

CompControl



Volume 22 | Number 1 | Spring 2013

The Official KMIT Member Newsletter

A New Era: *Entering our 20th year of service*

As **KMIT** begins its **20th year**, it has also ventured forth towards a **New Era**.

As of January 1, KMIT is no longer a 'sub-set' of the League of Kansas Municipalities (though KMIT remains endorsed by the League). KMIT is now under the exclusive direction and control of the **KMIT Board of Trustees**, and is managed via contracts between the Board and several key associates, namely the **KMIT Pool Administrator** (Don Osenbaugh) and its **Third Party Administrator** (IMA-Wichita)

Osenbaugh remains the overall administrator of KMIT, a position he has held since early-2001. **IMA** has also had a long-running connection to KMIT, which stretches back to the very beginning of KMIT (in 1994), when IMA was contracted to conduct loss control audits. Now, IMA performs a very wide range of professional services on behalf of the KMIT pool, including, but not limited to: loss control, claims adjusting, risk management, city-staff trainings, and accounting and general administrative services (including the production of this very newsletter)—most of which IMA staff has been doing for quite some time. The accounting and general administrative functions were formerly performed by League staff (and, Deanna Furman is now an employee of IMA.)

KMIT also utilizes several other contractors who perform **specialized services** for our group, including: payroll auditing (Legacy P&C Partners, LLC—Carma Drehle-Neth, Auditor), annual actuarial reports (Milliman, Inc.) and annual financial reporting (Summers, Spencer & Company, PA, Topeka).

KMIT continues to grow and prosper, and, especially given the wonderful addition of **Garden City** at the beginning of 2013, is *even more solid than ever*. At

'press time', KMIT is now up to (a new KMIT record of) 151 total members (**Smith Center, Logan, Oakley and North Newton** all joined our group this spring and **Hays** 're-joined' (following a year away from the League and KMIT)—all effective April 1), and now generates in excess of \$5,250,000 in annualized premium. As of January 31, 2013, KMIT showed **assets of \$15.6M; \$13.9M in cash**; and a **'Net Worth' (free-and-clear of all future liabilities) of over \$3.2M**.

KMIT has provided a consistent, stable, and cost-effective work comp option for the members of its **self-insurance group** (pool) for the last nineteen years. **SERVICE** is, and will remain, KMIT's motto, and we at KMIT are totally committed to delivering the absolute best service to our member cities as is possible. After all, we really are **ONE TEAM**, comprised of all of our member cities. Our **ONLY MISSION** is to do the best job we can, while working together as a unit.

As a 'stand-alone', self-insurance group, **KMIT is not beholden to private investors**—we are not burdened with the duty or obligation to pay dividends or generate a profit (increase in stock value) for investors. And, we do not use pool money to invest in the inevitable roller-coaster ride that is the nature of the stock market. 'We' are you. We are 'owned' by you. We put your/our money in the bank in ultra-safe investments, just the same as do our member cities, and we use it to pay for claims and provide services, while maintaining a comfortable and secure level of reserves for future uncertainties. In other words, it is **NOT** our goal to make 'a profit'; it **IS** **our goal** to provide the most dependable and reliable service we can, both now and well into the future.

The KMIT Board and management team strives continuously to improve our pool, to innovate, and to seek additional opportunities to serve the cities (and their employees) of Kansas.

Kansas Municipal Insurance Trust Board of Trustees & Key Contacts

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CORnerstone Risk Solutions, LLC

CompControl and City Safe are publications of the Kansas Municipal Insurance Trust for the purpose of educating and information 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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Five More Cities Join KMIT

