

Insurance & Risk Management Committee Special Meeting Minutes  
December 12, 2022 6:00 pm  
Ridgefield Town Hall

Agenda

- The IRMC will meet with the Town's insurance provider, Connecticut Interlocal Risk Management Agency ("CIRMA"), to discuss topics including:
  - CIRMA organization and services provided overview
  - Ongoing review of claims
  - Calendar for 2023 annual renewal
  - Enterprise risk management programs
  
- The IRMC will further discuss implementation of recently proposed Enterprise Risk Management Project for the Town

A special meeting of the Insurance and Risk Management Committee ("Committee") of the Town of Ridgefield, Connecticut ("Town") was held on December 12, 2022. The meeting commenced at 6:00 p.m. Notice of the meeting had been properly issued.

Members of the Committee were present as follows:

Jeff Wark  
Sharon Cunninghis  
Jeff Altman  
Bryce Calderone  
Dan O'Brien  
Michael Gil  
Margaux Lansen

Additional attendees:

Ashley Reda – CIRMA  
Alexander Sarni (via video) - CIRMA

1. A copy of the Agenda is included above as Exhibit A.
  
2. Committee members met with Ashley Reda – Vice President/Underwriting and Alexander Sarni of CIRMA, the Town's insurance provider. Ms. Reda provided the Committee members with an overview of CIRMA that included: organization structure, update on financial performance of the organization, lines of coverage provided, various risk management services offered, and member profile of the organization.

In addition to the organization overview of CIRMA, the Committee and Ms. Reda discussed the 2022 annual renewal process and ways to improve the process for 2023, including an ability to explore various other CIRMA programs available. Ms. Reda referenced other areas of coverage offered beyond Liability, Auto, and Property ("LAP"), Worker's Compensation ("WC"), and Cybersecurity that the Town has in place and may want to consider. Ms. Reda stated that the Town could expect to receive an indication of 2023 renewal rates in the January/February

timeframe, at which time CIRMA will provide the Committee with an updated proposed rate stabilization agreement.

Lastly, the Committee proposed implementing a quarterly claims review of the Town. At CIRMA's request, Committee member Dan O'Brien to request approval from First Selectman Rudy Marconi for the Committee to receive claims reporting directly from CIRMA for quarterly review, as well as allow Committee members to have direct access to CIRMA Risk Management Personnel for ongoing Enterprise Risk Management discussions.

The meeting between CIRMA and the Committee concluded at approximately 7:00pm.

3. Upon ending the portion of the meeting with CIRMA, Committee members met to discuss the recently proposed Enterprise Risk Management ("ERM") project for the Town. The Committee reviewed ERM documentation provided by Committee member Bryce Calderone in an effort to formulate an appropriate ERM process for the Town. The Committee established next steps in the ERM project, upon First Selectman Marconi's approval, which would include interaction with CIRMA Risk Management to get an indication of what ERM initiatives and processes other Connecticut towns have in place, and members of the Committee would organize interviews with key Town officials to get a sense of current risks facing their respective departments and any policies and procedures currently in place to address identified risks. In the session following CIRMA's departure, the Committee also discussed the benefit of extending the existing cyber coverage by 2-3 months which would allow the cyber renewal to be completed outside of the very busy July 1 renewal deadline for the LAP and WC programs. It was agreed that Dan O'Brien would review with Rudy Marconi to ensure his support and would then request that CIRMA determine feasibility.

There being no further business to come before the meeting and upon motion duly made and seconded, the meeting adjourned at approximately 8:00pm on December 12, 2022.