



THE ICAP UPDATE

SUMMER | 2019



2019 | SUMMER

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NEWS & EVENTS

- 1**] **RAGBRAI XLVII**
July 21-27, 2019
- 2**] **ICAP Board Meeting**
August 1-3, 2019
- 3**] **ISAC Annual Conference**
August 21-23, 2019
- 4**] **Labor Day (ICAP Offices Closed)**
September 2, 2019
- 5**] **ICAP Agent Academy - Part II**
September 19, 2019
- 6**] **League Annual Conference & Exhibit**
September 25-27, 2019

NOTICE

ICAP's 2018 Annual Report and 2019 Member Services Guide will be mailed to all members in the coming weeks. Look for your copy later this month!

From the Team

Greetings -

Another day, another month, another season to explore. It feels like it's been a long time coming but, at long last, summer is in full swing!

I'm talking ball games seven days a week, Independence Day celebrations and, of course, the lead-up to RAGBRAI.

We Iowans know the annual event as a fun, festive cycle across the state, and we are thrilled our members are able to take part in it.

This year, like many others, we're offering them a bit of extra support.

On-site risk control has worked with several members

to help prepare their communities for the big event.

Our team remains available should our members have questions or require assistance as RAGBRAI - or any other community event - draws near.

Similarly, our team is *always* available to help any member entity that has questions or concerns pertaining to their coverage, policies and procedures, or general risk management.

From coverage enhancements to timely publications to temporary tattoos and more, we've got your back. It's just part of being local - part of being in the community.

It's part of being a member of the Pool.



Kasi Koehler, ICAP Marketing & Local Administration

Kasi has been an ICAP representative since 1991. She considers herself fortunate to enjoy frequent interactions with ICAP members and agents, and often works "in the field," which means she is familiar with the risks and exposures faced by Iowa public entities. An Iowan by definition and by heart, Kasi resides in the Des Moines Metro area with her husband and their three sons.



**WE'RE NOT
TYPICALLY
ONE FOR
SHAMELESS
SELF-
PROMOTION,
BUT...**

ICAP

PROVIDES MEMBERS:

Free legal consultation (300 minutes per year)
Annual grant opportunities
Access to a cyber breach coach
Law enforcement policies and training materials
Customized risk management solutions
On-site risk control
Camaraderie - the Pool is of, for and by lowans

**EVEN BETTER, THEY ARE ALL AT NO
COST TO THE MEMBERSHIP. AS WE
SAID, WE DON'T LIKE TO
BRAG. BUT...**



SERVICE ENHANCEMENTS

ICAP also provides its membership a wide array of resources and services, many of which are customized to meet the evolving needs of the ICAP membership. To further address members' needs, the ICAP Board has expanded several of those services, including:



THE ICAP GRANT

The Pool recently expanded The ICAP Grant to include reimbursement for safety measures and the removal/remediation of safety issues approved by ICAP's Risk Control team. This is in addition to the tangible, safety-related items already eligible for purchase with the grant.



ICAP LEGAL ACCESS

At its June meeting, the ICAP Board of Directors voted to extend Legal Access from three to five hours. This means every ICAP member is now entitled to receive 300 minutes of free legal consultation each year! Visit www.icapiowa.com/icap-legal-access to learn more, or call 1-877-303-ICAP to begin using your entity's 300



LE POLICIES + TRAINING GRANT

The ICAP Board has extended the early-adopter bonus for the Law Enforcement Policies & Training Grant. This means agencies that sign up for the program prior to August 1 of this year can secure 150% of the eligible grant amount for their first year of participation in the program. Learn more on the following page!



LAW ENFORCEMENT TRAINING

ICAP now offers free regional training for member law enforcement agencies. This training is held once per quarter at locations around the state, and is open to all member agencies. Learn more at www.icapiowa.com/regtraining.

In coverage news, ICAP recently began offering:

