

**INSURANCE ADVISORY BOARD
100 NORTH ANDREWS AVENUE
8TH FLOOR CONFERENCE ROOM
FORT LAUDERDALE, FL 33301
WEDNESDAY, MARCH 5, 2014 – 8:00 a.m.**

MEMBERS	ATTENDANCE	CUMULATIVE	
		PRESENT	ABSENT
Joseph Cobo, Chair	P	2	1
Mark Schwartz, Vice Chair	P	3	0
Joe Piechura, Sr.	P	3	0
Jim Drake	P	3	0
Charles Grimsley	A	2	1
Steve Botkin	P	2	1
Ted Hess	P	3	0

Staff

Guy Hine, Risk Manager
Hazel Grace-Dansoh, Employee Benefits Coordinator
Matthew Cobb, Risk Management Coordinator

Communications to City Commission

None.

1. Roll Call (including number of appointed members and quorum)

Chair Cobo called the meeting to order at 8:05 a.m.

As of this date, March 5, 2014, there are 7 appointed members to the Insurance Advisory Board, which means 4 would constitute a quorum. Roll was called and it was determined there was a quorum at this time.

2. Approve Minutes of January 8, 2014 and February 5, 2014

Motion by Mr. Piechura, seconded by Mr. Hess, to approve the minutes for the January 8, 2014 and February 5, 2014 meetings as presented. In a voice vote, the motion passed unanimously.

3. Communications to City Commission

None.

4. Unfinished Business

- Introduction of new Employee Benefits Coordinator

Mr. Hine advised the Board that the City had hired a new Employee Benefits Coordinator, Hazel Grace-Dansoh. He stated that she started on Monday the 4th, and has a wealth of experience and will make a great addition to the City's benefits staff. Ms. Grace-Dansoh introduced herself and provided a brief outline of her history and experience. She had previously worked for Miami-Dade County until her retirement last year. The Board welcomed her to the staff.

5. New Business

- **Discussion on Pollution Liability Insurance**

Mr. Hine advised the Board that Mr. Cobb would provide details on this item but it was last reviewed by the Board in August 2010. He stated that the City Manager had requested staff to investigate the purchase of pollution liability insurance.

Mr. Cobb advised that prior quotes had placed the cost of insurance at \$50,000 per year with a \$50,000 deductible for pollution coverage. On May 29, 2013, there was a spill of diesel fuel totaling approximately 560 gallons that overflowed onto the ground from a tank that malfunctioned during the auto-fill process. Prior to this spill the City had no recorded accidents at fuel storage tanks. The City retained EE&G Environmental Services to remediate the area and monitor the site for a cost of \$44,382 to date.

The Board proceeded to ask questions and discuss this item. Both Mr. Hess and Mr. Piechura requested additional information from staff on the number of sites, type of tanks, installation year, maintenance, and EAP standards.

Mr. Cobb advised that staff would obtain this information on the fuel storage tanks along with the revised quotes from the City's broker for review of purchasing this insurance.

Mr. Hess and Mr. Piechura requested information.

6. Open Discussion – Old/New Business

- **Update on Bio-metric, HRA, and Smoking Results**

Mr. Hine advised the Board that this would most likely be discussed at the next meeting in April, after Hazel has had some time to settle into her job and review the results.

- **Update on Health Center Status**

Mr. Cobo asked a question regarding the current results and status of the health and wellness center. Mr. Hine provided the Board with a brief update on the current status and likely future plans for expansion.

7. Schedule Next Meeting – April 2, 2014

8. Adjourn

Motion by Mr. Hess, seconded by Mr. Botkin, to adjourn the meeting. Hearing no objection, the meeting was adjourned at 8:26 a.m.

Minutes Prepared By: Matthew Cobb