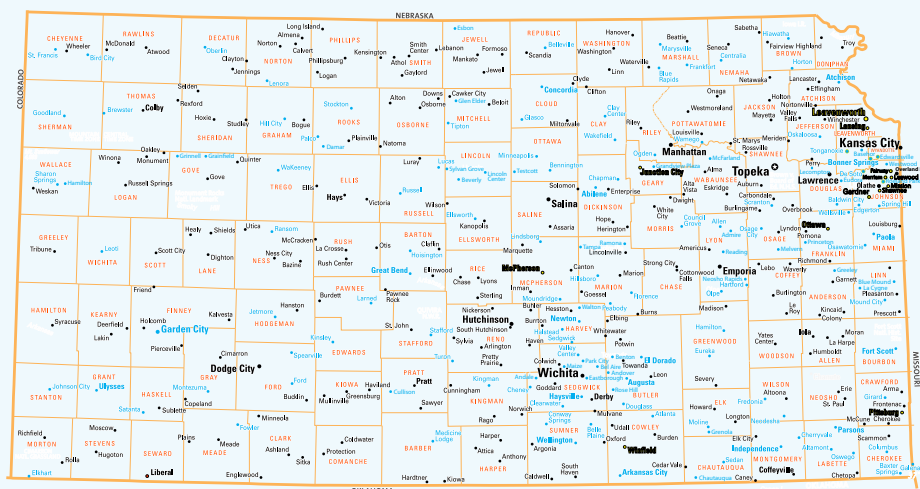
Five new cities have joined the KMIT Work Comp Pool Family, all officially on April 1, bringing the pool up to 151 members (including the League), an all-time high membership total for KMIT.

Welcome to all of our newest KMIT members:

- Smith Center (Smith County)
- Logan (Logan County)
- Oakley (Logan County)
- North Newton (Harvey County)
- Hays (Ellis County) - rejoin

Our new cities were all added in cooperation with a local insurance agency/agent. The agencies KMIT worked with in bringing in our newest members are Smith County Insurance Services, Inc. (Smith Center, agent Trish Wiehl); Heritage Insurance Group, LLC (with Logan/Phillipsburg/Palco/Stockton offices, agent Max Lowry); Campbell Insurance (Oakley agent Bruce Campbell); and Conrade Insurance (North Newton, agent Chris Conrade and account manager Heidi Richling). Thanks to our partnership agents for their work this spring.

We look forward to a long and productive relationship with all our new cities and agents.



Railroad Waivers - New System

Many of our KMIT cities work together with railroad companies whose rails run through their cities. In most cases, cities are required to provide **proof of insurance coverage** to the railroad. Sometimes, cities are asked to provide an updated copy of their **certificates of coverage for work comp** as proof of renewal to Burlington Northern Santa Fe (BNSF). KMIT receives quite a few calls asking for assistance to handle these requests, which in the past have been handled on a case-by-case basis.

KMIT allows its member cities a 'grace period,' through January 31 each year, in which to pay premiums. After premiums are received from the members by KMIT, certificates of coverage are generated by KMIT staff. This request for proof of coverage by BNSF usually lands on the steps of city hall right after January 1, and becomes a timing issue with getting copies of certificates of coverage in hand.

During this first part of 2013, KMIT has taken steps to improve this experience for our cities. KMIT now has established a working relationship with Risk Management at BNSF. On or about January 1 of each year, KMIT will provide a complete list of member cities to BNSF, and in turn, BNSF will provide a list to KMIT of cities from which they are requiring proof of coverage. KMIT will then forward a copy of all certificates of coverage for our affected cities directly to BNSF. In other words, KMIT cities should no longer have to deal with this issue. KMIT has already received very positive feedback regarding this change which is designed to better serve the needs of our members.

KMIT cities should no longer receive requests from BNSF for certificates of coverage.

If you receive a request, please forward to deanna.furman@imacorp.com.

If your city ever receives a request from the railroad for this kind of waiver, please forward the information to deanna.furman@imacorp.com.



Safety Tip: What You Need To Know

Before a worker starts a job, make sure he or she:



Knows the tools. The worker should know everything from the basics of the equipment to how to clean and store it

Grasps safety. This means knowing the safety features of the tool itself and having a plan, and

Demonstrates knowledge. Have the worker explain and demonstrate to you how they'll do the job.

Reprinted with permission from Supervisor's Safety Bulletin: 370 Technology Drive — Malvern, PA 19355 (800) 220-5000.

News & Notes

Clausie Smith Retires

Long-time Bonner Springs Mayor and governing body member, and current KMIT Trustee, Clausie Smith has announced his retirement from public life. Clausie decided not to run for re-election this spring. His resignation from the KMIT Board is effective April 9.

A 'newspaperman' by trade, Clausie was the editor and publisher of several newspapers in Kansas during his career, including the Bonner Springs Chieftain. Clausie continues to pen an occasional delightfully insightful observation/opinion piece as a contributing columnist to The Chieftain and The Basehor Sentinel.

