Note: *Certification renewals without testing components are not eligible for reimbursement.*

- **Police** – Crisis Intervention Team Training (CIT) for Corrections
**Up to two registrations per member*
- **Police** – Criminal Justice Training Commission (CJTC) NW Law Enforcement Command College Course #4320
- **Police** – Criminal Justice Training Commission (CJTC) Command College Executive Training Day, Course #4341
- **Police** – Criminal Justice Training Commission (CJTC) Property & Evidence Room Management, Course #0163
**Up to two registrations per member*
- **Police** – Criminal Justice Training Commission (CJTC) First Level Supervision, Course #4127
**Up to two registrations per member*
- **Police** – Criminal Justice Training Commission (CJTC) Pre-Supervisors, Course #4124
**Up to two registrations per member*
- **Police** – Criminal Justice Training Commission (CJTC) Middle Management, Course #4220
**Up to two registrations per member*
- **Police** – Criminal Justice Training Commission (CJTC) Law Enforcement Records, Course #0941
**Up to three registrations per member.*
- **Police** – Law Enforcement Information Records Association (LEIRA) Public Disclosure-Advanced *
**Up to two registrations per member*
- **Police** – Van Meter & Associates-Discipline & Termination: Rules, Policies and Procedures*
**Up to two registrations per member*
- **Police** – Van Meter & Associates-Performance Improvement Program*
**Up to two registrations per member*
- **Public Works** – International Municipal Signal Association Certification Programs (IMSA)
- **Public Works** – APWA Northwest Public Works Institute – 3 Part Series
- **Public Works** – Evergreen Safety Council-Flagger Instructor Certification
- **Public Works** – Utility Management Certification-Short School

Group Certification

Reimbursement available as indicated

- **Contracts** – Contract Solutions Group (CSG) Webinars- **One connection per member, per webinar*

Reimbursement is limited to \$750 per program listed below

- **911 Communications** – Emergency Medical System (EMS) Online Dispatch Training (Certifications or Re-Certifications)
- **911 Communications** – International Association of Emergency Dispatch (IAED) Training (Certifications or Re-Certifications)
- **Fire** – Emergency Vehicle Incident Prevention (EVIP)
- **Police** – Emergency Vehicle Operator Course (EVOC)
- **Police** – Fire Arms Simulations Trainings (AIS) or (FATS)

Deadline for 2015 Reimbursement Submittals: *Friday, December 4, 2015*



2015 Reimbursement Parameters and Process

Parameters:

- Members are eligible for reimbursement annually (except for Accreditations)
- Funding is provided upon program completion in the form of an entity reimbursement.
- Eligibility for reimbursement is limited to Reimbursement Programs list.
- Reimbursement will not exceed the amount indicated.
- Combining multiple reimbursements for substitute payment towards one particular program **will not** be allowed.
- Individual Certification reimbursements are limited to one, registration and exam per member unless otherwise noted.

Process:

- All reimbursement requests will need to be submitted online via WCIA's website, www.wciapool.org
- Individuals who submit via email or by postal mail will be contacted by Member Services and instructed to submit request via WCIA's website.
- Depending upon the type of reimbursement, WCIA will require a copy of the following:
 1. **Certificate of completion** (if provided)
 2. **Invoice** your entity received
 3. **Sign in sheet**, reflecting date, training and location (only if it is a group training)
- WCIA will make the check payable to your entity with an accompanying letter explaining the purpose of the check.
 - Please provide the **correct mailing address** so that the check and accompanying letter can arrive in a timely manner to the appropriate individual.

Online Submittal Instructions:

- Go to www.wciapool.org and login with your User Name and Password.
- Place cursor over **Training and Education**, next **click Training Reimbursements**.
- Programs are listed in alphabetical order. **Click** on the title of the program for which you would like to obtain reimbursement.
- On the box that opens up, **click Request Reimbursement**.
- Complete all the required fields in the box that appears and **click Submit**
 - (**Note:** Requestor must provide documentation in order for submittal to be accepted).
- Requestor should receive an automated email upon submission that indicates that their request has been successfully submitted to WCIA for processing.
- Please allow **two to four business days** for WCIA to review submittal and determine approval.
- Once WCIA reviews the request, the Requestor will receive an email indicating decision.
 - If the request is denied, WCIA may follow via phone to provide an explanation.

If you have questions regarding the reimbursement submittal process, please contact WCIA Member Services at memberservices@wciapool.org or 206-575-6046.

