

COMPCONTROL

The Official KMIT Member Newsletter

New KMIT Payroll Auditing Process

KMIT is implementing an upgraded (improved) payroll auditing process, and it has nothing to do with all the other changes going on with the pool. It DOES have to do with a new partner in our payroll auditing system. Last summer, KMIT began a relationship with Legacy P&C Partners, LLC. (legacypcpartners.com).

The KMIT payroll auditing process takes place early in each year, typically starting about mid-January. The work to be done in early 2013 will be to determine each city's actual payroll amounts for 2012, so that close-out calculations/adjustments on 2012 premium payments can be made by KMIT.

From now on, KMIT's **payroll audits will all be completed via email**. No

more 'desk' audits for any city in the pool. All information will flow from cities to the auditor via email, fax and US Mail.

The one VERY IMPORTANT thread in our KMIT process is our long-time payroll-auditing 'guru', **Carma Drehle-Neth**, who will now personally complete all the KMIT payroll audits. In other words, ONE auditor will complete all the KMIT audits; there is no longer a team of auditors.

Carma has already contacted all our cities (in late November), and established lines of communication, via personal phone calls to each and every KMIT member city, followed up with a letter to each city. Carma has pointed out that those positions which are 'split' on the payroll sheets will need to be given to Carma via a percentage allocated to the different applicable class codes. Please feel free to contact Carma direct, at 316-721-1261, with any questions relating to your city's upcoming KMIT payroll audit.



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Office Administrator/Agent

CompControl and City Safe are publications of the Kansas Municipal Insurance Trust for the purpose of educating and informing cities about loss control methods and risk management. If you have any questions concerning KMIT workers' compensation or risk management that you would like to see answered in this newsletter, please direct those inquiries to:

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KMIT 2013 Work Comp Premium Invoices Sent

KMIT mailed out its annual renewal quotes and invoices on November 30, so most KMIT member cities received the 2013 premium notice in the mail on or about Monday, December 3. (If you haven't seen your 2013 premium invoice, please contact Deanna Furman or Don Osenbaugh right away.)

Due to some 'tweaking' of its calculation methodology, NCCI (the national rating agency) is distributing its *experience modifier* (mod) ratings a bit later than normal, and KMIT mods were received too late for our initial billing requirements (see reference to this point in your renewal letter from KMIT). **This fact has resulted in having to re-issue corrected quotes and invoices to a number of our KMIT cities.** This need to re-issue quotes been an unexpected hurdle.

KMIT premium payments for 2013 are *due and payable-in-full on or before January 31, 2013.*

Be sure to remember:

1. Checks are to be made payable to 'KMIT';
2. Checks MUST be mailed in care of KMIT's special **lockbox address**. Please make sure to change your your vendor/address; this address has changed. The current lockbox information is provided on the invoice and the quote.

What You Need To Know

When workers are using new equipment for the first time, make sure they are:



Trained on the same equipment they'll be using. They shouldn't be getting to know it on the job.

Given expert guidance. Try getting your equipment providers to pitch in with training.

Supervised closely. Keep an eye on workers until you're sure they're comfortable with new equipment.

Excerpted from 'What you need to know', *Supervisor Safety Bulletin*: 370 Technology Drive—
Malvern, PA 19355 (800) 220-5000.

KMIT Annual Meeting Recap

KMIT held its 19th **Annual Meeting** in Topeka on October 7 (during the LKM Conference). The meeting was presided over by **KMIT President Larry Paine** (Larry became President in June, following the resignation of Daron Hall; he will continue on as President of KMIT until October 2013).

A total of 109 city officials attended the Annual Meeting, representing 45 of the 147 member cities of KMIT. Trustees re-elected to continue to serve (an additional two-year term) included: **Larry Paine** (Hillsboro), **Herb Llewellyn** (El Dorado), **Debra Mootz** (Roeland Park), **Keith Schlaegel** (Stockton) and **Tim Hardy** (Elkhart).



Risk Control assessment ratings of **GOLD** were awarded to 67 KMIT cities; nineteen cities got a Silver rating and thirteen received a Bronze. The City of Lenora was recognized for being a member for 15 years; and eight cities (Augusta, Columbus, Great Bend, Horton, Leoti, Lincoln Center, Satanta and Stockton) received their 10-year awards. The **EIGHT new cities to KMIT in 2012** were recognized—Belle Plaine, Benton, Chapman, Lindsborg, Moundridge, Scranton, Sylvan Grove and Westwood.

