

Support Services Committee
Self- Insurance Department

AGENDA

March 23, 2016 2:50pm

Committee Members: Chairman, Supervisor Vanselow
 Supervisor Frasier
 Supervisor McDevitt
 Supervisor Wood
 Supervisor Brock
 Supervisor Seeber
 Supervisor Montesi
 Supervisor Leggett
 Vacant

I. Action Agenda/New Business

1. Resolution requested to authorize chainsaw safety training with Bill Lindloff, Pro CUTS

Rationale: Many of the Self-Insurance Plan Participants (County DPW, Town Highways) use chain saws to remove roadside trees and brush. However, safety training on chain saw use and tree felling is not offered at this time by the Self-Insurance Plan. Needham Risk Management does not offer this type of training. Therefore, I am asking for a resolution approving 2 days of chainsaw safety training for 2016 and 4 days in 2017. The hands on classes are 7-10 employees so it will take several classes to cover the employees that do this type of work. I have funds in the Self-Insurance Plan "budget" to cover the expense of \$850 plus travel and lodging per day.

2. Resolution requested to authorize extension of the agreement with Juniper Hill Farm

Rationale: The Employee Wellness Committee requests the "Farm to Desk" program that has been offered for the last 2 summers be continued for the next 3 summers: 2016, 2017 & 2018. The program is voluntary for employees and no cost to the County. R537 of 2014 attached for reference.

3. Authorization requested for Insurance Administrator to attend the Spring 2016 NYSASIC Conference

Rationale: I request authorization to travel to the Spring 2016 NYSASIC Conference to be held in Oswego NY on May 11, 12 & 13, 2016. I am an Officer of the organization and the information presented along with the

networking is very valuable to my position. I will be traveling via my personal vehicle at my expense and ask for the hotel/meal package to be approved in full. There is funding in the Self-Insurance Fund for this expense.

Attachments

1. Resolution request form, training description and flier draft (Pages 3-5)
2. Resolution request form, prior R537 of 2014 (Pages 6 & 7)
3. Authorization to attend meeting, agenda, conference registration form, and hotel registration form. (Pages 8-12)

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Self-Insurance

DATE:

- (a) Is this a Result of a Bid or Request for Proposal? **no**
- (b) Purpose of Contract: **authorize safety training course**
- (c) Name of Contractor: **Bill Lindloff Pro CUTS**
- (d) Address of Contractor: **1387 Tibury Hill, Endicott NY 13760**
- (e) Contractor's Contact Person and Telephone Number: **607-786-5462**
- (f) Has or will the Contract be provided, if so, please attach: **2 days of safety training fall of 2016 and 4 days 2017.**
- (g) Commencement Date of Contract: **6/1/16**
- (h) Termination Date of Contract: **12/3/17**
- (i) Payment Provisions:
 - i) lump sum amount **\$850 per day plus travel (hotel and mileage from Binghamton area)**
 - 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.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **S1710.437****

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

*as listed in budget and LOGOS



Productive Chainsaw Users Training & Safety

Bill Lindloff's Pro CUTS
1387 Tilbury Hill
Endicott, N.Y. 13760

Phone: 607-786-5462
Fax: 607-786-0395
Email: Blprocuts@aol.com

Date: 1/20/16

Re: Game of Logging training

Amy Clute

To provide Game of Logging chainsaw training, Level- 1 & 2 at your site

Class size is maximum 10 people per class, Minimum of 7 people per class

Class starts at 8:00 am and runs thru 4:00 pm.

Certificates upon completion

Game of Logging is hands-on. Everyone will fell a tree in each level.

Participants are required to have all Personal Protective Equipment, Chainsaw, Sharpening tools and dress for the weather (we will be outside). Bring your lunch.

