



**President**  
Mr. Dave Warren  
City of Placerville

**Vice President**  
Ms. Liz Ehrenstrom  
City of Oroville

**Treasurer**  
Mr. Tim Sailsbery  
City of Willows

**Secretary**  
*Vacant*

## NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND RISK MANAGEMENT COMMITTEE MEETING AGENDA

**Date:** Thursday, October 25, 2018

**Time:** 10:00 a.m.

**Location:** Rocklin Event Center - Garden Room  
2650 Sunset Blvd.  
Rocklin, CA 95677

- A - Action**
- I - Information**
- 1 - Attached**
- 2 - Hand Out**
- 3 - Separate Cover**
- 4 - Verbal**

### MISSION STATEMENT

*The Northern California Cities Self Insurance Fund, or NCCSIF, is an association of municipalities joined to protect member resources by stabilizing risk costs in a reliable, economical and beneficial manner while providing members with broad coverage and quality services in risk management and claims management.*

**A. CALL TO ORDER**

**B. INTRODUCTIONS**

**C. APPROVAL OF AGENDA AS POSTED A 1**

**D. PUBLIC COMMENTS**

*This time is reserved for members of the public to address the Committee on matters pertaining to NCCSIF that are of interest to them.*

pg. 3 **E. CONSENT CALENDAR A 1**

*All matters listed under the consent calendar are considered routine with no separate discussion necessary. Any member of the public or Risk Management Committee may request any item to be considered separately.*

pg. 4 1. Minutes of the Risk Management Committee Meeting - April 26, 2018

**F. COMMITTEE BUSINESS**

pg. 9 1. **Bickmore Risk Management Assessments and Services I 1**  
*Gail Zeigler from Bickmore Risk Services will present an overview of the risk control services provided over the last year.*

pg.33 2. **NCCSIF Safety and Risk Control Regional Trainings A 1**  
*Review the list of topics and select or provide direction on the future regional trainings.*



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pg. 35	3. <b>Police Risk Management Committee Update</b> <i>Gail Zeigler from Bickmore Risk Services will provide the Committee with a summary of the May 2, 2018 and August 2, 2018, Police Risk Management Committee Meeting.</i>	<b>I 4</b>
pg. 40	4. <b>Trending Reports for Workers' Compensation and Liability Claims</b> <i>Dori Zumwalt from York Risk Services will present an overview of claim statistics and trends for both coverage programs.</i>	<b>I 1</b>
pg. 53	5. <b>Safety and Risk Control Services with Bickmore Risk Services</b> <i>Review the draft scope of services for feedback and recommendations to the Executive Committee for contract renewal discussions.</i>	<b>A 1</b>
pg. 58	6. <b>Return to Work (RTW) Best Practices</b> <i>The Committee is provided an article on RTW best practices for discussion and direction regarding an NCCSIF policy.</i>	<b>I 1</b>
pg. 59	7. <b>Round Table Discussion</b> <i>This is an opportunity for Committee members to ask questions or raise issue on risk exposures common to the members.</i>	<b>I 4</b>
pg. 60	<b>G. INFORMATION ITMES</b> 1. NCCSIF Travel Mileage Reimbursement Form	<b>I 1</b>

**H. ADJOURNMENT**

**UPCOMING MEETINGS**

- Police Risk Management Committee Meeting - November 1, 2018
- Executive Committee Special Meeting - November 19, 2018
- Board Training Day and Meeting - December 13, 2018

*Per Government Code 54954.2, persons requesting disability related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, are requested to contact Raychelle Maranan at Alliant Insurance Services at (916) 643-2712.*

*The Agenda packet will be posted on the NCCSIF website at [www.nccsif.org](http://www.nccsif.org). Documents and material relating to an open session agenda item that are provided to the NCCSIF Committee less than 72 hours prior to a regular meeting will be available for public inspection and copying at 2180 Harvard Street, Suite 460, Sacramento, CA 95815.*

*Access to some buildings and offices may require routine provisions of identification to building security. However, NCCSIF does not require any member of the public to register his or her name, or to provide other information, as a condition to attendance at any public meeting and will not inquire of building security concerning information so provided. See Government Code section 54953.3*



**CONSENT CALENDAR**

**ACTION ITEM**

**ISSUE:** The Risk Management Committee (RMC) reviews and approves items on the Consent Calendar as a whole. If an item requires clarification or amendment it may be pulled for separate discussion and the Committee may approve the remainder of the Consent Calendar. Any item removed from Consent will be agendized later during the meeting as recommended by the Chair and approved by the Committee.

**RECOMMENDATION:** Review and approve the Consent Calendar.

**FISCAL IMPACT:** None

**BACKGROUND:** The Committee regularly places the minutes of previous meetings on the Consent Calendar for approval, as well as any other routine items that generally do not require discussion.

**ATTACHMENT(S):** Minutes of the Risk Management Committee Meeting - April 26, 2018



**MINUTES OF THE  
NCCSIF RISK MANAGEMENT COMMITTEE MEETING  
ROCKLIN EVENT CENTER, ROCKLIN, CA  
APRIL 26, 2018**

**COMMITTEE MEMBERS PRESENT**

Liz Cottrell, City of Anderson  
Toni Benson, City of Colusa  
Tom Watson, City of Corning  
Rachel Ancheta, City of Dixon  
Jim Ramsey, City of Elk Grove  
Kristine Haile, City of Folsom  
Juan Solis, City of Gridley  
Yvonne Kimball, City of Jackson

Astrida Trupovnieks, City of Lincoln  
Liz Ehrenstrom, City of Oroville (Chair)  
Gina Will, Town of Paradise  
Dave Warren, City of Placerville  
Sandy Ryan, City of Red Bluff  
Yujun Du, City of Rio Vista  
Kimberly Sarkovich, City of Rocklin

**OTHER MEMBERS PRESENT**

Kim Stalie, City of Dixon  
Elisa Arteaga, City of Gridley

Andy Schiltz, City of Rocklin

**COMMITTEE MEMBERS ABSENT**

Shari Harris, City of Auburn  
Cora Hall, City of Galt  
Jon Hanken, City of Ione  
Martha Brown, City of Marysville

Loree McCay, City of Nevada City  
Wayne Peabody, City of Willows  
Sheleen Loza, City of Yuba City

**CONSULTANTS & GUESTS**

Marcus Beverly, Alliant Insurance Services  
Raychelle Maranan, Alliant Insurance Services  
Dori Zumwalt, York Risk Services

Henri Castro, Bickmore  
Gail Zeigler, Bickmore  
Tom Kline, Bickmore

**A. CALL TO ORDER**

Meeting opened at 10:12 a.m. Chair Liz Ehrenstrom declared the absence of a quorum noting that no motions or voting will occur until a quorum is recognized.

**B. INTRODUCTIONS**

Introduction was made. Meeting convened with reports only.



## **F.1. Risk Management Services, Assessments and Recommendations**

Ms. Gail Zeigler updated the Committee on services Bickmore provided to the members during 2017/18 program year to date and the scorecard which reflects members' progress to Risk Management Assessment for best practices and framework. Ms. Zeigler clarified the blue dot is a place holder.

*Juan Solis and Elisa Arteaga arrived at 10:16 a.m.*

*Yvonne Kimball arrived at 10:21 a.m.*

*Yujun Du arrived at 10:22 a.m.*

Chair Ehrenstrom confirmed that a quorum is present and called the meeting to order.

Bickmore added the two new categories, Volunteer Risk Management and Special Events Risk Management, as part of the Hazard and Safety Assessments. Regional training topics and upcoming scheduled trainings were discussed.

## **C. APPROVAL OF AGENDA AS POSTED**

**A motion was made to approve the Agenda as posted.**

**Motion:** Dave Warren                      **Second:** Jim Ramsey                      **Motion Carried**  
**Ayes:** Cottrell, Benson, Ancheta, Ramsey, Haile, Solis, Kimball, Trupovnieks, Ehrenstrom, Will, Warren, Ryan, Du, Sarkovich  
**Nays:** None

## **D. PUBLIC COMMENTS**

There were no public comments made.

## **E. CONSENT CALENDAR**

1. Minutes of the Risk Management Committee Meeting - October 19, 2017
2. TargetSolutions Usage Report 2017-18 as of April 12, 2018

**A motion was made to approve the consent calendar.**

**Motion:** Kim Sarkovich                      **Second:** Rachel Ancheta                      **Motion Carried**  
**Ayes:** Cottrell, Benson, Ancheta, Ramsey, Haile, Solis, Kimball, Trupovnieks, Ehrenstrom, Will, Warren, Ryan, Du, Sarkovich  
**Nays:** None

## **F. COMMITTEE BUSINESS**

### **F.2. Police Risk Management Committee (PRMC)**

#### **F.2.a. PRMC Update**

Mr. Tom Kline indicated that trainings are held at each Police Risk Management Committee (PRMC) meetings. Topics recently covered were: Lexipol and Legal Update at the November 2, 2017 meeting; and Below 100 - A Common Sense Approach to Officer Safety at the February 1, 2018 meeting. Mr. Kline noted that there are twelve bills pending that were introduced in the California Legislature 2018-2019 Regular Session that affect the police agencies.

Discussion ensued on De-Escalation issues in recent events and the lack of training for police officers on 5150 process and procedure from their standard training requirement. The consensus of the Committee is to provide supplemental trainings for police agencies on Crisis Intervention and De-Escalation via Regional Training forum to ensure sufficient trainings are provided to members. Chair Ehrenstrom suggested to offer a webinar option to accommodate officers' already busy schedule.

Mr. Marcus Beverly indicated that Lexipol is conducting a De-Escalation webinar on May 10, 2018 and reminded members to encourage their police officers to participate. The webinar is free to NCCSIF members.

Information only.

#### **F.2.b. PRM Grant Fund Usage Report**

Mr. Beverly reviewed the historical grant usage report and noted that most agencies are using the grant for body-worn cameras (BWC) but few have not taken advantage of the grants: Galt has not used any funds so far but is working to implement a BWC program with Council approval; Willows recently outsourced their police department, but plans to remain in the program to fund their Lexipol Fire Policy Service annual fee; Jackson plans to use the funds for BWCs but has yet to request; and Anderson is taking a wait and see approach as management feels the drawbacks outweigh the benefits.

Information only.

### **F.3. RM-16 Special Event Risk Management**

Mr. Beverly indicated that the Special Events Best Practices were presented to the Board at their meeting on December 14, 2017. The Board requested a change in the last recommendation to obtain waivers from participants only for City-sponsored events and concern about the ability for members to obtain a traffic management plan approved by a qualified engineer. Mr. Beverly noted



that legal counsel revealed that review and approval from someone other than a qualified engineer will not provide the design immunity sought for the plan.

The Committee had significant discussion on what criteria is required on traffic control plan and whether it applies to city sponsored event only or any event in the city. Traffic control plan applies to any events requiring road closure. Members were referred to California Manual on Uniform Traffic Control Devices handbook on Caltrans website and Manual on Uniform Traffic Control Devices for Streets and Highways on the U.S. Department of Transportation Federal Administration website for reference. Mr. Beverly reminded members that city should have a hold harmless language when issuing permits and insurance requirements naming the city as additional insured on vendors holding event at any city properties including streets, sidewalks, etc. Mr. Beverly asked members for a consulting engineer that they would recommend and will share the contact information to the rest of the members.

**A motion was made to recommend RM-16 Special Event Risk Management to the Board of Directors for approval as presented.**

**Motion:** Dave Warren                      **Second:** Toni Benson                      **Motion Carried**  
**Ayes:** Cottrell, Benson, Ancheta, Ramsey, Haile, Solis, Kimball, Trupovnieks, Ehrenstrom, Will, Warren, Ryan, Du, Sarkovich  
**Nays:** None

#### **F.4. FY 18/19 Risk Control Services Plan and Budget**

Mr. Beverly presented the Risk Control Services Budget and noted it is the same items as last year. The Lexipol Policy Manual and Daily Training Bulletin (DTB) services increased by 8% to provide DTBs for all members. Mr. Beverly indicated each member is allocated \$4,000 for Member Training and Risk Management fund for conferences and trainings. This is a use-it-or-lose-it and must be used within the fiscal year. Mr. Beverly made an exception for the current year unexpended fund to be used to pre-register to CAJPA (California Association of Joint Powers Authorities) annual conference in September 2018, CalPELRA (California Public Employers Labor Relations Association) annual conference in December 2018 or any risk management related trainings. The training fund is applicable to the CSMFO (California Society of Municipal Finance Officers) annual conference.

**A motion was made to recommend the FY 18/19 Risk Control Services Budget to the Board of Directors for approval as presented.**

**Motion:** Jim Ramsey                      **Second:** Gina Will                      **Motion Carried**  
**Ayes:** Cottrell, Benson, Watson, Ancheta, Ramsey, Haile, Solis, Kimball, Trupovnieks, Ehrenstrom, Will, Warren, Ryan, Du, Sarkovich  
**Nays:** None

*Tom Watson arrived at 11:08 a.m.*



Mr. Beverly noted that Bickmore’s current contract ends June 30, 2019. If members require additional service or any modification to Bickmore’s contract terms feedback should be provided to Program Administrators.

