APPENDIX D

RISK MANAGEMENT AND GRANT AWARDS PROGRAM

Revised 11/2015

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SECTION A

INTRODUCTION

MISSOURI INTERGOVERNMENTAL RISK MANAGEMENT

RISK MANAGEMENT AWARD PROGRAM

The Risk Management Awards Program is open to all Missouri Intergovernmental Risk Management Association members. All members are encouraged to participate.

One of the most important aspects of controlling losses is the recognition of our members and individuals for their achievements in the prevention of accidents. Positive reinforcement is far more valuable than negative actions. Unfortunately, the number of accidents prevented is not always well defined, and as such, the measures of success are often obscured and indistinct. The awards set forth in this program will provide recognition by presenting some tangible acknowledgment to member activities for significant achievements.

This publication is designed to provide information regarding the types of accident prevention awards available to member organizations and gives "Board Approved" guidance relative to the submission of data for such awards.

From time to time, changes will have to be made to this publication. In the event that any portion of this publication is held invalid, such decision shall not affect the validity of the remaining portions. To this end, the provisions of this publication are held to be severable.

Questions concerning the intent or interpretation of this publication should be referred to the MIRMA Loss Control Director or Chairperson of the Awards Program.

SECTION B

RISK MANAGEMENT GRANT

PURPOSE: The purpose of this grant is to provide to the members the opportunity to suggest programs designed to eliminate or reduce a particular loss exposure and request funding from MIRMA. This may include programs implemented or items purchased in the preceding fiscal year, provided the requirements set below have been met. This grant provides an opportunity for MIRMA to recognize individuals and their city or utility for outstanding contributions in the area of risk management.

ELIGIBILITY CRITERIA: The Risk Management Grant is open to all members of MIRMA.

FUNDING AVAILABILITY: The grant has a $200,000 funded account, of which a substantial portion has been allocated for new members (those that have been a MIRMA member for 5 years or less) for their submissions and the remaining money is designated for all other requests. Any year in which the "New Member" funding is not utilized, the remaining amount will be used to fund the other requests. Cash awards are dependent on funding available. The first priority in the funding of this grant program is to bring new members up to speed as quickly as possible in the first five years of membership.

SUBMISSIONS: Nominations must be made by a member requesting program funding consideration. Submission for this grant must follow the PROGRAM DESCRIPTION on the entry form format. A separate entry form should be completed for each item being requested. The *italic* verbiage serves to provide a better understanding of what the questions are asking and can be deleted when filling out the form.

WHERE TO OBTAIN ENTRY FORM: The entry form is available at the MIRMA office and can be found in your MIRMA manual, Loss Control Tab, Appendix D, Section B, on page 7 or visit MIRMA's website at www.mirma.org to complete an application and email to MIRMA.

WHERE TO MAIL ENTRY FORM: MIRMA, 3002 Falling Leaf Court, Columbia, MO, 65201. You may also e-mail copies of entry forms to the Loss Control Director or fax to (573) 441-0515.

WHEN TO MAIL ENTRY FORM: All entry forms shall be received by September 1st of each year at the MIRMA office by the close of business hours. Any entries received after this time will be determined ineligible; however, late entries will be kept on file at the MIRMA office and may be resubmitted the following year.

AWARDS: Awards **up to** seventy-five percent (75%) of the funding requested in the award nomination is available, with a maximum award of $7,500.00 per item. Total award for an entity shall not exceed half of the gross assessment for the current fiscal year.

QUESTIONS ABOUT AWARDS: You may contact the Loss Control Director at (573)-817-2554 for additional information about the program criteria and guidelines.

ELIGIBILITY: The following programs and equipment are eligible for reimbursement. The first four "starred" items below must either be applied for, or in place in the city before applying for other items below the star items.

