

RESOLUTION 14-102

A RESOLUTION AUTHORIZING THE CITY OF SPRING HILL TO PARTICIPATE IN TML RISK MANAGEMENT POOL'S 2014 DRIVER SAFETY LOSS CONTROL MATCHING GRANT PROGRAM

WHEREAS, the safety and well-being of the employees of the City of Spring Hill is of the greatest importance; and

WHEREAS, all efforts shall be made to provide a safe and hazard-free workplace and to increase safe driving practices for the City of Spring Hill employees; and

WHEREAS, The Pool seeks to encourage the establishment of a safe workplace and driving practices by offering a "Driver Safety" Loss Control Matching Grant Program ; and

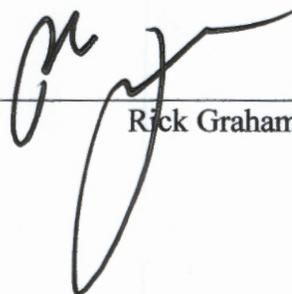
WHEREAS, the City of Spring Hill now seeks to participate in this important program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Spring Hill, TN the following:

SECTION 1. That the City of Spring Hill is hereby authorized to submit application for a "Driver Safety" Loss Control Matching Grant Program through The Pool.

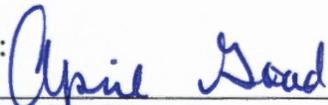
SECTION 2. That the City of Spring Hill is further authorized to provide a matching sum not to exceed \$5,000.00 to serve as a match for any monies provided by this grant.

Passed and adopted this 18th day of August, 2014.



Rick Graham, Mayor

ATTEST:

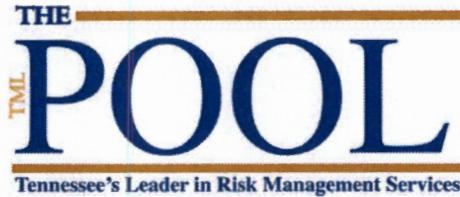


April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney



“Driver Safety” Matching Grant Program

July 2014

The TML Risk Management Pool is proud to announce the launch of the 7th annual **James L. Richardson “Driver Safety” Matching Grant Program** for members that carry the Pool’s Auto Liability Coverage. This is an electronic program and we ask that you please respond online.

OBJECTIVE: The Richardson “Driver Safety” Grant Program offers financial assistance to Pool members with auto liability coverage whose employees are required to operate city/agency vehicles. Because the training needs and safety concerns of each Pool member are different, various driver safety training, methods, technologies, and approaches are eligible for this grant; including, but not limited to: instructor-led training, DVD training, computer based training, backup cameras and alarms, GPS tracking systems, alert systems for administrators (such as vehicle black box technology), and other technology that can assist administration in monitoring compliance with vehicle use policies.

PLEASE NOTE: This grant may also be used to cover 100% of the cost of MVR checks (up to your entity’s classification eligibility) through the Department of Safety. You must maintain evidence of MVR checks in your records, if requested, to show a paper trail and have an action plan in place for those MVR checks that come back to you with an adverse driving record. PLEASE CONTACT YOUR LC CONSULTANT FOR FURTHER DETAILS.

To help address this concern, The Pool offers this Driver Safety *Matching Grant Program*. The Pool will **reimburse up to 50%** of the cost of the driver training related approved item(s) with a maximum reimbursement based on the Priority Classification matrix rating. Please read this information in its entirety before filling out the application. PLEASE NOTE THAT THIS PROGRAM DOES NOT APPLY TO EMERGENCY VEHICLE OPERATIONS (EVO) TRAINING.

- Entity must be an existing Pool member and must currently have auto liability coverage with The Pool as of 6/30/14,
- Entity must be in good standing with The Pool **and in compliance with Loss Control recommendations,**
- If training is provided by an outside source, safety training must be conducted by a qualified driving instructor who meets the following minimum requirements:
 - (a) *Must be at least twenty-one (21) years of age, high school graduate or passed the GED, have and maintain a valid driver license that has not been revoked, suspended or cancelled for any reason in the three (3) years preceding the date of hire, no conviction for a felony or any crime involving violence, dishonesty, deceit, fraud, or indecency.*
 - (b) *Must have attended and successfully completed a Driver Safety Instructors School operated by AAA, National Safety Council or such other certified school approved by The Pool. A copy of the instructor’s certificate of driver training completion must be included in the grant application along with the name, address, and telephone number of the school providing the certification. The instructor shall maintain a current certification.*

Grant Considerations:

Consideration of grants will be based on a variety of issues such as your risk management practices, loss experience, and availability of funding and submission date.

- 1) The primary consideration will be the available funding for a particular fiscal year. This funding level is established by The Pool's Board of Directors. For the fiscal year July 1, 2014 through June 30, 2015.
- 2) Priority will be given to risk exposures noted in loss control site surveys and recommendations and/or loss trends and a history of sound risk management practices.
- 3) When all criteria are equal, the grant committee will give first consideration to those members that did not receive a grant in the previous year(s). Final consideration will be the **SUBMISSION DATE** (date application is received by The Pool). **FIRST RECEIVED, FIRST AWARDED.**
- 4) Grant funding will depend on the matrix rating (*Priority Classification – see below*) assigned to a Pool member which assesses **earned auto liability premium** contribution and loss experience for the **previous year**. This process allows all members that might have high losses, but who are in compliance with sound risk management practices, to have equal consideration. You may **contact your loss control consultant to inquire about your classification or other question you may have.**

EAST TENNESSEE
Judy Housley, ARM-P
865-250-0413
Email: jhousley@thepool-tn.org

MIDDLE TENNESSEE
Chester Darden
800-624-9698
Email: cdarden@thepool-tn.org

WEST TENNESSEE
Paul Chambliss, J.D.
731-660-8592
Email: pchambliss@thepool-tn.org

Funding levels for the various rating classifications are as follows:

<i>Class V</i>	<i>up to</i>	<i>\$ 500</i>
<i>Class IV</i>	<i>up to</i>	<i>\$ 1,000</i>
<i>Class III</i>	<i>up to</i>	<i>\$ 2,500</i>
<i>Class II</i>	<i>up to</i>	<i>\$ 4,000</i>
<i>Class I</i>	<i>up to</i>	<i>\$ 5,000</i>

These classification areas are defined as follows for TML Pool Auto Liability participants.