Deadline for 2015 Reimbursement Submittals: *Friday, December 4, 2015*



2015 Partnerships and Co-sponsorships

ACCIS	Association of County City Information Systems Speaker Sponsorships • Spring and Fall Conferences
APCO	Association of Public Safety Communication Officials Speaker Sponsorships • Registration Reimbursement for Spring and Fall Forums
APWA	American Public Works Association Speaker Sponsorships • Registration Reimbursement for NW Public Works Institute
AWC	Association of Washington Cities - Labor Relations Institute Registration Reimbursement for LRI
CJTC	Criminal Justice Training Commission Registration Reimbursement for Supervisory Courses
COM	Dept. of Commerce - Growth Management Services Speaker Sponsorships for Short Courses
DES	Dept. of Enterprise Services – WA State Human Resources Registration Reimbursement for Supervision Essentials, Phase I & II
DMCMA	WA State District & Municipal Court Management Association Speaker Sponsorship
INPRA	International NW Parks and Recreation Association Speaker Sponsorships and Registration Reimbursement for Resource Management School
LEIRA	Law Enforcement Information Records Association Speaker Sponsorships and Registration Reimbursement for Trainings
LERN	Law Enforcement Records Network Speaker Sponsorship
MRSC	Municipal Research Services Center Registration Reimbursement for Webinars
NENA	National Emergency Number Association Registration Reimbursement for Certifications
NRPA	National Recreation and Park Association Reimbursement for Accreditations
PAW	Planning Association of Washington Speaker Sponsorship
PCCFOA	Pierce County Clerks' & Finance Officers' Association Speaker Sponsorship
SCCFOA	Snohomish County Clerks & Finance Officers Association Speaker Sponsorship
WABO	Washington Association of Building Officials Speaker Sponsorship and Registration Reimbursement for Annual Education Institute
WAPELRA	Washington Public Employers Labor Relations Association Speaker Sponsorships and Registration Reimbursement for Fall Conference
WAPRO	Washington Association of Public Records Officers Spring & Fall Pre-Conference Training Sessions
WASPC	Washington Association of Sheriffs and Police Chiefs Training Collaboration and Reimbursement for Accreditations



2015 Partnerships and Co-sponsorships (Continued)

WCMA	Washington City/County Management Association Speaker Sponsorship
WMCA	Washington Municipal Clerks Association Speaker Sponsorships & Registration Reimbursement for Fall Academy & Institute PD I-IV
WRPA	Washington Recreation and Park Association Speaker Sponsorships and Registration Reimbursement for Certifications
WSAMA	Washington State Association of Municipal Attorneys WCIA Spring & Fall Pre-Conference Training Sessions
WSAPT	Washington State Association of Permit Technicians Speaker Sponsorships and Scholarships (Spring & Fall)
WSPUDA	Washington State Public Utility District Association Speaker Sponsorships
WA Risk Pools	Enduris, WCRP, WSTIP, AWC, RMSA Conference Collaboration



Washington Cities Insurance Authority (WCIA) will continue to partner with LocalGovU in 2015 to offer online training programs to WCIA members free of charge!

Why LocalGovU?

LocalGovU courses are specific to government entities and topics range from Human Resources, Management, and Customer Services to Safety.

There are over 80 courses accessible to WCIA members yearlong, which provides Users with a much broader option of courses to choose from when the timing is convenient for you.

If your entity has not set up a LocalGovU account, please take advantage of this opportunity by completing the following steps:

Steps to Activate:

Step 1: Where to find the LocalGovU portal on the WCIA website:

- Go to **Education & Training** on the navigation bar of the WCIA home page, click on **Virtual Classroom** page, click on the **LocalGovU logo** and the portal page will appear
- Next click where it reads "To Get Started," then complete the electronic form that appears. One individual will be set up as Primary Administrator for each entity.
- You may also bookmark this link for easy access:
<http://www.localgovu.com/products/learn/?t=wcia>

Step 2: Once the electronic form is submitted and the account is created, LocalGovU is notified of the account via email.

- Within 24 hours of the initial notification, LocalGovU adds the available courses to the **entity's training account**. Once the courses are added, LocalGovU sends an email to the Primary Administrator with instructions on how to add staff to the training account by filling out the employee upload form and emailing it back to LocalGovU.
- Once LocalGovU receives that form, they add the **entity's staff to the account**, assign the current courses to the remaining users, and then email a Course Access document to the Administrator to pass along to their staff and assist them in logging in and accessing their training.

Note: Each individual will require their one unique User Name and Password. It is recommended that each user utilize their email address as their new Username, but we understand that may not always be possible. If necessary, they may create a unique username consisting of a minimum of 6 characters that can be any combination of letters, numbers, and/or special characters. Passwords will be case-sensitive.

Questions?

