

KMIT Launches Job Analysis Program

Beginning early in 2015, KMIT will partner with ARCPT+ (www.arcpt.com) to provide an *optional Job Analysis Program* to its member cities. [Background stories about Job Analysis and the process KMIT has used to develop its pool-specific Job Analyses can be found in earlier *CompControl* editions, which can be located on www.KMIT.net: see Winter 2013, Spring 2014, and Autumn 2014.]

The **KMIT Job Analysis Program** is based on the concept that it is undeniably a Best Practice for every city (and any other employer) to do a (*post-offer*) **PRE-EMPLOYMENT Job Analysis** test on all of its new employees. A Job Analysis (JA) is a specially-designed physical test for the specific physical requirements of each individual position. The JA is meant to determine whether or not the person that is being hired can actually physically perform the specific motions/tasks associated with the job which she/he is being hired to do.

A regional-provider 'network' is currently being established by ARCPT+, which will feature ARCPT+ facilities in the Kansas City, Topeka and Wichita areas (to start), along with additional associated providers in other regions across the state. The network is being developed so as to have KMIT JA providers available within approximately a 50-mile radius of each/every member city (in many cases, much closer). Most of our KMIT Cities will be so served by this 'network' on the first day the program begins.

ARCPT+ representatives will meet with each city that chooses to join the JA Program, in order to 'smooth over' any differences in the 'standard' KMIT JA and certain jobs ("blended", etc.) that city has.

Once that coordination step has been completed, the city will be asked to agree to use a KMIT JA Program provider to do a JA for each person being offered a position with the city. The cost of a JA exam is expected to be about the same as a standard pre-employment physical. **KMIT will pay 50% of the cost of each completed KMIT Program JA, up to a maximum co-payment of \$75 per JA.**

KMIT Pool Administrator Don Osenbaugh is personally managing this Program. Please contact Don with any questions, at 316-259-3847 or dosenbaugh@cox.net.

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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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Welcome to KMIT — Lake Quivira

On Dec. 1, the City of Lake Quivira became the 155th current member of the KMIT work comp pool. Having a population of 928, Lake Quivira is located along the south bank of the Kansas River, just east of I-435, surrounding Lake Quivira, and is technically in both Johnson (mostly) and Wyandotte counties.



January is Payroll Audit Time

The annual process of auditing the previous year's city payroll starts up again in January. This is a normal part work comp insurance, with a private insurer or with a self-funded pool, such as KMIT.

KMIT's contracted payroll audit firm is Legacy P&C Partners, Inc. (www.legacypcpartners.com); our longtime auditor, **Carma Drehle-Neth**, will begin preparation by contacting all our member cities in the near future.

ALL of the KMIT audits are now completed by phone, email and fax. There are no longer any on-site 'desk' audits.

This upcoming audit is for **2014 payroll**. The 2014 premium each city paid a year ago was based on estimated payroll for the year. The annual payroll audit is to determine the exact amount of **applicable 2014 payroll** (adjustments are made by Carma for overtime, vacations and sick leave). Following the audit results, and a staff re-calculation of the city's 2014 premium, **either KMIT or the city will pay the other the difference in actual premium due.**

It is quite a task to complete all 155 KMIT-member audits, and get all the final accounting done, but it all **MUST** be done in a couple of months, in order for KMIT to complete the required (by state statute) submission of its annual financials to the Kansas Insurance Department. Please work with Carma to help KMIT get this important and necessary annual job completed well and on schedule.

21st KMIT Annual Meeting

Special recognition of the first **TWENTY YEARS** of the KMIT Work Comp Pool was the highlight of **KMIT's 21st Annual Meeting**, which was held in Wichita on October 12 (during the LKM Conference). The meeting was presided over by **KMIT President Herb Llewellyn**.

A total of 131 city officials attended the annual meeting, representing 47 of the 154 member cities of KMIT. 'Current' trustees elected to continue to serve on the Board included: **Randy Frazer** (Moundridge), **Tim Hardy** (Elkhart), **Keith Schlaegel** (Stockton) and **Megan Fry** (Pittsburg). 'New' Trustees elected to the Board were: **Kerry Rozman** (Clay Center), **Nathan McCommon** (Tonganoxie), **David Dillner** (Abilene) and **Ty Lasher** (Bel Aire; Ty served a term on the Board while with the City of Cheney some years ago).