**F.5. Round Table Discussion**

Mr. Jim Ramsey brought up the carbon monoxide leaks with the Ford Explorer including some Police Interceptor model issue. There is no definitive conclusion whether the carbon monoxide leak is a manufacturer defect or as a result from after-market installation of police equipment. This is a potential police safety issue and some members installed off-the-shelf Carbon Monoxide system for precautionary measures.

Ms. Zeigler reported that the very first Risk Management for Supervisors and Managers Training was held with the City of Folsom last week. Ms. Kris Haile stated that the training was very well received and participants came out of the training with keen awareness that risk management is everyone’s responsibility.

**G. INFORMATION ITEMS**

NCCSIF Travel Reimbursement Form

**H. ADJOURNMENT**

The meeting was adjourned at 11:35 a.m.

**Next Meeting Date:** June 14, 2018

Respectfully Submitted,

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Approval Date



## **BICKMORE RISK MANAGEMENT ASSESSMENTS AND SERVICES**

### **INFORMATION ITEM**

**ISSUE:** Gail Zeigler will present an update on the services Bickmore Risk Control has provided NCCSIF members during FY 17/18 and FY 18/19 to date.

#### **Hazard & Safety Assessment**

As of September 2018, Bickmore has met with all NCCSIF members and completed the FY 17/18 Hazard & Safety Assessments. Discussions included progress made on the prior year's recommendations and assessing members on the two new categories, Volunteer Risk Management and Special Events Risk Management.

#### **Member Services**

Members receive two days of risk control services to help implement recommendations from the Hazard & Safety Assessment. Examples of service include written program development for Cal/OSHA compliance and liability exposures, assistance with program implementation, participation in safety committee meetings, inspections and customized employee training. One additional day of service is provided to each member for additional requested services such as ergonomic evaluations, playground inspections program development, etc.

Members can also receive a half day on-site risk management orientation (Risk Management 101 for Managers and Supervisors). This orientation is jointly led by the NCCSIF Program Administrator, York Account Manager (TPA) and Bickmore Risk Control Account Manager. The cities of Folsom and Oroville have participated in the orientation. Several other members have indicated a desire to schedule the orientation at a future date and time. Bickmore will continue to reach out and schedule additional trainings at member cities request.

#### **Regional Training Workshops:**

Bickmore has scheduled and provided the following regional trainings since the committee last met in April 2018:

- Aquatics Risk Management
  - Yuba City: May 16, 2018; 14 attendees
- Commercial Driver Safety
  - Red Bluff: June 12, 2018; 25 attendees
  - Rocklin: June 13, 2018; 40 attendees
- Traffic Control & Flagger Training
  - Corning: July 10, 2018; 35 attendees
  - Dixon: July 11, 2018; 41 attendees



**Agenda Item F.1. (continued)**

The following regional training is currently scheduled and registration will open in November:

- Asbestos Cement Pipe Exposure Management
  - Red Bluff: December 13, 2018
  - Lincoln: December 18, 2018

**Additional Services and Resources**

In addition to unlimited phone and email consultation, members have access to the following Bickmore Risk Control website resources <http://riskcontrol.bickmore.net/>:

- **On-line Streaming Videos** - Members have access to over 300 on-line streaming videos to help comply with OSHA and other regulatory training requirements. Bickmore-produced videos are also developed on key safety topics.
- **Safety Publications** - We develop customized safety publications that provide guidance on a range of topics from OSHA regulatory updates to safety training resources for employees. The publications are written in an interesting and informative manner, nicely designed, and ready for distribution.
- **Webinars** - We conduct live webinars on a range of safety and risk management topics. All of our webinars are recorded and our library contains over 40 topics to choose from.
- **Sample Programs, Forms, and Checklists** - Our up to date sample safety programs, forms, and checklists are written in a streamlined yet comprehensive manner.

**Resource Development**

Bickmore Risk Control is constantly adding website resources. Since the last Risk Management Committee meeting the following topics have been added to the website:

- **New Safety Publications**
  - Silica Awareness
  - Office Safety - Electrical and Fire Safety
  - Hand Injuries
  - Ergonomic - Micro Breaks (*coming soon*)
  - Ergonomics - Safe Lifting (*coming soon*)
  - Flu Prevention (*coming soon*)
- **New Bickmore RC Produced Videos**
  - Firefighter Task Ergonomics (*coming soon*)



**Agenda Item F.1. (continued)**

- ***New Streaming Videos***  
Trucks, Trailers and Towing: Safe Practices and Awareness  
Forklift Safety: Real Accidents, Real Stories II  
Garage Shop Safety for Fleets  
School Safety: Crossing Guard Training  
School Bus Safety: The Role of Parents and Teachers
  
- ***New Model Programs***  
Bloodborne Pathogens with Hepatitis A  
Volunteer Program  
Silica Program  
Respiratory Protection (*coming soon*)  
Video Surveillance Use Policy & Guidelines (*coming soon*)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** None. This is provided as information only.

**BACKGROUND:** NCCSIF contracted with Bickmore on January 1, 2012 to provide risk control services. Henri Castro and Gail Zeigler are NCCSIF's Risk Control Consultants for these services.

**ATTACHMENTS:**

1. Member Services Summary Report July 1, 2017 - October 1, 2018
2. FY 17/18 Risk Management Assessment Scorecard Summary
3. Virtual Safety Manager Program



**NCCSIF Member Services Report  
July 1, 2017 – October 1, 2018**

Client	Activity	Project Status	Est Hrs	Service days	PY
Anderson, City of	Assessment 2017/18 Focused Risk Assessment	Completed	8	Full day	2017
	Phone & E-mail Consultation Drug & Alcohol Policy	Completed	1	Specify Hrs.	2017
	Program Development Auto, Fleet and Driver Risk	Completed	8	Full day	2018
	Program Development Ergonomics	Awaiting Member Availability	8	Full day	2017
Auburn, City of	Assessment 2017.18 Focused Risk Assessment	Completed	8	Full day	2017
	Program Development Auto, Fleet and Driver Risk	Awaiting Member Availability	8	Full day	2017
	Program Development Ergonomics	Awaiting Member Availability	8	Full day	2017
Colusa, City of	Assessment 2017.18 Focused Risk Assessment	Completed	8	Full day	2017
	Phone & E-mail Consultation PW Uniform	Completed	1	Specify Hrs.	2018
	Phone & E-mail Consultation Social Media	Completed	1	Specify Hrs.	2017
	Phone & E-mail Consultation Sexual Harassment Training	Completed	1	Specify Hrs.	2017
	Program Development IIPP Develop IIPP Training Matrices and Train City on New IIPP	Completed	8	Full day	2017
	Program Development IIPP Develop new IIPP and Training Matrices	Completed	12	Full day	2017
	Training IIPP IIPP Training	Completed	6	Half day	2017



## NCCSIF Member Services Report July 1, 2017 – October 1, 2018

Client	Activity	Project Status	Est Hrs	Service days	PY
Corning, City of	Assessment 2017.18 Focused Risk Assessment	Completed	8	Full day	2017
	Consulting Safety Committee Facilitate new Safety committee	In Progress	4	Half day	2018
	Phone & E-mail Consultation BBP Vaccinations	Completed	1	Specify Hrs.	2017
	Program Development Auto, Fleet and Driver Risk	In Progress	8	Full day	2018
	Program Development Emergency Response Management Emergency Action Plan	In Progress	8	Full day	2018
Dixon, City of	Assessment 2017.18 Focused Risk Assessment	Completed	8	Full day	2017
	Consulting Intro to Bickmore RC Services	Completed	4	Half day	2017
	Phone & E-mail Consultation Risk Control Web Site	Completed	1	Specify Hrs.	2017
	Phone & E-mail Consultation Special Events	Completed	1	Specify Hrs.	2017
	Program Development Ergonomics	Completed	8	Full day	2017
	Program Development IIPP IIPP Review	Completed	2	Half day	2018
Elk Grove, City of	Assessment Ergonomics Ergo Evaluation	Completed	4	Half day	2017
	Assessment 2017.18 Risk Assessment	Completed	8	Full day	2017
	Phone & E-mail Consultation Auto, Fleet and Driver Risk Carbon Monoxide	Completed	1	Specify Hrs.	2017
	Phone & E-mail Consultation BBP MRSA Exposure	Completed	1	Specify Hrs.	2017



**NCCSIF Member Services Report  
July 1, 2017 – October 1, 2018**

Client	Activity	Project Status	Est Hrs	Service days	PY
Elk Grove, City of	Phone & E-mail Consultation Ergonomics Motorcycle ergonomics	Completed	2	Specify Hrs.	2017
	Phone & E-mail Consultation Risk Mgt. Policy	Completed	2	Specify Hrs.	2018
Folsom, City of	Assessment Ergonomics	Completed	8	Full day	2017
	Assessment 2017.18 Focused Risk Assessment	In Progress	8	Full day	2017
	Training Accident Investigation RM 101 for Sup. and Mgr.	Completed	12	Specify Hrs.	2017
	Training Confined Space Awareness Level Training	Completed	18	Specify Hrs.	2017
	Training Ergonomics	Completed	4	Half day	2017
Galt, City of	Assessment 2017.18 Focused Risk Assessment	Completed	8	Full day	2018
	Incidental Medical Services Program	Completed	8	Full day	2017
	Phone & E-mail Consultation Medical Waiver Form	Completed	2	Specify Hrs.	2017
	Program Development Auto, Fleet and Driver Risk	Completed	8	Full day	2017
	Program Development Confined Space	In Progress	16	Specify Hrs.	2018
	Program Development Volunteer Program	In Progress	12	Full day	2017
	Training Confined Space	In Progress	8	Full day	2018
Gridley, City of	Assessment Ergonomics City Hall	Completed	8	Full day	2018
	Assessment Ergonomics Police Dispatch	Completed	8	Full day	2018
	Assessment 2017.18 Focused Risk Assessment	Completed	8	Full day	2017
	Consulting Orientation New Board Rep	Completed	4	Half day	2017



## NCCSIF Member Services Report July 1, 2017 – October 1, 2018

Client	Activity	Project Status	Est Hrs	Service days	PY
Gridley, City of	Program Development Auto, Fleet and Driver Risk	In Progress	8	Full day	2018
	Training Auto, Fleet and Driver Risk Defensive Driving	Completed	8	Full day	2017
	Training RM 101 for Sup & Mgrs.	Placeholder	12	Specify Hrs.	2018
	Training Workplace Violence Bickmore Encounters Videos	In Progress	8	Full day	2018
Ione, City of	Assessment 2017.18 Focused Risk Assessment	Completed	8	Full day	2017
	Training RM 101 for Sup and Mgrs.	Placeholder	12	Specify Hrs.	2018
	Program Development Auto, Fleet and Driver Risk	Awaiting Member Availability	8	Full day	2017
	Program Development Ergonomics	Awaiting Member Availability	8	Full day	2017
	Program Development IIPP	Completed	12	Full day	2017
Jackson, City of	Assessment 2017.18 Focused Risk Assessment	Completed	8	Full day	2017
	Training RM 101 for Sup and Mgrs.	Placeholder	2	Specify hrs.	2018
	Phone & E-mail Consultation Bickmore Risk Control Services	Completed	4	Half day	2017
	Physical Inspection Inspect City Properties	Completed	8	Full day	2017
	Program Development Confined Space	Completed	12	Full day	2017
	Training Aerial & Fork Lifts	Awaiting Member Availability	8	Full day	2018
	Training Confined Space	Completed	12	Full day	2017
	Training Ergonomics Injury Prevention during Training	Placeholder	4	Half day	2018
	Training Traffic Control & Flagging	Awaiting Member Availability	8	Full day	2018



**NCCSIF Member Services Report  
July 1, 2017 – October 1, 2018**

Client	Activity	Project Status	Est Hrs	Service days	PY	
Lincoln, City of	Assessment 2017.18 Focused Risk Assessment	Completed	8	Full day	2017	
	Assessment Parks and Recreation Playground Inspection	In Progress	24	Specify Hrs.	2018	
	Orientation	Placeholder	4	Half day	2018	
	Training RM 101 for Sup and Mgrs.	Placeholder	12	Specify Hrs.	2018	
	Phone & E-mail Consultation Aerial & Fork Lifts	Completed	1	Specify Hrs.	2017	
	Phone & E-mail Consultation Auto, Fleet and Driver Risk Merging Lincoln and Rocklin Fire	Completed	2	Specify Hrs.	2017	
	Phone & E-mail Consultation Hazard Communication Asbestos	Completed	3	Specify Hrs.	2017	
	Phone & E-mail Consultation Hazard Communication Asbestos Exposure	Completed	2	Specify Hrs.	2017	
	Phone & E-mail Consultation Sex Harass, FEMA, BBP	Completed	1	Specify Hrs.	2017	
	Phone & E-mail Consultation Ladders	Completed	1	Specify Hrs.	2017	
	Program Development Emergency Response Management	Completed	32	Specify Hrs.	2017	
	Training Emergency Response Management	Completed	8	Full day	2017	
	Training Ergonomics Police/Fire	Completed	16	Specify Hrs.	2017	
	Marysville, City of	Assessment 2017.18 Focused Risk Assessment	Completed	8	Full day	2018
		Phone & E-mail Consultation RC Services Overview	Completed	1	Specify Hrs.	2017