Contact **LocalGovU** directly with any questions about setting up your account, adding employees to your online training account or using the online training programs. Call them toll free at **866.845.8887** or email customerservice@localgovu.com.





If your entity has previously set up a LocalGovU account, please note that the login process has changed effective May 2015.

Upon signing in with your current **three credential login**, the system will alert users to update their existing information to migrate towards a **two credential login** system consisting of just a Username and Password that is unique for each user. This will make it easier for you and your team, as it requires each person to remember less information and choose their own personal access codes.

While we recommend that each user utilize their email address as their new Username, we understand that may not always be possible. If necessary, they may create a unique username consisting of a minimum of 6 characters that can be any combination of letters, numbers, and/or special characters. Passwords will be case-sensitive.

Along with changes to the login process come some exciting new features for account administrators:

- Thanks to the new login process, account administrators will no longer need a separate admin password. You will be automatically identified as an administrator by your username and password.
- With the click of a button, account administrators can now send users their Username and Password with an automated email.
- When you assign new courses to users in your account, the system can send email alerts to those users, letting them know new courses are assigned.

Questions?

Contact **LocalGovU** directly with any questions about setting up your account, adding employees to your online training account or using the online training programs. Call them toll free at **866.845.8887** or email customerservice@localgovu.com.



Insurance Authority

LocalGovU - Online Training Academy 2015 - Course List

1.	Absorbents and Spills	45. Ladder Safety
2.	Advanced Defensive Driving Techniques	46. Law Enforcement Liability
3.	Back Injuries	47. Lawn Care Equipment Safety
4.	Basic First Aid	48. Leadership vs. Management
5.	Basic Telephone Skills	49. Litigation Procedures
6.	Bloodborne Pathogens	50. Lockout/Tagout
7.	Business Writing Basics	51. Means of Egress
8.	Cemetery Maintenance	52. MRSA in Corrections Facilities
9.	Chain Saw Safety	53. Personal Professionalism
10.	Chemicals and MSDS	54. Personal Protective Equipment
11.	Commercial Motor Vehicle Safety	55. Power Tool Safety
12.	Computer Security Basics	56. Press Conference and Briefing Basics
13.	Confined Spaces	57. Preventing Accidents in the Workplace
14.	Crisis Management	58. Preventing Slips, Trips & Falls - Local Government
15.	Crisis Management for Law Enforcement	59. Public Employee Safety in the Community
16.	Critical Incident Response	60. Public Pools and Public Health
17.	Dealing with Cold Stress	61. Respirators and Air Quality
18.	Dealing with Heat Stress	62. Sexual Harassment Training - Harassment Awareness
19.	Dealing with the Media	63. Sexual Harassment Training for Managers
20.	Defensive Driving Basics	64. Snow and Ice Management
21.	Designing and Maintaining Safe Playgrounds	65. Stress and Your Health
22.	Developing Effective Communication Skills	66. Stress Management for Dispatchers
23.	Disciplinary Action and Procedures	67. The Risks of Social Media
24.	Diversity in the Workplace	68. Time Management Skills
25.	Drug and Alcohol Awareness	69. Transition from Peer to Supervisor
26.	Electrical and Fire Safety	70. Trench Safety
27.	Emergency Preparation and Egress	71. Understanding Carpal Tunnel Syndrome
28.	Employee Confidential Records	72. Understanding Domestic Abuse for Volunteers
29.	Enhancing Work Relationships	73. Understanding Mental Illness for Law Enforcement
30.	Equipment Safety	74. Understanding the Family and Medical Leave Act
31.	Ethical Behavior for Elected Officials	75. Understanding the MUTCD
32.	Ethical Behavior for Local Government	76. Use of Force - Corrections Training
33.	Ethics in Law Enforcement	77. Vehicular Pursuit
34.	Fall Protection	78. Violence in the Workplace
35.	Forklift Safety	79. Volunteers Working with Children and Adolescents
36.	Generational Differences	80. Work Zone Safety for Local Governments
37.	Global SDS and the Hazard Communication Standard	81. Workplace Ergonomics
38.	Handling Angry Employees	82. Workplace Harassment
39.	Handling Difficult Customers	83. Writing an Effective E-Mail
40.	Introduction to Jail Liability	
41.	Investigating Incidents	
42.	Investigating Incidents for Local Government	
43.	Jail Risk Management	
44.	Keeping Your Cool	