President Llewellyn presented retiring (after seven years of service to KMIT) Board Member **Larry Paine** with a special plaque, and Larry then returned the favor by honoring Herb with TWO plaques: the President's Gavel award for the past year, and a retiring board member plaque, in recognition of Herb's five years of service on the Board. Both Larry and Herb played significant leadership roles in the *transition period*, during which KMIT became a 'stand-alone' entity (following 19 years with the LKM). Both of these gentlemen are owed a very large debt of gratitude for their tireless work for KMIT, and for their willingness to go the 'extra mile'.

Three Cities joined KMIT in 2014: Pittsburg (which was inadvertently left off the list at the meeting—KMIT staff apologizes for the oversight), **Herington** and **Waterville**.

A Risk Control assessment rating of **GOLD** was awarded to **82 KMIT cities**; twenty-four cities got a Silver rating, and six received a Bronze.

Twenty-five member cities received the **Second Annual KMIT EXTRA EFFORT Award**. This year the award was presented to those cities who have achieved a GOLD (safety) rating in each of the last ten years (2005-2014).



Six cities received plaques for becoming ten-year members of KMIT, and the **49 Cities** who were **Charter Members** of KMIT received a special **20-Year Award**.

In his remarks, Pool Administrator Don Osenbaugh gave special praise to the '**Father of KMIT**'; **Bernie Hayen**: "Thank you, Bernie. Without you, KMIT would simply not exist."

The next KMIT Annual Meeting will be held during the LKM Annual Conference, in Topeka, in October 2015.

2014/2015 KMIT Executive Board

At its meeting immediately following the KMIT Annual Meeting in Wichita on October 12, the KMIT Board of Trustees elected its officers for 2014/2015.

The KMIT Executive Committee now is comprised of:

President - Keith Schlaegel, Stockton City Manager

Vice President - Tim Hardy, Elkhart City Administrator

Treasurer - Debbie Price, Marysville City Clerk

The above KMIT Officers will serve until October 2015.

New Faces to KMIT

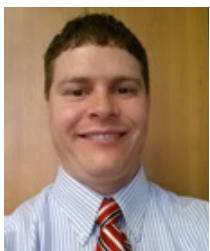
Meet: Ty Lasher



Ty Lasher is the City Manager for the City of Bel Aire, Kansas. He has spent his entire career in local government. Upon graduation from Mid-America Nazarene University with a Bachelor of Arts degree in Agriculture, Ty started work as a department head for Jefferson County, Kan. After five years, he accepted the same department head position with Reno County, Kan., and served in that capacity for 10 years. While working for Reno County, Ty returned to WSU to earn his graduate degree. Upon receiving his MPA, he became the City Administrator for Cheney until 2007, at which time he became the City Manager of Bel Aire.

Ty has served on numerous boards, including the Bel Aire Area Chamber of Commerce, United Way and WSU Hugo Wall School Advisory Board. He is also active in KACM and ICMA. Ty is married to Denise, who is a teacher; they have a son Alex, now a high school senior, and a daughter, Jenna, a freshman in high school. Ty was elected to the KMIT Board of Trustees in October 2014; he also served a two-year term on the Board some years ago, while with the City of Cheney.

Meet: David Dillner



David Dillner presently serves as the City Manager of Abilene, Kansas. David earned a bachelor's degree in history from Benedictine College in Atchison, Kansas. Following his undergraduate studies, David went on to earn a master's degree from the University of

Kansas in Public Administration. David has served the City of Ottawa, Kansas, the City of Winchester, Virginia, and the City of Edgerton, Kansas. He is member of the ICMA and KACM, Rotary International, the Knights of Columbus, and the National Eagle Scout Association. David is married to Jennifer Dillner, who is a Special Education Teacher in Chapman, Kansas. David and Jennifer have three boys, named Thomas, Michael and Ethan. David was first elected to the KMIT Board of Trustees in October 2014.

Meet: Nathan McCommon



Nathan McCommon has served as city administrator in Tonganoxie since May of 2012. Recently recognized by ICMA for 20 years of public service, he previously served in the managers' offices of Kansas City, Missouri, and Sedgwick County, Kansas. An MPA graduate of the University of Kansas, he is dedicated to the professional management of local government. Prior to MPA studies, he also served in the parks, human resources, public works, and engineering departments of the City of Topeka and the City of Kissimmee, Florida. Nathan uses all his experiences from the street level on up as resources to effectively relate with elected officials and the public at large. Nathan was first elected to the KMIT Board of Trustees in October 2014.

