

**INTERAGENCY ADVISORY COUNCIL
ON
LOSS PREVENTION MEETING**

February 6, 2008
9:30 A.M.-11:30 A.M.
Hermitage Centre
1st Floor, Conference Room
1801 Hermitage Boulevard
Tallahassee, FL 32308

OPENING REMARKS:

David Wiggins, IAC Chairperson

David Wiggins, IAC Chairperson, opened the meeting by thanking everyone for attending the meeting in spite of the inclement weather. David also stated how honored he was to be the IAC Chairperson. Everyone was asked to introduce themselves and the agency they represented.

PRESENTATION OF:

November 7, 2007

IAC Meeting Minutes

The November 7, 2007, IAC Meeting Minutes were presented for acceptance. Arlan Davis, Alternate Safety Coordinator for the Department of Corrections, made the motion to accept the minutes. Marilyn Crofts, Safety Coordinator for the Department of Highway Safety and Motor Vehicle, seconded the motion.

NEW BUSINESS:

STARS Quarterly Report Training

By Jim McClay and Melanie

Cowgill

David commended Jim McClay and Melanie Cowgill for keeping everyone updated on various claims data provided by Risk Management. He requested that they take the opportunity at this IAC meeting to give everyone a review of the STARS Reports and the Quarterly Graphs Risk Services sends to the IAC members.

Jim informed the IAC that an update in the STARS claims database system was currently being enacted. One of the changes

being undertaken is a change in the Cause Codes for Workers' Compensation claims the last two digits (10) are being dropped and the future Cause Code will only consist of a two-digit number.

Jim showed and explained each line of the basic One Line Claim report to everyone present. Melanie explained the quarterly charts and graphs emailed to Safety Coordinators for each agency. They consisted of General and Auto Liability-Number of Losses based on "Report Date" per Quarter, State Totals Cause of Losses (Frequency) Year-to-Date, Totals Cause of Losses (Frequency) Year-to-Date, State Totals Cause of Losses (Frequency), Totals Cause of Losses (Frequency), All State Averages, Top 3 Causes of Loss, Top 3 Causes of Loss, and Claim Count for Last Five Quarters.

GUEST SPEAKER:
David Krause, PHD.,
CIH, MSPH, CIAQP

Dr. David Krause, of Indoor Air Solutions, was introduced by David Wiggins. Dr. Krause wanted to speak and make those present aware of some of the unique issues regarding indoor air quality that may result in workers' compensation claims. He gave a very thorough and informative presentation on "Indoor Air Quality, Its Safety & Health Risk Claims". Two handouts were passed out to everyone present. The presentation was on Indoor Air Pollution: Diagnosing & Reducing the Risks, and IAQ vs. Indoor Air Pollution, and the other handout was an article on Successful Mold Growth Remediation in HVAC Systems. Dr. Krause stressed the importance of communicating the issues of problems in the work place. Anyone who had questions for Dr. Krause, were encouraged to contact him at (850) 561-6422 or his email address is: dkrause@indoorairsolutionsinc.com

INTRODUCTION OF IAC EXECUTIVE COMMITTEE

David Wiggins introduced the IAC Executive Committee members who are: Tammie Kuhn, Safety Coordinator for the Department of Health, Laymon Gray, Safety Coordinator for the Florida State University, Donald Trussell, Safety Coordinator for the Department of Environmental Protection, Matt Croghan, Alternate Safety Coordinator for the Department of Agriculture & Consumer Services, and including two other components, Jim McClay, Risk Services Administrator, and Melanie Cowgill, Insurance Administrator-Loss Prevention. The Committee is dedicated to

promote, review, find solutions on improving the Interagency Advisory Council (IAC), and provide assistance to agencies and universities that are in need of safety and loss control information. Anyone may contact David Wiggins for any questions, concerns, suggestions, or ideas. The next Executive Committee meeting will be March 13, 2008.

CLOSING REMARKS:

The next Interagency Advisory Council meeting will be held on May 7, 2008, 9:30 A.M.-11:30 A.M., in the 1st Floor Conference Room of the Hermitage Centre, 1801 Hermitage Boulevard, Tallahassee, FL 32308.

ADJOURNMENT:

Matt Croghan, Alternate Safety Coordinator for the Department of Agriculture & Consumer Services made a motion to adjourn the meeting. Roy Brogan, Jr., Safety Coordinator for the Department of Corrections seconded the motion.

IAC MEMBERS PRESENT:

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| Blankenship, Tommy | DJJ |
| Brogan, Roy | DOC |
| Caballero, Beatriz | FPC |
| Camit, Joe | DMA |
| Clemmer, Jo-Ann | DFS |
| Cowgill, Melanie | DFS |
| Crofts, Marilyn L. | HSMV |
| Croghan, Matt | DACS |
| Davis, Arlan | DOC |
| Durfee, Thomas | BPR |
| Ferris, Chris | FDLE |
| Gray, Laymon | FSU |
| Kelly, Amy | APD |
| Kenyon, Brian | AHCA |
| Kirksey, Dione M. | DOR |
| Kuhn, Tammie | DOH |
| Lester, Trilly | DFS |
| Logan, Kelly | LOT |
| McClay, Jim | DFS |
| Ochalek, Larry | LOT |
| Replogle, Floyd | UWF |

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|---------------------|------|
| Simmons, Lori | DOAH |
| Trussell, Donald L. | DEP |
| Trussell, Marianne | DOT |
| Tucker, Harriet | DFS |
| Vermette, Dave | DOS |
| Washington, Robert | SCS |
| Wes Underwood | APD |
| Wiggins, David | DMS |
| Wiser, Capt. Gary | DEP |

VISITORS PRESENT:

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| Aaron, Cindy | DMS |
| Carter, June B. | DOT |
| Castleberry, Deborah | LOT |
| Fontaine, Jan | DCF |
| Gonzalez, Paula | DOT |
| Honcell, Donna | AGR |
| Krause, David | IAS |
| Martin, Pam | DFS |
| Smith, Ramone L. | AWI |

RISK MANAGEMENT
EMAIL ADDRESS:

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|------------------|--|
| Trilly Lester: | trilly.lester@fldfs.com |
| Pam Martin: | pam.martin@fldfs.com |
| Shannon Segers: | shannon.segers@fldfs.com |
| Jim McClay: | jim.mcclay@fldfs.com |
| Melanie Cowgill: | melanie.cowgill@fldfs.com |
| Jo-Ann Clemmer: | joann.clemmer@fldfs.com |
| Risk Services: | www.myfloridacfo.com/Risk/RiskServices/index.htm |