PPE includes Hardhat, Face shield or safety glasses, Hearing protection, Leg protection
Chainsaw (chaps or pants) Steel toe shoes (no sneakers)

Level 1 Topics; Safety apparel, Safety features of chainsaw, sharpening, starting methods, Saw dynamics.
Directional felling plans and techniques includes proper notching, aiming, Bore-cutting, wedging backward leaning trees. Danger tree management

Level- 2 Focuses heavy on chainsaw maintenance (recoil to sprocket and bar anything in between). Spring-pole release, cut more trees with little bigger diameter than the bar length.

Cost is \$850.00 per day plus travel (hotel & .54/mile)

Checks made payable to, Bill Lindloff's Procuts

Instructor: Bill Lindloff

Cell 607-760-5453

Free Safety Training

Warren County Self-Insurance is offering the following course to Self-Insurance Plan participants. Please complete the bottom of the page to enroll.

Productive Chainsaw Users Training and Safety Game of Logging (level 1)

The Game of Logging is a one day hands-on chainsaw safety and tree felling safety course. Each participant will fall a tree.

Participants are required to have all Personal Protective Equipment, Chainsaw, Sharpening tools and dress for the weather (we will be outside). Bring your lunch.

PPE required includes Hardhat, Face shield or safety glasses, Hearing protection, Leg protection Chainsaw (chaps or pants) Steel toe shoes (no sneakers)

This is the Level 1 course and is required before any future levels can be completed (we plan to add more advanced levels in the future)

Level 1 Topics; safety apparel, safety features of chainsaw, sharpening, starting methods, saw dynamics. directional felling plans and techniques includes proper notching, aiming, bore-cutting, wedging backward leaning trees, danger tree management.

Each class is limited to 10 students and must have 7 students. Sign up early and make sure to attend. If you sign up and are unable to attend you must give us advance notice so we can fill the class. A waiting list will be kept. The same class will be run on two consecutive days.

Instructor: Bill Lindloff of ProCUTS

October 4, 2016 OR October 5, 2016

8am-4pm (bring your own lunch)

Located at:

Cost: Free

Safety Certificate credit: one elective course

FAX this page to 761-6249 or EMAIL to bentleyd@warrencountyny.gov

Municipality Name: _____

Municipal Contact Person Name: _____

Municipal Contact Person Phone: _____ Fax: _____

Municipal Contact Person email: _____

Attendee Name _____

Attendee Name _____

Attendee Name _____

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Self-Insurance

DATE:

- (a) Purpose of Contract Change: **Extend the "Farm to Desk" program for 2016, 2017, 2018**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **R143 of 2014 & R537 of 2014**
- (c) Name of Contractor: **Juniper Hill Farm**
- (d) Address of Contractor: **82 Loukes Lane, Wadhams, NY**
- (e) Contractor's Contact Person and Telephone Number: **518-524-5652**
- (f) Commencement Date of Extension: **1/1/16**
- (g) Termination Date of Extension: **12/31/18**
- (h) Payment Provisions:
 - i) lump sum amount **N/A**
 - 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.
- (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:**

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

*as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 537 OF 2014

Resolution introduced by Supervisors Taylor, Kenny, Sokol, Merlino, Dickinson, Girard, Vanselow, Wood and Simpson

EXTENDING AN AGREEMENT BETWEEN WARREN COUNTY ACTING ON BEHALF OF THE WARREN COUNTY WELLNESS COMMITTEE AND JUNIPER HILL FARM TO ALLOW WARREN COUNTY EMPLOYEES TO PARTICIPATE IN A FARM TO DESK PROGRAM

WHEREAS, pursuant to Resolution No. 143 of 2014, Warren County entered into an agreement with Juniper Hill Farms to provide produce to Warren County Employees through a "Farm to Desk" program at no cost to Warren County for a period terminating on December 31, 2014, and

WHEREAS, the County Administrator has recommended continuing the "Farm to Desk" program, beginning January 1, 2015 and terminating December 31, 2015, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes an extension of the agreement with Juniper Hill Farm, Loukes Lane, Wadhams, New York to provide produce to Warren County Employees through a "Farm to Desk" program, commencing January 1, 2015 and terminating December 31, 2015, which will be voluntary and at no cost to the County, and be it further

RESOLVED, that the Chairman of the Board be, and hereby is, authorized to execute an extension agreement with Juniper Hill Farm on behalf of the Warren County Wellness Committee in a form approved by the County Attorney, with each employee participating to sign a waiver and release form.