Meet: Kerry Rozman



Kerry Rozman has been the City Clerk in Clay Center since December of 2010. Prior to coming to Clay Center, she served as Deputy City Clerk in Beloit from 1993 to 2008, and as City Clerk/Director of Finance in 2008, until December of 2010.

Before becoming involved with local government, Kerry worked at the Guaranty State Bank in Beloit for ten years in various departments. She is a member of CCMFOA and IIMC, and received her Master Municipal Clerk status in 2009. Kerry served on the Board of Directors for CCMFOA, as well as the Executive Board, ending her Presidency in March of 2012. She currently serves on the 2014/2015 IIMC Conference Committee. Kerry and her husband Greg enjoy spending time with son Joe, who attends Kansas State University, volunteering at church with the children, spending time with family and traveling. Kerry was first elected to the KMIT Board of Trustees in October 2014.



City Safe



Winter 2014

Provided by: Kansas Municipal Insurance Trust

2014 KMIT Loss Prevention Certification Program

Gold-Level Cities



(82 Cities)

Abilene
Altamont
Andale
Andover
Arkansas City
Atchison
Augusta
Basehor
Bel Aire
Belle Plaine
Benton
Bonner Springs
Chapman
Cheney
Clay Center
Conway Springs
Council Grove
De Soto
Douglass
Edwardsville
ElDorado

Elkhart
Ellsworth
Florence
Fort Scott
Fowler
Frankfort
Fredonia
Garden City
Glasco
Goodland
Grandview Plaza
Great Bend
Halstead
Hamilton
Hays
Haysville
Herrington
Hill City
Hillsboro
Hoisington
Independence

Jetmore
Kingman
Kinsley
La Cygne
Larned
Leoti
Lucas
Maize
Marysville
Medicine Lodge
Melvern
Minneapolis
Montezuma
Neodesha
Newton
Oberlin
Osawatomie
Oswego
Palco
Paola
Park City

Parsons
Peabody
Pittsburg
Ransom
Reading
Roeland Park
Russell
Sedgwick
Sharon Springs
Spring Hill
Stafford
Stockton
Tipton
Tonganoxie
Ulysses
Valley Center
WaKeeney
Walton
Wellington

Gold-level cities receive a 5% safety discount on next renewal (2015).

Silver-Level Cities



(24 Cities)

Baldwin City
Blue Rapids
Cherryvale
Columbus
Eastborough
Esbon
Eudora
Girard
Glen Elder
Greeley
Grenola
Johnson City

Lincoln Center
Lindsborg
Moundridge
Oakley
Osage City
Princeton
Rose Hill
Satanta
Spearville
St. Francis
Turon
Wamego

Silver-level cities receive a 3% safety discount on next renewal (2015).

Bronze-Level Cities



(6 Cities)

Beverly
Centralia
Clearwater
Galena
Scranton
Smith Center

Bronze-level cities receive a 1% safety discount on next renewal (2015).

Safety Training Tips

Which Training is Most Helpful for Workers?

Supervisors and front-line workers may have a lot in common, but they think in very different ways. A new survey explores which training techniques motivate these two groups – and has some lessons on how training might change as a result.

According to a survey by Safety News Alert, workers finding training most helpful when it includes:

- sharing personal accounts (39%)
- showing pictures (18%)
- reviewing workplace discipline (17%)
- reviewing OSHA rules and compliance (12%), and;
- statistics (2%).

Supervisors focus on the rules

Supervisors, on the other hand, are motivated by:

- reviewing workplace policy and discipline (29%)
- statistics (20%)
- reviewing OSHA rules and compliance (19%)
- sharing personal accounts (18%), and;
- showing pictures (5%)

Different motivators

This makes sense: As a supervisor, it's your job to know and enforce the rules. Workers are more inclined to think about safety on an emotional level.

The way you and your people see safety might not be exactly the same, but the goal of training is: to get everyone thinking and acting safely at all times.

Try including plenty of visuals, first-hand accounts and interactive lessons. And remember: Every workplace is different. It's about finding out what motivates your team, then matching training to that.