**NCCSIF Member Services Report  
July 1, 2017 – October 1, 2018**

Client	Activity	Project Status	Est Hrs	Service days	PY
Nevada City, City of	Assessment 2017.18 Focused Risk Assessment	Completed	8	Full day	2017
	Orientation Bickmore Orientation	Completed	4	Half day	2017
	Program Development Confined Space	Awaiting Member Availability	12	Full day	2017
	Program Development Ergonomics	In Progress	8	Full day	2017
	Program Development IIPP Program Development	Completed	8	Full day	2018
	Training Confined Space Awareness/Entrant	Awaiting Member Availability	12	Full day	2017
Northern California Cities Self Insurance Fund	Assessment Develop 17/18 focused assessment	Completed	12	Specify Hrs.	2017
	NCCSIF RM Committee	Completed	16	Specify Hrs.	2017
	Police Risk Mgt. Committee	Completed	6	Specify Hrs.	2017
	Police Risk Mgt. Committee	Completed	6	Specify Hrs.	2018
	Police RM Meeting	Completed	4	Specify Hrs.	2017
	Risk Control Committee Meeting	Completed	6	Specify Hrs.	2017
	RMC Meeting	In Progress	16	Specify Hrs.	2018
	Police Department Operations Police RC Meeting	Completed	2	Specify Hrs.	2017
	Regional Training Auto, Fleet and Driver Risk Commercial Driver	Completed	20	Specify Hrs.	2017
	Regional Training Asbestos Cement Pipe	In Progress	20	Specify Hrs.	2017
	Training Development Risk Mgt for Mgrs and Sups	Completed	6	Specify Hrs.	2017
	Regional Training Parks and Recreation Aquatics Risk Management	Completed	20	Specify Hrs.	2017
	Regional Training Traffic Control & Flagging Traffic Control & Flagging	Completed	20	Specify Hrs.	2018



**NCCSIF Member Services Report  
July 1, 2017 – October 1, 2018**

Client	Activity	Project Status	Est Hrs	Service days	PY
Oroville, City of	Assessment 2017.18 Focused Risk Assessment	Completed	8	Full day	2018
	Consulting Ergonomics New Police Dispatch Center	In Progress	4	Half day	2018
	Phone & E-mail Consultation Sidewalks Samples of ordinances	Completed	2	Specify Hrs.	2017
	Program Development Auto, Fleet and Driver Risk	Completed	8	Full day	2018
	Program Development Return to Work	Completed	1	Specify Hrs.	2018
	Training Risk Mgt. 101 for Sup. And Mgr.	Completed	12	Specify Hrs.	2017
Paradise, Town of	Assessment 2017.18 Focused Risk Assessment	Completed	8	Full day	2017
	Program Development IIPP Finalize 2013 Draft IIPP and Train Staff	Completed	12	Full day	2017
	Training Hazard Communication PW Safety Training Day	Awaiting Member Availability	12	Full day	2017
Placerville, City of	Assessment 2017.18 Focused Risk Assessment	Completed	8	Full day	2017
	Assessment Sidewalks Assess City Sidewalks for Trip Hazards	Completed	24	Specify Hrs.	2017
	Phone & E-mail Consultation Police Department Operations Narcan Research	Completed	4	Half day	2017
	Program Development Auto, Fleet and Driver Risk	Awaiting Member Availability	8	Full day	2017
	Program Development Ergonomics	Awaiting Member Availability	8	Full day	2017



**NCCSIF Member Services Report  
July 1, 2017 – October 1, 2018**

Client	Activity	Project Status	Est Hrs	Service days	PY
Red Bluff, City of	Assessment 2017.18 Focused Risk Assessment	Completed	8	Full day	2017
	Program Development Auto, Fleet and Driver Risk	Completed	8	Full day	2018
	Program Development Sidewalks	Placeholder	16	Specify Hrs.	2018
	Training Auto, Fleet and Driver Risk Driver Training	Placeholder	8	Full day	2018
Rio Vista, City of	Assessment 2017.18 Focused Risk Assessment	Completed	8	Full day	2017
	Consulting Orientation New Member Orientation	Completed	4	Half day	2017
	Phone & E-mail Consultation BBP Safety Talk Materials	Completed	1	Specify Hrs.	2017
	Phone & E-mail Consultation Parks and Recreation Skate and dog park signage	Completed	1	Specify Hrs.	2017
	Program Development BBP	Awaiting Member Availability	16	Specify Hrs.	2018
	Training BBP	Completed	6	Half day	2018
	Training Confined Space	Awaiting Member Availability	4	Half day	2017
	Rocklin, City of	Assessment Ergonomics Conduct on site evaluations	Completed	8	Full day
Assessment Ergonomics Police Dispatch		Completed	8	Full day	2017
Assessment 2017.18 Focused Risk Assessment		Completed	8	Full day	2017
Phone & E-mail Consultation BBP BBP/ATD Question		Completed	1	Specify Hrs.	2017



**NCCSIF Member Services Report  
July 1, 2017 – October 1, 2018**

Client	Activity	Project Status	Est Hrs	Service days	PY	
Rocklin, City of	Phone & E-mail Consultation BBP Hep A	Completed	1	Specify Hrs.	2018	
	Phone & E-mail Consultation BBP Sharps Log	Completed	1	Specify Hrs.	2017	
	Phone & E-mail Consultation Heat Illness	Completed	1	Specify Hrs.	2017	
	Phone & E-mail Consultation Quarry Park	Completed	2	Specify Hrs.	2018	
	Phone & E-mail Consultation Parks and Recreation Safety Training Schedule	Completed	1	Specify Hrs.	2017	
	Phone & E-mail Consultation Respiratory Protection Program	Completed	1	Specify Hrs.	2017	
	Phone & E-mail Consultation Workplace Violence Pepper Spray	Completed	1	Specify Hrs.	2017	
	Phone & E-mail Consultation Workplace Violence	Completed	1	Specify Hrs.	2017	
	Physical Inspection IIPP Facility Inspections	Completed	6	Half day	2018	
	Training Emergency Response Management	Completed	6	Half day	2018	
	Training Ergonomics Police	Completed	8	Full day	2017	
	Training RM 101 for Sup & Mgr.	In Progress	12	Specify Hrs.	2018	
	Willows, City of	Assessment 2017.18 Focused Risk Assessment	In Progress	8	Full day	2017
		Phone & E-mail Consultation Concussion Protocol	Completed	1	Specify Hrs.	2017



**NCCSIF Member Services Report  
July 1, 2017 – October 1, 2018**

Client	Activity	Project Status	Est Hrs	Service days	PY
Yuba City, City of	Assessment 2017.18 Focused Risk Assessment	Completed	8	Full day	2017
	Training Calendar	Completed	8	Full day	2017
	Phone & E-mail Consultation BBP	Completed	1	Specify Hrs.	2017
	Phone & E-mail Consultation Hazard Communication	Completed	7	Specify Hrs.	2017
	Phone & E-mail Consultation 300 Log	Completed	1	Specify Hrs.	2017
	Phone & E-mail Consultation Fed OSHA Electronic Reporting	Completed	1	Specify Hrs.	2017
	Phone & E-mail Consultation Safety Training Guide	Completed	1	Specify Hrs.	2018
	Phone & E-mail Consultation Respiratory Protection Program	Completed	1	Specify Hrs.	2017



# Risk Management Assessment Scorecard Summary

Final, October 3rd, 2018

	Risk Management Framework	Injury & Illness Prevention Program	ADA Compliance	Driver & Vehicle Use Safety	Ergonomics Injury Management	Sidewalk Liability Management	Urban Forest Management	Volunteer Risk Management	Special Events Management
Anderson	●	●	●	●	●	●	●	●	●
Auburn	●	●	●	●	●	●	●	●	●
Colusa	●	●	●	●	●	●	●	●	●
Corning	●	●	●	●	●	●	●	●	●
Dixon	●	●	●	●	●	●	●	●	●
Elk Grove	●	●	●	●	●	●	●	●	●
Folsom	●	●	●	●	●	●	●	●	●
Galt	●	●	●	●	●	●	●	●	●
Gridley	●	●	●	●	●	●	●	●	●
Ione	●	●	●	●	●	●	●	●	●
Jackson	●	●	●	●	●	●	●	●	●
Lincoln	●	●	●	●	●	●	●	●	●
Marysville	●	●	●	●	●	●	●	●	●
Nevada City*	●	●	●	●	●	●	●	●	●
Oroville	●	●	●	●	●	●	●	●	●
Paradise	●	●	●	●	●	●	●	●	●
Placerville	●	●	●	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●	●	●	●
Rio Vista	●	●	●	●	●	●	●	●	●
Rocklin	●	●	●	●	●	●	●	●	●
Willows	●	●	●	●	●	●	●	●	●
Yuba City	●	●	●	●	●	●	●	●	●

\*Nevada City is PARSAC member for liability and did not answer questions regarding Sidewalk Liability or Urban Forest. Volunteered answers in other liability exposures were scored.

### Implementation Level

In Place/Effective ● In Progress/Needs work ● Absent/Ineffective ● Minimal Exposure Exists ● Not completed/discussed ●

1 RISK MANAGEMENT FRAMEWORK	
1-1	Executive Management has developed a Risk Management Policy that supports an effective risk management structure designed to protect employees and reduce costs associated with liability and workers' compensation losses.
1-2	The City Council has adopted a resolution supporting the Risk Management Policy.
1-3	The NCCSIF Board and Risk Management Committee members have reviewed the updated NCCSIF Risk Management Policies & Procedures Manual.
1-4	A Safety/Risk Management Committee has been formed to assist with effectively implementing the City's Injury & Illness Prevention program and risk management program. The committee provides regular progress reports to Senior Management.
1-5	The City conducts an analysis of liability and workers' compensation losses to identify trends and loss reduction measures.
1-6	A risk control plan is developed with measurable loss reduction goals.
1-7	A system is in place to immediately report and investigate workers' compensation and liability claims to control claims costs.
1-8	Return-To-Work program is in place to aid in employee recovery and reduce claim costs.
1-9	The City utilizes the available NCCSIF risk management and safety resources.

	1-1	1-2	1-3	1-4	1-5	1-6	1-7	1-8	1-9
Anderson	●	●	●	●	●	●	●	●	●
Auburn	●	●	●	●	●	●	●	●	●
Colusa	●	●	●	●	●	●	●	●	●
Corning	●	●	●	●	●	●	●	●	●
Dixon	●	●	●	●	●	●	●	●	●
Elk Grove	●	●	●	●	●	●	●	●	●
Folsom	●	●	●	●	●	●	●	●	●
Galt	●	●	●	●	●	●	●	●	●
Gridley	●	●	●	●	●	●	●	●	●
Ione	●	●	●	●	●	●	●	●	●
Jackson	●	●	●	●	●	●	●	●	●
Lincoln	●	●	●	●	●	●	●	●	●
Marysville	●	●	●	●	●	●	●	●	●
Nevada City	●	●	●	●	●	●	●	●	●
Oroville	●	●	●	●	●	●	●	●	●
Paradise	●	●	●	●	●	●	●	●	●
Placerville	●	●	●	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●	●	●	●
Rio Vista	●	●	●	●	●	●	●	●	●
Rocklin	●	●	●	●	●	●	●	●	●
Willows	●	●	●	●	●	●	●	●	●
Yuba City	●	●	●	●	●	●	●	●	●

Implementation Level

In Place/Effective ● In Progress/Needs work ● Absent/Ineffective ● Minimal Exposure Exists ● Not completed/discussed ●

2 INJURY & ILLNESS PROGRAM IMPLEMENTATION	
2-1	A current program has been developed that contains the Cal/OSHA required elements
2-2	An IIPP Administrator, who has the authority to implement the program, has been designated.
2-3	Responsibilities have been identified for managers, supervisors, and employees.
2-4	All employees are held accountable for the completion of their safety duties as part of their performance review.
2-5	A system for communicating hazards to employees and receiving employee feedback on safety concerns is in place. Examples include training, postings, communication, hazard reporting procedures, and safety committees.
2-6	Methods to enforce safety rules and regulations are in place and utilized.
2-7	Procedures for identifying workplace hazards are in place, including hazard assessments, documented inspections, and observation of work practices.
2-8	A system to correct unsafe conditions is in place.
2-9	A documented accident investigation process is in place that includes root cause analysis, manager review, and corrective action follow-up.
2-10	Training or other effective methods are used to ensure employees are aware of safety policies, programs, procedures, and tasks.
2-11	All IIPP activities are documented and records are maintained as required by Cal/OSHA.

