

**Minutes of the Risk  
Management Committee Regular Meeting  
November 02, 2016**

**1. CALL TO ORDER**

C. McCullion, Chief Financial Officer, called the regular meeting of the Risk Management Committee to order and opened the General Session at 1:06 p.m. The meeting was held in the Senate Conference Room on the 7<sup>th</sup> Floor of City hall.

**Permanent Members Present:**

Chris McCullion, Chief Financial Officer  
Brian Battles, Deputy Chief Financial Officer  
Deborah Girard, Deputy Chief Administrative Officer, designee for Byron Brooks, Chief Administrative Officer  
Jody Litchford, Deputy City Attorney, designee for Mayanne Downs, City Attorney  
Heather Fagan, Deputy Chief of Staff, designee for Frank Billingsley, Chief of Staff

**Staff Present:**

Ray Scullian, Risk Management Division Manager  
Martha Lombardy, Assistant City Attorney II  
Karen Zito, Claims Supervisor  
Elly Grasle, Recording Secretary

**2. APPROVAL OF MINUTES OF SEPTEMBER 16, 2016**

B. Battles made a MOTION TO APPROVE the September 16, 2016 minutes, seconded by D. Girard. THE MOTION WAS UNANIMOUSLY CARRIED.

### **3. REVISED CRIME PREMIUM**

R. Scullian advised that when the Committee approved the Crime policy at last month's meeting, it was based upon inflated payroll numbers and resulted in a premium of \$32,303. Those numbers have been revised and the actual premium is \$24,056. This is for information purposes only.

### **4. ORLANDO POLICE DEPARTMENT HEADQUARTERS LIABILITY POLICY**

R. Scullian advised that the City purchases a liability policy as a tenant of the Magic. The policy expires 11/18/2016. The transition from the existing Headquarters to the new Headquarters is not complete. A pro-rata three month extension of the policy is needed at a cost of \$2,900 to comply with the lease. R. Scullian is requesting authorization to approve an additional three month extension.

B. Battles made a MOTION TO APPROVE the three month extension for the Orlando Police Department Headquarters Building General Liability policy in the amount of \$2,900, seconded by H. Fagan. THE MOTION WAS UNANIMOUSLY CARRIED.

### **4. OTHER BUSINESS**

There being no further business to come before the Committee, Chairman C. McCullion adjourned the meeting at 1:09 p.m.

*Elly Graste*  
*Recording Secretary*