Info: tinyurl.com/worktrain352 Reprinted with permission from Supervisors Safety Bulletin: 370 Technology Drive – mavery, PA 19355 (800) 220-5000

Admire	Eureka
Allen	Florence
Andale	Ford
Atlanta	Fowler
Basehor	Frankfort
Bel Aire	Fredonia
Belle Plaine	Galena
Belleville	Girard
Bennington	Glasco
Benton	Glen Elder
Beverly	Goodland
Bird City	Grainfield
Blue Rapids	Grandview Plaza
Bonner Springs	Greeley
Brewster	Grenola
Centralia	Grinnell
Chapman	Halstead
Chautauqua	Hamilton
Cheney	Hiawatha
Cherryvale	Hill City
Clay Center	Hillsboro
Clearwater	Hoisington
Columbus	Horton
Concordia	Jetmore
Conway Springs	Kinsley
Council Grove	La Cygne
Cullison	Larned
Damar	League
De Soto	Lecompton
Douglass	Lenora
Eastborough	Lincoln Center
Edgerton	Lindsborg
El Dorado	Logan
Esbon	Maize



Marysville	Rose Hill
McFarland	Satanta
Melvorn	Scranton
Moline	Sedan
Montezuma	Sedgwick
Mound City	Sharon Springs
Moundridge	Smith Center
Neosho Rapids	Spearville
North Newton	Spring Hill
Oakley	St. Francis
Oberlin	Stockton
Ogden	Sylvan Grove
Olpe	Tampa
Oskaloosa	Tescott
Oswego	Tipton
Palco	Turon
Paola	Ulysses
Park City	Valley Falls
Peabody	WaKeeney
Princeton	Wakefield
Ramona	Walton
Ransom	
Reading	

Safe Cities are as of 12-1-14. If you would like assistance returning an injured employee to work, or need ideas for modified duty, please contact Gene at 1.800.288.6732 or gene.miller@imacorp.com.

KMIT cities are considered Safe Cities if no lost time claims have been reported during the calendar year, beginning 1-1-14.