	2-1	2-2	2-3	2-4	2-5	2-6	2-7	2-8	2-9	2-10	2-11
Anderson	●	●	●	●	●	●	●	●	●	●	●
Auburn	●	●	●	●	●	●	●	●	●	●	●
Colusa	●	●	●	●	●	●	●	●	●	●	●
Corning	●	●	●	●	●	●	●	●	●	●	●
Dixon	●	●	●	●	●	●	●	●	●	●	●
Elk Grove	●	●	●	●	●	●	●	●	●	●	●
Folsom	●	●	●	●	●	●	●	●	●	●	●
Galt	●	●	●	●	●	●	●	●	●	●	●
Gridley	●	●	●	●	●	●	●	●	●	●	●
Ione	●	●	●	●	●	●	●	●	●	●	●
Jackson	●	●	●	●	●	●	●	●	●	●	●
Lincoln	●	●	●	●	●	●	●	●	●	●	●
Marysville	●	●	●	●	●	●	●	●	●	●	●
Nevada City	●	●	●	●	●	●	●	●	●	●	●
Oroville	●	●	●	●	●	●	●	●	●	●	●
Paradise	●	●	●	●	●	●	●	●	●	●	●
Placerville	●	●	●	●	●	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●	●	●	●	●	●
Rio Vista	●	●	●	●	●	●	●	●	●	●	●
Rocklin	●	●	●	●	●	●	●	●	●	●	●
Willows	●	●	●	●	●	●	●	●	●	●	●
Yuba City	●	●	●	●	●	●	●	●	●	●	●

Implementation Level

3 ADA COMPLIANCE	
<b>3-1</b>	A self-evaluation of programs and facilities has been conducted per ADA requirements.
<b>3-2</b>	A transition plan has been completed to bring noncompliant programs and facilities into compliance.
<b>3-3</b>	There is a process in place to ensure all new construction, alterations, and additions meet current accessibility standards.
<b>3-4</b>	A procedure is in place for filing complaints related to compliance with ADA requirements.
<b>3-5</b>	A qualified individual has been assigned to coordinate ADA compliance requirements.
<b>3-6</b>	Budget and development plans include budgeting for ADA compliance projects.

	3-1	3-2	3-3	3-4	3-5	3-6
Anderson	●	●	●	●	●	●
Auburn	●	●	●	●	●	●
Colusa	●	●	●	●	●	●
Corning	●	●	●	●	●	●
Dixon	●	●	●	●	●	●
Elk Grove	●	●	●	●	●	●
Folsom	●	●	●	●	●	●
Galt	●	●	●	●	●	●
Gridley	●	●	●	●	●	●
Ione	●	●	●	●	●	●
Jackson	●	●	●	●	●	●
Lincoln	●	●	●	●	●	●
Marysville	●	●	●	●	●	●
Nevada City	●	●	●	●	●	●
Oroville	●	●	●	●	●	●
Paradise	●	●	●	●	●	●
Placerville	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●
Rio Vista	●	●	●	●	●	●
Rocklin	●	●	●	●	●	●
Willows	●	●	●	●	●	●
Yuba City	●	●	●	●	●	●

### Implementation Level

In Place/Effective ● In Progress/Needs work ● Absent/Ineffective ● Minimal Exposure Exists ● Not completed/discussed ●

4 DRIVER & VEHICLE USE SAFETY	
4-1	The City has a written program in place that establishes vehicle use, vehicle maintenance, use of personal vehicles during City business, driver selection criteria, and defensive driver requirements.
4-2	All employees who are required to drive in the course of their employment are placed in the Department of Motor Vehicles' Employee Pull Notice Program.
4-3	Acceptable driver criterion mirrors the requirements in RM-2.
4-4	Maintenance records are maintained to meet relevant standards and warranties.
4-5	The program includes defensive driver techniques and safe practices on the use of hands free electronic devices and distracted driving.
4-6	Employees and supervisors who regularly drive on City business are trained on the City's program and procedures at hire and annually thereafter.

	4-1	4-2	4-3	4-4	4-5	4-6
Anderson	●	●	●	●	●	●
Auburn	●	●	●	●	●	●
Colusa	●	●	●	●	●	●
Corning	●	●	●	●	●	●
Dixon	●	●	●	●	●	●
Elk Grove	●	●	●	●	●	●
Folsom	●	●	●	●	●	●
Galt	●	●	●	●	●	●
Gridley	●	●	●	●	●	●
Ione	●	●	●	●	●	●
Jackson	●	●	●	●	●	●
Lincoln	●	●	●	●	●	●
Marysville	●	●	●	●	●	●
Nevada City	●	●	●	●	●	●
Oroville	●	●	●	●	●	●
Paradise	●	●	●	●	●	●
Placerville	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●
Rio Vista	●	●	●	●	●	●
Rocklin	●	●	●	●	●	●
Willows	●	●	●	●	●	●
Yuba City	●	●	●	●	●	●

**Implementation Level**

In Place/Effective ● In Progress/Needs work ● Absent/Ineffective ● Minimal Exposure Exists ● Not completed/discussed ●

5 ERGONOMIC INJURY MANAGEMENT	
5-1	The City has developed an ergonomics program to assist in the identification, prevention, and control of exposure to ergonomic risk factors (awkward postures, repetitive motion, forceful exertion, contact stress, and vibration). <a href="https://www.dir.ca.gov/title8/5110.html">https://www.dir.ca.gov/title8/5110.html</a>
5-2	High risk positions are identified by utilizing worksite evaluations, job hazard analyses, employee input, and loss data.
5-3	Once the risk factors are identified the City works at developing controls measures.
5-4	A system is in place for employees to report discomfort and/or symptoms of musculoskeletal problems and for the City to identify ergonomic solutions.
5-5	All employees are trained to recognize work-related ergonomic risk factors. High-risk employees are trained on their specific ergonomic risk factors and control measures.

	5-1	5-2	5-3	5-4	5-5
Anderson	●	●	●	●	●
Auburn	●	●	●	●	●
Colusa	●	●	●	●	●
Corning	●	●	●	●	●
Dixon	●	●	●	●	●
Elk Grove	●	●	●	●	●
Folsom	●	●	●	●	●
Galt	●	●	●	●	●
Gridley	●	●	●	●	●
Ione	●	●	●	●	●
Jackson	●	●	●	●	●
Lincoln	●	●	●	●	●
Marysville	●	●	●	●	●
Nevada City	●	●	●	●	●
Oroville	●	●	●	●	●
Paradise	●	●	●	●	●
Placerville	●	●	●	●	●
Red Bluff	●	●	●	●	●
Rio Vista	●	●	●	●	●
Rocklin	●	●	●	●	●
Willows	●	●	●	●	●
Yuba City	●	●	●	●	●

### Implementation Level

In Place/Effective ● In Progress/Needs work ● Absent/Ineffective ● Minimal Exposure Exists ● Not completed/discussed ●

## 6 SIDEWALK LIABILITY MANAGEMENT

<b>6-1</b>	Written sidewalk inspection and mitigation procedures are in place. Procedures include a schedule for routine, documented sidewalk inspection and repair.
<b>6-2</b>	A written process is in place to notify property owners to repair sidewalks as allowed by the Municipal Code.
<b>6-3</b>	Follow-up procedures are in place to ensure defects have been mitigated by the property owner within a reasonable period.
<b>6-4</b>	The City has a follow-up procedure to ensure defects have been addressed by marking, barricading, etc. within reasonable periods.
<b>6-5</b>	Photographs are taken and maintained to visually record action taken to guard against contact by the public within a hazardous sidewalk site.
<b>6-6</b>	The City maintains, where feasible, an annual budget to administer the program.
<b>6-7</b>	A sidewalk liability transfer ordinance has been adopted. Alternatively, the City Council has considered and declined to pass such an ordinance.

	6-1	6-2	6-3	6-4	6-5	6-6	6-7
Anderson	●	●	●	●	●	●	●
Auburn	●	●	●	●	●	●	●
Colusa	●	●	●	●	●	●	●
Corning	●	●	●	●	●	●	●
Dixon	●	●	●	●	●	●	●
Elk Grove	●	●	●	●	●	●	●
Folsom	●	●	●	●	●	●	●
Galt	●	●	●	●	●	●	●
Gridley	●	●	●	●	●	●	●
Ione	●	●	●	●	●	●	●
Jackson	●	●	●	●	●	●	●
Lincoln	●	●	●	●	●	●	●
Marysville	●	●	●	●	●	●	●
Nevada City	●	●	●	●	●	●	●
Oroville	●	●	●	●	●	●	●
Paradise	●	●	●	●	●	●	●
Placerville	●	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●	●
Rio Vista	●	●	●	●	●	●	●
Rocklin	●	●	●	●	●	●	●
Willows	●	●	●	●	●	●	●
Yuba City	●	●	●	●	●	●	●

### Implementation Level

In Place/Effective ● In Progress/Needs work ● Absent/Ineffective ● Minimal Exposure Exists ● Not completed/discussed ●

7 URBAN FOREST MANAGEMENT	
7-1	The City has a written urban forest management plan that includes selection and placement of trees and provides for identification and mitigation of hazards related to trees, shrubs, and vegetation. The plan also includes procedures for periodic inspection, care, maintenance, and complaint/emergency response.
7-2	Urban forest management is under the control and supervision of persons who have the expertise to qualify as urban foresters or arborists. Alternatively, the management plan was created by an expert and managed by the City.
7-3	Inspection and monitoring frequency is prioritized by degree of exposure of the public to vegetation hazards. (i.e.: obscured intersections, parks, playgrounds).
7-4	The City examines and, where feasible, budgets for the cost of tree maintenance, including trimming, removal and replacement as needed.
7-5	The City has adopted an ordinance defining ownership and maintenance responsibilities for trees.

	7-1	7-2	7-3	7-4	7-5
Anderson	●	●	●	●	●
Auburn	●	●	●	●	●
Colusa	●	●	●	●	●
Corning	●	●	●	●	●
Dixon	●	●	●	●	●
Elk Grove	●	●	●	●	●
Folsom	●	●	●	●	●
Galt	●	●	●	●	●
Gridley	●	●	●	●	●
Ione	●	●	●	●	●
Jackson	●	●	●	●	●
Lincoln	●	●	●	●	●
Marysville	●	●	●	●	●
Nevada City	●	●	●	●	●
Oroville	●	●	●	●	●
Paradise	●	●	●	●	●
Placerville	●	●	●	●	●
Red Bluff	●	●	●	●	●
Rio Vista	●	●	●	●	●
Rocklin	●	●	●	●	●
Willows	●	●	●	●	●
Yuba City	●	●	●	●	●

**Implementation Level**

In Place/Effective ● In Progress/Needs work ● Absent/Ineffective ● Minimal Exposure Exists ● Not completed/discussed ●

8 VOLUNTEER RISK MANAGEMENT	
8-1	The City has either 1) adopted a resolution extending Workers' Compensation benefits to volunteers or 2) the City Council has considered and declined to extend benefits.
8-2	Volunteers complete applications and undergo screening procedures. Volunteer screen includes criminal background checks if the volunteer works with children, the elderly or disabled.
8-3	Volunteers receive clear direction on the scope of their volunteering duties including a written orientation and training procedures.
8-4	The driving records of volunteers who operate vehicles while volunteering for the City are screened and have no more than four points in the last three years.
8-5	Volunteers who operate personal vehicles while volunteering for the City must provide proof of adequate auto insurance (NCCSIF recommended minimum limits of: 100k/300k/50k)
8-6	Volunteers are advised their own insurance is primary in the event of an accident.
8-7	Volunteers working with children have been trained regarding requirements for mandatory reporting of suspected abuse or neglect.