The primary topic of the meeting was a **Bylaws Amendment**, which formally separated KMIT from the League. Prior to a vote, **LKM Executive Director Don Moler** spoke in favor of the move, and explained the process that has gone on and the 'MOU' that sets in motion a five-year agreement of cooperation between the two entities. President Paine asked for and received a unanimous vote of approval by acclamation.

The next KMIT Annual Meeting will be during the LKM Annual Conference, in Overland Park, in October 2013.

Garden City Becomes Newest Member

On November 6, the Garden City City Commission voted to join the KMIT work comp pool, thus, Garden City officially becomes a part of the KMIT family on January 1, 2013.



With a population of 28,451 (ranking 13th in Kansas), and with 305 employees, Garden City is the largest city ever to be a part of KMIT. Welcome to KMIT, Garden City!

NEWS & NOTES

SAFE CITIES as of November 30, 2012

If you would like assistance returning an injured employee to work, or need ideas for modified duty, please contact Marla or Gene, 1-800-288-6732 or kmitclaims@imacorp.com.

Abilene	Brewster	Esbon	Hiawatha	Montezuma	Sedgwick
Admire	Centralia	Florence	Hill City	Mound City	Sharon Springs
Allen	Chapman	Ford	Hillsboro	Moundridge	Spearville
Altamont	Chautauqua	Fort Scott	Horton	Neodesha	Spring Hill
Andale	Cheney	Fowler	Jetmore	Neosho Rapids	St. Francis
Andover	Clay Center	Frankfort	Johnson City	Ogden	Stafford
Atlanta	Clearwater	Fredonia	Kingman	Olpe	Stockton
Baldwin City	Concordia	Gasco	La Cygne	Oskaloosa	Sylvan Grove
Basehor	Conway Springs	Glen Elder	LEAGUE	Palco	Tampa
Baxter Springs	Cottonwood Falls	Goodland	Lecompton	Paola	Tescott
Bel Aire	Council Grove	Grainfield	Lenora	Princeton	Tipton
Belle Plaine	Cullison	Plaza	Lincoln Center	Ramona	Turon
Belleville	Damar	Greeley	Lucas	Ransom	Ulysses
Bennington	De Soto	Grenola	Maize	Reading	Valley Center
Benton	Douglass	Grinnell	McFarland	Roeland Park	WaKeeney
Beverly	Eastborough	Halstead	Medicine Lodge	Rose Hill	Wakefield
Bird City	Edgerton	Hamilton	Melvorn	Russell	Walton
Blue Mound	Edwardsville	Hartford	Minneapolis	Satanta	Wamego
Blue Rapids	Ellsworth	Hays	Moline	Sedan	Wellington

KMIT cities are considered Safe Cities if no lost time claims have been reported during the calendar year, beginning January 1, 2012.

2012/2013 KMIT Executive Board

At its meeting immediately following the KMIT Annual Meeting, in Topeka on October 7, the KMIT Board of Trustees elected its officers for 2012/2013. The **current KMIT Executive Committee** is comprised of:

President: Larry Paine, Hillsboro City Administrator

Vice President: Herb Llewellyn, El Dorado City Manager

Treasurer: Debra Mootz, Roeland Park City Clerk/Director of Finance

Immediate Past President: Bobby Busch, Neodesha Finance Director/City Clerk

The above KMIT Officers will serve until October 2013.





City Safe

Winter 2012

KMIT Honors 2012 Loss Prevention Certification Program Award Recipients



(67 cities)

Abilene	Concordia	Hamilton	Park City
Altamont	Conway Springs	Haysville	Parsons
Andale	De Soto	Hiawatha	Peabody
Andover	Douglass	Hillsboro	Ransom
Arkansas City	El Dorado	Hoisington	Roeland Park
Atchison	Ellsworth	Independence	Russell
Augusta	Ford	Kingman	Sedgwick
Baldwin City	Fort Scott	Kinsley	Sharon Springs
Basehor	Fowler	Leoti	Spring Hill
Bel Aire	Frankfort	Lucas	St. Francis
Belle Plaine	Fredonia	Minneapolis	Stafford
Benton	Glasco	Montezuma	Stockton
Bonner Springs	Goodland	Neodesha	Tipton
Cheney	Grandview Plaza	Newton	Valley Center
Cherryvale	Great Bend	Osage City	Wamego
Clay Center	Grenola	Oswego	Wellington
Coffeyville	Halstead	Paola	

Gold-level cities receive a 5% safety discount on next renewal (2013)



(19 cities)

Baxter Springs	Esbon	Johnson City	Olpe
Blue Rapids	Eudora	Maize	Oskaloosa
Chautauqua	Girard	Marysville	Turon
Council Grove	Grainfield	McFarland	Ulysses
Elkhart	Hill City	Medicine Lodge	

Silver-level cities receive a 3% safety discount on next renewal (2013)



(13 cities)

Bird City	Lincoln Center	Osawatomie	Rose Hill
Eastborough	Melvorn	Princeton	Tescott
Florence	Moline	Reading	Wakefield
Hartford			

Bronze-level cities receive a 1% safety discount on next renewal (2013)

Safety Training Videos

Don't Delay - Order Today!