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Support Services hereby authorizes Amy Clute
(Supervisory Committee) (Employee Name)

to attend NYSASIC 2016 Spring Conference
(Name of meeting or organization)

at Oswego NY
(Address)

on May 11-13, 2016. Mode of transportation to be used personal vehicle at employee expense
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

personal vehicle at employee expense

Proper documentation must be attached when submitting for approval.
(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ 399 3 day package GSA * Rate \$ 200 (total 2 nights)
- Meal costs - GSA * per diem rate \$ 147.50 (total 3 days)

*www.gsa.gov

Date: 3/11/16

Amy Clute
Department Head Signature

Date: 3/23/16

[Signature]
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, If required.
5. Copy to County Administrator if credit card will be used.

Tentative Conference Agenda

Wednesday May 11, 2016:

- 1:30pm - 2:15pm **Registration – Lobby**
- 2:30pm - 3:30pm **Round Table Discussion
Municipalities Only**
- 3:30pm-4:30pm **Round Table Discussion
Municipalities and Vendors**
- 5:30pm - 6:00pm **Registration – Lobby**
- 6:00pm - 8:30pm **Networking Reception & Dinner**

Thursday May 12, 2016:

- 7:30am - 9:00am **Breakfast Buffet**
- 8:00am-8:30am **Registration**
- 8:50 am **Conference Begins**
- 9:00am - 10:00am **Global Warning: Do Not Waive Comp Credit in 207-c Cases**
Speakers: Joseph DeCoursey, Esquire Hamberger & Weiss
Kristin Machelor, Esquire Hamberger & Weiss
- 10:00am - 10:30am **Networking Break, visit vendor area**
- 10:30 am – 11:15am **Voluntary Binding Review**
Speaker: Victoria Manes, Esquire
Triad Group LLC
- 11:15 am – noon **Inspector General Update**
Speaker: Catherine Leahy Scott, Esquire
State of New York Office of Inspector General
- Noon - 1:15pm **Lunch**
- 1:15pm – 2:00 pm **WCB: Update (including assessment calculation)**
Speaker: TBD, NYS WCB
- 2:00 pm - 2:30pm **WCB: Medical Portal**
Speaker: Michael Hunter, NYS WCB
- 2:30pm - 3:00pm **Networking Break, visit vendor area**

Conference Agenda Thursday May 12, 2016 Continued:

3:00pm - 4:00pm **WCB Initiative on Payment of Indemnity With NO Medical**
Speaker: Renee Heitger, Esquire
Hamberger & Weiss

4:00pm **Vendors Close**

6:00pm - 8:30pm **Networking Reception & Dinner**

Friday May 13, 2016:

7:30am - 9:00am **Breakfast Buffet**

8:15am - 9:00am **Board of Directors Meeting**

9:00am - 10:00am **Safety Program Basics**
Speakers: Shelly Brotzge
Midwest Employers Casualty Company

10:00am - 11:00am **Identifying, Managing and Financing Environmental Risks Associated with**
Municipal Operations
Speaker: James F. Blasting
ONEGROUP

11:00am - 11:30am **NYSASIC Business meeting**

11:30am **Conference Adjourns**



Vendor & Associate Member

CONFERENCE REGISTRATION FORM

NYSASIC Spring 2016 CONFERENCE

May 11 – May 13, 2016

Best Western Plus Captain's Quarters

Oswego, NY

Anyone who has **not** paid their membership fees prior to registration will be charged the non-member rates for the conference. If you are interested in becoming a member of NYSASIC, please go to www.nysasic.org for a membership application.

