

LYNX Committee Agenda



Central Florida Regional Transportation Authority
455 N. Garland Ave.
2nd Floor Board Room
Orlando, FL 32801

Board Date: 12/16/2015
Meeting Time: 10:00AM

As a courtesy to others, please silence all electronic devices during the meeting.

1. Call to Order

2. Committee Minutes

-  Risk Management Committee Minutes Pg

3. Committee Agenda

A. Risk Committee Agenda

-  Board of Director's Risk Management Committee Agenda for December 16, 2015 Pg

B. Risk Committee Agenda

-  Approval of 2016 Risk Management Committee Dates Pg

Section 286.0105, Florida Statutes states that if a person decides to appeal any decision made by a board, agency, or commission with respect to any matter considered at a meeting or hearing, he will need a record of the proceedings, and that, for such purposes, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans With Disabilities Act of 1990, persons needing a special accommodation at this meeting because of a disability or physical impairment should contact Benjamin Gonzalez at 455 N. Garland Ave, Orlando, FL 32801 (407) 254-6038, not later than three business days prior to the meeting. If hearing impaired, contact LYNX at (407) 423-0787(TDD).

LYNX
Central Florida Regional Transportation Authority
Monthly Risk Management Committee Meeting Minutes

PLACE: LYNX Central Station
455 N. Garland Avenue
Room 215
Orlando, FL 32801

DATE: October 7, 2015

TIME: 10:00 a.m.

Members in Attendance:

John Petrelli, Risk Manager, Orange County
Ray Scullian, Risk Manager, City of Orlando
Denise Lipscomb, Financial Services Manager, FDOT
Reginald Davis, Senior Manager for Risk Management, Osceola County
Meloney Lung, Assistant County Manager, Seminole County

Members not in Attendance:

1. Call to Order

The Chairman, John Petrelli, called the meeting to order at 10:03 a.m.

2. Approval of Minutes

The Chairman asked the Committee if there were any additions or deletions to the October 7, 2015 minutes as presented. There were no additions or deletions, therefore, the Minutes were approved unanimously by the committee.

3. Agenda Items

David Dees addressed the committee and reviewed the suspicious package incident that took place at LYNX Central Station on September 30, 2015. He discussed the actions taken during the incident and lessons learned from the incident, including future safety plans for LYNX.

Chris Connelly was not able to attend the committee meeting from Arthur J. Gallagher as planned per the agenda.

Rodney Walls addressed the committee regarding Safety, Osha Compliance and LYNX. Mr. Walls discussed LYNX' responsibility to ensure compliance with state and federal regulations, protect LYNX assets including employees, rolling stock, equipment and facilities, protect the LYNX name and reputation, and finally LYNX continual plans to improve operations and

efficiency. Rodney Walls also discussed the Workers Compensation claims and mentioned that LYNX has a goal to reduce Workers Compensation claims by 10% each year. LYNX also monitors the ratio of number of incidents to revenue miles. Mr. Walls also discussed LYNX participation in regional safety exercises for emergency preparedness. As the Risk Management Department now encompasses the Security Department as well, Mr. Walls is revising the Security Program Plan to update policies and procedures and discussed the responsibilities of the security contractor stationed throughout the four LYNX facilities. LYNX is also taking the initiative in being environmentally responsible, blending bio-diesel fuel and recycling a variety of products throughout the facilities.

David Dees extended an invitation to the committee to visit the LYNX facilities to review the bio-diesel blending station, fleet operations or vehicle maintenance areas of LYNX facilities.

David Dees updated the committee on the status of the driver's license database monitoring and screening. Mr. Dees is reviewing two contractors who monitor and pre-screen employee driver's licenses. This potential new service would continuously screen for changes in statuses of employees' licenses, giving more up-to-date information on each license versus the twice-per-year license check that is performed by Risk Management currently.

David Dees addressed the committee regarding a project with the LYNX Engineering Department to improve the lighting at LYNX bus stops, shelters and superstops using solar lighting and the suggestion by Orlando Police Department for specific areas that need improved lighting. A pilot project is set to take place installing solar lighting at four specific stops. At the end of the test phase, a determination will be made as to whether or not this lighting was beneficial and if so, to which other stops should the lighting be expanded.

The committee circled back to the discussion on driver's license monitoring and the various agencies' policies for dealing with off-duty driving infractions.

The Chairman thanked the staff and adjourned the meeting.

Meeting adjourned at 10:51 a.m.

LYNX Board Agenda

Committee Agenda Item #A6E67183-0976-4BE4-8D04-659460B6CC7A

To: LYNX Board of Directors

From: David Dees
DIRECTOR OF RISK MANAGEMENT
Shannon White
(Technical Contact)

Phone: 407.841.2279 ext: 6127

Item Name: Board of Director's Risk Management Committee Agenda for December 16, 2015

Date: 12/16/2015

The LYNX Board of Director's Risk Management Committee will begin at 10:00AM

Opening

- Call to Order – Chairman John Petrelli
- Old Business: Questions/Comments from October 7, 2015 Risk Management Committee meeting
- Approval of October 7, 2015 minutes

Election of Risk Management Chairman & Vice-Chairman

- Election of Risk Management Committee Chairman and Vice-Chairman

Discussion

- Approval of Risk Management Committee Meeting Dates for 2016
- Subrogation Update – First 60 Days – David Dees
 - Risk Management Dashboard Draft
 - General Liability
- LYNX Staff Emergency Notification System – David Dees

LYNX Board Agenda

- LYNX participation Central Florida Intelligence Exchange (CFIX) Transportation Committee – David Dees
- Worker’s Compensation and General Liability Excess Coverage Presentation – Chris Connelly, Arthur J. Gallagher & Co

Discussion Ongoing

- Driver’s License Verification – David Dees

Adjourn

LYNX Board Agenda

Committee Agenda Item #D3590335-F9C0-4BEA-83FA-CB3954C21232

To: LYNX Board of Directors

From: David Dees
DIRECTOR OF RISK MANAGEMENT
Shannon White
(Technical Contact)

Phone: 407.841.2279 ext: 6127

Item Name: Approval of 2016 Risk Management Committee Dates

Date: 12/16/2015

ACTION REQUESTED:

Staff is requesting the Risk Management Committee approval of the following proposed meeting dates for 2016:

February 3, 2016
April 13, 2016
June 15, 2016
August 3, 2016
October 5, 2016
December 7, 2016