	8-1	8-2	8-3	8-4	8-5	8-6	8-7
Anderson	●	●	●	●	●	●	●
Auburn	●	●	●	●	●	●	●
Colusa	●	●	●	●	●	●	●
Corning	●	●	●	●	●	●	●
Dixon	●	●	●	●	●	●	●
Elk Grove	●	●	●	●	●	●	●
Folsom	●	●	●	●	●	●	●
Galt	●	●	●	●	●	●	●
Gridley	●	●	●	●	●	●	●
Ione	●	●	●	●	●	●	●
Jackson	●	●	●	●	●	●	●
Lincoln	●	●	●	●	●	●	●
Marysville	●	●	●	●	●	●	●
*Nevada City	●	●	●	●	●	●	●
Oroville	●	●	●	●	●	●	●
Paradise	●	●	●	●	●	●	●
Placerville	●	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●	●
Rio Vista	●	●	●	●	●	●	●
Rocklin	●	●	●	●	●	●	●
Willows	●	●	●	●	●	●	●
Yuba City	●	●	●	●	●	●	●

Implementation Level

In Place/Effective ● In Progress/Needs work ● Absent/Ineffective ● Minimal Exposure Exists ● Not completed/discussed ●

9 SPECIAL EVENTS	
9-1	The City has 1) a written process and 2) an application form for applicants who wish to use city facilities and/or host events on public property. (ex: classes, meetings, banquets, outdoor markets, block parties and parades)
9-2	The City requires a written contract and/or permit that includes language that the applicant agrees to defend, indemnify and hold harmless the city, its officials, agents and employees from any and all claims arising from the special event.
9-3	When appropriate, the City requires the applicant to provide proof of insurance including an additional insured endorsement in favor of the city, its officials, agents and employees for any covered claims arising from the event.
9-4	The City utilizes NCCSIF's recommended insurance specifications and requires liability limits of at least \$1 million per occurrence, increasing with the level of risk, with at least \$5 million dedicated limit for any fireworks display or demonstration.
9-5	Special events requiring road closures includes a traffic management plan that is approved by a qualified engineer.
9-6	The participants and/or volunteers of special events that involve risk of injury (ex: sporting activities) are required to sign waivers prior to participation.

	9-1	9-2	9-3	9-4	9-5	9-6
Anderson	●	●	●	●	●	●
Auburn	●	●	●	●	●	●
Colusa	●	●	●	●	●	●
Corning	●	●	●	●	●	●
Dixon	●	●	●	●	●	●
Elk Grove	●	●	●	●	●	●
Folsom	●	●	●	●	●	●
Galt	●	●	●	●	●	●
Gridley	●	●	●	●	●	●
Ione	●	●	●	●	●	●
Jackson	●	●	●	●	●	●
Lincoln	●	●	●	●	●	●
Marysville	●	●	●	●	●	●
*Nevada City	●	●	●	●	●	●
Oroville	●	●	●	●	●	●
Paradise	●	●	●	●	●	●
Placerville	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●
Rio Vista	●	●	●	●	●	●
Rocklin	●	●	●	●	●	●
Willows	●	●	●	●	●	●
Yuba City	●	●	●	●	●	●

**Implementation Level**

In Place/Effective ● In Progress/Needs work ● Absent/Ineffective ● Minimal Exposure Exists ● Not completed/discussed ●



# VSM PROGRAM

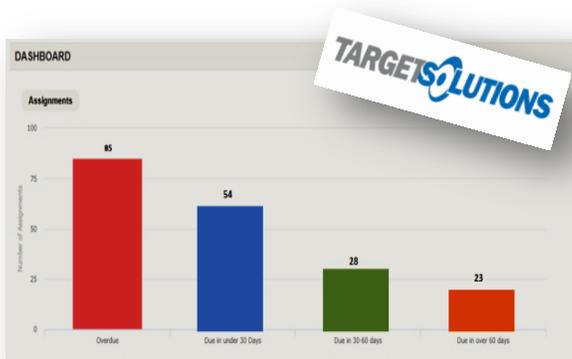
*...It's More Than On-line Training*

# Virtual Safety Manager

The Virtual Safety Manager (VSM) Program is a valuable tool that provides agencies with a grouping of resources to facilitate and administer a robust training program.

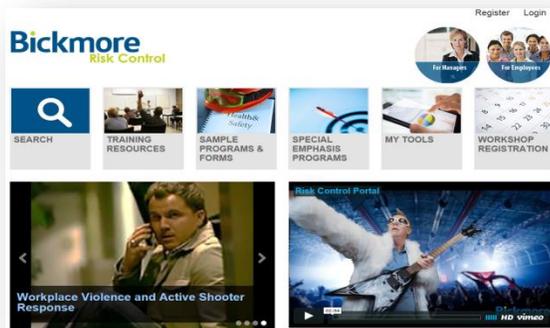
The VSM Program utilizes a variety of Bickmore safety training resources, Target Solutions (TS) web-based courses, and the TS learning management system. Bickmore staff partners with agencies to:

- Identify Cal/OSHA training requirements for all employees
- Assign training to employees throughout the year based on the agency's desired frequency
- Maintain the LMS, which includes documenting:
  - Assigned training
  - On-the-job and class room training
  - Program and policy employee acknowledgements
- Provide management status and progress reports



## Administration & Support

- Bickmore provides ongoing customer service and support for both employees and management
- Detailed management reports are developed on a monthly basis and/or as requested by the agency



## Program Set-Up

- Meet with agency leadership to provide an overview of the program and to discuss the direct benefits to the agency.
- Work with Target Solutions to develop the agency's customized TS website.
- Employee data will be collected and entered into the TS Learning Management System (LMS) on behalf of the agency.
- Employee job classifications and workplace exposures will be obtained to assist with identifying Cal/OSHA training requirements.
- Training courses will be selected for the year based on the agency's desired training frequency. An annual training calendar will be provided.

## Training

- An orientation will be conducted for managers and employees (On-line meetings, webinars, in-person).
- Managers will also be trained on the additional tracking features available and how they can be integrated into the VSM program:
  - Document on-site training (tailgate talks, on-the-job training, etc.)
  - Document employee program and policy acknowledgements
- Ongoing training will be conducted for new employees and managers



**NCCSIF SAFETY AND RISK CONTROL REGIONAL TRAININGS**

**ACTION ITEM**

**ISSUE:** The Committee is asked to review the attached list of potential Regional Trainings to agree on topics to present for the remainder of FY 18/19 and the start of FY 19/20. Members are encouraged to provide suggestions and direction for other topics as well.

**FISCAL IMPACT:** None - Bickmore's role is included in their contract and NCCSIF has budgeted \$30,000 for outside training in FY 18/19.

**RECOMMENDATION:** Review the attached list and select four trainings topics for Bickmore Risk Control to coordinate and schedule.

**BACKGROUND:** NCCSIF contracted with Bickmore on January 1, 2012 to provide risk control services. Contracted services include the coordination of Regional Trainings.

**ATTACHMENTS:** Regional Training Topic List

## **Regional Training Topics List**

### **Vehicle/Traffic**

- Commercial Vehicle Safety (CHP)
- Temporary Traffic Control and Flagging
- Safe Driver Training

### **Emergency Readiness**

- What's New in Emergency Management (Mike Dever)

### **Supervisor Training**

- Recognition of Employee Substance Abuse
- Supervisor's Role in Safety Orientation Training

### **Public Works and Parks**

- Bloodborne Pathogens for Public Works and Parks
- Lock Out/Tag Out
- Heat Illness Prevention Training
- Heat Illness Prevention Train-the-Trainer
- Confined Space Awareness Training

### **Liability Management**

- Sidewalk Liability (Defense Counsel and York Liability Adjusters)
- Playground Inspection and Maintenance
- Aquatics Risk Management (Jim Wheeler)

### **Workplace Violence**

- Workplace Violence, Threat Assessment and Active Shooter (Hector Alvarez)

### **Ergonomics**

- Ergonomic Assessments Train-the-Evaluator

### **Human Resources**

- Harassment Prevention: AB1825 Training (Gerry or LCW)
- Ethics Training: AB:1234 (Gerry or LCW)
- The Role of the Supervisor (Work Logic HR)
- Communication: What you need to know to get what you need (Work Logic HR)
- Ethical & Legal Aspects of Supervision (Work Logic HR)
- Dealing with Difficult People (Work Logic HR)



## **POLICE RISK MANAGEMENT COMMITTEE UPDATE**

### **INFORMATION ITEM**

**ISSUE:** Bickmore Risk Services will provide an update on the recent and planned activities of the Police Risk Management Committee (PRMC).

The PRMC meetings are well attended. At each PRMC meeting a new training topic is covered. For example, the May 2, 2018 meeting covered the *Skelly Process, Peace Officer Bill of Rights, and Brady Obligations* presented by John Whitefleet, from the law firm of Porter Scott.

At the August 2, 2018 PRMC meeting the training topics were *Use of Force, ADA - Application for Arrests and Department Policies and Training* by Bruce Kilday, Kevin Dehoff and Derick Konz, from the law firm of Angelo, Kilday, and Kilduff.

For the November 1, 2018, PRMC meeting, the topics include a demonstration of StarChase Pursuit Management Technology by the California Highway Patrol. The technology allows police to “tag” a fleeing vehicle, avoiding potentially dangerous pursuits. In addition, Derick Konz, from Angelo, Kilday and Kilduff, will discuss new laws affecting the police, including requirements for disclosure of videos and personnel records that are sure to generate more Public Record Act requests (see attached).

Planned for the February 21, 2019 PRMC meeting, Laura Cole, from Cole Pro Media, will provide training on social media and crisis management.

As part of the roundtable portion of the meeting, potential training topics, legislation, and new case law that impact law enforcement agencies are reviewed. Workers’ compensation and liability claim trends and “lessons learned” from recent claims are also on the meeting agenda.

**FISCAL IMPACT:** None.

**RECOMMENDATION:** None - information only.

**BACKGROUND:** NCCSIF contracted with Bickmore Risk Services (BRS) on January 1, 2012 to provide risk control services. Contracted services include the facilitation of the Police Risk Management Committee meetings, primarily by Tom Kline of BRS.

**ATTACHMENT(S):** BB&K Legal Alerts re SB1421 and AB 748

LEGAL ALERTS | OCT 9, 2018

# Certain Police Personnel Records No Longer Confidential

New California Law Increases Access to Records Under PRA



Local agencies in California will be required to provide increased access to peace and custodial officer personnel records with the passage of SB 1421, signed by Gov. Jerry Brown. The new law makes officer personnel records that were previously confidential available to

the public pursuant to a California Public Records Act request.

This legislation, signed Sept. 30, follows years of public outcry against police conduct in officer-involved shootings and increased advocacy for transparency in policing. California affords police officers some of the strictest privacy protections in the nation with respect to personnel records. SB 1421 loosens these protections.

Existing law provides that requests for information in police personnel files and records of citizen complaints must be made through a *Pitchess* motion in compliance with stringent statutory procedures. SB 1421 now makes some of these records available in response to a PRA request, including:

- Reports, investigations and findings related to an incident involving an officer's discharge of a weapon or use of force resulting in death or great bodily injury.
- Any record related to an incident in which sustained findings were made that an officer engaged in sexual assault against a member of the public.
- Any record related to an incident in which sustained findings were made that an officer was dishonest in the reporting, investigation or prosecution of a crime or the reporting or investigation of another peace officer.

SB 1421 also defines the types of records that must be disclosed in these instances, including:

- All investigative reports, photographic, audio and video evidence, transcripts or recordings of interviews, and autopsy reports.
- All materials compiled and presented for review to the district attorney or

## People



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## Related Practices

[California Public Records Act](#)

[Government Policy & Public Integrity](#)

[Municipal Law](#)

[Public Agency Labor & Employment](#)

[Public Agency Litigation](#)

[Public Safety](#)

## Related Industries

[Municipal](#)

anyone else charged with determining whether to file criminal charges against an officer or a course of disciplinary action.

- Documents setting forth findings or recommended findings.
- Copies of disciplinary records relating to the incident.

An agency may withhold or delay disclosure of these records if they concern incidents that are the subject of an active investigation. Among the limited reasons for which records may be redacted are if “there is a specific, articulable, and particularized reason to believe that disclosure” would pose a significant danger to the physical safety of the peace officer or another person.

Though the impact of SB 1421 on agencies’ handling of police personnel records and investigations of complaints is still being assessed, local agencies should prepare for increased demand for records disclosures.

For more information about this law and how it may impact your agency, please contact the author of this Legal Alert listed at the right in the firm’s [Municipal Law](#) practice group or your [BB&K attorney](#).

Please feel free to share this Legal Alert or subscribe by clicking [here](#). Follow us on Facebook [@BestBestKrieger](#) and on Twitter [@BBKlaw](#).

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BB&K is helping public agencies navigate Public Records Act compliance with our new Advanced Records Center. Combining legal know-how with cutting-edge technology, ARC provides comprehensive and cost-effective support for all records-related matters, including PRA requests. To learn more, email [ARC@bbklaw.com](mailto:ARC@bbklaw.com)

LEGAL ALERTS | OCT 8, 2018

# AB 748: More Public Access to Body Camera Footage Under PRA

Amendment to California Law Gives Public Agencies More Responsibility to Provide Footage



The California public will have a greater right to access police body camera footage, and any other audio or video recording acquired by any police agency or state prosecution office, under the Public Records Act with the passage of Assembly Bill 748. The law mandates

that audio and visual recordings of “critical incidents” resulting in either the discharge of a firearm by law enforcement or in death or great bodily injury to a person from the use of force by law enforcement are to be made publicly available under the PRA within 45 days of the incident, with limited exceptions. Approved by Gov. Jerry Brown late last month, [AB 748](#) goes into effect July 1.

Under existing law, the public is entitled to certain information contained within complaints and investigations of crimes, although public agencies may otherwise withhold material that would endanger either the success of an ongoing criminal investigation or the safety of people involved in that investigation. Under AB 748, recordings acquired by law enforcement and prosecutors must generally be disclosed in response to a PRA request within 45 days of the “critical incident” or the date the public agency reasonably should have known it occurred.