July & August 2015
Trainings & Education Programs

- July 6-10 Burien – [CJTC-Middle Management, Course #4220*](#)
- July 7 Burlington – [Building Supervisory Skills 201*](#)
- July 8 WCIA – [Building Supervisory Skills 201*](#)
- July 14 Burien – [CIT-Youth 8HR, Course #8076*](#)
Lakewood – [Could Your Agency be the Target of a Use of Force Lawsuit?*](#)
Lacey – [Building Supervisory Skills 201*](#)
Brier – [Flagger Certification](#)
- July 15 Yakima – [Local Government Leadership Forum](#)
Camas – [Building Supervisory Skills 201*](#)
- July 16 Burien – [CIT-Force Options, Course #8080*](#)
- July 21 Kennewick – [Passing the Ball in Contracts: It's Now Time to Change Your Insurance Requirements*](#)
- July 22 Kennewick – [Building Supervisory Skills 201*](#)
- July 23 Moses Lake – [Building Supervisory Skills 301*](#)
WCIA – [Passing the Ball in Contracts: It's Now Time to Change Your Insurance Requirements*](#)
- July 27-31 Burien – [CJTC-First Level Supervision, Course #4127*](#)
- July 28 Burlington – [Building Supervisory Skills 301*](#)
Lacey – [Passing the Ball in Contracts: It's Now Time to Change Your Insurance Requirements*](#)
- July 29 WCIA – [Building Supervisory Skills 301*](#)
- July 30 Arlington – [Passing the Ball in Contracts: It's Now Time to Change Your Insurance Requirements*](#)
- August 4 Lacey – [Building Supervisory Skills 301*](#)
Yakima – [CIT-Youth 8HR, Course #8076*](#)
- August 5 Camas – [Building Supervisory Skills 301*](#)
Yakima – [CIT-Mental Health First Aid for Criminal Justice, Course #8078*](#)
Yakima – [CIT-Force Options, Course #8080*](#)
- August 6 Burien – [CJTC Pre-Supervisors, Course #4124*](#)
- August 10-14
- August 17-21 Spokane – [CJTC First Level Supervision, Course #4127*](#)
- August 19 Kennewick – [Building Supervisory Skills 301*](#)
- August 26 Anacortes – [Land Use Decision Making](#)

Notes:

- *Indicates a training that satisfies one of the three 2015 COMPACT Audit Training Topics: Employment, Law Enforcement or Public Works
- Links to WCIA Regional Trainings will take you to the general website for training information



July & August 2015 Reimbursable Programs

*WCIA will reimburse for one registration/tuition per member unless otherwise noted**

- July 6-10 Burien – [CJTC Middle Management, Course #4420*](#)
*WCIA will reimburse up to 2 registrations per member for this CJTC course
- July 8 & 22 Kent – SWERVE Sudden Impact Driver Skills Course*
*WCIA will reimburse up to 4 registrations per member, per year
- July 27-28 Olympia – [DES Supervision Essentials, Phase II](#)
- July 27-31 Burien – [CJTC First Level Supervision, Course #4127*](#)
*WCIA will reimburse up to 2 registrations per member, per year
- August 10-12 Olympia – [DES Supervision Essentials, Phase I](#)
- August 10-14 Burien – [CJTC Pre-Supervisors, Course #4124*](#)
*WCIA will reimburse up to 2 registrations per member, per year
- August 17-21 Burien – [CJTC First Level Supervision, Course #4127*](#)
*WCIA will reimburse up to 2 registrations per member, per year

Notes:

- Starting in 2015, all reimbursement requests must be submitted through the WCIA website by Friday, December 4, 2015
- If you have questions regarding the reimbursement submittal process, please contact WCIA Member Services at memberservices@wciapool.org or 206-575-6046.

CLAIMS AND LITIGATION

Incidents:

Definition

- Something that happens that may result in a person alleging that the WCIA Member or an employee of the Member was negligent in some way.

Why WCIA is Interested in Incidents

- Incidents often become claims. WCIA Members may be viewed as a deep pocket.
- Member personnel may be the first persons at the scene – you are our eyes and ears
- Victims are more apt to tell the truth about their injuries and the conditions immediately after an incident has occurred
- Preservation of the scene/evidence. Three-year statute of limitations.

