



# Risk Management Solutions

A QUARTERLY NEWSLETTER OF THE ALABAMA MUNICIPAL INSURANCE CORPORATION  
AND THE MUNICIPAL WORKERS COMPENSATION FUND, INC.

SPRING 2002

## Meet the Loss Control Team

This past January, AMIC and MWCF joined forces to form the League's Loss Control Division. With representatives assigned throughout the state, this division will offer member municipalities a variety of services including: on-site risk management with follow-up reports and recommendations; specialized law enforcement risk control; loss analysis and trending; newsletters, bulletins and other publications; technical resources; Employment Practices Law Hotline; Proactive Driver Training; Firearms Training System (FATS); and an extensive video library.



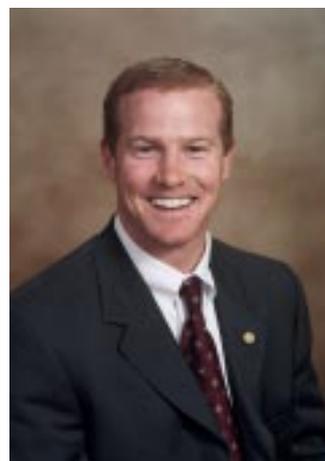
**Roger Owens**, Public Safety Consultant, retired as Deputy Chief of Police from the Montgomery Police Department after more than 24 years of service. After serving one year as the Alabama State Capitol Police Administrator, he joined the Loss Control Division in August 1993. As a Public Safety Consultant, Roger is responsible for traveling to 327 member police departments with liability or workers compensation insurance in an effort to reduce municipal liability and employee injuries.



**Stanley Fant** is the Loss Control team's SkidCar Coordinator. In 1999, Stan retired from the Alabama State Troopers after more than 30 years in law enforcement, including more than 20 years as a highway patrol officer and supervisor. In December 2000, Stan joined AMIC's staff as the coordinator for their popular Proactive Driver Training program. He travels throughout the state training police officers and other municipal employees through the SkidCar system.



**Ronnie Daniels**, a native of Montgomery, Alabama, received his bachelors degree in Business Administration from Auburn University at Montgomery in 1991 and began working in the insurance industry in 1992. Over a 10 year period, Ronnie has gained experience in workers' compensation claims adjusting, underwriting, marketing and loss control. Before joining the team at the Alabama League of Municipalities, Ronnie worked as a loss control consultant for county governments in the state of Alabama.



**Jason Humphries**, Loss Control Representative, recently graduated from Auburn University at Montgomery with a B.S. degree in Justice and Public Safety. Prior to joining the Loss Control Division of AMIC and MWCF, he worked four years with The Parks and Recreation Department of Montgomery. During his tenure with the City of Montgomery, he learned the basic fundamentals of municipal operations which, in turn, enhanced his understanding of the field of loss control.



**Myra S. Forrest, CSP, ARM, ALCM**, earned a B.S. in Computer Science with a concentrated elective field of Industrial Engineering from Louisiana State University. After graduation in 1988, she was employed by Aetna Life and Casualty as an Engineering Consultant where she gained extensive training and knowledge of loss control in both Louisiana and Alabama. In addition, she has taught both safety and health and computer training classes. Myra joined Meadowbrook Insurance Group in 1995 to work as a Safety Consultant for the Alabama Municipal Insurance Corporation program. Since that time Myra has been providing a variety of loss control services and resources for AMIC members.



# U.S. Consumer Product Safety Commission Issues Bleacher Retrofitting Guidelines

In response to injuries and deaths from falls from bleachers, the U.S. Consumer Product Safety Commission has issued "Guidelines For Retrofitting Bleachers." Several states have adopted legislation which requires bleachers to conform to guidelines set out under uniform building codes and the 2000 National Fire Protection Association (NFPA 101) Life Safety Code.

To promote greater safety at municipal facilities, an assessment of the bleacher systems located in your municipality should be conducted. An inventory of all bleachers recording their location, construction type and size of the bleacher units should be initiated. Many of the bleachers currently in use are old and have not been properly maintained or updated. Openings between seats, footboards and guardrails and the structural integrity of the bleachers should be assessed. It should be determined if the bleacher system needs to be retrofitted, remodeled or replaced to eliminate those features that present a safety hazard. Regular inspections of all bleachers by trained personnel should be conducted and documented.

Per CPSC's "Guidelines for Retrofitting Bleachers," the Summary of Retrofit Recommendations are as follows:

- Guardrails should be present on the backs and portions of the open ends of bleachers where the footboard, seat board or aisle is 30 inches or more above the floor or ground below. Bleachers with the top row nominally 30 inches above the ground may be exempt from this recommendation.
- The top surface of the guardrail should be at least 42 inches above the leading edge of the footboard, seat board or aisle, whichever is adjacent.
- When bleachers are used adjacent to a wall that is at least as high as the recommended guardrail height, the guardrail is not needed if a four-inch diameter sphere fails to pass between the bleachers and the wall.
- Any opening between components of the guardrail or under the guardrail should prevent passage of a four-inch sphere.
- Any opening between the components in the seating, such as between the

footboard, seat board and riser, should prevent passage of a four-inch diameter sphere where the footboard is 30 inches or more above the ground and where the opening would permit a fall of 30 inches or more.

