



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION

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Minutes of the  
Executive Committee Meeting  
June 28, 2018  
The Davenport Hotel ~ Spokane, WA

Executive Committee Members Present	Staff Present
Diane O'Regan, President, C-Tran Staci Jordan, Vice-President, Island Transit Shonda Shipman, Secretary, Whatcom Transportation Authority Paul Shinnars, Past President, Kitsap Transit Kevin Hebdon, Large Member Rep, Ben Franklin Transit Nick Covey, Medium Member Rep, Link Transit Amy Asher, Small Member Rep, RiverCities Transit Danette Brannin, At-Large Member Rep, Mason Transit Suzanne Coit, Treasurer, Intercity Transit	Cedric Adams, Claims Manager Anna Broadhead, Board Relations Tracey Christianson, Executive Director Chris DeVoll, Transit Risk Specialist Rick Hughes, General Counsel Joanne Kerrigan, Member Services Manager Andrea Powell, Administrative Services Manager
Board Members Present	
Geri Beardsley, Community Transit Lynn Bourton, Link Transit Jean Braaten, Grays Harbor Transit Sara Crouch, Jefferson Transit Jenny George, Asotin County PTBA Brandy Heston, Grant Transit Tom Hingson, Everett Transit Leann Hubbard, Pullman Transit Jesse Kinney, Valley Transit Dunyele Mason, Clallam Transit	LeeAnn McNulty, Mason Transit Ken Mehin, Grays Harbor Transit Steve Mertens, Columbia County Public Transportation Dale O'Brien, Skagit Transit Agustin Ortega, Yakima Transit Chris Saffer, Pierce Transit Mike Toole, Spokane Transit Lynda Warren, Spokane Transit Derrick Wojcik-Damers, Twin Transit
Guests Present	
Matthew Branson, Ben Franklin Transit Brenda Lamb, Link Transit Joe MacDonald, Skagit Transit	Pat McMahon, Carlson McMahon & Sealby (Executive Session only) Brian White, Alliant

## Call to Order

President O'Regan called the meeting to order at 9:02 am. O'Regan welcomed all participants as a sign in sheet was passed around the room, a verbal roll call also took place. O'Regan called for changes to the agenda, hearing none she asked for a motion to approve the agenda. **Jordan moved to approve the agenda. Shipman seconded the motion and the motion passed.**

## Consent Agenda

Minutes – May 24, 2018, May 2018 Administrative Vouchers/Checks<sup>i</sup>, May 2018 Claims Vouchers/Checks<sup>ii</sup>

O'Regan asked if there were any items to remove from the consent agenda. There were no items removed from the consent agenda. **Brannin moved to approve the consent agenda. Jordan seconded the motion and the motion passed.**

## Discussion Items

### 2018 Executive Committee Work Plan, Strategic Plan and Retreat Outcomes

Christianson explained the work plan had been updated and the strategic plan included for informational purposes only. There were no questions.

### Pierce Transit's Collision Avoidance Project

Kerrigan updated the committee on the change in scope of the Pierce Transit collision avoidance project from equipping 100 buses with Shield+ to 30 buses with an option to add 70 more, and how the team of researchers feel the data collected will still be adequate and meaningful.

### Narcan

O'Regan said the Executive Committee discussed this topic at the previous meeting. The Executive asked general counsel to issue a legal opinion and WSTIP's stance on this topic. Christianson gave a brief overview on the use of the drug, Narcan (more information is in the packet). Narcan is a drug that can be administered during an opioid overdose. Narcan triggers the brains receptors and signals the brain to re-start sending breathing signals. Several transit agencies have considered or are considering allowing their employees to administer the drug. There are obvious obligations to train on the administration of the drug and proper storage techniques. Hughes explained how he thinks administering Narcan would be treated from a legal standpoint (memo in packet), Kerrigan talked about it from a loss prevention point of view, and Tracey discussed it from a coverage standpoint. Attendees discussed the topic at length, including the coverage document as it now reads, which is silent. Some members are allowing road supervisors and transit center security to carry and administer Narcan. Some members considered it and decided to not do it. Since the Coverage Review Committee is working on the Public Officials Liability policy, Christianson said this is a perfect time to make the document speak with the intention of the Board.

Discussion continued with a main opinion emerging that the risk of administering Narcan is like the existing risk from not administering, failing to administer, or improperly administering first aid. AED devices made a similar splash and evoked fear when they first emerged. A draft of the Public Officials Liability policy will be presented in September and it will be clear that administering first aid includes the use of Narcan. The Board will have another opportunity to say yes or no to coverage with the adoption of the document.