What Members Should Do

- Give assistance as directed by Member policies
- Ask the person what happened
- DO NOT ADMIT LIABILITY
- Do not tell them to file a claim – Do tell them the process for filing a claim
- Get witness information. Their memories are much more accurate immediately after the event.
- Take photographs or make drawings
- Fill out an incident report. See the claims manual
- Notify your supervisor and/or the claims contact
- The claims department may open a claims file, may assign a defense attorney and/or ask you to collect additional information
- Contact Evergreen Adjustment if assistance is required after hours or on the weekend (1-800-933-4235)

What to Put in the Incident Report

- FACTS only – No personal opinions (Lighting poor, hazardous condition)
- REMEMBER that the report may be turned over to the claimant's attorney if a lawsuit is filed.
- Names and addresses of the injured party and any witnesses
- Be accurate and observant
- Do not discuss with other people
- Call the adjuster or tell your supervisor about information you do not want to commit to paper

Claims:

Definition

- Where a person asks for payment of damages based on allegations of negligence on the part of the Member or a Member employee. State law requires that a claim for damages be filed with the City (or someone designated for this responsibility if other than a city). RCW 4.96.020

Once a Claim is Filed

- The Claims Contact or Delegate must send the claim to WCIA promptly.
- A claims adjuster will be assigned either in-house (WCIA) or field (Evergreen Adjustment Service).
- The Claims Contact or Delegate sends a comments form to the department involved. That form needs to be completed and sent back to the Claims Contact or Delegate within three days. The adjusters rely on the information on the form.
- The comments sheet or the cover sheet should be used to comment on the merits of the claim based on the facts – i.e., impossible for the sweeper to have done this damage because...
- Send additional information as soon as available, such as police reports and certificates of insurance.
- Do not write anything you would not like the claimant to read. If there is information you do not want to put in writing, contact the adjuster by telephone.

Adjustment

- Copies of all communications go to the delegate and/or the claims contact.
- WCIA needs Member input.
- Payment is made if liability is established.

Small Claims Court

- If a claim has been denied and the amount of damages claimed is under \$5,000, the claimant can file in Small Claims Court provided 60 days has elapsed since the original claim was filed.
- WCIA is not permitted to appear and argue the case on behalf of the Member. You must send a representative to argue the case. We will offer assistance in the preparation.



Lawsuits:

If a claim is not resolved within 60 days, a lawsuit may be initiated, asking a judge or jury to resolve the dispute. A complaint is filed with either a State or Federal Court and will name the City and/or individual City employees.

When a Member or a Member's employee receives a Summons & Complaint, immediate action must be taken. THE "DATE RECEIVED" SHOULD BE NOTED ON THE FACE OF BOTH THE SUMMONS AND THE COMPLAINT, AND SIGNED BY THE PERSON SERVED.

A copy should be sent to the City Attorney in order for him/her to put in a Notice of Appearance. There are usually only 20 days from receipt of a Summons & Complaint to respond to insure against a default judgment.

A copy should also be sent to WCIA for a coverage review. The attorney assigned by WCIA will contact the employee and be in constant communication during discovery, depositions, trial, etc. The defense attorney will always prepare the employee for each upcoming legal action. The employee should feel free to ask any questions and be completely truthful in his/her relationship with the defense attorney. Cooperation between the City and defense counsel is crucial.

PRE-DEFENSE REVIEW PROGRAM

In 1989, WCIA implemented a new program to assist Members with potential sensitive exposures. Our pre-emptive “damage control” perspective produced a program called Pre-Defense Review.

Program Description:

- Participation is voluntary. WCIA strongly encourages program use, but it is not yet a requirement for coverage and/or defense.
- Funding for the program comes from the WCIA Administrative Budget. Pre-Defense Review monies are not included in any individual member assessment calculation or loss cost.
- Discretion of the use of the program lies solely with the Claims Manager. The Claims Manager makes determination of the Pre-Defense progression, from incident to claim or litigation status. The program ends once a formal claims status is recognized. The Claims Manager controls assignment of the Pre-Defense Attorney. The same attorney usually continues as the Defense Attorney in any resulting litigation for the purpose of continuity.
- Communication and cooperation among team members are required for program success – the team includes the City Attorney, Member Human Resources staff, and particular Department staff, Claims Manager and Defense Attorney.

Procedure:

- WCIA Member Delegate notifies the WCIA of the request for help. Initial contact may be by phone but should always be followed up with a written request including all backup materials, correspondence, etc.
- The WCIA Claims Manager will determine if the Pre-Defense Program applies
- WCIA will assign the issue to the appropriate Defense Attorney.
- The assigned Attorney will contact the WCIA Member and work directly with them until the situation is resolved.

Examples of Program Usage:

Harassment Complaint
Disability Accommodation Issues
Potential Termination

For questions, please contact Reed Hardesty, Claims Manager.