- The preferable guardrail design uses only vertical materials as in-fill between the top and bottom rails. If there are openings in the in-fill that could provide a foothold for climbing, the widest measurement of the opening where the foot could rest should be limited to a maximum of 1.75 inches. Opening patterns that provide a ladder effect should be avoided. If chain link fencing is used on guardrails, it should have a mesh size of 1.25 inch square or less.

- Aisles, handrails, non-skid surfaces and other items that assist in access and egress on bleachers should be incorporated into any retrofit project where feasible.

- The option of replacing bleachers as opposed to retrofitting should be considered.

- Materials and methods used for retrofitting should prevent the introduction of new hazards, such as bleacher tipover, bleacher collapse and contact or tripping hazards.

- Bleachers should be thoroughly inspected at least quarterly by trained personnel and problems corrected immediately. Records of these actions should be retained.

- A licensed professional engineer, registered architect or company that is qualified to provide bleacher products and services, should inspect the bleachers at least every two years and provide written certification at such time that the bleachers are fit for use.

- Records of all incidents and injuries should be retained.

A copy of the CPSC Publication No. 330000011 "Guidelines for Retrofitting Bleachers" may be obtained from CPSC's web site [www.cpsc.gov](http://www.cpsc.gov) or by calling the CPSC Hotline **1-800-638-CPSC(2772)**. ■

## FATS Now Available

The Firearms Training System (FATS) is an excellent training tool designed to develop and sharpen a police officer's discretionary skills as well as reinforce conflict resolution abilities. To schedule FATS in your area, please contact the League's Loss Control Division at **334-262-2566**. Depending on availability, a loss control representative will deliver the system and provide instruction on how to use the equipment. Loss control representatives are **not** certified firearms instructors (CFI). They will not, in any manner, attempt to teach the force continuum. That responsibility will lie with the CFI; and the League highly recommends that such training originate in a classroom and progress towards the use of FATS.



## EMPLOYMENT PRACTICES LAW HOTLINE

**1-800-864-5324**



Through a toll-free Employment Practices Law Hotline, members can be in direct contact with an attorney specializing in employment-related issues. When faced with a potential employment situation, the hotline provides a no-cost, 30 minute consultation.

# Be Sure to Perform Motor Vehicle Record Checks!

Because the driving record is a good indicator of future performance, it is important to examine each applicant's driving record carefully and consistently as a routine part of the screening, background investigation and hiring process. Drivers with histories of traffic violations or accidents should be thoroughly evaluated.

The following is a partial list of conditions or convictions that should cause immediate concern:

- Two at-fault accidents in the past three (3) years, or
- Two incidents in the past three (3) years as a result of which the individual was found responsible for committing civil infractions while operating a motor vehicle, or
- In the past three (3) years a combination of one (1) at-fault accident and one (1) incident as a result of which the individual was found responsible for committing a civil infraction, or
- Operating under the influence of liquor or drugs, or
- Failure to stop or report an accident, or
- Negligent homicide, manslaughter, assaults involving the operation of a motor vehicle, or
- Driving on a suspended or revoked license.

Check that candidates possess – or can obtain – any special license endorsements required by law, such as a Commercial Driver's License (CDL), for the type(s) of vehicle they will operate in the performance of their duties.

To check a driver's record, submit a written request on your entity's letterhead to the Alabama Department of Public Safety. Your letter should provide the candidate's name, license number and date of birth. The Social Security number can be sent in lieu of the driver's license number, but the driver's license number is preferred. Include a check in the amount of \$5.75 for each MVR. Most requests are mailed the following day.