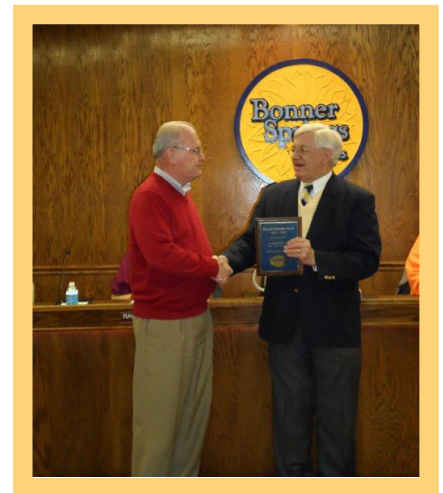
Clausie is the absolute model of what a public servant should be. He has for many years, and continues to this day, to serve and lead his city, his surrounding community, his county

(Wyandotte) and his state through positions on a wide variety of boards and committees. His intelligent, level-headed, common-sense approach to problem-solving and project-doing has been an invaluable resource toward the successful completion of innumerable projects and progressive efforts throughout his long, productive and meaningful career.

And, Clausie, above all else, has brought an indefatigable positive attitude to each and every subject and issue he has touched. The concluding paragraph in Clausie's recent column (January 30) in The Chieftain illustrates this point well:

"No doubt, Kansas is an unusual state. We have survived the Civil War, the Dust Bowl and, literally thousands of other issues. Yes, I am confident in the state's future, too. We'll solve these political issues and move on to the next battleground. Despite everything, I will always be proud to be a Kansan."

Congratulations on your well-deserved retirement, Clausie. You have certainly earned it. We will miss you. Everyone will miss you.



KMIT President Larry Paine (Hillsboro) presents an outgoing board member plaque to Mayor Clausie Smith during a recent City Council meeting in Bonner Springs. KMIT Pool Administrator Don Osenbaugh, current KMIT Treasurer Debra Mootz (Roeland Park) and former KMIT board member Lana McPherson (De Soto) also attended the presentation.

Michelle Stegman is Newest KMIT Trustee

Garden City's Human Resources Director, Michelle Stegman was named to the KMIT Board of Trustees by President Larry Paine, at the KMIT Board of Trustees meeting in El Dorado, in December.

Michelle replaces Mac Manning on the Board, following Mac's recent retirement from his position as city clerk/city administrator in Peabody.

Michelle has been with the City of Garden City since 2006. She offers 18 years of experience in the field of Human Resources in both the public and private sector. Michelle attended Newman University in Wichita, Kan., obtaining her Bachelor of Science in Business Administration and Marketing and has earned her Professional in Human Resources (PHR) certification. Michelle is heavily involved in volunteerism, serving many community and professional organizations.





Highlighting the videos that are timely and relevant to KMIT cities



Surviving the Falls

Falling just a short distance can generate huge forces and cause injury, even if you don't hit the ground. The proper use of fall protection equipment reduces these forces and prevents injuries.

In this video, viewers will see fall protection equipment deployed in actual fall events and learn the proper selection and use of these devices. In addition to safe work practices, such as 100 percent tie-off techniques, emphasis is placed on having a rescue plan in place should a fall occur.

Topics include selecting an anchor point, inspecting the harness and lanyard, proper calculation of fall distance, specialized connection devices and the pros and cons of lanyards vs. retractable lifelines.

Contact IMA Today to Order Videos!

KMIT and IMA videos can be borrowed free of charge one of three ways:

- Call IMA at 316.267.9211
- Fax the video loan form to 316.266.6254
- 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.



More High Impact Lockout/Tagout Safety Training

Nearly 200 employees are killed and thousands of others injured each year when they are exposed to the sudden, unexpected release of hazardous energy. To protect workers from such incidents, a set of procedures known as lockout/tagout is used to disconnect and isolate all of the hazardous energy sources to a machine, piece of equipment or other device.

This program stresses the importance of controlling hazardous energy in all required situations while providing viewers with a basic understanding of the key elements in the lockout/tagout process.

