



President
Ms. Liz Cottrell
City of Anderson

Vice President
Ms. Rachel Ancheta
City of Dixon

Treasurer
Ms. Jen Lee
City of Rio Vista

Secretary
Ms. Jennifer Styczynski
City of Marysville

NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND RISK MANAGEMENT COMMITTEE MEETING AGENDA

DATE/TIME: Thursday, April 20, 2023, at 10:00 am

LOCATION: Rocklin Event Center – Ballroom
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. 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. 4 **D. CONSENT CALENDAR**

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.

A 1

pg. 5 1. Minutes of the Risk Management Committee Meeting –October 20, 2022

E. COMMITTEE BUSINESS

pg. 10 1. **Trending Reports for Workers' Compensation Claims**
Members will receive an overview of Workers' Compensation claim statistics and trends.

I 1

pg. 28 2. **2022/2023 Program Year Risk Control Services Update**
Shane Baird from Sedgwick will present an update on the services Sedgwick provided during the 2022/2023 program year.

I 1



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- | | | |
|----------------------------|---|------------|
| pg. 41 | <p>3. Proposed Risk Control Service Plan for 2023/2024 Program Year
<i>Sedgwick will present an overview of the proposed Risk Control Service Plan for the 2023/2024 program year and encourage members to provide suggestions regarding goals and deliverables.</i></p> | A 1 |
| pg. 45 | <p>4. Safety Award Program
<i>Members will review and provide direction to the Board of Directors on the nominations.</i></p> | I A |
| | <p>5. Police Risk Management Committee (PRMC)</p> | |
| pg. 56 | <p>a. PRMC Update
<i>Tom Kline from Sedgwick Risk Control will provide a summary of the last four Police Risk Management Committee Meetings.</i></p> | I 1 |
| pg. 58 | <p>b. PRMC Grant Fund Usage Report and Request
<i>The Program Administrators will provide an update of grant usage by police agencies and funding request for FY 22/23.</i></p> | A 1 |
| pg. 62 | <p>6. FY 23/24 Risk Control Services Budget
<i>Marcus Beverly from Alliant will present the draft budget for risk services for review and recommendation to the Board of Directors.</i></p> | A 1 |
| pg. 65
pg. 71
pg. 74 | <p>7. Policy and Procedure Revisions</p> <ul style="list-style-type: none"> a. RM-2: Driving Standards b. RM-21: Park and Recreation Risk Management Best Practices c. Risk Management Policies & Procedures Table of Contents | A 1 |
| pg. 77 | <p>8. Round Table Discussion
<i>This is an opportunity for Committee members to ask questions or raise issue on risk exposures common to the members.</i></p> | I 4 |

F. ADJOURNMENT

UPCOMING MEETINGS

Police Risk Management Committee Meeting - May 4, 2023

Claims Committee Meeting - May 25, 2023

Executive Committee Meeting - May 25, 2023

Board of Directors Meeting – June 22, 2023



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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 Jenna Wirkner at Alliant Insurance Services at (916) 643-2741.

The Agenda packet will be posted on the NCCSIF website at www.nccsif.org. Documents and material relating to an open session agenda item that are provided to the NCCSIF Risk Management 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.



BACK TO AGENDA

**Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 20, 2023**

Agenda Item D.

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 discussion a member should ask that it be removed for separate action. The Committee should then consider action to approve the Consent Calendar excluding those items removed. Any items removed from the Consent Calendar will be placed on the agenda in an order determined by the Chair.

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 – October 20, 2022



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
RISK MANAGEMENT COMMITTEE MEETING MINUTES
ROCKLIN EVENT CENTER
OCTOBER 20, 2022**

COMMITTEE MEMBERS PRESENT

Nathan Bagwill, City of Auburn
Rachel Ancheta, City of Dixon
Alison Garcia, City of Folsom
Chris Hancock, City of Ione
Jennifer Styczynski, City of Marysville
Cleve Morris, City of Placerville
Tom Westbrook, City of Red Bluff
Spencer Morrison, City of Yuba City

Ishrat Aziz- Khan, City of Colusa
Jim Ramsey, City of Elk Grove
Lorenzo Hines, City of Galt
Yvonne Kimball, City of Jackson
Crystal Peters, Town of Paradise
Tom Westbrook, City of Red Bluff
Andy Schiltz, City of Rocklin
Marti Brown, City of Willows

OTHER MEMBERS PRESENT

Anjmin Mahil, City of Elk Grove (Alternate)
Amanda Tonks, City of Rocklin

Kim Stalie, City of Dixon
Kara Reddig, City of Elk Grove

COMMITTEE MEMBERS ABSENT

Liz Cottrell, City of Anderson
Elisa Arteaga, City of Gridley
Sean Grayson, City of Nevada City
Jenn Lee, City of Rio Vista

Kristina Miller, City of Corning
Veronica Rodriguez, City of Lincoln
Liz Ehrenstrom City of Oroville

CONSULTANTS & GUESTS

Marcus Beverly, Alliant Insurance Services
Dori Zumwalt, Sedgwick
Summer Simpson, Sedgwick
Devora Brainard, Sedgwick

Jenna Wirkner, Alliant Insurance Services
Tom Kline, Sedgwick
Shane Baird, Sedgwick

A. CALL TO ORDER

Chair Rachel Ancheta called the meeting to order at 10:02a.m.

B. ROLL CALL

Roll call was made, and a majority of the members were present constituting a quorum.

C. PUBLIC COMMENTS

There were no public comments.



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
RISK MANAGEMENT COMMITTEE MEETING MINUTES
ROCKLIN EVENT CENTER
OCTOBER 20, 2022**

D. CONSENT CALENDAR

1. Minutes of the Risk Management Committee Meeting - April 21, 2022

A motion was made to approve the Consent Calendar as posted.