**Submit your request to:**

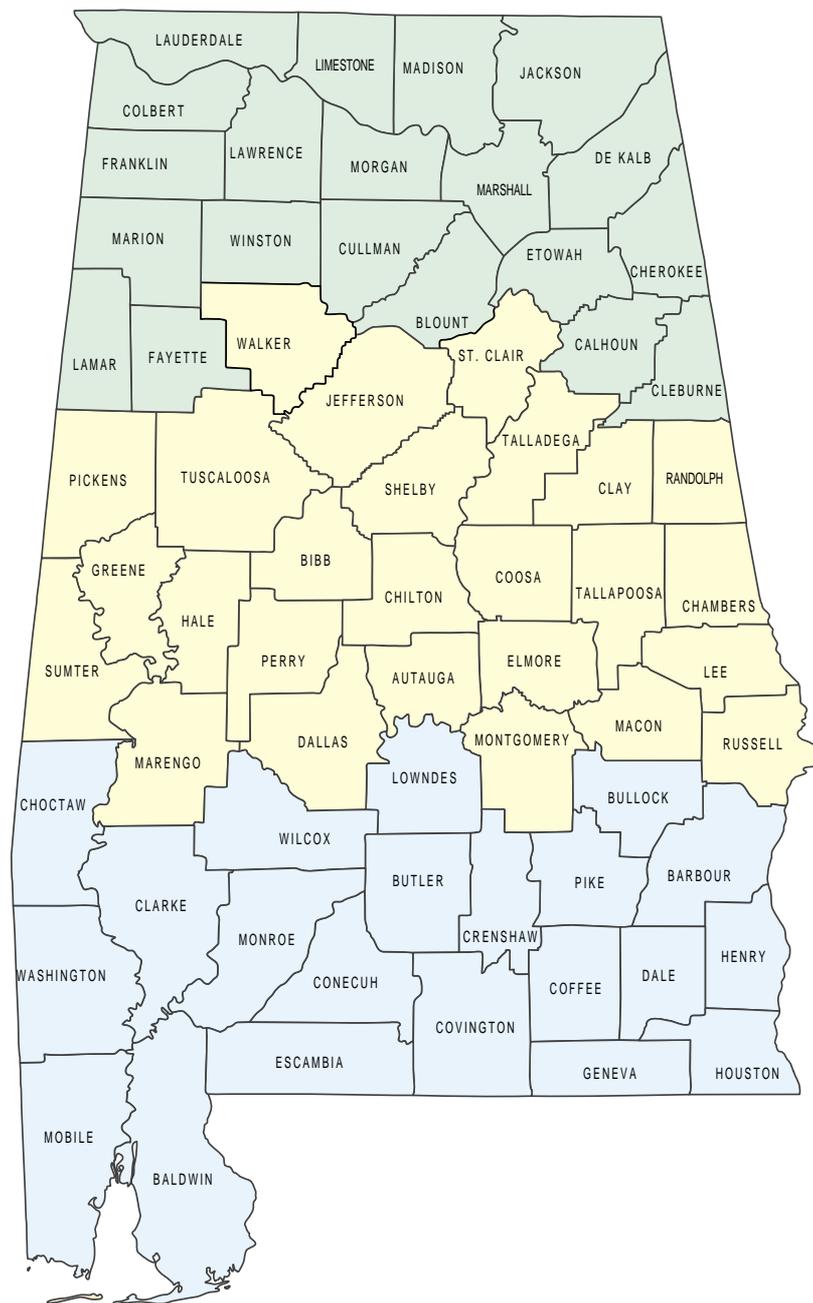
Alabama Department of Public Safety  
Drivers' License Division  
Attn: Becky Weldon  
P. O. Box 1471  
Montgomery, AL 36102-1471  
Tel: (334) 242-4433

Those in or near the Montgomery area can go directly to the Alabama Department of Public Safety building located at 502 Washington Avenue to obtain a copy of the MVR. The candidate's full name, driver's license number and date of birth needs to be provided. ■

*For information regarding the next Proactive Driver Training workshop, contact the Loss Control Division at 334-262-2566.*



## LOSS CONTROL TERRITORIES



Each of the three loss control representatives is assigned to one of three different regions throughout the state. The map above distinguishes the regions by county. Loss control services provided by each representative include:

- On-site Risk Management with follow-up reports and recommendations
- Specialized Law Enforcement Risk Control
- Loss Analysis and Trending
- Newsletters and Bulletins
- Technical Resources
- Employment Practices Law Hotline
- Proactive Driver Training
- Firearms Training System
- Video Library
- Training

# AMIC and MWCF Offer Safety Video Library

For several years, MWCF has made available to its members more than 280 safety videos through its "in-house" library. AMIC has recently expanded this in-house source by sponsoring usage of the National Resource Safety Center's (NRSC) video library. AMIC and MWCF members may now choose from over 9000 video titles covering a variety of safety issues ranging in content from hazardous gas issues to public playground equipment.

Members can access this video resource by going to the NRSC web address at [www.nrsc.com](http://www.nrsc.com) to view a list of videos. Upon reviewing the video selection, the member will then call the League librarian with the Alabama League of Municipalities (ALM) at **334-262-2566** to receive an order form and a list of video titles for future review. Once a written video request is received by the League librarian, the videos will be delivered to the member via post within a few days. Videos are "checked out" by the member much like a library book and may be kept up to 14 days. Members are allowed to check out three videos per request. When finished, the member simply mails the video(s) back to its original source (either NRSC or ALM). Shipping fees to the member will be paid by AMIC or MWCF. All return shipping fees must be paid by the member.



## Step by Step Guide (2 Options):

### Option 1: Order from In-House

1. Call Rachel Wagner at ALM: **(334)262-2566**
2. Ask for list of videos to view in-house selection
3. Fill out order form for specific video
4. Receive video after approximately 4 days
5. Keep video for 14 days
6. Mail back to: ALM, 535 Adams Street, Montgomery, AL 36102

### Option 2: Order from the Website

1. Go to [www.nrsc.com](http://www.nrsc.com) to view nrsc video selection
2. Call, FAX, or e-mail your request to Rachel Wagner at: **(334)262-2566; rachelw@alalm.org; or FAX (334)263-0200**
3. Fill out order form for specific video
4. Receive video after approximately 4 days
5. Keep video for 14 days
6. Mail back to: NRSC, 3621 S. Harbor Blvd., Suite 250, Santa Ana, CA 92704

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