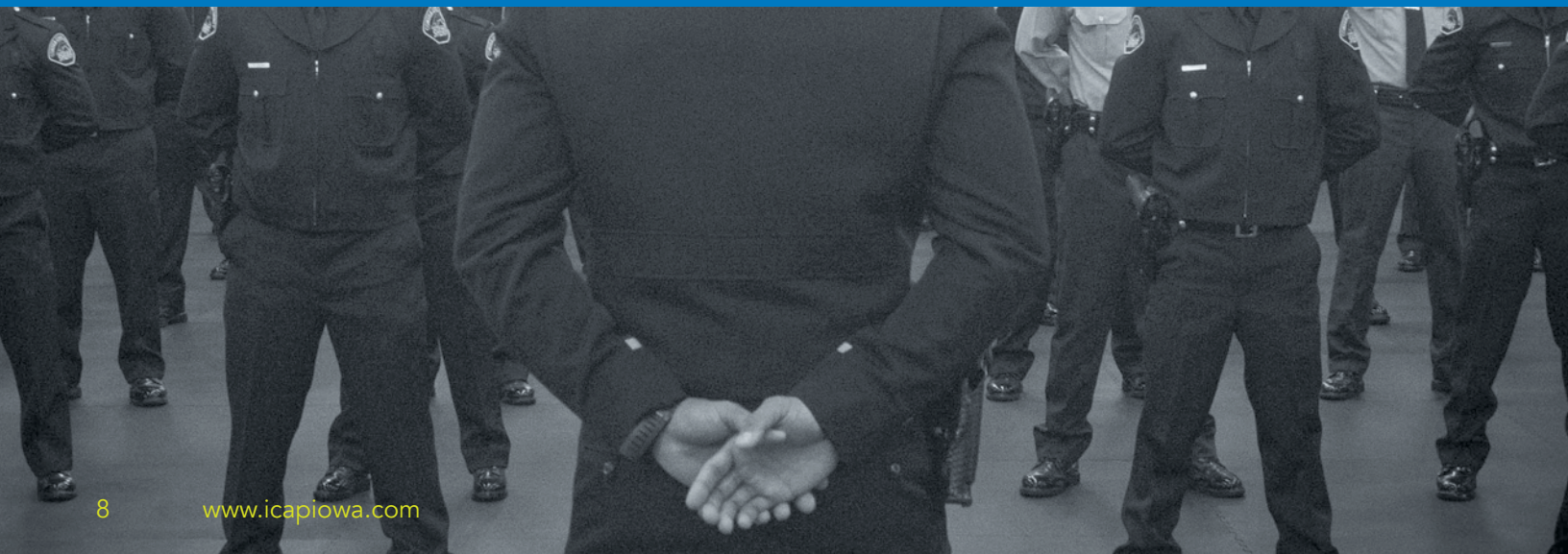
- **Active Assailant Coverage**
- **A waiver of mid-term TIV changes less than \$100,000***
- **Endorsement for increased terrorism coverage**

*A member entity must notify its ICAP underwriter of any changes in TIV in order for coverage to exist.

EARLY ADOPTERS BONUS EXTENDED!

ICAP's Law Enforcement Policies & Training Grant

Please note this program is in addition to the complimentary, regional training that is available to all ICAP members each quarter.



Earlier this year, ICAP announced its new Law Enforcement Policies & Training Grant, a limited-time grant opportunity for member law enforcement and correction agencies.

The grant offering is available for three (3) fiscal years from July 1, 2019 to July 1, 2022. It is not retroactive.

We are pleased to announce, just last month, the ICAP Board of Directors voted to extend the early adopters bonus for this program to August 1 of this year.

This means member agencies wishing to implement a policies and training program can sign up for the grant anytime before August 1 to secure 1.5X the regular grant amount for their first year of participation in the program, per the chart below.

ICAP will provide grant funds directly to a designated provider program in the year of application and thereafter, through the Grant Period, provided the member meets all Grant Contingencies.

More than 65 member agencies have already signed up for the policies and training program. We encourage your entity to join them!

If your member agency/department wishes to participate in the Law Enforcement Policy & Training Program, engage one of the following policy provider programs:

- Smith, Mills & Schrock Justice Team (The Team)
- Lexipol

Once a provider has been selected for your entity, forward your annual invoice with your completed grant application (www.icapiowa.com/le-training) via fax to 1-800-689-1918 or via hard copy to ICAP, 5701 Greendale Road, Johnston, Iowa 50131.

If you have questions or wish to submit your grant application electronically, please email Kasi Koehler via kasi@icapiowa.com.

GRANT AMOUNT:

Agency Size # of Officers	Annual Grant	2019 One-Year, Early Adopters Grant
<10	\$ 1,500	\$ 2,250
11-20	\$ 2,000	\$ 3,000
21-30	\$ 3,000	\$ 4,500
31-40	\$ 4,000	\$ 6,000
41+	\$ 5,000	\$ 7,500

To receive the 2019 One-Year, Early Adopters Grant amount, applicant must submit completed application to ICAP on or before August 1, 2019. Grant payments will be made directly to the third-party program provider on the member's behalf.

This grant is available only to current ICAP members that are in good standing and in compliance with all Grant Contingencies. Please visit www.icapiowa.com/le-training to learn more.