*	Police Dash Mounted Cameras	1 per year/ 5 years-Cap of $3375.00 each
*	Sewer Camera	1 per member/ 5 years
*	Audio/Video Surveillance System: Police Departments	1 per facility/ 5 years
*	Police Audio & Wearable Recorders	# per shift X2/3 years $1,100 Max per recorder, $10/charger. Video files must be proprietary and un-editable
1	AED holding facility, pools and power plants	1 per year/ 5 years
1	Certified Police Defensive Driving Instructors	2 Officers per member/ 5 years
1	Fall Protection System-Net	1 per facility/ 10 years
1	Emergency Flood lights	1 per member/ 10 years - $750 max.
1	Manhole Cleaning and Retrieving Tool	1 per crew/ 10 years
1	Less Lethal/ Bean Bag Rounds and Equipment	1 weapon and 5 rnds/10 officers (minimum of 2)/10 years
1	Job/Duty Criteria Development	1 per job/ 5 years
1	PASS Alarms	1 per firefighter/ 5 years
1	Power Crimpers & Cutters	1 per crew/ 10 years
1	Sewer Smoke Blower	1 per member/ 10 years
1	Sidewalk Milling Machine	1 per member/ 10 years
1	Tasers: must also get video attachment	1 per 10 officers (min 2)/ 5 years
1	Tire Deflation Device (Stop Sticks)	1 set per patrol vehicle/ 5 years
1	Manhole Cover Tool-Pry Bar Type Equipment	1 per member
1	New Ideas	With committee approval
2	Pool Inspection (newly constructed pools only)	1 for each new pool
2	Bucket Truck Proximity Alarm/Camera (1+Ton)	1 per truck/ 5 years
2	Confined Space Entry Tripod & Air Quality Equip.	1 per water & sewer dept/ 5 & 10years
2	Electronic Welding Helmet	1 per member/ 10 years
2	Equipment Beacons	1 per truck or heavy equipment/ 10 years
2	Fall Protection Equipment for Water Tower & Elevated Bulk Storage Tanks	1 per structure/10 years
2	Gas Leak Repair Apparel, Lifeline Harness & Equip.	4 per member/10 years
2	Hydraulic Hammer (attachment for skid steer equip).	1 per member/ 10 years
2	Tree trimmer	1 per member/5 years
2	Trench Shoring Equipment & Shoring Extensions	1 per member/10years
2	Power Cot for Ambulance Personnel	1 power cot/10 years
2	Flammable Storage Cabinet	1 per member each year
2	In-Vehicle, hard wired GPS tracking devices	1 per member each year
2	Truck mounted crane	1 per member/5 years
2	Security System for City Hall or Util. Billing Offices	1 per member/5 years, Cap of $2,000.00

PROGRAM RULES: ALL MEMBERS

1. The below criteria will be enforced:
   - Those items designated with a "*" must be in use, or must also be applied for, by a member with a police department or a sanitary sewer system before other requests will be considered for that member. Sewer camera work being contracted out to a third party will satisfy the sewer camera requirements. Police departments must now also employ body cameras before other purchases are made.
   - Submissions with a "*" or "1" will be given priority.
   - Items with a "2" will be considered for reimbursement only with remaining funds.
   - Limits per item on frequency, costs and numbers will be followed.

2. The maximum amount awarded per any one item is $7,500.00.

3. A member can submit multiple submissions any given year.

4. Any item purchased after July 1st can be submitted to the Awards Committee either the current year or the following year for funding consideration.

5. Requests for funding of eligible grants must be received in the fiscal year in which the grant was awarded (June 30th).

6. Award winners will be announced in the MIRMA Newsletter and at the fall MIRMA Board meeting.

7. Awards will be presented to the winners at their city council meetings prior to January 1 of the next year.

REIMBURSMENT: MIRMA will reimburse the cost for equipment approved by the Awards Committee once the following documents are received:

- A copy of the invoice showing the equipment has been ordered.
- A copy of a cancelled check showing the invoice has been paid (check stubs will not trigger reimbursement). If the item is paid with credit card, a receipt or invoice stamped "Paid," will suffice.
- A statement indicating the equipment has been purchased and is in service

AWARDS COMMITTEE: The Awards Committee is to be appointed by the Chairman of the Board, composed of three persons, at least one shall be a member of the Board of Directors and at least one shall not be a member of the Board of Directors. The Loss Control Director will moderate the committee. The committee has the authority to change, each year, the program rules, criteria, caps, and other changes needed to accomplish the purpose of this program.

