

**INTERAGENCY ADVISORY COUNCIL
ON
LOSS PREVENTION MEETING**

August 1, 2007
9:30 A.M.-11:30 A.M.
Hermitage Centre
1st Floor, Conference Room
1801 Hermitage Boulevard
Tallahassee FL 32308

OPENING REMARKS:
Shanaz Sharifpour,

Shanaz Sharifpour, IAC Chairperson, opened the meeting by requesting that every one introduce themselves and the agency they represent.

PRESENTATION OF:
May 2, 2007,
IAC Meeting Minutes

Shanaz presented the May 2, 2007, IAC meeting minutes for acceptance. Roger McDaniel, Safety Coordinator for the Department of Corrections, made the motion to accept the minutes. Wayne Clotfelter, Safety Coordinator for the Department of Children and Families, seconded the motion.

NEW BUSINESS:

Risk Services New Email Website: Jim McClay, Risk Services Administrator, informed everyone of the new website for Risk Services (www.myfloridacfo.com/Risk/RiskServices/index.htm) and mentioned that the employee email addresses will change in a few weeks. Risk Services will notify IAC members and other interested parties with the updated email addresses.

Safety Awareness Awards: Jim reminded everyone that the deadline for Risk Services Safety Awareness Awards is August 31, 2007. Judging will be early this September.

Electronic Bulletin Board: A couple of meetings ago, the idea of an electronic safety bulletin board was introduced. The bulletin board will be housed in the Risk Services website where Safety Coordinators can communicate with each other, ask questions, and

post problems. Hopefully, the bulletin board will be available within the next couple of weeks. Everyone will be notified when it becomes available for access. Jim advised that this information should be shared only with employees of state agencies.

Nomination of IAC Chairperson: The Chairperson's term in office is for two years and it is now time for a new Chairperson to be elected. Nominations for the new Chairperson are held at the August IAC Quarterly Meeting, and voted on at the November IAC Quarterly Meeting. Everyone present was given a nomination form and a list of current IAC members. Donald Trussell from DEP made a motion that Risk Management should take over this position based upon the wording in Florida Statute 284.50. Several people present were nominated, however no one accepted the nomination. One other candidate was nominated, but unfortunately was not present to accept or decline. Shannon Segers, DFS, Risk Management, Property, Financial, and Risk Services, Bureau Chief, encouraged IAC members to consider accepting the IAC Chairperson position. Since no one present accepted the nomination, Jim suggested that the form be sent into Risk Services, by the end of this September.

Gold, Silver, and Bronze Awards: Melanie Cowgill, Risk Services Insurance Administrator/Loss Prevention, spoke on the new scoring criteria for Safety Awareness Campaign Awards that was discussed in the May and June IAC Sub-Committee Meetings. Prior to today's meeting, Melanie had emailed everyone the Sub-committee meeting minutes and the new Safety Program Evaluation for their review. She invited questions or comments. As of today, the names of the awards have not been decided. Melanie informed everyone that the new Risk Services Notes which was previously emailed to them was now available on the website and all new editions will be posted on Risk Services website the 15th of every month.

GUEST SPEAKERS:

Seat/Safety Belt-Best Practices: Larry Lyon, DOT District One Safety & Health Manager, gave an informative presentation on the Seat/Safety Belt-Best Practices. DOT has a very stringent policy on mandatory use of seat belts. Mr. Lyon reminded everyone that State law requires us to wear and comply with seat belt safety laws. Some common myths and facts regarding wearing seat belts were discussed. Upper management at DOT is very committed to seat belt safety. Employees at DOT are encouraged to write their good and bad experiences on wearing seat belts. This presentation was an excellent reminder of why wearing a seat belt is extremely important in the matter of saving the lives of everyone involved.

(Copy of this presentation will be available at Risk Service's website).

Strategic Highway Safety Plan: Marianne Trussell, DOT, Chief Safety Officer gave a detailed presentation on the Department of Transportation's Strategic Highway Safety Plan. Through this plan, DOT is attempting to prevent traffic related accidents on state roads and the interstate system. DOT is able to receive grant funds to assist in this endeavor. Many things contribute to road accidents like pedestrians, bicycles, motorcycles and other types of vehicles. Cable barriers have proven to be one solution to roadway challenges; they have been more effective in preventing the severity of road accidents, in comparison to guardrails. Many informative slides were shown in both DOT presentations that made an impact on the importance of wearing safety belts and making every effort to drive defensively. Check out this and other information at www.dot.state.fl.us

DEP Internet/Intranet Training: Donald Trussell, DEP Administrator/Office of Safety & Loss Control, was concise in informing everyone about various PowerPoint and OSHA trainings, along with a variety of posters available on Department of Environmental Protection's website at www.dep.state.fl.us. Everyone was encouraged to visit the site. Clabe Polk (Environmental Administrator), DEP, developed and shared the "Safety Pins!", a general safety training CD. This CD includes an abbreviated textbook presentation that has been proven to be a more effective format than slides. Training on ladder, fire, back, and a variety of safety topics are available for access. One of the many advantages to accessing this information is the ability to take a test on the training and receive a certificate.

CLOSING REMARKS:

The next Interagency Advisory Council meeting will be held on November 7, 2007, 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:

Marianne Trussell, Chief Safety Officer from the Department of Transportation, made a motion to adjourn the meeting. Captain Gary Wisner, Alternate Safety Coordinator, from the Department of Environmental Protection, seconded the motion.

IAC MEMBERS PRESENT

Blankenship, Tommy	DJJ	352.875.3725
Burnham, Amy	DEP	850.414.7592
Clemmer, Jo-Ann	DFS	850.413.4756
Clotfelter, Wayne	DCF	850.488.6263
Cowgill, Melanie	DFS	850.413.4769
Croghan, Matt	DACS	850.921.1102
Desotell, Tory	DFS	850.413.2138
Emerson, Chris	DOE	850.245.5046
Folks, Geraldine	ADMH	850.488.9675 x 222
Ford, Debbie	PSC	850.413.6306
Henry, Hope	DOH	850.245.4444 x 3195
Lester, Trilly	DFS	850.413.4700
Long, Tom	SCS	850.487.2373
McClay, Jim	DFS	850.413.4776
McDaniel, Roger	DOC	850.410.4273
Ochalek, Larry	LOT	850.487.7730
Replogle, Floyd	UWF	SC 680.7440
Sharifpour, Shanaz	DOT	850.245.1510
Tucker, Harriet	DFS	850.413.4434
Trussell, Donald	DEP	850.245.2312
Trussell, Marianne	DOT	850.245.1504
Walton, Renita T.	BPR	850.922.2912
Wes Underwood	APD	850.414.7592
Wright-Davis, Sheila	DOR	850.921.1204
Wisner, Captain Gary	DEP	850.245.8038
Vermette, Dave	DOS	850.245.6580

VISITORS PRESENT:

Gonzalez, Paula	DOT	904.360.5621
Kenyon, Brian	AHCA	850.922.3699
Lyon, Larry	DOT	863.519.2214
Martin, Pam	DFS	850.413.4704
Polk, Clabe	DEP	850.245.2887
Segers, Shannon	DFS	850.413.4750
Smith, Ramone	AWI	850.245.7469
Stanton, Christie	JAC	850.488.2415
Stewart, Shawn	DOT	386.961.7454

RISK MANAGEMENT

EMAIL ADDRESSES:

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/RiskServcies/index.htm