



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: November 9, 2017

MEMO TO: S. Michael Rummel, Chair
Finance Committee

FROM: Alex Ty Kovach
Executive Director

REQUEST: Provide Policy Direction to include a regular full-time Risk Coordinator position in future budgets.

STRATEGIC DIRECTION SUPPORTED: Organizational sustainability.

FINANCIAL DATA: Funding for a Risk Coordinator position was approved as a part of the adopted FY 2017/18 Budget, and was to be included for 6 months of the FY 2018/19 budget. Total salary and benefits budgeted for FY2018 is \$67,579.

BACKGROUND: In July 2016, the District began a safety initiative to focus on enhancement of our Safety program as well as a reduction in the District's incident rate (number of accidents relative to total hours worked). These goals were to be accomplished using a variety of tools including the introduction of new policies, programs, training and job site staff interaction with the Risk Management staff. Implementation of these tools would be done by current staff, consultants and a new two-year Risk Coordinator position. The District last had a full-time dedicated Risk position in 2010.

Since the District started this initiative we have completed a Safety Culture Audit, implemented several new programs (Stop Work and Near Miss Reporting), new policies (Ergonomics and Hearing Conservation) that work in conjunction with new processes, and have seen a reduction in our Incident Rate from 11.08 in 2015, to 8.00 in 2016, and an estimated 3.30 at the end of June 2017.

A temporary employee training program, guidelines and training for Supervisor Observations as well as generating a trend analysis of Report Only (Accident with no Medical treatment) are several of the goals that are not yet complete.

In January 2017, we hired the two-year Risk Coordinator. He was involved with the Stop Work, Near Miss and Hearing Conservation programs. Also, this additional staff member provided the opportunity for regular field observations which led to more conversations with staff. These conversations were used for training purposes as well as problem resolution. Employment of a full-time Risk/Safety position implements a recommendation put forth by the RAD Group in our Safety culture assessment and is a proactive approach in moving our organization to a generative safety culture.

While employed, the Risk Coordinator continued to seek a regular full-time job that did not have a defined end. He was successful in his search and left the District's employment in August. Recruitment for a limited term position was difficult and now the shorter timeframe (16 months remaining budgeted) will impact the quantity and quality of the candidates.

In addition to the unfinished projects mentioned above, this position, if funded indefinitely, would provide a constant focus on Safety and Risk issues. Duties would include safety focused job task analysis, facility and equipment inspection programs, coordination of the ergonomics and hearing conservation programs, maintenance of a video inventory of District facilities and equipment for insurance purposes, and investigation of all incidents, near misses and unsafe conditions to diagnose contributing factors and implement prevention strategies.

Staff is seeking direction regarding changing future budgets to include a regular full-time Risk Coordinator position. As it is fully budgeted in FY17/18, the change would begin in the FY18/19 budget by including funds for the full year rather than six months. Upon approval of this change, the recruitment would begin for a regular full-time position.

REVIEW BY OTHERS: Chief Operations Officer, Director of Administration, Director of Finance, Manager of Human Resources/Risk, Corporate Counsel.