MIRMA RISK MANAGEMENT GRANT

ENTRY FORM

Name of City/Utility: _____

Name of Individual Completing Form: _____

Phone number: (_____) _____ -_____ Email address: _____

PROGRAM DESCRIPTION

1. **Have you met the four prerequisite item requirements?**
   Police in-car cameras used in vehicles for patrol: ☐Yes ☐No ☐No Police
   Surveillance of areas where suspects are held and handled: Yes No ☐No Police
   Sewer camera: ☐Yes ☐No ☐Contracted ☐ ☐
   Body cameras for police: ☐Yes ☐No ☐No Police
   If you contract the inspection of sewer lines via camera, describe how many feet of pipe were viewed and amount spent on the project annually:

2. **Please attach a paid invoice or price quote on the items being submitted.** ☐*Completed*

3. **Cost of program and benefit derived**:
   How much money will be required for implementation?
   How much time will be set aside for implementation?
   How much money and time will be allocated to ensure program success for each year?

4. **Purpose of the program**:
   A description of why this program is proposed. Example - to reduce the number of back injuries associated with refuse collection activities.

5. **Program components and scope:**
   What are the components of the program?
   Scope, responsibilities, training requirements and material needs.

6. ☐**First time purchase** ☐**Replacement -** Original date of purchase:_____

7. **Have you already purchased?** ☐Yes ☐No Date purchased:_____

If the grant is awarded, you will need to submit the following for reimbursement:

1. *Proof of payment (copy of payment or invoice marked 'paid' by provider.)*
2. *A statement saying the item has been installed or "in use".*

Revised 11/2015

SECTION C

LOSS PREVENTION PROGRAM AWARDS

PURPOSE: The purposes of establishing a loss prevention program are to assist management in developing and operating a program designed to protect workers, prevent and control accidents, increase effectiveness of operations, and reduce liability exposures.

ELIGIBILITY CRITERIA: This program is open to all members of MIRMA.

TYPES OF AWARDS:

- Perfect Loss Prevention Evaluation Score
- Most Improved Loss Prevention Evaluation Score
- Most Improved Loss Prevention Evaluation Score - Honorable Mentioned
- Best Loss Experience of the Year (top five members)

NOMINATIONS: All members are automatically eligible upon joining-MIRMA. Awards are calculated by MIRMA staff.

ENTRY FORM: There is no entry form to complete.

AWARDS: Plaques will be presented, by the Loss Control Director, at the MIRMA annual meeting.

QUESTIONS: You may contact the Loss Control Director at (573)-817-2554 for additional information about the program. Email works too… pbonnot@mirma.org

SECTION D

RISK MANAGEMENT RECOGNITION AWARD

PURPOSE: The purpose of this award is to provide an opportunity for MIRMA to recognize individuals for outstanding contributions to their city or utility in the area of risk management. It also allows for that information to be shared with the entire Association. The program allows members to showcase their current programs that are designed to eliminate or reduce a particular loss exposure and receive recognition for their ingenuity and their program's success.

ELIGIBILITY CRITERIA: This program is open to all members of MIRMA.

NOMINATIONS: Nominations must be made by a member requesting a program to be considered. Submission for this recognition must follow the Risk Award Recognition Entry form format. The *italic* verbiage serves to provide a better understanding of what the questions are asking and can be deleted when filling out the form.

PROGRAM RULES: One winner (if any) will be determined by the awards committee. A successful nomination could be any program that has the following characteristics:

- It must be successful in your community.
- Have demonstrated a lasting effect at controlling your losses; and
- Be a little out of the ordinary a unique program.

WHERE TO OBTAIN AN ENTRY FORM: The entry form is available at the MIRMA office and can be found in your MIRMA manual, Loss Control Tab, Appendix D, Section D on page 10 or visit MIRMA's website at www.mirma.org for a copy of the form.

WHERE TO MAIL ENTRY FORM AND PROGAM:
MIRMA, 3002 Falling Leaf Court, Columbia, MO, 65201.

WHEN TO MAIL ENTRY FORMS: All members are encouraged to submit nominations by May 1st each year to the MIRMA office by the close of business hours.

AWARD: A plaque will be presented at the annual meeting and free annual meeting registration and lodging will be provided to the individual responsible for the program.

QUESTIONS: You may contact the Loss Control Director at (573)-817-2554 for additional information about the program.

MIRMA RISK MANAGEMENT RECOGNITION AWARD

ENTRY FORM

Name of City/Utility_____

Name of Individual nominating Member_____

Phone number of Individual nominating Member_____

Signature of Member's Official Representative_____

PROGRAM DESCRIPTION:

(Please attach a copy of the program and all relevant information)

Revised 11/2015