Also for officers:

ICAP's 2019 Educational Summit



The Summit was held Thursday, June 6, in Johnston. Nearly 100 officers from 60 local law enforcement agencies registered for the event, which was held for the sole benefit of member departments.

In addition, nearly 30 ICAP agents attended the one-day event, which featured presentations on highly relevant topics, including Peer Support (peersupportfoundation.org), In the Line of Duty Deaths, Social Media and more.

To say we were pleased with the event would be an understatement.

We are appreciative of the presenters who took time to speak with our group; we are grateful for the local insurance agents who joined us in learning more about law enforcement exposures, so as to better provide for our members; and we are in awe of the many dedicated officers who attended, a small sampling of whom are shown below.

We are already looking forward to hosting the Educational Summit again next June. Look for additional information in early 2020!



ICAP's 2019 Agent Seminar will expand on the content offered at the Educational Summit. From law enforcement exposures to coverage specifics to real-life claim scenarios and more, we'll talk the nitty gritty on law enforcement and insurance.

Thursday, November 7 | Johnston

Agents, save the date!

IT'S HERE.

ARE

YOU

READY?





From overnight towns to stops along the route, ICAP members are involved. This means we, as a Pool, are involved, too.

So involved, we're putting risk control resources out in force. From on-site visits to risk control manuals to direct phone calls and more, ICAP has been reaching out to its members that will be involved in RAGBRAI this year.

We want our members to know they have free access to a great many resources and service offerings relevant to an entity's participation in community events, and that we are here for them if they have questions or require assistance.

Is your town participating in RAGBRAI? Perhaps the ride is going through your county? Maybe your E911 is preparing to take calls and/or respond to potential injuries during the large-scale event? We've got resources for that.

Not participating in RAGBRAI but hosting another community event soon? Perhaps it's an outdoor concert, or maybe a town festival?

From parade planning to crowd management to traffic control and more, ICAP has resources for it.

ICAP has [resources for you](#).

As it happens, we also have a dedicated risk control team that can offer direct tips and customized recommendations, as well. Take a peek at our top event management suggestions on the following pages.

If you have questions or would like personalized assistance planning for an event, contact your ICAP Risk Control Representative for assistance.

continued on next page

EVENT PREPARATION

continued from previous page

RAGBRAI is coming, and so are other summer events. It's time to prepare.

1] COORDINATE EFFORTS

From volunteers to team members to participants and more - communication is key.

If your entity is participating in RAGBRAI, be it as an overnight town or a drive-through community, you must prepare now.

If your entity is hosting or participating in any other

summer event or festivity, you must prepare now.

Coordinate efforts amongst employees and volunteers alike. Designate a point person(s) to be responsible for communicating with respective groups, and clearly outline each groups' obligations and responsibilities in advance of the event.

2] ESTABLISH CLEAR POLICIES AND PROCEDURES

Outline the ways in which your entity will manage safety, and establish a policy that clearly describes your goals. Note which position/individual is responsible for specific responsibilities, and detail how these will be carried out.

Establish a policy committee to manage and implement policies and procedures, which should be tailored to address the needs and exposures of a given event.

Ensure employees and volunteers alike are informed and, if necessary, trained on all policies and procedures.

Contact your ICAP Risk Control Specialist, ICAP Legal Access and/or your legal counsel for assistance with the development and implementation of all policies and procedures.

3] COMMUNICATE! ENSURE SIGNAGE IS POSTED - AND VISIBLE

Which roads will be accepting traffic? Where should pedestrians cross? Food lines? Participant check-ins? Car and bicycle parking?

Help locals and visitors alike by posting signage that is easy to understand and highly visible.

From crowd management to food lines to sleeping

areas, restrooms, storage facilities and more - you will need a sign for it.

Prepare such signage in advance, and provide route maps and notice of temporary locations to local residents, team members and volunteers ahead of the event.

4] MANAGE TRAFFIC

Establish a traffic management plan. An entity cannot simply close a street to accommodate an event - it must also establish an alternative route(s), which should be clearly communicated to individuals in the area.

A traffic management plan is integral to a safe, smooth event, and should anticipate motor vehicles, bicycles, ride shares, foot traffic and public transportation.

Be aware of legislative and safety requirements. Understand what, if any, permits are necessary. Identify typical hazards and appropriate control measures. Designate vehicle drop-off and pick-up locations. Barricade the areas cyclists will ride. Ensure pedestrian routes are well lit and clear of debris.

There are a great many areas to consider as relates to traffic management. Contact your Risk Control Specialist for assistance.