2015 COMPACT Topic Trainings List

Members are required to attend **three** WCIA educational sessions in 2015. One session must be in a topic that supports the one of the **three** 2015 audit topics. Trainings will be advertised. For **currently** scheduled trainings, click <http://www.wciapool.org/education-training/calendar>

Employment

Human Resources, Risk Management, Management & Supervisors & Staff

Courses

- Unlawful Discrimination, Harassment and Retaliation*
- Best Practices for Recruiting, Interviewing and Hiring
- Building Supervisory Skills 101, 201 and 301
- Conducting Effective Performance Appraisals
- Controlling the Chaos: The Employment Investigation, the Claim for Damages, and the Lawsuit
- Mastering the Puzzle of Overlapping Leave Laws
- Winning Strategies for Defending Your Employment Case
- Employment Basics for Elected Officials

**Members who are required to complete Anti-Harassment training in 2015 will be contacted by their assigned Risk Management Representative.*

Public Works

Department Engineering and Operations, Management, Supervisors & Staff

Courses

- WCIA Public Works Risk Management
- Insurance and Indemnity Requirements for Contracts
- APWA Northwest Public Works Institute

Law Enforcement

Department Chiefs, Command staff, Management & Supervisors

Courses

- WCIA Law Enforcement Liability Update (Practices and Personnel)
- CJTC - Crisis Intervention Team (CIT) – Force Options, Basic 40HR King County & Statewide, 8HR In-Service King County and Statewide, Youth 8HR, Mental Health First Aid for Criminal Justice & 911/Dispatch Train-the-Trainer
- CJTC – Annual NW Law Enforcement Command College & Executive Training Day
 - CJTC – Pre-Supervisors or First Level Supervision or Middle Management
- EVOC – Emergency Vehicle Operating Course (to be scheduled by individual member – not WCIA)
- WASPC – Best Practices for Law Enforcement Executives

2015 COMPACT ELEMENTS SUMMARY

Organizational Attentiveness Elements:

- Attend one of the three Full Board Meetings held annually
(January and October meetings are held in Seattle; the May meeting in Yakima)
- Pay Assessments on Time – by January 31st postmark
- Appoint a WCIA Delegate and Alternate – update when changes occur
- Report Claims in a timely manner – per the Claims Manual policies online

Educational Elements:

- Attend three WCIA educational sessions
 - One session in a topic that supports the current Audit topic
 - Two additional sessions in any topic area
- Delegates must attend at least one session
- Designated City Attorney must attend one session
- Members who have not conducted Anti-Harassment training for their employees in the last three years will have the mandatory requirement to conduct the training in 2015. The training will fulfill the first educational requirement described above.

2015 Annual Audit Elements:

- 2015 Audit topics will cover Personnel, Police, and Public Works as applicable to each member. The audits will focus on member practices.
- For the Personnel Audit topic, the Members' final decision maker for all terminations will be required to attend the discussion and review of the Termination section of the audit.

2015 Annual Review Elements:

The Risk Management Representative reviews the following information:

- WCIA Liability, Auto, Property, Boiler and Machinery, Crime and Fidelity coverages, rates and deductibles, and any special programs
- Property & Auto Schedules
- Risk Profile and/or Current Liability Loss Runs
- Analysis of Loss History providing specific direction for training and/or consulting
- COMPACT Status Report
- WCIA Services

PROGRAM RISK SERVICES AND CONSULTATION

WCIA Risk Services Department provides an assortment of risk management services to assist the Membership. The following provides an overview of the various types of services available:

On-Site Analysis:

- Your assigned Risk Management Representative is available for on-site analysis of risk management exposures common to municipal government, such as playground and building inspections. They are also available to attend meetings with department heads and/or staff to discuss your agency's particular risk management issues, and to provide New Member, New Delegate or New Department Head Orientations.

Liability Inquiries:

- If you have a liability question or concern, your assigned Risk Management Representative is available to research and respond to you either by phone or email.

Legal Consultations:

- Legal consultations are available to the Membership to include legal review of personnel policies or practices, land use issues, or other general liability issues that are not particular to a potential claim, but that require the assistance of an attorney.
- Funding for the program comes from the WCIA Administrative Budget. Legal consultation costs are not included in any individual Member assessment calculation.

Procedure:

- WCIA Member Delegate notifies the WCIA Risk Management Representative or Risk Services Manager of the consultation request, either by phone or email. Any documents for review should be forwarded via email.
- The WCIA Risk Services Manager will determine if the Consultation Program applies, and will assign the issue to the appropriate Defense Attorney.
- The assigned Attorney will contact the WCIA Member and work directly with them until the situation is resolved.

For questions, please contact Robin Aronson, Risk Services Manager.

