



CITY OF KIRKLAND
Human Resources Department
505 Market Street Kirkland, WA 98033
www.ci.kirkland.wa.us

MEMORANDUM

To: Kurt Triplett, City Manager

From: Bill Kenny, Director of Human Resources
Kathy Joyner, Safety/Risk Analyst

Date: July 28, 2010

Subject: WCIA Council Training - Study Session, August 3, 2010

Attached is a list of topics that will be covered during the training session provided by WCIA. One of the services provided by WCIA is this orientation for new Council members.

The goal of the training is to inform Council members on liability exposures and risk management controls that are unique to City Councils. Historically, Kirkland has provided this training opportunity whenever there is a change in the Council. It is the recommendation of WCIA, however, that all Council members attend this training, as liability trends and exposures evolve over time.

Low Leigh, Executive Director of WCIA, is scheduled as the presenter.



WCIA Member Training Programs

Topic: WCIA Council Do's and Don'ts

Trainer: Lew Leigh, WCIA Executive Director or
Lisa Roberts, WCIA Risk Services Manager

Duration: One hour – (Mid Day or Evening Session)

Audience: Mayor, Council, City Manager, City Attorney, Department Staff

Topics:

- ❖ WCIA Orientation, Background & Purpose
- ❖ Member Risk Profile
- ❖ Liability Exposures Concerning Individual Acts
- ❖ Other General Liability Exposures
- ❖ Loss Trends

Vignettes Addressing Special Concerns in:

- ❖ Open Public Meeting Violations
- ❖ Executive Session Leaks
- ❖ E-Mail and Other Internet Exposures
- ❖ Customized Issues