5] CONTROL CROWDS

Related to traffic management, but totally separate, is crowd control.

We encourage every member entity to liaise with emergency services, the county sheriff and local police when it comes to hosting community events.

Seek their advice and, when possible, involvement in managing crowds.

Important, but often overlooked elements, of crowd control are coordination with local residents and

transport providers.

Consider possible sources of harm - to event staff, visitors, local residents, emergency services personnel, children, seniors, disabled persons and event participants - and ensure a safe, controlled environment for all persons.

Consider how individuals will enter and exit the event area, and utilize fencing, road blocks/closures, pedestrian crossings, signage and more to help manage foot traffic and control crowds.

ADVANCE PLANNING IS KEY. YOU CANNOT ORGANIZE A THOUGHT OUT, SAFE, FUN COMMUNITY EVENT LAST-MINUTE. YOU MUST **PREPARE IN ADVANCE.**

Visit the Resource eLibrary to start your planning today!
www.apeepelibrary.org



NINE REPRESENTATIVES on
ONE BOARD with
THREE SEATS set to expire.

ICAP BOD ACCEPTING NOMINATIONS

The ICAP Board of Directors is accepting nominations for the January 1, 2020 to December 31, 2023 term.

The seats for Lois Huitink, County Representative; Larry Burger, At-Large Representative; and Gary Mahannah, City Representative are set to expire at the end of this year.

All three individuals have expressed intent to seek re-election to their respective seats.

Per the terms of the Board Election Policy, ICAP is also accepting nominations from other members for their respective class seat.

Only city members may submit nominations for the city board seat, and only county members can submit nominations for the county board seat. Any ICAP member - of any member class - can submit a nomination for the at-large board position.

Please note nominations must be sent to the local ICAP office prior to August 1 of this year. All submissions should include a short biography of the nominee, and must be

sent via a letter or instrument authorized by the entity's governing board.

Nomination materials can be mailed to:

Iowa Communities Assurance Pool (ICAP)
Attn: Board Election Committee
5701 Greendale Road
Johnston, IA 50131

Submissions will be forwarded to ICAP's Board Election Committee and reviewed prior to September 15 of this year. Upon completion of its review, the Committee will offer candidate recommendations to the ICAP membership.

Electronic voting will be available on the ICAP website from November 15 through December 15 of this year, with final election results published no later than December 20.

If you have questions or wish to submit a nomination for a designated seat, please contact Joni Biggart via 800-383-0116 or joni@icapiowa.com.



INTRO TO PLANNING AND ZONING WORKSHOPS

Earlier this year, the ICAP Board of Directors offered to cover the registration cost for member representatives who wished to attend designated Intro to Planning & Zoning Workshops offered by Iowa State University Extension.

Based on feedback from member representatives who took advantage of this offer, the ICAP Board has elected to sponsor registration fees again for member representatives who wish to attend either of the two workshops that will be hosted exclusively for ICAP members later this year.

Per Iowa State University's Extension & Outreach, the Intro to Planning and Zoning for Local Officials workshop is a three-hour session designed to introduce the basic principles of land use planning and development management to elected officials, planning and zoning officials, and board of adjustment members without formal training on the subjects.

Using case scenarios in a highly-interactive format, each workshop highlights issues frequently faced in the land use process, such as the roles and responsibilities of the planning and zoning commission, the board of adjustment,

and the elected council and board of supervisors.

Each workshop will also highlight legal issues frequently faced by local officials. Such issues include variances, special uses, nonconforming uses, spot zoning, hearing procedures, and conflicts of interest.

