

**Minutes of the Risk  
Management Committee Regular Meeting  
February 01, 2017**

**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 1:07 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  
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  
Michelle McCrimmon, Deputy Chief Financial Officer  
Martha Lombardy, Assistant City Attorney II  
Karen Zito, Claims Supervisor  
Jennifer Barron, Intern  
Elly Grasle, Recording Secretary

**Absent:**

Deborah Girard, Deputy Chief Administrative Officer, designee for Byron Brooks, Chief Administrative Officer

**2. APPROVAL OF MINUTES OF JANUARY 04, 2017**

B. Battles made a MOTION TO APPROVE the January 04, 2017 minutes, seconded by J. Litchford. THE MOTION WAS UNANIMOUSLY CARRIED.

### **3. HELIPORT LIABILITY POLICY**

R. Scullian explained that the Heliport liability Policy covers claims arising out of the occasional helicopter landing on the Geico Garage. Three years ago, the Risk Management Committee approved a three year policy and this is the third years' premium of \$3,025. R. Scullian brought this to the current Risk Management Committee's attention.

### **4. ADJOURNMENT**

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*