A public agency may delay disclosure of the recording for between 45 days and 1 year during an active criminal or administrative investigation, but only if disclosure would “substantially interfere” with that ongoing investigation. Examples of such interference include endangering a witness’ or confidential source’s safety. After 1 year following the critical incident, a public agency may withhold the audio or visual recording only if the agency demonstrates, by clear and convincing evidence, that disclosure would still substantially interfere with an ongoing investigation. Under AB 748, the public agency is required to reassess the withholding of that recording and notify the PRA requester every 30 days. Any time a public agency withholds a recording on that criteria, the requester must be notified in writing.

## People



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## Related Practices

[California Public Records Act](#)

[Government Policy & Public Integrity](#)

[Municipal Law](#)

[Public Safety](#)

## Related Industries

[Municipal](#)

Once the specific basis for withholding the recording of a critical incident is resolved, it must be disclosed. However, if a public agency demonstrates that the reasonable expectation of privacy for individuals depicted in the recording outweighs the public's interest in disclosure, the public agency must use "redaction technology, including blurring or distorting images or audio" to protect those privacy interests prior to that recording's disclosure. If the public agency demonstrates that the reasonable expectation of privacy cannot be adequately protected by redaction, the public agency may withhold the recording. However, a redacted or unredacted copy of that recording must be made promptly available to any person (or designated representative) whose privacy interest is protected by public nondisclosure. AB 748 does not apply to peace officers employed by the California Department of Corrections and Rehabilitation.

For more information about this law and how it may impact your agency, please contact the author of this Legal Alert listed at the right in the firm's [Municipal Law](#) practice group or your [BB&K attorney](#).

Please feel free to share this Legal Alert or subscribe by clicking [here](#). Follow us on Facebook [@BestBestKrieger](#) and on Twitter [@BBKlaw](#).

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**TRENDING REPORTS FOR  
WORKERS' COMPENSATION AND LIABILITY CLAIMS  
INFORMATION ITEM**

**ITEM:** Dori Zumwalt with York Risk Services will present an overview of NCCSIF claim trends over the last five years, 2013-2018, and analysis of the top loss exposures related to the Workers' Compensation and Liability Programs.

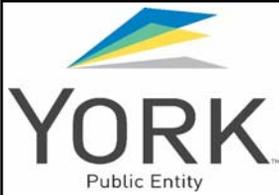
**FISCAL IMPACT:** None.

**RECOMMENDATION:** Review analysis and consider when providing input for setting risk management goals.

**BACKGROUND:** York Risk Services maintains a database of member claims experience that includes loss causes and other demographic information that can be used for risk management purposes.

**ATTACHMENT(S):**

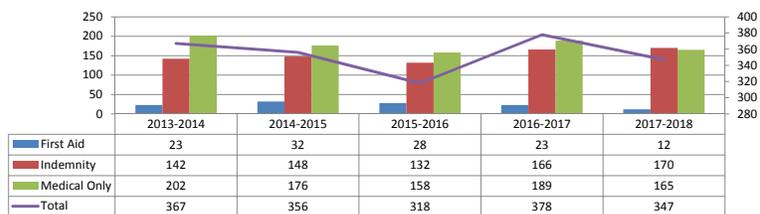
1. Workers' Compensation Claims Experience Analysis
2. Liability Loss Exposures and Claims Experience Analysis



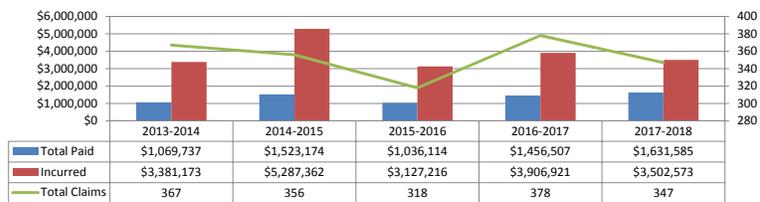
# Trending Report for NCCSIF Workers' Compensation *October 2018*

## Trending Report: NCCSIF Workers' Compensation 2013-2018

### Claim Type by Fiscal Year



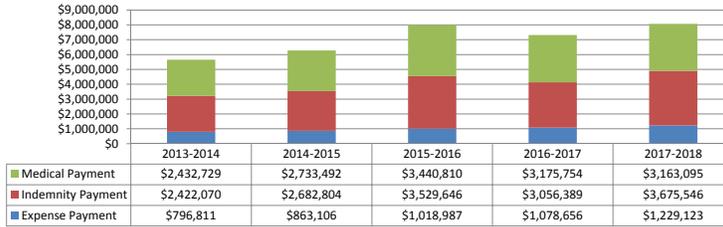
### Total Paid and Incurred by Fiscal Year for Injuries within Fiscal Year



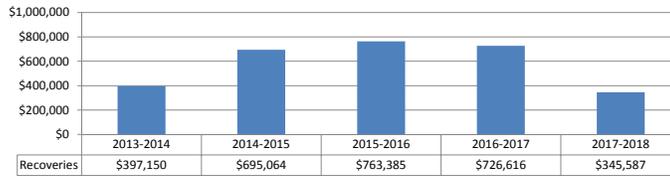
YORK RISK SERVICES GROUP

Trending Report: NCCSIF Workers' Compensation 2013-2018

Total Paid by Fiscal Year Regardless of Injury Date



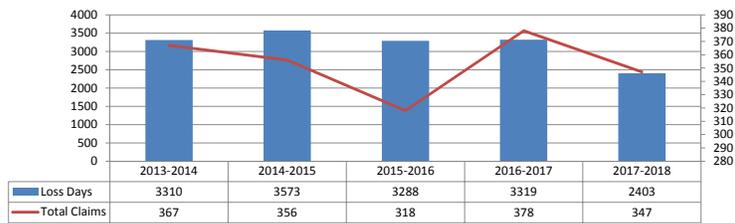
Recoveries Received During Fiscal Year Regardless of Injury Date



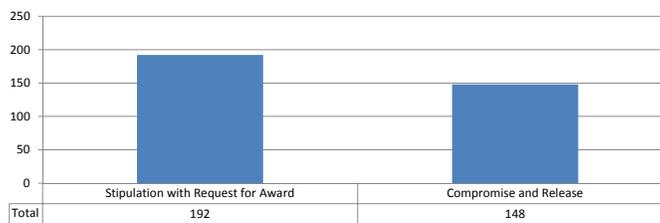
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Trending Report: NCCSIF Workers' Compensation 2013-2018

Loss Days for Injuries within Fiscal Year



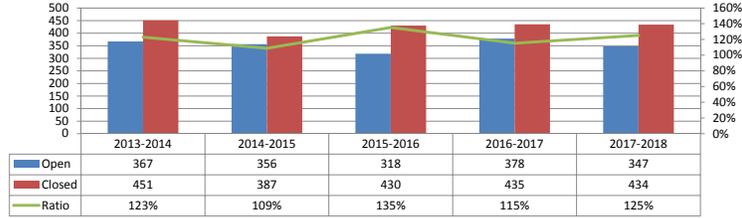
Total Settlements by Type Fiscal Year 2013-2018



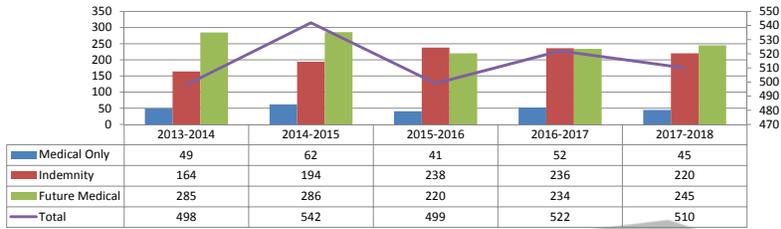
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Trending Report: NCCSIF Workers' Compensation 2013-2018

Closing Ratio by Fiscal Year



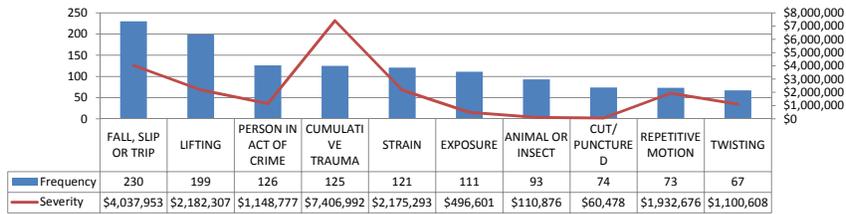
Total Ending Open Inventory by Fiscal Year



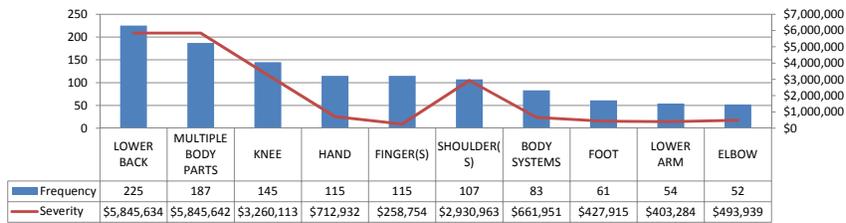
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Trending Report: NCCSIF Workers' Compensation 2013-2018

Top 10 Cause of Injury FY 2013-2018



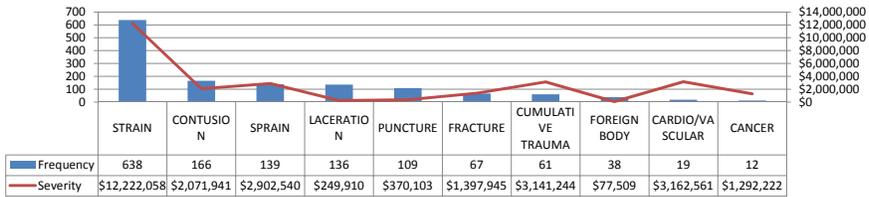
Top 10 Body Parts Injured FY 2013-2018



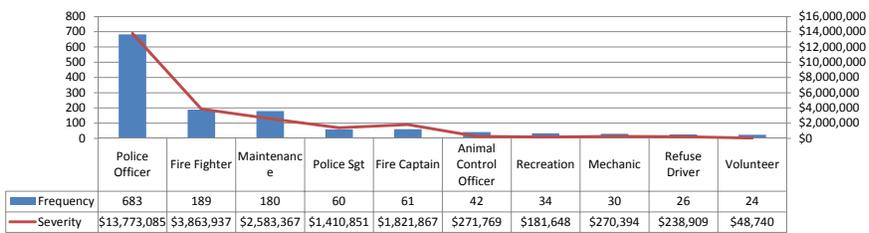
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Trending Report: NCCSIF Workers' Compensation 2013-2018

Top 10 Nature of Injury FY 2013-2018



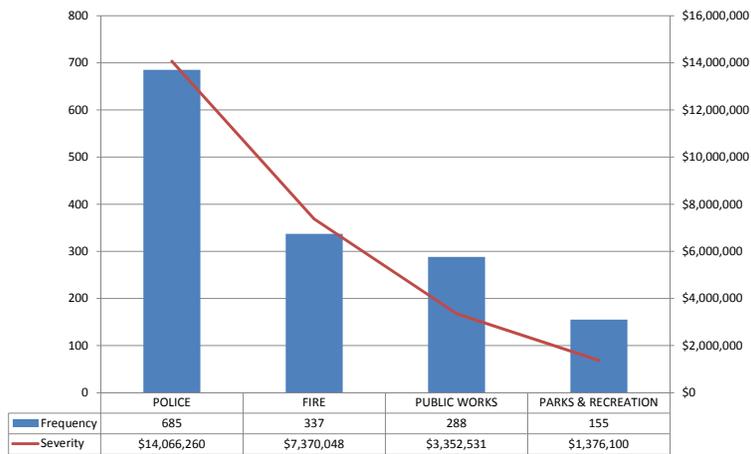
Top 10 Occupation of Injury FY 2013-2018



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Trending Report: NCCSIF Workers' Compensation 2013-2018

Frequency and Severity by Department FY 2013-2018



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Trending Report: NCCSIF Workers' Compensation 2013-2018

Top 20 Claims FY 2013-2018

NCCSIF Member	Claim Number	Loss Date	Description	Status	Paid	Incurred
City of Jackson	NCWA-556529	1/10/2015	Fatal heart attack	O	\$217,281	\$881,297
City of Folsom	NCWA-556521	1/6/2015	Bicyclist hit employee from behind causing severe head injury	O	\$32,428	\$772,420
City of Dixon	NCWA-556526	1/6/2015	Heart attack	O	\$283,582	\$629,417
City of Lincoln	NCWA-555951	7/25/2013	Lower back pain from duty belt	O	\$319,815	\$503,683
City of Jackson	NCWA-556902	12/15/2015	Cancer	O	\$207,075	\$442,015
City of Anderson	NCWA-556330	7/10/2014	Heart attack	O	\$236,223	\$442,004
Town of Paradise	NCWA-556800	8/26/2015	Twisted back while spreading concrete over pipe installation	O	\$321,477	\$389,807
City of Lincoln	NCWA-555971	8/20/2014	Neck, upper extremity, and low back after altercation with suspect	O	\$196,433	\$353,710
City of Yuba City	NCWA-556098	12/16/2013	Exposed to chlorine gas	O	\$107,139	\$350,079
City of Elk Grove	NCWA-556980	3/22/2016	Low back pain after training	O	\$61,606	\$338,547