- Class V** Contributed less than \$ 6,000* in “**Earned**” auto liability premium for the **previous year** in the requested coverage area. * Not to exceed one-half of the city's/agency's annual auto liability premium.
- Class IV** Contributed “**Earned**” auto liability premium for the **previous year** between \$6,000 and \$9,999 in the requested coverage area.
- Class III** Contributed “**Earned**” auto liability premium for the **previous year** between \$10,000 and \$19,999 in the requested coverage area.
- Class II** Contributed “**Earned**” auto liability premium for the **previous year** between \$20,000 and \$39,999 in the requested coverage area.
- Class I** Contributed “**Earned**” auto liability premium for the **previous year** \$40,000 or more in the requested coverage area.

Deadline: Friday at noon (CST), **September 19, 2014**. This date is the office deadline to close the program. Do not wait until deadline to submit your application as our funds are depleted a few weeks after applications are mailed.

Grant Notification Date: Week of September 19, 2014

Eligibility: Available **ONLY** to TML Pool members with **Auto Liability Coverage** since 7/01/14. Your **expenditure** may be made between **Jan 1, 2014 – May 30, 2015** timeframe.

RULES FOR PARTICIPATION:

- 1) **Electronically submit applications** or e-mail to tmitchell@thepool-tn.org or fax to 615-371-9212 **as soon as possible upon receipt of this notice**. The application is **DATE SENSITIVE** and subject to available funds. *Be advised that if you mail the application, it will add additional days to the time when we receive it in this office.* **Do NOT** mail a hard copy of the application if you have submitted it electronically. Direct all questions to your Loss Control Consultant (*please refer to pg 2*).
- 2) **Funds may be used for:** Computer based training; multi-agency joint training, on-site/off-site Driver Safety training classes, tools and equipment used in providing on-site Driver Safety training such as driving simulators, traffic cones, TV's, DVD players, and other requests that are designed to improve employee driver safety. And of course MVR checks.
- 3) **Prohibited uses of funds:** Employee labor costs; fees and/or cost charged by a company owned or operated by a city/agency employee to provide driver safety training.
- 4) A signed **Resolution** or **Motion**, (*by the appropriate official Mayor or Chairman of the Board*), passed by the governing body of the city/agency, **MUST BE** provided. Boards for local government agencies that do not pass resolutions, a sample **Motion** is attached and may be signed by the appropriate Executive. **NOTE: IF your resolution/motion can not be approved and signed when your application is ready, you may submit the application only; with a notation on the application, stating that your resolution/motion will follow after your Board or Council meeting (list the date of meeting). It is NOT necessary to submit application and resolution/motion together, since the APPLICATION is date sensitive.** (*Samples of each are attached*). Your grant check will not be sent to you until we have this document.

The Pool will reimburse approved grants up to one-half of the paid expenditures (50%), or the maximum funding level for the participant's assigned classification, whichever is lower.

- 5) **IMPORTANT:** *If the Grant Committee approves your application, you will be asked to submit proof of payment(s) for your driving related purchased item(s)/training **before** we can process your grant check. Invoices alone will **NOT** be used as proof of payment. We must have copies of either **cancelled checks** or a **proof-positive paper trail** for approved items. Verification of payment should be submitted to Tahtia Mitchell by e-mail at tmitchell@thepool-tn.org or faxed to 615-371-9212, along with your grant "Notification of Approval" letter.*

If approved for a grant, your proof of payment for expenditures must be received in this office by May 1, 2015, or your grant money **WILL be awarded to the next "pending" member's application.**

- 6) **Deadline** date for us to receive your application and to close this program is noon (CST) on **September 19, 2014**. Approval/pending/non-approval **grant notifications will be sent to you the week of September 29, 2014**. Funding determination will be made by the Grant Committee designated by The Pool president.
- 7) Only ONE grant application may be approved for each city/agency during any given FISCAL YEAR. You may not "roll-over" an application from one fiscal year to another.
- 8) **Total** all estimates and final paid receipts!



REQUEST: *Approval of Resolution 14-102*
SUBMITTED BY: Victor Lay, City Administrator
April Goad, City Recorder
DATE: August 15, 2014
RE: Approval of TML Risk Management Pool Driver's Safety Grant
ATTACHMENTS: Resolution and Grant Instructions

PURPOSE:

Seeking matching grant of \$5,000.00 for driver safety equipment and supplies

BACKGROUND:

Each year, the city has the opportunity to apply for the TML Driver's Safety Grant. We have been awarded this grant in past years. Since the city pays in excess of \$40,000.00 in auto liability premiums, we are considered to be funding level Class I, for a maximum award of \$5,000.00.

FINANCIAL IMPACT:

The amount spent yearly on driver safety equipment and supplies varies, but it is well over \$10,000.00; this grant will offset the expense by \$5,000.00.

STAFF RECOMMENDATION:

Favorable Recommendation

ACTION REQUIRED (INCLUDE DEADLINE /PRIORITY):

Approval of Resolution 14-102

The grant is date sensitive. The first application received will be the first approved until all funding has been awarded. Grant application deadline is September 19, 2014.