Also featured are six workplace injury reenactments that illustrate the devastating consequences of improper lockout/tagout operations. Topics include situations that require lockout/tagout, authorized, affected and other employees, proper use of locks and tags, steps involved in performing a lockout procedure, verifying a zero energy state, returning equipment to service and group lockout procedures.

Abilene	De Soto
Admire	Douglass
Allen	Eastborough
Altamont	Edgerton
Andale	Edwardsville
Andover	El Dorado
Arkansas City	Elkhart
Atchison	Ellsworth
Atlanta	Esbon
Augusta	Eudora
Baldwin City	Eureka
Basehor	Florence
Baxter Springs	Ford
Bel Aire	Fort Scott
Belle Plaine	Fowler
Belleville	Frankfort
Bennington	Fredonia
Benton	Galena
Beverly	Girard
Bird City	Glasco
Blue Mound	Glen Elder
Blue Rapids	Goodland
Bonner Springs	Grainfield
Brewster	Grandview Plaza
Centralia	Great Bend
Chapman	Greeley
Chautauqua	Grenola
Cheney	Grinnell
Cherryvale	Halstead
Clay Center	Hamilton
Clearwater	Hartford
Columbus	Haysville
Concordia	Hiawatha
Conway Springs	Hill City
Council Grove	Hoisington
Cullison	Horton
Damar	Independence



Safe Cities

Jetmore	Neosho Rapids	Sharon Springs
Johnson City	Newton	Spearville
Kingman	Oberlin	Spring Hill
Kinsley	Ogden	St. Francis
La Cygne	Olpe	Stafford
Larned	Osage City	Stockton
LEAGUE	Oskaloosa	Sylvan Grove
Lecompton	Oswego	Tampa
Lenora	Palco	Tescott
Leoti	Paola	Tipton
Lincoln Center	Park City	Tonganoxie
Lindsborg	Parsons	Turon
Lucas	Peabody	Ulysses
Maize	Princeton	Valley Center
Marysville	Ramona	WaKeeney
McFarland	Ransom	Wakefield
Medicine Lodge	Reading	Walton
Melvern	Roeland Park	Wamego
Minneapolis	Rose Hill	Wellington
Moline	Russell	Wellsville
Montezuma	Satanta	Westwood
Mound City	Scranton	
Moundridge	Sedan	
Neodesha	Sedgwick	

Safe Cities are as of 2-28-13. If you would like assistance returning an injured employee to work, or need ideas for modified duty, please contact Marla or Gene at 1.800.288.6732 or kmitclaims@imacorp.com.

KMIT cities are considered Safe Cities if no lost time claims have been reported during the calendar year, beginning 1-1-13.

KMIT's mailing address and physical location changed, effective January 1, 2013.

PHYSICAL address for KMIT:
3024 SW Wanamaker Rd. Suite 200
Topeka, KS 66614

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6021 SW 29th St. PMB355
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By the Numbers

KMIT Injury Stats As of March 1, 2013

Department	Count	Total Incurred
Administration	2	\$2,600
Airport	1	\$187
Electric	1	\$1,300
Emergency	1	\$1,300
Fire	12	\$43,238
Maintenance	10	\$13,000
Park	6	\$7,750
Police	14	\$17,644
Sanitation	2	\$3,900
Street	7	\$13,400
Water	6	\$14,600
Grand Total	62	\$118,918

KMIT Balance Sheet As of January 31, 2013

Assets	
Checking Account	\$4,652,331
Investments	\$9,358,000
Accrued Interest	\$60,812
Accounts Receivable	\$1,081,539
Excess Premium Receivable	-
Specific Recoverable	\$412,219
Aggregate Recoverable	\$26,660
Prepaid Expenses	\$9,989
Total Assets	\$15,601,549
Liabilities & Equity	
Accounts Payable	-
Excess Premium Payable	-
Reserve for Losses	\$3,097,274
IBNR Reserve	\$4,036,208
Deposits on Premium	\$4,762,076
Accrued Taxes and Assessments	\$494,578
Total Liabilities	\$12,390,135
Total Liabilities and Equity	\$15,601,549
Total Equity (NET WORTH)	\$3,211,415

North Newton Helps KMIT Reach Milestone of 150

When the **City of North Newton** joined KMIT in mid-March (effective date: April 1), KMIT reached the **total membership level of 150** for the very first time.