YORK RISK SERVICES GROUP

Trending Report: NCCSIF Workers' Compensation 2013-2018

Top 20 Claims FY 2013-2018

NCCSIF Member	Claim Number	Loss Date	Description	Status	Paid	Incurred
Town of Paradise	NCWA-556070	10/10/2013	Low back pain from reaching to pick up gun from the bottom of locker	O	\$246,608	\$320,604
City of Dixon	NCWA-556215	4/4/2014	Right shoulder injured when employee tripped over a hose line	C	\$312,050	\$312,050
City of Folsom	NCWA-556141	1/14/2014	Left knee injured from job duties	O	\$176,991	\$311,286
City of Yuba City	NCWA-556433	9/26/2014	Tripped over a raised broken piece of asphalt while chasing suspect, injuring left hand, right elbow, and right knee	O	\$175,596	\$310,070
City of Oroville	NCWA-556295	6/7/2014	Low back injured in motor vehicle accident	C	\$299,976	\$299,976
City of Nevada City	NCWA-556991	3/28/2016	Right knee injured while controlling an arrestee	O	\$138,130	\$297,263
City of Yuba City	NCWA-557446	5/31/2016	Cumulative trauma to heart, right knee, and cancer	O	\$21,600	\$290,573
City of Elk Grove	NCWA-556477	11/4/2014	Low back from duty belt	C	\$290,146	\$290,146
City of Folsom	NCWA-557471	5/19/2017	Multiple body parts injured from a motor vehicle accident	O	\$119,265	\$288,654
City of Folsom	NCWA-556775	8/13/2015	Cumulative trauma to neck and shoulders from work station	O	\$178,497	\$278,320

YORK RISK SERVICES GROUP

Trending Report: NCCSIF Workers' Compensation 2013-2018

NCCSIF Members FY 2013-2018

NCCSIF Member	Frequency	Severity	Average
City of Anderson	53	\$974,409	\$18,385
City of Auburn	66	\$777,768	\$11,784
City of Colusa	15	\$294,449	\$19,630
City of Corning	33	\$91,736	\$2,780
City of Dixon	69	\$2,056,087	\$29,798
City Of Elk Grove	242	\$4,112,011	\$16,992
City of Folsom	368	\$4,738,698	\$12,877
City of Galt	137	\$1,493,792	\$10,904
City of Gridley	21	\$203,150	\$9,674
City of Lone	14	\$63,011	\$4,501
City of Jackson	23	\$1,413,453	\$61,454

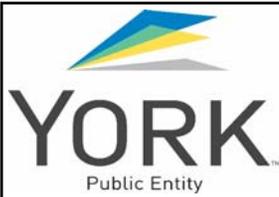
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Trending Report: NCCSIF Workers' Compensation 2013-2018

NCCSIF Members FY 2013-2018

NCCSIF Member	Frequency	Severity	Average
City of Lincoln	84	\$1,676,232	\$19,955
City of Marysville	50	\$667,483	\$13,350
City of Nevada City	27	\$779,468	\$28,869
City of Oroville	57	\$1,535,706	\$26,942
City of Placerville	62	\$484,372	\$7,812
City of Red Bluff	79	\$1,680,920	\$21,277
City of Rio Vista	25	\$176,234	\$7,049
City of Rocklin	171	\$2,939,787	\$17,192
City of Willows	15	\$421,539	\$28,103
City of Yuba City	201	\$4,342,300	\$21,603
Town of Paradise	56	\$1,634,689	\$29,191

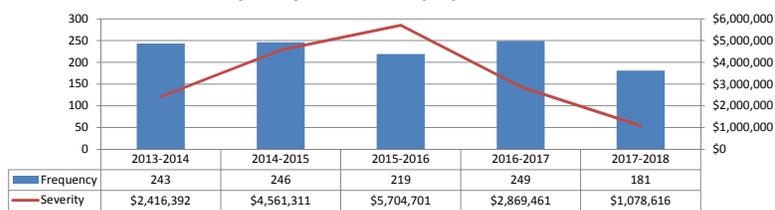
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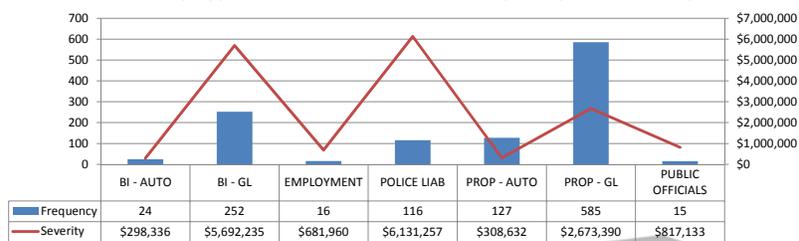
# Trending Report for NCCSIF Liability *October 2018*

## Trending Report: NCCSIF Liability Claims 2013-2018

### Frequency and Severity by Fiscal Year



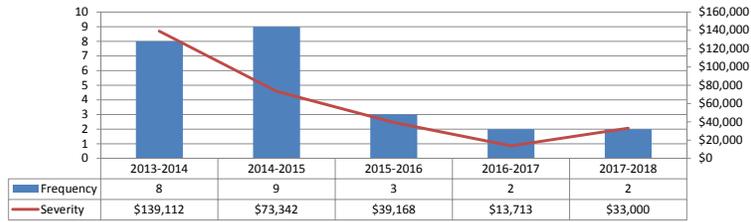
### Claims by Type Fiscal Year 2013-2018 Frequency and Severity



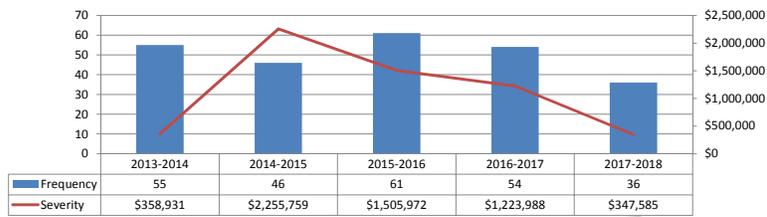
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Trending Report: NCCSIF Liability Claims 2013-2018

Bodily Injury - Auto Claims by Fiscal Year



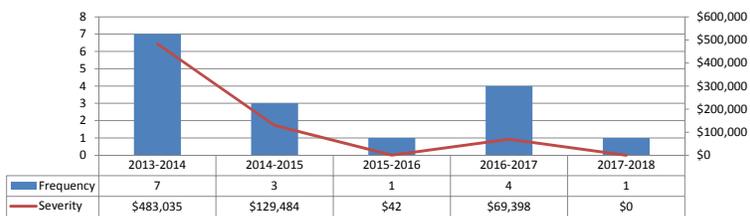
Bodily Injury - GL Claims by Fiscal Year



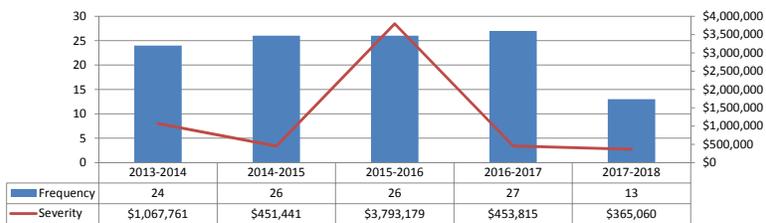
YORK RISK SERVICES GROUP

Trending Report: NCCSIF Liability Claims 2013-2018

Employment Practices Claims by Fiscal Year



Police Liability Claims by Fiscal Year



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Trending Report: NCCSIF Liability Claims 2013-2018

Property Damage - Auto Claims by Fiscal Year



Property Damage - GL Claims by Fiscal Year



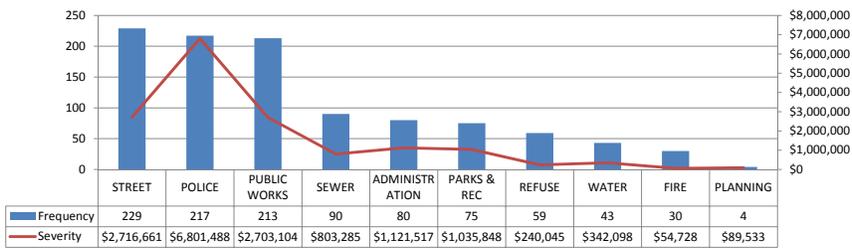
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Trending Report: NCCSIF Liability Claims 2013-2018

Public Official Claims by Fiscal Year



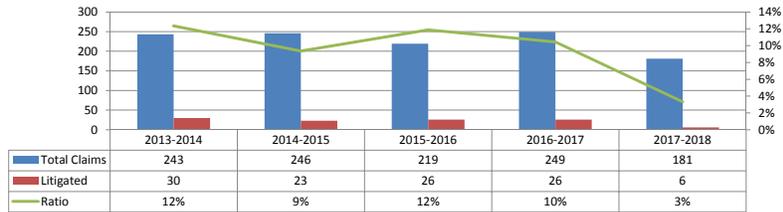
Claims by Department FY 2013-2018



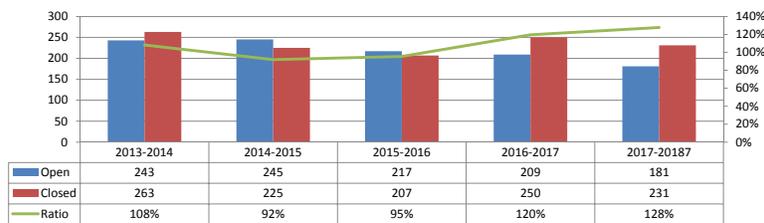
YORK RISK SERVICES GROUP

Trending Report: NCCSIF Liability Claims 2013-2018

Litigation Ratio by Fiscal Year



Closing Ratio by Fiscal Year



YORK RISK SERVICES GROUP

Trending Report: NCCSIF Liability Claims 2013-2018

Top 20 Claims FY 2013-2018

NCCSIF Member	Claim Number	Loss Date	Description	Status	Paid	Incurred
Town of Paradise	NCGA08079A1	11/25/2015	Officer accidentally shot claimant after traffic collision	C	\$2,946,898	\$2,946,898
City of Folsom	NCGA07857A1	10/28/2014	Pedestrian hit storm drain, thrown off bike and hit head	O	\$53,431	\$725,000
City of Auburn	NCGA08034A2	6/7/2015	Alleged lack of disclosure of pipeline	O	\$109,264	\$649,000
City of Folsom	NCGA08207A1	6/2/2016	Pedestrian hit by car while walking through road construction as directed	O	\$71,952	\$622,300
City of Colusa	NCGA07828A1	8/30/2014	3 people struck by large tree limb	C	\$593,514	\$593,514
City of Oroville	NCGA07766A2	4/28/2014	3 officers shot and killed suspect while responding to 911 call	C	\$521,968	\$521,968
City of Willows	NCGA08478A1	6/30/2017	Discrimination	C	\$346,753	\$346,753
City of Folsom	NCGA08074A1	1/15/2015	Unsecured storage shelf fell on claimant	O	\$83,822	\$335,000
City of Gridley	NCGA08040A1	9/4/2015	Road design/defect – pedestrian hit and killed while walking in crosswalk	C	\$287,638	\$287,638
City of Rocklin	NCGA07818A1	1/29/2015	Libel/Slander/Defamation following termination	C	\$267,478	\$267,478

YORK RISK SERVICES GROUP

Trending Report: NCCSIF Liability Claims 2013-2018

Top 20 Claims FY 2013-2018

NCCSIF Member	Claim Number	Loss Date	Description	Status	Paid	Incurred
City of Rocklin	NCGA08481A1	9/24/2017	Alleged excessive force	C	\$257,838	\$257,838
City of Rocklin	NCGA07874A1	5/23/2014	Alleged civil rights violation from wrongful arrest	C	\$232,403	\$232,403
City of Marysville	NCGA08140A1	10/5/2015	Alleged wrongful arrest	O	\$13,046	\$210,000
City of Yuba City	NCGA08384A1	11/17/2016	Alleged civil rights violation	O	\$15,229	\$195,000
City of Galt	NCGA07951A1	9/25/2014	Alleged broken collarbone during arrest	C	\$170,857	\$170,857
City of Oroville	NCGA07928A1	4/15/2014	Alleged wrongful termination	C	\$170,527	\$170,527
City of Rocklin	NCGA07657A1	10/18/2013	Alleged forced resignation due to retaliation and discrimination	C	\$162,162	\$162,162
City of Yuba City	NCGA07702A1	1/24/2014	2 officers shot and killed suspect	C	\$157,033	\$157,033
City of Folsom	NCGA07986A1	6/8/2015	Road design/defect – child hit and killed while riding bike	C	\$153,206	\$153,206
Town of Paradise	NCGA08193A1	1/5/2016	Road design/defect – motor vehicle accident	O	\$67,814	\$150,000