Videos Offered in the IMA Safety Video Library

New! Facility & Personnel Security: A Comprehensive Plan For A Safer Workplace

Nationwide, there has been an increase in security incidents taking place in government facilities. Some of the more common incidents include: threats and acts of workplace violence; theft and vandalism of public property; civil disturbances and acts of terrorism; and computer and data security related incidents. In order to prevent and reduce the number of security related claims, a comprehensive facility and personnel security plan needs to be implemented.

This 21-minute video covers physical security of facilities and operations, personnel policies and procedures, threats and violence in the workplace, potentially volatile municipal activities, computer and IT security, and communication and training. The video covers Facility Security Checklists, a Recreation Department Criminal Background Check and Confidentiality Policy, Workplace Violence Policy, OSHA Recommendations for Workplace Violence Prevention Programs, a Court Security Audit Checklist, Computer Security Assessment Checklist, and Electronic Communications.

New! Aquatic Risk Management: Keeping Your Head Above Water

Aquatic Risk Management: Keeping Your Head Above Water was created to help public entities avoid some of the risks associated with operating swimming pools and aquatic facilities.

The number and complexity of aquatic facilities has grown significantly over the years, which has contributed to an increased risk of drowning, spinal injuries, slips and falls and other serious incidents. The key topics that are discussed in this video include:

- Personnel and supervision
- Lifeguard training
- Emergency action plans
- Patron communication and education
- Employee safety
- Facility design, inspection, and maintenance



Contact IMA Today To Order Videos!

KMIT and IMA videos can be borrowed free-of charge by contacting Karie Fayette, with IMA at (316) 267-9221, faxing the video loan form to (316) 266-6254 or email wichitareceptiondesk@imacorp.com. For a complete video library listing, go to KMIT.net and click on the document center (top right corner) then click on IMA Safety Video Library.

NCCI 'Split Point'

As mentioned elsewhere in this missive, and in the renewal letters sent to all KMIT cities along with their 2013 quotes and invoices, the national rating agency that calculates the *experience modifier* ('mod') ratings for all cities and businesses in Kansas, and in most other states as well, NCCI (the National Council for Compensation Insurance), is in the process of revising its intricate (ie, 'complicated') mathematical methodology for determining mod ratings.

In short, the 'tweaking' of the NCCI model, dubbed 'Split Point' by NCCI, is in the first year of a three-year process, which is designed to adjust for the fact that the average cost of medical claims has gone up significantly since the last change in the process, some twenty or so years ago. This 'tweaking' of the process is resulting in mods going up and down more than usual this year, and there is really nothing KMIT (or any private-market company) can do about it, except to adjust as we go.

For those of you with time on your hands, there is a tutorial of the process available, at: ncci.com/nccimain/Education/CompleteList/Pages/understand-er-plan-change-wod.aspx . Meanwhile, KMIT will continue to do its very best to stay with the changes resulting from the updated NCCI process. Please bear with us...

KMIT Address Change

KMIT's mailing address and physical location are changing, effective January 1, 2013. The changes are necessitated by the transition of KMIT out from under the administrative 'umbrella' of the League.

Effective January 1, the PHYSICAL address for KMIT is:

3024 SW Wanamaker Rd. Suite 200
Topeka, KS 66614

The new MAILING address for KMIT becomes:

6021 SW 29th St. PMB355
Topeka, KS 66614



EFFECTIVE IMMEDIATELY, KMIT's new LOCKBOX address (where you send your 2013 premium checks, regardless of when they are mailed) is:

P.O. Box 541
Shawnee Mission, KS 66201-0541

KMIT's new phone number (effective January 1) is: 785-272-2608

Deanna Furman's new email will be deanna.furman@imacorp.com, starting January 1.

Don Osenbaugh's email and phone number will not change.