Risk Profile | Tukwila Pool Metropolitan Park District

For the Period: 1/1/2010 - 12/31/2014
WCIA Member: Since 9/14/2011

Chip McKenna, Senior Risk Management Representative



Risk Profile | Tukwila Pool MPD

Actuarial Group 5

This is a summary report, which compares your actual losses to expected losses based on your percentage of worker hours to other members in the same actuarial group as of 12/31/2014. The data analyzed in the risk profile covers claims with date of loss from 1/1/2010 through 12/31/2014. The number of claims shown indicates all claims and lawsuits reported to WCIA whether they were paid, denied or tendered to another entity. The dollar amounts shown include: 1) INDEMNITY PAYMENTS (paid to claimants/plaintiffs), 2) LEGAL FEES (attorney fees and related expenses) and 3) CURRENT RESERVES on any open claims/lawsuits as of 12/31/2014. Please keep in mind, any losses filed, payments made or reserves changed after 12/31/2014 may impact the identified loss trends.

Using this report, members can better understand the risks they may encounter, evaluate their losses in relation to the losses experienced by their peers, and modify their practices based on loss history to enhance services and minimize liability exposure.

Of note, information provided in the Risk Profile is different from that used in the calculation of a member's liability assessment.

ACTUARIAL GROUP 5 Members (58)			
Anacortes Transportation Benefit District (ANTB)	ARCH (ARCH)	Arlington TBD (ARTB)	
Bainbridge Island TBD (WITB)	Battle Ground Transportation Benefit District (BATB)	BCES (SECC)	
Clarkston Transportation Benefit District (CKTB)	Cowlitz-Wahkiakum COG (CWCG)	CRESA (CRSA)	
Des Moines Pool MPD (DEPD)	Des Moines TBD (DETB)	eCity Gov Alliance (ECIT)	
Edgewood Transportation Benefit District (EWTB)	Edmonds TBD (EDTB)	Enumclaw Transportation Benefit District (ENTB)	
EPSCA (EPSC)	ESCA (ESCA)	FileLocal (WTPA)	
Grandview TBD (GRTB)	Grays Harbor 911 (GHCM)	Jefferson County 911 (JFCM)	
Kenmore TBD (KNTB)	KROCC (KROCC)	Lake Forest Park TBD (LFTB)	
Lakewood Transportation Benefit District (LWTB)	Leavenworth TBD (LETB)	LOTT Clean Water Alliance (LOTT)	
MACC 911 (MACC)	MACECOM (MACM)	Maple Valley TBD (MPTB)	
Marysville Fire District (MAFD)	Marysville Transportation Benefit District (MATB)	Mercer Island TBD (MITB)	
Metro Park Dist. of Tacoma (MPD)	Monroe Fire District (MRFD)	Monroe Transportation Benefit District (MRTB)	
Mountlake Terrace TBD (MTTB)	Monroe Park MPD (NPPD)	Northshore Utility District (NUD)	
NWIMT (NWIM)	Olympia TBD (OLTB)	PENCOM (PNCM)	
Pullman Metro Park District (PMPD)	Pullman-Moscow Reg Airport (PM)	SCORE (SCOR)	
SERS (SERS)	Shelton Metro Park District (SHPD)	Shoreline TBD (SLTB)	
Silver Lake Water & Sewer (SRL)	Skagit 9-1-1 (SKGT)	SNOCOM (SNCM)	
SNOPAC (SNPC)	Snoqualmie TBD (SQTB)	South Sound 911 (SSND)	
Stanwood TBD (SWTB)	Three Rivers (CSOB)	Thurston 9-1-1 (CPCM)	
Thurston PUD (TPUD)	Thurston Reg Planning Council (TRPC)	Tukwila Pool MPD (TKPD)	
Tumwater TBD (TMTB)	Valley Communications Center (VLCM)	Valley Regional Fire Authority (VRFA)	
Walla Walla JCDA (WAJD)	Walla Walla TBD (WATB)	Walla Walla Valley MPO (WAMP)	
Water Operating Board (WOB)	WHITCOM 911 (WHIT)	William Shore Memorial Pool (WSPD)	
Yakima Valley COG (YVCG)			

Expected vs. Actual | Tukwila Pool MPD

Claim Type	Actuarial Group 5	Tukwila Pool MPD 1/1/2010-12/31/2014			Exceeds Expected
	Claims Count 1/1/2010-12/31/2014	Expected Claim Count	Actual Claim Count		
Automobile Liability	36	0	0	No	
Errors & Omissions	12	0	0	No	
General Liability	137	0	0	No	
Personnel	3	0	0	No	
Public Safety	42	0	0	No	
TOTALS:	230	0	0	No	
	Actuarial Group 5				

Category	Total Incurred 1/1/2010-12/31/2014	Expected Total Incurred	Actual Total Incurred	Exceeds Expected
			1/1/2010-12/31/2014	
Automobile Liability	\$93,480	\$0	\$0	No
Errors & Omissions	\$171,280	\$0	\$0	No
General Liability	\$1,254,753	\$0	\$0	No
Personnel	\$46,406	\$0	\$0	No
Public Safety	\$591,140	\$0	\$0	No
TOTALS:	\$2,157,059	\$0	\$0	No

Tukwila Pool MPD % of Actuarial Group 5 Worker Hours is 0%.