### Road Show: Communication Program

O'Regan stated that this topic stems from discussions at the retreat on how to tell a more complete risk story. Kerrigan explained the effort is to show members the WSTIP risk story, their own risk story, and ask for a new commitment on reducing their cost of risk. She talked about the road show components: the safety catalog which is a resource to educate on emerging technology and a new grant program to address financial barriers for members to adopt emerging technology. Kerrigan also talked about a more personalized member risk story. Staff partnered with Munich Re to use their program called loss detect. Kerrigan included a sample loss detect report in the materials. The report breaks down where the losses are in a more holistic way. The next step is to do this report for each member. Then we can show WSTIP's loss story too. We hope the combination will answer the deeper questions for the operations, safety and risk people. We have a strategic plan goal to have the ability to fund a \$5 million optional self-insured retention by 2023, but we aren't there yet and the reason we aren't is the losses we keep incurring. We need to reduce our losses and/or collect even more money to reach our goal.

Kerrigan asked for feedback on the road show outline. We will pilot this "road show" to the Executive Committee to help us decide who the audience should be at each agency, who is presenting, and asked

for volunteers. Attendees liked the presentation, felt staff should accompany the Board member for presenting to safety, training, as well as executive teams. The next steps are to pilot the “road show” at the Executive Committee meeting, and then pilot to a friendly member for actionable feedback. Saffer volunteered Pierce as a friendly audience.

### Emerging Risks and Opportunities Committee Recommendation

Kerrigan explained the Emerging Risks and Opportunities Committee had been working on a grant process to remove financial barriers for technology projects. This topic came about when Pierce asked WSTIP to partner with them on their Lytx DriveCam project. She asked for feedback on the guidelines, the application, and scoring matrix. Attendees gave feedback on the guidelines suggesting some language edits and clearer definitions, the funding amount and if \$250,000 would be sufficient, and whether the emphasis is on funding new un-tried technologies as opposed to funding proven technologies. This topic will continue at the July Executive Committee meeting. Kerrigan asked that comments/recommendations be made before the next Emerging Risks and Opportunities Committee meeting on August 28.

Pat McMahon arrived at 10:44 am. The committee recessed at 10:45 am and came back into session at 11:02 am.

***Shipman moved to change the agenda order and hold Executive Session as the attorney had arrived. Jordan seconded the motion and the motion passed.***

### Executive Session

The Executive Committee went into Executive Session at 11:03 am for 45 minutes pursuant to RCW 42.30.110 (1) (i) to discuss with legal counsel representing the agency litigation in which a member acting in an official capacity is a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. President O'Regan extended the session multiple times in 10 and 15-minute increments for a total of 37 additional minutes. Executive Session ended at 12:25 pm. ***Jordan moved to authorize the Executive Director settlement authority in the amount requested in Edwards vs. Ben Franklin Transit. Shinnors seconded the motion and the motion carried.***

Christianson said in the essence of time the only urgent action item is the capital funding study.

### Action Items

#### Capital Funding Study

Christianson explained this study is completed every three years, however, the amount is over her signing authority. ***Hebdon moved to authorize the Executive Director to sign the engagement letter regarding the capital funding study with PriceWaterhouseCoopers. Brannin seconded the motion and the motion passed.***

***Jordan moved to table remaining action items until the July Executive Committee Meeting. Shipman seconded the motion and the motion passed.***

#### Employee Handbook

Tabled until July Executive Committee Meeting on July 26, 2018.

#### Governance Policy – Actuarial Policy

Tabled until July Executive Committee Meeting on July 26, 2018.

## Sub-Committee Reports Governance Policy Committee

No report. Next meeting July 26, 2018.

## Board Development Committee

No report. Next meeting July 26, 2018.

## Emerging Risks and Opportunities Committee Report

See above discussion item.

## Data Governance Committee

No report. Next meeting to-be-determined.

## Coverage Review Committee

No report. Next meeting to-be-determined.

## Recap and Adjournment

O'Regan noted the Member Representative Meetings would begin at 1:00 pm. ***Shipman moved to adjourn the meeting at 12:34 pm. Covey seconded the motion and the motion passed.***

Submitted this 26th day of July 2018.

Approved:   
Shonda Shipman, Secretary

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<sup>i</sup> Check numbers 27719 through 27761 in the amount of \$94,183.04. Internet transfers of \$46,098.30 for the 05/15/2018 payroll; \$44,711.27 for the 05/31/2018 payroll; and \$9,700.29 for the 05/2018 staff benefits. Internet and ACH payments for staff credit cards, travel/expense reimbursements and professional/misc. services total \$49,155.48. Total voucher approval, including May 2018 staff payroll and Internet and ACH payments is \$243,848.38.

<sup>ii</sup> Check numbers 10981 through 11083 in the amount of \$584,215.91. Total voucher approval is \$584,215.91.