

**Lane County - Service Option Sheet - FY 20-21 Proposed**

**SOS C13:** Risk Management  
**Dept:** County Counsel  
**Contact:** Miranda Rollins ext 3690

**Service Category: General Government**

<b>Mandate</b>	None	<b>Related</b>	SHALL
<b>Leverage</b>	None	Some	HIGH

**Executive Summary**

Provides Risk services for all of Lane County, including analysis and recommendations for loss prevention/mitigation; reviews all County contracts for required insurance coverages, amounts, and endorsements; assesses and processes all general liability claims, administers general liability and workers' compensation Self-Insurance Fund, reviews and purchases various insurance coverages, including excess general liability, property, excess workers' compensation, flood, and program specific coverages. Supervises Workers' Compensation Program.

**Service Descriptions**

	Revenue	Expense Total	General Fund	FTE
<b>Proposed Budget Total</b>	\$185,848	\$181,586	(\$4,262)	1.00

Receives all general liability claims and Tort Claim Notices. Sets/reviews reserves on claims and lawsuits. Responsible for disposition of general liability claims: investigates, determines liability, coordinates payments and/or negotiates settlements when settlement is in the best interest of the County. Seeks recovery for damages to County property caused by third parties. Analyzes loss exposure for various County activities. Reviews all contracts to ensure proper insurance coverage is supplied by vendors and contractors; advises on insurance needs for bid packets; works with contractors and insurance agents on required coverages and endorsements. Gathers data and obtains purchased insurance coverages for County properties including: Flood, Search & Rescue Volunteers, Volunteers, Excess Workers' Compensation, Aviation, and annual County fair. Liaison between County departments, brokers, and insurance company on matters that may exceed the self-insured retention. Coordinates Search & Rescue and Volunteer Workers' Compensation claims. Responsible for General Liability, and purchased insurance expenditures through the Self-Insurance Fund. Monitors employee driving records for restricted or suspended privileges. Prepares all Lane Code and Lane Manual changes. Prepares and manages budgets for department. Monitors Continuity of Operations Program (COOP). Participates in monthly accident/injury reviews with OSHA required County-wide Safety Committee. Assists in fire extinguisher and other safety trainings. Supervises Workers' Compensation Program.

**State/Federal Mandate**

654.001 is the Oregon Safe Employment Act, and 654.010 states Employers to furnish safe place of employment. 30.265 Scope of liability of public body, officers, employees and agents; liability in nuclear incident. 30.271 Limitations on liability of state for personal injury and death. 30.272 Limitations on liability of local public bodies for personal injury and death. OAR 437-002-0187 (29 CFR 1910) Subdivision Fire Protection requires monthly visual inspection of fire extinguishers. 656.017 Employer required to pay compensation and perform other duties; state not authorized to be direct responsibility employer. 656.407 Qualifications of insured employers; rules.

**Leverage Details**

The General Fund portion of this program leverages the following:

_____ \$0	back to the Discretionary General Fund
_____ \$0	into other non Discretionary County Funds
_____ \$0	directly to community members (child support payments)