Expected Claim Count = (Actual Claim Count / Expected Claim Count) * 100%

Tukwila Pool MPD % of Actuarial Group 5 Worker Hours is 0%.

Expected Claim Count = [Actuarial Group Claim Count] X [% of Member Worker Hours] Expected Total Incurred = [Actuarial Group Total Incurred] X [% of Member Worker Hours]

Expected vs. Actual by Department | Tukwila Pool MPD

Department	Actuarial Group 5		Tukwila Pool MPD 1/1/2010-12/31/2014		Exceeds Expected	Actuarial Group 5		Tukwila Pool MPD 1/1/2010-12/31/2014		Exceeds Expected
	Claims Count 1/1/2010-12/31/2014	Expected Claim Count	Expected Claim Count	Actual Claim Count		Total Incurred 1/1/2010-12/31/2014	Expected Total Incurred	Actual Total Incurred		
ADMINISTRATION	9	0	0	0	No	\$187,080	\$0	\$0	No	
ANIMAL CONTROL	0	0	0	0	No	\$0	\$0	\$0	No	
CITY LIGHT	3	0	0	0	No	\$1,057	\$0	\$0	No	
DEVELOPMENT REVIEW	1	0	0	0	No	\$10,233	\$0	\$0	No	
DISPATCH	3	0	0	0	No	\$532	\$0	\$0	No	
FIRE MEDIC	3	0	0	0	No	\$4,353	\$0	\$0	No	
FIRE SUPPRESSION	6	0	0	0	No	\$12,631	\$0	\$0	No	
LIBRARY	0	0	0	0	No	\$0	\$0	\$0	No	
MARINA	1	0	0	0	No	\$0	\$0	\$0	No	
PARKS MAINTENANCE	23	0	0	0	No	\$191,425	\$0	\$0	No	
PARKS REC PROGRAMS	18	0	0	0	No	\$58,927	\$0	\$0	No	
POLICE	40	0	0	0	No	\$583,504	\$0	\$0	No	
PW ENGINEER	16	0	0	0	No	\$24,996	\$0	\$0	No	
PW REFUSE	0	0	0	0	No	\$0	\$0	\$0	No	
PW SEWER	40	0	0	0	No	\$288,192	\$0	\$0	No	
PW STREETS	30	0	0	0	No	\$27,798	\$0	\$0	No	
PW WATER	37	0	0	0	No	\$766,331	\$0	\$0	No	
SENIOR CENTER	0	0	0	0	No	\$0	\$0	\$0	No	
TOTALS:	230	0	0	0	No	\$2,157,059	\$0	\$0	No	

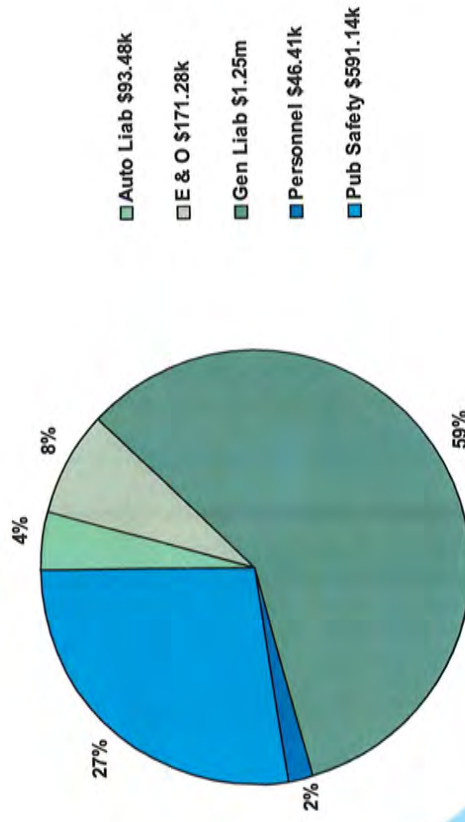
Tukwila Pool MPD % of Actuarial Group 5 Worker Hours is 0%.

Expected Total Incurred = [Actuarial Group Total Incurred] X [% of Member Worker Hours]

Expected Claim Count = [Actuarial Group Claim Count] X [% of Member Worker Hours]

Tukwila Pool Metropolitan Park District has no losses.

Actuarial Group 5



WCIA