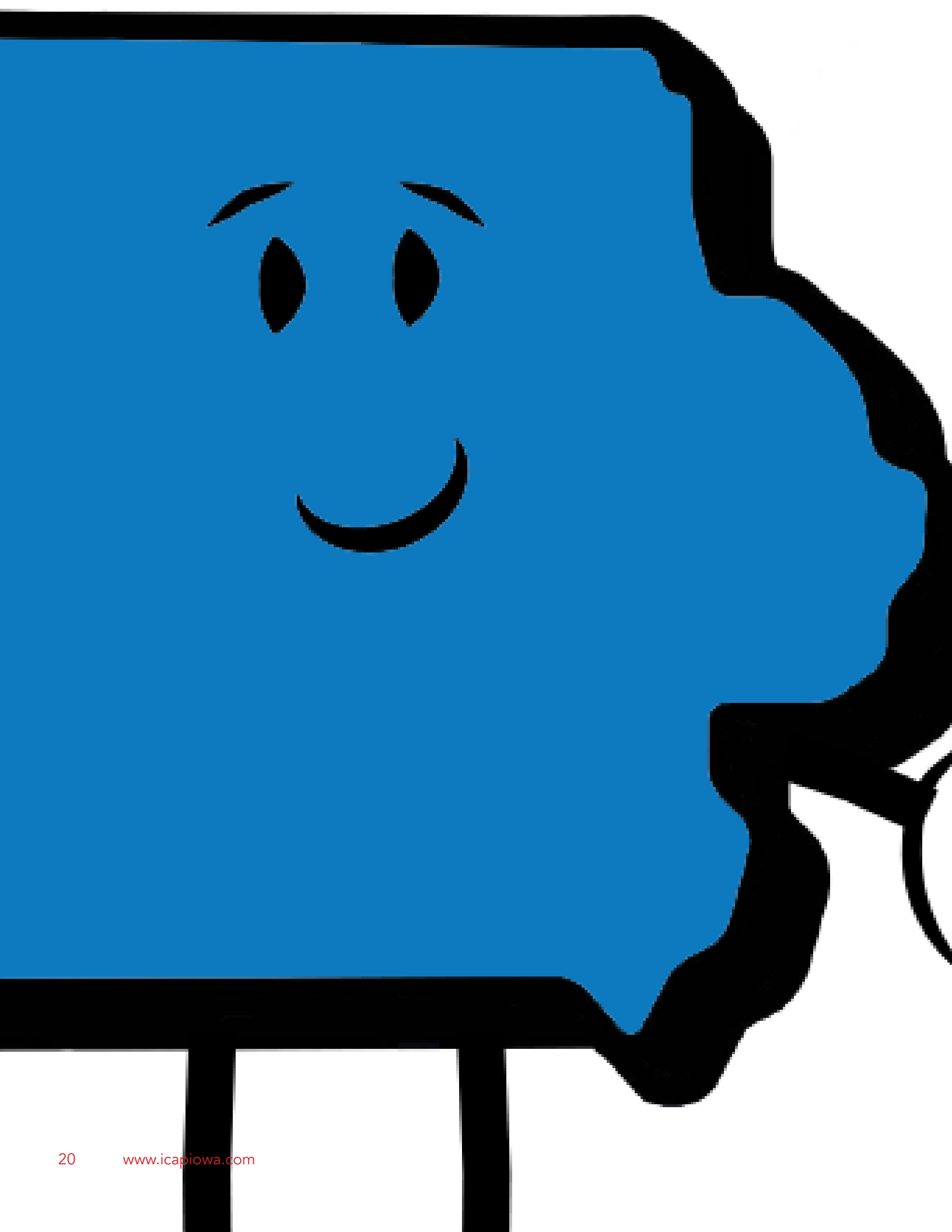
ISU Extension & Outreach offers several workshops in locations throughout the state each year, all at a cost of \$65 per attendee.

ICAP will cover the cost for member representatives to attend designated workshops in either Waterloo and/or Storm Lake.

The dates and locations of the two workshops are pending, and will be announced via email notice to the ICAP membership.

Any number of member representatives will be eligible to attend a given workshop, registration for which will open on the ICAP website this August.

If you have questions or wish to register for a workshop, please visit www.icapiowa.com/planningworkshop.



There's someone we'd like you to meet...

HE'S THE ICAP GUY. He enjoys soft music, evening sunsets and long walks on the beach...

We're totally kidding - he's a cartoon character! He's cool, bright and fun to look at - a brilliant addition to the #icapiowa team.

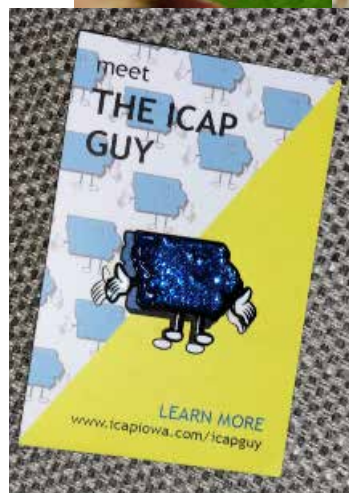
The idea behind this little guy is he represents us - ICAP team members - in the same way we represent you,

ICAP members, agents and public officials throughout the state. Look for him in ICAP publications, on team gear and potentially even in your community.

When you see The ICAP Guy, be it on a bag, in a folder or on someone's desk, let us know!

Tag #icapiowa on Facebook and/or use #theicapguy for your chance to be featured on our feed!

The ICAP Guy recently accompanied Kasi Koehler and Megan Hirst on a meeting in Chicago.
Where will he travel to next?





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