

Kenai Peninsula Borough
Human Resources

MEMORANDUM

TO: Wayne Ogle, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor *sq. for Mayor Pierce*

FROM: Stormy Brown, Director of Human Resources *SB*
Brandi Harbaugh, Risk Management Committee Member *BH*
Dave Jones, Risk Management Committee Member *DJ*
Colette Thompson, Risk Management Committee Member *SKG*

DATE: August 6, 2018

RE: Ordinance 2018-30, Amending KPB 2.34, Risk Management Office, to Change the Title of the Risk Manager to Claims Manager, Clarify the Safety Manager Administers the Safety Program, and Describe the Environmental Compliance Manager's Role (Mayor)

KPB chapter 2.34 governing the office of risk management was enacted in 1989 and most provisions have not been changed since. The office of risk management currently includes the positions of risk manager, safety manager, environmental compliance manager and the administrative assistant. The three management positions each require unique expertise and good communication and coordination to successfully manage risk in the borough and school district.

This ordinance would amend KPB 2.34 to identify and describe the three manager positions and their different functions. It would also change the title of the risk manager to claims manager and clarify that the claims manager no longer performs the safety functions that are currently performed by the safety manager.

This is offered as a "laydown" item as the risk manager position is currently vacant and we cannot advertise it correctly until after the ordinance is approved. Your support of this ordinance would be appreciated.