

Warren County
SUPPORT SERVICES COMMITTEE
(INSURANCE)

Friday October 28, 2011 11:45 am

Information Submitted By: Amy Clute, Insurance Administrator

I. Committee meeting called to order by Chairman.

II. Motion to approve minutes of prior Committee meeting.

III. Action agenda – matters requesting Resolutions of the Board and / or Committee approval.

1. Resolution requested to continue the contract with Needham Risk Management Resource Group, LLC for the term on 1/1/2012 – 12/31/2014 for safety services consultant for self-insured workers' compensation program.

Selected by RFP process in 2008 for a 1 year term commencing 1/1/2009 and expiring 12/31/2009, \$29,500 (R914 of 2008) and then extended for the 2 year term commencing 1/1/2010 and ending 12/31/2011, \$31,270 (2010) & \$33,140 (2011) (R800 if 2009).

The RFP allows for another extension for a 3 year period (1/1/2012-12/31/2014) at a cost of \$35,135(2012), \$37,240(2013) and \$39,470(2014).

The safety consultant has become an important part of the Self-Insurance Plan. A recent survey of participants indicated that they had found the resource very helpful and that it had also saved them money from previous contracts. Nearly every participant that responded asked for more onsite help from the safety consultant. We have also seen a decrease on average of 82 claims per year filed since NRMRG began working with us. (2007 & 2008 average claims for the 1st 6 months of the year were 182, while 2009, 2010 & 2011 average claims for the 1st 6 months of the year were 141, thus 41 claims for the 1st 6months or 82 for the year)

Needham Risk Management Resource Group (NRMRG) has more recently provided Warren County with a dedicated Safety Professional, Chris Moran. This has worked out extremely well as Mr. Moran has established a rapport and familiarity with the County plan participants and employees. And he has a great understanding of our needs. Mr. Moran is backed up with the deep resources of the large group of associates that are part of the NRMRG.

Services performed:

- *Incident review (consultant receives every incident report and follows up to determine root cause, review procedures and recommend corrective action to prevent future similar incidents)
- *Emergency Action Plan preparation and training (multiple)
- *Summer highway exposures (DPW)
- *Hazcom (Westmount)
- *De-escalation Training (multiple)
- *Safety Committee participation, agendas and minutes (multiple)
- *MSDS policy, collection, indexing and training (multiple sites)
- *Responding to PESH citations including policies /programs & responses (multiple)
- *Highway 1st Aid (Johnsburg)
- *Workplace Violence information collection, policy and training (multiple sites)
- *PESH inspection preparation, including policy preparation & training (Airport)
- *What to expect from PESH inspections, training (multiple)
- *Attendance, guidance and follow up reports at HSB emergency drills
- *Confined space / fall protection program and training (GF W&S)
- *Powered Industrial Truck training (DPW)
- *Rigging Training (multiple)
- *Visitor Policy (HSB)
- *Ergonomic work station surveys (multiple)
- *Injury Management program, policy and training (multiple)
- *Personal Protective Equipment surveys / inspections (multiple)
- *Worksite safety random checks (multiple)
- *Accident / Injury review board policy, training & implementation (multiple)
- *Air Quality assessment and testing (DMV)
- *Mold inspection (OFA & WIC Bldg)
- *Accident Investigation training (multiple)
- *Back safety training and equipment research (DSS)
- *Work zone safety and flagger training (multiple)
- *Lockdown site review and program (Westmount)
- *Job hazard and personal protective equipment site review, policy & training (multiple)
- *Safety program policy (multiple)
- *Accompanied Insurance Administrator to Towns w/ assessment notices summer 2010.
- *Respirator programs and training (multiple)
- *Tool box talks (multiple)
- *Return to work policy (multiple)
- *Office ergonomics training (multiple)
- *Prepared individualized safety program/policy binders for participants (multiple)
- *Bloodborne pathogen/ rabies/ lyme training
- *Exposure control plan (Westmount)
- *Lockout tagout policy & training (multiple)

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME:

DATE:

- (a) Purpose of Contract Change: Extension
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 914 of 2008 / 225 of 2009 / 800 of 2009
- (c) Name of Contractor: Needham Risk Management Resource Group LLC
- (d) Address of Contractor: 12 Colvin Ave, Albany NY 12206
- (e) Contractor's Contact Person and Telephone Number: Michael Needham, 518-860-1758
- (f) Commencement Date of Extension: 1/1/2012
- (g) Termination Date of Extension: 12/31/2014
- (h) Payment Provisions:
 - i) lump sum amount (see attached)
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. monthly)
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: S1710.437

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

WC 31-08 - REQUEST FOR PROPOSALS FOR SAFETY SERVICES CONSULTANT/COMPANY
FOR SELF INSURED WORKERS' COMPENSATION PROGRAM

FEE PROPOSAL PAGE

Indicate in the space provided the annual fee proposed to complete the services as listed in the RFP:

Name of Safety Services Consultant and / or Company: Needham Risk Management Resource Group, LLC

Annual Fee Year One: \$ 29,500 2009

Annual Fee Year Two: \$ 31,270 2010

Annual Fee Year Three: \$ 33,140 2011

Annual Fee Year Four: \$ 35,135 2012

Annual Fee Year Five: \$ 37,240 2013

Annual Fee Year Six: \$ 39,470 2014

S1710437
Consulting Fees

Please attach all other information requested in these specifications.

Date: February 13, 2008 Federal ID#/SSN: 20-2097439

Consultant Signature: Michael Meenan

Consultant Name (Printed): MICHAEL NEEDHAM

Name of Company: NEEDHAM RISK MANAGEMENT RESOURCE GROUP, LLC

Business Address: 12 Colvin Ave, Albany NY 12206
PO Box 295, West Lebanon, NY 12195

Phone: (518) 794-6489 Fax: (518) 794-6489
860-1758 860-1759

(Circled stamp) etc 8/30/11