KANSAS MUNICIPAL UTILITIES' SAFETY SERVICES IMPROVE WORKPLACE SAFETY

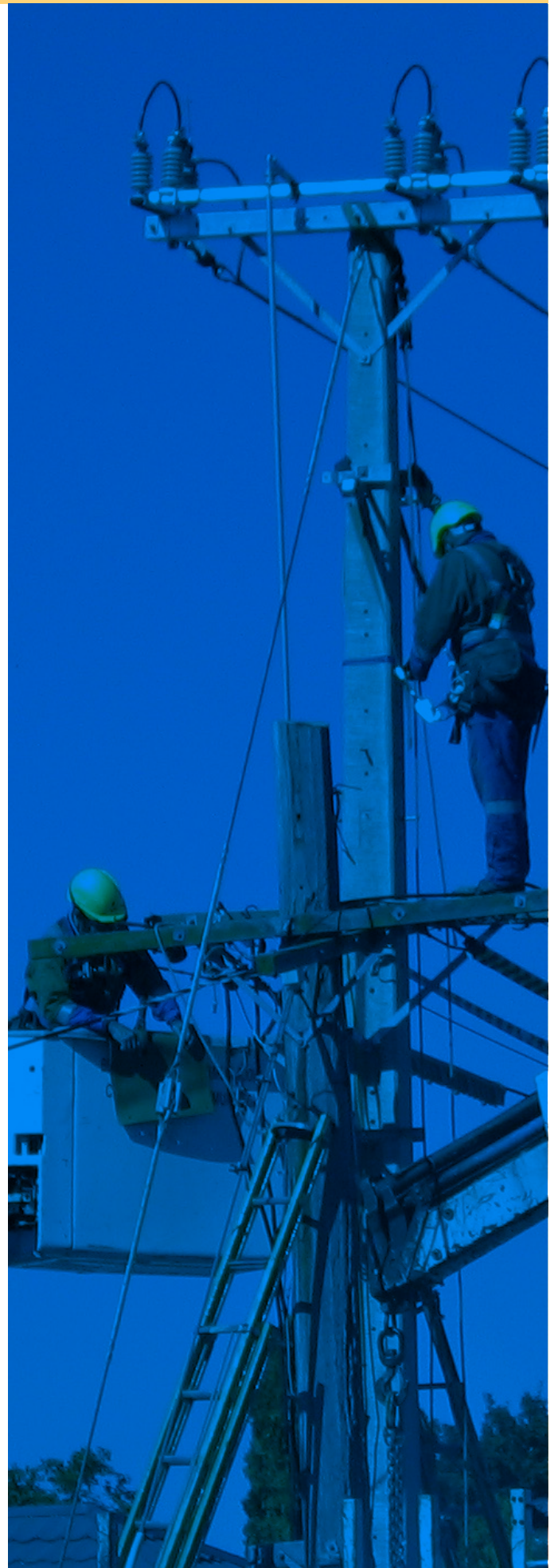
by Rick Aguilar, KMU

Over 4,600 fatal and three million nonfatal injuries occur each year in the U.S. workplace (Bureau of Labor Statistics). The direct and indirect costs of these injuries are estimated to have cost the U.S. economy \$142+ billion in 2004 (National Safety Council (NSC)). The cost associated with workplace injuries aren't just financial; it is human, social and organizational, as well as economic. For nearly ten years, Kansas Municipal Utilities' (KMU) Job Training & Safety (JT&S) staff has assisted members in mitigating these costs through comprehensive safety training programs.

KMU's mission has always been one of service and strengthening its membership. The JT&S program has focused on achieving this mission by concentrating on ways to assist members in ensuring a safe, efficient, and effective utility workforce. KMU's mission and KMIT's missions have always complimented one another. While KMIT and KMU's purpose is unique to each organization, both organizations have worked together throughout the years to amplify our efforts in achieving an accident/incident free workplace for our members. One of the ways this partnership has assisted our collective members has been through the sharing of aggregate incident rate data by KMIT, and then KMU using this data to provide safety training which is relevant and timely for member cities.

The safety services provided by KMU include both the Regional Training Group (RTG) program, and the Safety Compliance & Management (SCM) program. The RTG program consists of KMU staff providing monthly safety training classes for all city personnel. The training consists of both regulatory required training and classes related to common incidents within the state. This program has assisted members in their overall efforts of providing a safe and healthful workplace. One member recently shared that they have been able to reduce their experience mod factor from over 1.8 to 0.8 during the time they have been enrolled in KMU's RTG program. This member attributed their success in not only partnering with KMU, but also doing the things that KMIT has recommended they implement for their safety programs.

In an effort to better assist members in occupational safety and compliance program management, JT&S staff launched the Safety Compliance & Management program in 2014. This new program has built upon the successes of KMU's existing safety training provided through the RTG program. As part of this new program, JT&S staff also take a more active role in the review and development of city specific workplace safety programs, coordinate safety committees, conduct facility audits and inspections, as well as additional safety program management duties. This program is the result of many conversations with members about how KMU could help members in achieving specific safety goals, like updating and aligning members' programs and policies with new and/or revised OSHA regulations. *(Continued on pg. 6)*



(CONT'D) KANSAS MUNICIPAL UTILITIES' SAFETY SERVICES IMPROVE WORKPLACE SAFETY

KMU is proud and honored to assist members in achieving their occupational safety goals through training, as well as developing and managing best of class workplace safety programs. It is through collaboration and seeking win-win solutions, KMU, KMIT and their respective members are able to achieve remarkable safety results. For more information about KMU's safety training and compliance program services, or any of the numerous job training and safety programs available for KMU members, please contact Rick Aguilar: 316-293-6933 or raguilar@kmunet.org.

Rick Aguilar is the Director of Job Training & Safety (JT&S) for Kansas Municipal Utilities (KMU), and has been with KMU since 2008. Based in McPherson, KS, Rick manages KMU's JT&S Programs, as well as provides specialized craft, safety, and supervisory and management training for municipal utility personnel throughout Kansas. Rick is a certified Professional in Human Resources (PHR), an authorized OSHA Outreach Trainer for General Industry, a first aid/AED/CPR instructor, as well as holds several professional training certifications in a multitude of industries. Rick earned his undergraduate degree in Human Resource Management from Western Governors University.

Kansas Municipal Utilities is the statewide association representing Kansas cities and other public or not-for-profit agencies involved in the ownership and operation of municipal utilities. Formed in 1928, KMU provides assistance and information to members with regard to legislative and regulatory issues, training and educational programs, and numerous other services towards the advancement of municipal utilities and to achieve maximum benefits for the customer-owners served by our utilities.



Annual Renewal Quotes/Invoices Sent Out



KMIT mailed out its annual renewal quotes and invoices on December 5, so most KMIT member cities received the 2015 premium notice in the mail on or about Monday, December 8. (If you haven't seen your 2015 premium invoice, please contact Deanna Furman right away.)