North Newton (located just off I-135 in Harvey County) is where one can find Bethel College and the renowned Kansas-prairie life-oriented Kauffman Museum (<http://www.bethelks.edu/kauffman/>). North Newton's City Hall building is one of the most striking examples of how to utilize reclaimed and renewable materials one can find in local government buildings, anywhere, which is in keeping with the City's long and well-established history of progressive action.

KMIT's partner in bringing North Newton into our group is the Conrade Insurance Agency of Newton, where we worked with Heidi Richling and Chris Conrade.

[And, a few days later, the **City of Hays** added to the new record total members in KMIT, bringing our current membership up to **151**, when it re-joined KMIT on March 28 (effective April 1), after a year's absence. It is GREAT to have Hays back, too.]



Seasonal Employees

It's that time of year again—time to start hiring (or planning to hire) seasonal ('temporary', 'summer', 'youth', etc.) employees. And, therefore, again time for KMIT's annual reminder about some of the things to think about when hiring seasonal workers.

Many (most) of our KMIT member-cities use seasonal help, especially in the late spring and summer, when there is a LOT of work to do outdoors. Tasks such as summer mowing/trimming and recreational supervision (lifeguards, etc.) are typically assigned, in large part, to temporary workers.

Most often, many of these seasonal employees are young people. Though some may be 'veterans' from past summers; some (many? most?) are new to employment of any kind.

Since the vast majority of seasonal employees are younger, they are not typically well-trained, nor do they come 'pre-packaged' with built-in safety awareness. And, even very 'smart' young people are universally not very experienced, nor do they possess the wisdom that generally comes only with age.



A great video for training seasonal employees about safety is available through the KMIT/IMA video library. 'Safety Awareness for Seasonal Employees' can be borrowed (no charge) by contacting Renee Rhodes (IMA) at renee.rhodes@imacorp.com or 316-250-2121.

Tips for Successful Seasonal Employment

1. Use people who have worked for you before...IF they are good, that is. Experience is (generally speaking) a good thing. Give the good ones more money each year, as an incentive to come back.
2. TRAIN, TRAIN, TRAIN...and even RE-TRAIN those who have worked in previous summers.
3. Totally familiarize them with all the procedures associated with anything and everything they will be doing...in a very specific way.
4. LIMIT the types of jobs you expect seasonal employees to do, and focus on training them to do those limited tasks, rather than developing them for the long-term, as you would permanent employees.



5. SUPERVISE. Young people need more supervision than you might think they do...or that they want. Check in with them regularly. Give them a phone or radio to contact you if they have a question or need help. ASSURE them that it's OK to ask for your help or advice...and MEAN it.
6. Stress SAFETY. Make sure they understand that there is NOTHING more important than for them to be SAFE from injury. Their moms will thank you.
7. NEVER ASSUME that seasonal workers understand what more-experienced hands understand. Even mowing and trimming can be done the wrong way; and, just because they appear to know how to operate the equipment does not necessarily mean that they know how to operate it correctly and SAFELY.
8. Treat seasonal employees with respect and fairness. Sometimes seasonal employees aren't show the

respect all employees deserve, and sometimes they respond accordingly. You should expect them to respect and honor the job they have been given to do, but that starts with your treatment of them.

2013 KMIT Regional Supervisor Training Tour Wrap-Up

The KMIT Training Troupe completed its annual tour with a performance before a packed house in Halstead on March 7. Thanks to Halstead City Administrator J.R. Hatfield and his staff for the excellent hosting job.

The week before, the Tour made a stop in Garden City, hosted by KMIT's newest Trustee, Garden City HR Director Michelle Stegman, and her assistant Claudia Saenz.

Unfortunately, the late-February snowstorm forced a cancellation of the opening show on this year's tour, which was to have been before a full house of attendees in Paola, on February 21. The Paola stop may or may not be able to be re-scheduled this season. But, Paola will be on the bill for the very next tour, whenever that takes place.

NOTE:

It is very likely that we will be moving our Regional Supervisor Seminar Series to September, starting in 2014. Though the Paola 'snow out' was our very first in over a decade of doing these sessions in late winter, it now just works better for everyone's schedule to move our annual tour to the early fall.



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