KMIT Injury Stats 2012 as of November 30, 2012

<u>Department</u>	<u># Injuries</u>	<u>Cost</u>	<u>Department</u>	<u># Injuries</u>	<u>Cost</u>
Administration	14	\$30,105	Maintenance	53	\$149,061
Airport	1	\$30,900	Miscellaneous	8	\$8,492
Animal Control	6	\$3,680	Park	50	\$59,203
Cemetery	1	\$1,285	Police	95	\$323,337
Electric	33	\$96,445	Recycling	5	\$19,983
Emergency	12	\$48,997	Sanitation	17	\$19,392
Fire	43	\$167,458	Street	72	\$185,631
Library	1	\$1,300	Water	49	\$147,409
			TOTAL	460	\$1,292,678

KMIT Calendar

January 2013

31 KMIT Premium Invoices Due

February 2013

21 KMIT Supervisor Training, *Paola*
 22 KMIT Board of Trustees Meeting, *Bonner Springs*
 28 KMIT Supervisor Training, *Garden City*

March 2013

6 KMIT Supervisor Training, *tentative*
 20 Spring Edition - CompControl/City Safe

April 2013

19 KMIT Board of Trustees Meeting, *Goodland*

June 2013

20 Summer Edition - CompControl/City Safe
 28 KMIT Board of Trustees Meeting, *Andover*

KMIT Balance Sheet as of November 30, 2012

Assets

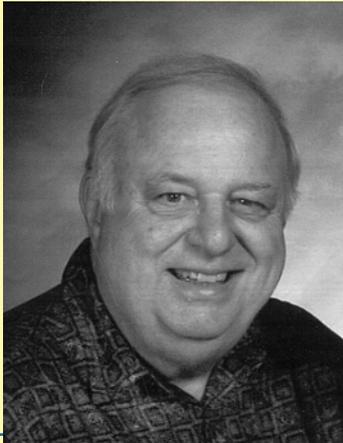
Checking Account	\$1,408,110
Investments	\$9,110,000
Accrued Interest	\$57,198
Accounts Receivable	\$5,169,025
Excess Premium Receivable	-
Specific Recoverable	\$424,803
Aggregate Recoverable	\$26,660
Prepaid Expenses	\$82,914
Total Assets	\$16,278,710

Liabilities & Equity

Accounts Payable	-
Excess Premium Payable	-
Reserve for Losses	\$3,350,133
IBNR Reserve	\$3,699,324
Deposits on Premium	\$5,562,703
Accrued Taxes and Assessments	\$482,111
Total Liabilities	\$13,094,270
Total Liabilities and Equity	\$16,278,710
Total Equity (NET WORTH)	\$3,184,440

Mac Manning Retiring

KMIT Board of Trustees member Mac Manning is retiring on December 31. Mac is currently the City Administrator/Clerk for Peabody, a position he has held since early 2009. He has served as a KMIT Trustee since October 2009.



Mac Manning, City of Peabody

Mac is a native of Atchison, and earned a BS in Engineering from Pittsburg State. Mac started his career in city government in Kansas after serving in the military, and went on to be city manager in several cities in Illinois before returning to Kansas. He was city administrator or manager in several Kansas communities, earning his MPA from Wichita State along the way, and also served several years in a city manager position in Arizona, and served a term as President of the Kansas Association of City/County Management. Mac also administered the City Clerks program at WSU for several years late in his career.

Mac was recently appointed as a Range Rider for the KACM, and plans to also do some part-time work as an interim City Clerk should the opportunity arise, so his post-retirement life will be active. Mac and his wife Beverly live in Wichita.

Training Tips!

Get staffers to participate in safety training

Most safety professionals know folks are more likely to remember information if they participate during training. So try asking asking different questions to increase participation.

Instead of: “Does anyone have any questions?” **Try:** Picking out one worker and asking him or her, “What questions do you have about this?” That will help engage workers, and keep them paying attention.

Eye injury simulation

Here’s a simple way to get workers to take eye safety seriously: At your next training session, have your staffers take turns wearing safety goggles with Vaseline smeared on the lenses. That will show them what the world will look like if they suffer an eye injury.



2013 Regional Supervisor Seminar Series

The highly-successful annual **KMIT Regional Supervisor Seminar Series** will be presented in three KMIT cities in 2013. The first two tour stops are:

Paola—Thursday, February 21, 1—4 pm

Garden City—Thursday, February 28, 1—4 pm

The third site is yet to be determined. KMIT will send out an email notice when it is. The third date is likely to be March 6.

Contact Deanna Furman at deanna.furman@imacorp.com, for more information or to register. Starting in 2013, these training sessions are **FREE** for employees of KMIT member cities. There may be limited seating available at some sites, so sign up now.

Enrollment forms for 'Work Comp Management for Supervisors' will also be sent via email in January!

Kansas Municipal Insurance Trust

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Topeka, KS 66614

Endorsed by