Several factors affect your annual premium, which are subject to change from one year to the next, including:

- The size of your city's payroll;
- Any change in your city's discount rate;
- Any change in the individual class code rates (the rating cost for each job in the city; set by the State of Kansas); rates change each year;
- KMIT's internal rate ('cost of doing business' rate);
- Your city's Experience Modification ('mod') rate, as determined by NCCI (the National Council for Compensation Insurance—the national rating agency used by most states, including Kansas). The mod rating is a direct reflection of your city's recent work comp loss history.

Please check over your quote sheet to see that what you submitted to KMIT (on your renewal application) is what is used on your quote. We want to get this right. If you have any questions at all, please contact Deanna Furman.

KMIT premium payments for 2015 are due and payable-in-full on or before January 31, 2015.





By the Numbers

KMIT Injury Stats by Department Totals (From 1/1/14 to 12/1/14)

Department	Count	Total Incurred
Administration	17	\$12,325
Airport	3	\$5,784
Animal Control	10	\$45,464
Cemetery	5	\$26,361
Electric	29	\$842,079
Emergency	7	\$8,940
Fire	51	\$138,978
Maintenance	51	\$515,721
Miscellaneous	12	\$8,723
Park	48	\$72,271
Parks	9	\$58,487
Police	121	\$316,100
Premiere Surgical	5	\$733
Public Works	2	\$2,700
Recycling	5	\$3,172
Sanitation	30	\$49,415
Street	65	\$233,417
Water	51	\$189,916
Zoo	4	\$269
Grand Total	525	\$2,520,856

KMIT Nature of Injury Totals (From 1/1/14 to 12/1/14)

Nature of Injury	Count	Total Incurred
Abrasion	34	\$48,009
All Other	24	\$19,784
All Other Cumulative Injuries	1	\$16,000
All Other Occupational Disease	29	\$31,556
Burn - Chemical	4	\$3,127
Burn - Flash	4	\$40,067
Burn - Temperature Extremes	4	\$4,297
Concussion	5	\$3,117
Contagious Disease	7	\$2,562
Contusion	51	\$111,781
Crushing	8	\$68,091
Dermatitis	6	\$4,493
Dislocation	3	\$1,767
Electric Shock	3	\$1,067,750
Foreign Body	23	\$11,840
Fracture	13	\$46,701
Hernia	3	\$57,154
Infection	3	\$2,600
Inflammation	7	\$8,081
Laceration	57	\$85,545
Puncture	31	\$71,696
Repetitive Motion	4	\$30,504
Respiratory Disorders (Gases,Fumes)	2	\$1,216
Sprain	33	\$221,937
Strain	166	\$561,183
Grand Total	525	\$2,520,856

KMIT Balance Sheet (As of 11/30/14)

Assets	
Checking Account	\$1,183,841
Investments	\$11,455,606
Accrued Interest	\$139,103
Accounts Receivable	\$432
Excess Premium Receivable	—
Specific Recoverable	\$247,691
Aggregate Recoverable	\$72,974
Prepaid Expenses	\$48,203
Total Assets	\$13,147,850

Liabilities & Equity	
Accounts Payable	—
Excess Premium Payable	—
Reserve for Losses	\$3,221,745
IBNR Reserve	\$3,917,523
Deposits on Premium	\$481,136
Accrued Taxes and Assessments	\$319,686
Total Liabilities	\$7,940,091
Total Equity (NET WORTH)	\$5,207,760
Total Liabilities and Equity	\$13,147,850

Work Comp Claimants Have Access to Impartial Assistance

"Ombudsmen specialize in aiding injured workers, employers and insurance professionals with claims information and problems arising from job related injuries and illnesses. They act in an impartial manner and are available to provide the parties with general information about the current issues within the workers compensation system. For example, the ombudsmen have current information on changes in the law due to legislation, or decisions made by the Workers Compensation Appeals Board, the Court of Appeals or the Supreme Court. The Ombudsman Section can also assist parties on specific issues with current workers compensation claims.

Ombudsmen can provide information on a wide range of topics and issues concerning workers compensation to employees, employers, attorneys, insurance carriers and agents, healthcare providers and others."

Find more information about Ombudsmen at:
www.dol.ks.gov/WorkComp/ombuds.aspx



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