Current Associate Members	\$50.00 per person
Non-Member Vendors	\$150.00 per person

Registration forms received after **April 20, 2016** will be assessed a **\$20 per person late fee**. Late registrations may not be listed in the Program Booklet.

Vendors applying for an exhibitor table must complete the "Exhibitor Registration Form" and return with the appropriate fee.

PLEASE PRINT THE INFORMATION FOR EACH ATTENDEE (AS YOU WOULD LIKE IT ON YOUR NAME TAG):

NAME Amy Clute

COMPANY Warren County

NAME _____

COMPANY _____

NAME _____

COMPANY _____

NAME _____

COMPANY _____

Conference registration fee covers all meetings, activities, seminars, and lunch on Thursday.

For overnight accommodations and other meals see the Hotel Reservation form.

Commuters not staying at the hotel should also see the Commuter Meal form.

Please return the **completed form** by **fax, email or mail** with your check by **April 20, 2016** to:

NYSASIC

c/o Amy Clute, Treasurer
WARREN COUNTY SELF-INSURANCE

1340 STATE ROUTE 9

LAKE GEORGE, NY 12845

PHONE: 518-761-6529

FAX: 518-761-6249

clutea@warrencountyny.gov

All checks returned for non-sufficient funds will be assessed a \$25 bank fee and payment must then be made with certified funds. Refunds will be issued only upon request and approval by the NYSASIC Treasurer.



26 East First Street
Oswego, NY 13126
(315) 342-4040

NYSASIC Conference
Wednesday May 11 – Friday May 13, 2016
Hotel Registration Form

--Please note only one form per room (accepting e-mail forms only)**
We are a 100% Non Smoking Hotel



70 East First Street
Oswego, NY 13126
(315) 343-1600

Reservation Deadline: April 20, 2016

Cancellation Date: April 30, 2016

First Occupant

Name: Amy Clute
Address: c/o WC Self Insurance 1340 St Rt 9
City: Lake George State: NY Zip Code: 12845
Home Phone () -
Email: clutea@warrencountyny.gov
Arrival: 5/11/16 Departure: 5/13/16
Method of Payment: Credit Card type or Purchase Order
_____ Exp Date ____/____
 Filet Mignon Ravioli ala Vodka Baked Stuffed Haddock

Second Occupant

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone () -
Email: _____
Arrival: _____ Departure: _____
Method of Payment: Credit Card type or Purchase Order
_____ Exp Date ____/____
 Filet Mignon Ravioli ala Vodka Baked Stuffed Haddock

Package #1: Includes 1 night stay, dinner, breakfast (and taxes if applicable) Circle one

Single: \$216.00 per person

Double: \$143.00 per person

Tax exempt rate: Circle One

Single: \$196.00 per person

Double: \$131.00 per person

Package #2: Includes 2 night stay, 2 dinners, 2 breakfasts (and taxes if applicable) Circle one

Single: \$442.00 per person

Double: \$296.00 per person

Tax exempt rate: Circle One

Single: \$399.00 per person

Double: \$269.00 per person

Cancellation Policy: You may cancel your reservation up to 4:00PM on Monday April 30th, 2016. If you cancel after this date, a fee equal to one night's package will be charged to your credit card.

To reserve your place at the 2016 NYSASIC Conference, please return this form – **YOUR TAX EXEMPT CERTIFICATE MUST ACCOMPANY YOUR REGISTRATION FORM.** Email to: jennifer@bhgmail.com.

All registrants will receive an email confirmation within four business days. If a confirmation is not received please call: Best Western Plus Oswego 315-342-4040.

The first 60 registrants will be booked at the Best Western Plus. All remaining registrants will be booked at the Quality Inn and Suites. Your confirmation notification will identify your hotel designation.