YORK RISK SERVICES GROUP

Trending Report: NCCSIF Liability Claims 2013-2018

NCCSIF Members FY 2013-2018

NCCSIF Member	Frequency	Severity	Average
City of Anderson	13	\$203,054	\$15,620
City of Auburn	65	\$1,522,339	\$23,421
City of Colusa	27	\$868,718	\$32,175
City of Corning	26	\$262,730	\$10,105
City of Dixon	18	\$27,333	\$1,518
City of Folsom	368	\$4,098,063	\$11,136
City of Galt	78	\$571,644	\$7,329
City of Gridley	9	\$350,433	\$38,937
City of Lone	8	\$114,792	\$14,349
City of Jackson	7	\$277,184	\$39,598

YORK RISK SERVICES GROUP

Trending Report: NCCSIF Liability Claims 2013-2018

NCCSIF Members FY 2013-2018

NCCSIF Member	Frequency	Severity	Average
City of Lincoln	99	\$441,337	\$4,458
City of Marysville	86	\$649,158	\$7,548
City of Oroville	18	\$921,810	\$51,212
City of Red Bluff	64	\$139,464	\$2,179
City of Rio Vista	38	\$185,794	\$4,889
City of Rocklin	90	\$1,550,253	\$17,225
City of Willows	8	\$395,576	\$49,447
City of Yuba City	65	\$794,473	\$12,223
Town of Paradise	51	\$3,256,324	\$63,849

YORK RISK SERVICES GROUP



## SAFETY AND RISK CONTROL SERVICES AGREEMENT WITH BICKMORE RISK SERVICES

### ACTION ITEM

**ISSUE:** The Committee is presented a draft Scope of Services for a new contract with Bickmore Risk Services, effective July 1, 2019. The Program Administrators met with Bickmore representatives to provide feedback regarding the scope and potential changes to the Agreement. Bickmore has provided the attached *draft* Scope of Services for review and discussion. Also attached is a summary of the changes in the proposed and current contract services.

The proposed service rate remains the same at \$155 per hour. The total cost for up to four days of service time per member has decreased by (-\$6,380), with the cost for the assessment and action plan day increasing by \$10,780 and the cost of the three service days decreasing by (-\$17,160). The fee for meeting preparation and participation has increased by \$2,800, approximately 18 hours.

Phone and email consultation has increased from 10.25 hours to approximately 12 hours (1.5 service days) per month. Safety communication is increasing by 12 hours per year and training coordination by 24 hours. The increased hours in a number of categories offset the savings noted above to result in a total increase of \$5,260 (3%) for approximately the same services as currently provided.

In addition, Bickmore added a new category for Workers' Compensation review and consultation based on feedback from the Program Administrator. The suggestion is for Bickmore to provide more immediate oversight of claims to look for incidents that deserve further root cause analysis and/or corrective action, including changing procedures, equipment, and/or ergonomic conditions. For those claims involving temporary disability the review may include comparison to agreed-upon best practices and resources as needed to develop temporary assignments and get people back to work.

### OPTIONS:

1. Recommend as presented
2. Recommend as amended with a different mix/type of services
3. Provide further direction to Program Administrators prior to EC recommendation

**RECOMMENDATION:** Review and provide recommendations to the Executive Committee.

**FISCAL IMPACT:** TBD - the new suggested service is estimated at 14 service days for a total of \$17,360. If included the total annual fee would be \$199,340, or \$22,620 (13%) more than the current contract. If the new service is not included the total is \$181,980 annually, an increase of 3% from the current annual fee of \$176,720. Note the fee and hours are the same for each of the proposed five years.



BACK TO AGENDA

**Northern California Cities Self Insurance Fund  
Risk Management Committee Meeting  
October 25, 2018**

**Agenda Item F.5. (continued)**

**BACKGROUND:** NCCSIF contracted with Bickmore on January 1, 2012 to provide risk control services. Bickmore's contract for risk management services expires June 30, 2019, and this is an opportunity for members to assess the value and mix of services provided since the current contract and scope of services was established in 2016.

The Board has agreed with the Executive Committee's recommendation to negotiate a new agreement with Bickmore with a three-year term and two optional years, beginning July 1, 2019.

**ATTACHMENTS:**

1. Exhibit A: Scope of Services Bickmore Risk Control/NCCSIF Agreement *Draft*
2. Bickmore Contract Cost Comparison

## **Exhibit A**

### **SCOPE OF SERVICES**

Services will be coordinated with the NCCSIF Risk Management Committee, and at its direction, annual services will include:

**Focused Risk Assessments/Action Plan - \$27,280 (22 members, one service day/member @ \$1,240/service day)**

Conduct a focused risk assessment for each member including discussion on member's specific needs, develop action plans and review the available risk control resources. Maintain and update the member's progress and scorecard throughout the year.

**Member Services - \$81,840 (22 members, 3 service days/member @ \$1,240/service day)**

Provide the equivalent of three days (provided in half day and/or full day increments) of risk management and risk control services to each member, facilitate Risk Management 101 for Supervisors and Managers, and, provide risk control services orientations to new risk management committee members. Risk management and risk control services may include assisting with best practice recommendations identified in the risk assessments, providing on-site training, participating/facilitating in committee meetings, ergonomic evaluations, developing written programs/policies, inspecting facilities and other consulting services.

**NCCSIF Meetings - \$24,500 (7 meetings/year @ flat rate \$3,500/meeting)**

At least one Bickmore staff will prepare, attend and participate in the meetings which may include:

- Risk Management Committee
- Police Risk Management Committee
- Executive Committee (when CLIENT requested)
- Board of Directors meeting (when CLIENT requested)

Pricing includes staff time for staff report development, analysis/research of topics, training coordination, agenda preparation, meeting attendance, travel time, and expenses.

**Phone and Email Consultation - \$22,320 (1.5 service days/month @ \$1,240/service day)**

Provide members with unlimited access to a risk control professional for technical information and guidance. This service provides one central resource to help answer questions about occupational safety and health, risk management and CLIENT best practices.

**Safety Communication/Resource Development - \$7,440 (6 service days @ \$1,240/service day)**

Timely safety topic information will be provided to NCCSIF members on a regular basis. In addition the Bickmore website will be updated regularly, and links will be provided in the safety communication.

**Training Coordination - \$18,600 (15 service days @ \$1,240/service day)**

Coordination of member services and eight regional trainings per year (four topics offered in a Northern and Southern member location). Service may include topic research, trainer and location selection, announcements, electronic registration management, materials development, coordination and facilitation of services and/or attendance and participation at training.

**Worker's Compensation Loss Data Review and Member Consultation - \$17,360 (14 service days @ \$1,240/service day)**

Review monthly WC claim report for frequency and/or severity trends. Contact members as needed to assist with root cause analysis and correction strategies to prevent future occurrences.

**Bickmore Risk Control Website Resources - (no additional cost)**

Members will have unlimited access to all the resources available on the Bickmore Risk Control website which includes over 300 on-line streaming videos, hundreds of safety training handouts and risk management regulatory publications, recorded safety webinars, sample programs, forms, and checklists. Members will also receive invitations to participate in all live webinars.

Total Cost: \$199,340

**COST OF SERVICES**

**Fee Structure**

1. All services identified in this agreement will be provided for the not-to-exceed fee of \$199,340.00 annually. This rate includes mileage travel expenses, and value-added services such as access to streaming videos, webinars, and safety communications.
2. BICKMORE will invoice CLIENT monthly at a rate of \$16,611.66, with payment due on the last day of the month of service for the life of the Agreement.
3. CLIENT will be asked to reimburse BICKMORE for any pre-approved additional expense(s) incurred that are beyond the scope of the Agreement. This will include such things as industrial hygiene lab work and supplies, training materials, refreshments for training attendees, etc.

**Additional Services**

Additional services consistent with this proposal will be available to CLIENT on a time and materials basis. Fees for such additional services will be negotiated on an as-needed basis.

**BICKMORE CONTRACT COST COMPARISON**

7/1/2019 to 6/30/2024 -PROPOSED			7/1/2016 to 6/30/2019			Difference	
Scope of Services	Rate per Service Day	Cost	Scope of Services	Rate	Cost	Cost	%
Focused Risk Assessments/Action Plan 1 service day/member	\$1,240	\$27,280	Hazard & Safety Assessment 1 day/member	\$750	\$16,500	\$10,780	65%
Member Services 3 service days/member (8 hours per day at \$155 per hour)	\$1,240	\$81,840	Assessment Follow Up Recommendation Implementation - 2 days/member Additional Service Days 1 day/member	\$1,500	\$66,000	-\$17,160	-17%
NCCSIF Meetings 7 meetings/year (approx. 23 hours per meeting at \$155 per hour)	\$3,500	\$24,500	RMC Preparation and Participation 15 hours/meeting PRMC 20 hours/meeting	\$155	\$9,300	\$2,800	13%
Phone and Email Consultation 1.5 service days/month	\$1,240	\$22,320	Phone and Email Consultation 10.25 hours/month	\$155	\$19,060	\$3,260	17%
Safety Communication/Resource Development 6 services days	\$1,240	\$7,440	Safety Communication 3 hours/month	\$155	\$5,580	\$1,860	33%
Training Coordination - 15 service days	\$1,240	\$18,600	Training Coordination 24 hours per quarter	\$155	\$14,880	\$3,720	25%
<b>NEW!</b> Workers' Compensation Loss Data Review and Member Consulation - 14 service days	\$1,240	\$17,360					
<b>TOTAL</b>		<b>\$199,340</b>	<b>TOTAL</b>		<b>\$176,720</b>	<b>\$22,620</b>	<b>13% Incease</b>
<i>Without WC Loss Data Review</i>		<b>\$181,980</b>				<b>\$5,260</b>	<b>3% Incease</b>



## RETURN TO WORK (RTW) BEST PRACTICES

### INFORMATION ITEM

**ISSUE:** The Program Administrators recommend an increased focus on member Return To Work (RTW) efforts as a means of reducing the overall cost of claims for the group. Offering modified duty to get employees back to work as soon as possible has shown to decrease disability by up to four weeks, with a 5 to 1 return on investment (see reference Resource below).

In addition, having a modified duty program helps members with those employees who suffer disabilities off the job, to transition them back to work or to another occupation through the interactive process, avoiding potential ADA claims in the process.

The attached article provides a good overview of why it's important to have a return to work program and the elements of a best practices program. This is offered as starting point for discussion regarding current member practices and how the pool may best assist members in this important subject. This likely will lead to developing a set of best practices for the group to adopt, similar to those already in place for other risk exposures.

**RECOMMENDATION:** Review and discuss suggestions for establishing and assisting members in adopting best practices for a Return to Work program.

**FISCAL IMPACT:** None.

**BACKGROUND:** NCCSIF maintains a set of Risk Management Best Practices to assist members in identifying and managing a number of their most common risk exposures. NCCSIF regularly reviews the existing policies to keep up to date with legislative changes, case law, and emerging risk exposures to pool members. Currently we are working to update the policies as needed and condensing and customizing the assessment criteria currently in use. The goal is to achieve a unified set of policies and best practices that will provide a framework for member risk management programs and assessments.

**ATTACHMENTS:** Return To Work Best Practices – IRMI.com article

**RESOURCE:** Transition Back to Work: Policies to Support RTW after Illness or Injury  
[https://www.dol.gov/odep/topics/pdf/PAP\\_Transition%20Back%20to%20Work%20FINAL\\_2017-09-07.pdf](https://www.dol.gov/odep/topics/pdf/PAP_Transition%20Back%20to%20Work%20FINAL_2017-09-07.pdf)



BACK TO AGENDA

**Northern California Cities Self Insurance Fund  
Risk Management Committee Meeting  
October 25, 2018**

**Agenda Item F.7.**

## **ROUND TABLE DISCUSSION**

### **INFORMATION ITEM**

**ISSUE:** The floor will be open to the Committee for discussion.

**RECOMMENDATION:** None.

**FISCAL IMPACT:** None.

**BACKGROUND:** This is an opportunity for Committee members to ask questions or raise issue on risk exposures common to the members.

**ATTACHMENT(S):** None.

# Northern California Cities Self Insurance Fund

## Travel Reimbursement Expense Form

Member Representative: \_\_\_\_\_

Entity: \_\_\_\_\_

Payee Address: \_\_\_\_\_

Meeting or Committee: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

Total Mileage: \_\_\_\_\_

Payment Made to: 


 \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_