MOTION: Ishrat Aziz –Khan **SECOND:** Andy Schiltz **MOTION CARRIED
UNANIMOUSLY**

Ayes: Bagwill, Ancheta, Ramsey, Garcia, Hines, Hancock, Kimball, Styczynski, Peters, Morris, Westbrook, Schiltz, Morrison

Nays: None

E. GENERAL RISK MANAGEMENT ISSUES

The Committee had no discussion on Risk Management Issues.

Mr. Beverly discussed SB 1127. Changes law. PARMA is having a webinar on November 17th. This will give a good idea of what is coming.

Mr. Lorenzo Hones and Mr. Chris Hancock joined the Meeting at 10:22a.m.

F. COMMITTEE BUSINESS

F.1. Trending Reports for Liability Claims

Ms. Summer Simpson and Ms. Dori Zumwalt discussed the Trending Report for Liability Claims. Ms. Dori Zumwalt and Ms. Summer Simpson discussed the top 5 claims over the last 5 years. The Police claims have increased in severity. The number of claims is down, and the severity is increased.

Mr. Beverly discussed the Liability Trending Report. Members are encouraged to review the Liability Trending Reports and ask questions.

Information only. No motion was taken.

F.2. Sedgwick Risk Control Services Update

Mr. Shane Baird discussed the Sedgwick Risk Control Services Update. Sedgwick last completed risk assessments for some members. Our goal this year is to do another risk assessment. Injury and illness prevention and ergonomic assessments. We have done trainings on Traffic Control



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Flagging, Powered Industrial trucks, COVID-19, Storm water and Sewer Risk Management (regional), Sexual Abuse and Molestation Liability (Regional), Hazardous Waste Handling, Homeless Clean up. Assessment, consulting, phone & email consultation, program development, regional training.

Information only. No motion was taken.

F.3. NCCSIF FY 22/23 Risk Control Service Plan

Mr. Shane Baird gave an update on the NCCSIF FY 22/23 Risk Control Service Plan. Ergonomic evaluations. Willows verbal judo regional training.

Sewer Backup Training on December 1st. Mr. Marcus Beverly discussed homeless encampment clean up and vendors available from CJPRMA.

Information only. No motion was taken.

F.4. Police Risk Management Committee Update

Mr. Tom Kline gave an update on the Police Risk Management Committee. Mr. Kline discussed the trainings and meetings we have had in 22/23 so far. The governor signed into law 18 bills relating to law enforcement.

November 4, 2021 – Stefanie Cruz, Transparency Engagement Advisor at Cole Pro Media, provided a training titled, *Transparency Engagement – The Next Step in Communicating with the Public*.

February 3rd, 2022 – Bruce Kilday and Derick Konz, Partners at Angelo, Kilday, and Kilduff presented a legal update on the many new California laws affecting police agencies.

May 5, 2022 – Ed Obayashi is a Sheriff Deputy/Legal Advisor for Plumas County Sheriff’s Office and the legal advisor to multiple other California local and state law enforcement agencies. He presented a Use of Force Update.

August 4, 2022 – Kevin Allen, Partner at the law firm of Allen, Glaessner, Hazelwood and Werth presented on the Social Worker, Therapist, Cop: Managing Today’s Police Risk.

Information only. No motion was taken.



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
RISK MANAGEMENT COMMITTEE MEETING MINUTES
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F.5. Risk Management Policies & Best Practices

Mr. Beverly discussed the Risk Management Policies and Procedures.

Members are encouraged to work with City Council and have them support Risk Management. Mr. Beverly discussed skateboard parks.

F.5.b. Wildfire Risk Management Resources & Best Practices

Mr. Beverly discussed the Wildfire Risk Management Best Practices. Members asked how often the scores are updated in CoreLogic.

A motion was made to recommend approval of the Wildfire Risk Management Resources & Best Practices to the Board of Directors.

MOTION: Crystal Peters **SECOND:** Andy Schiltz **MOTION CARRIED
UNANIMOUSLY**

Ayes: Bagwill, Ancheta, Ramsey, Garcia, Hines, Hancock, Kimball, Styczynski, Peters, Morris, Westbrook, Schiltz, Morrison
Nays: None

F.5.c. Cyber Risk Management

A motion was made to recommend approval of the Cyber Best Practices to the Board of Directors.

Members are encouraged to use CISA and Beazley resources for cyber security.

MOTION: Crystal Peters **SECOND:** Ishrat Aziz-Khan **MOTION CARRIED
UNANIMOUSLY**

Ayes: Bagwill, Ancheta, Ramsey, Garcia, Hines, Hancock, Kimball, Styczynski, Peters, Morris, Westbrook, Schiltz, Morrison
Nays: None

F.5.d. Playground Inspections

Mr. Beverly discussed playground inspections. Members discussed resources available for playground inspections.



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
RISK MANAGEMENT COMMITTEE MEETING MINUTES
ROCKLIN EVENT CENTER
OCTOBER 20, 2022**

Information only. No motion was taken.

H. ADJOURNMENT

The meeting was adjourned at 11:39a.m.

Next Meeting Date: April 20, 2023

Respectfully Submitted,

Jennifer Styczynski, Secretary

Date



BACK TO AGENDA

**Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 20, 2023**

Agenda Item E.1.

TRENDING REPORTS FOR WORKERS' COMPENSATION CLAIMS

INFORMATION ITEM

ISSUE: Members will receive an overview of NCCSIF claim trends over the last five years, 2017-2021, and analysis of the top loss exposures related to the Workers' Compensation Program.

FISCAL IMPACT: None.

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

BACKGROUND: Sedgwick 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): Trending Report for Workers' Compensation Claims

Workers' Compensation Trending Report for NCCSIF

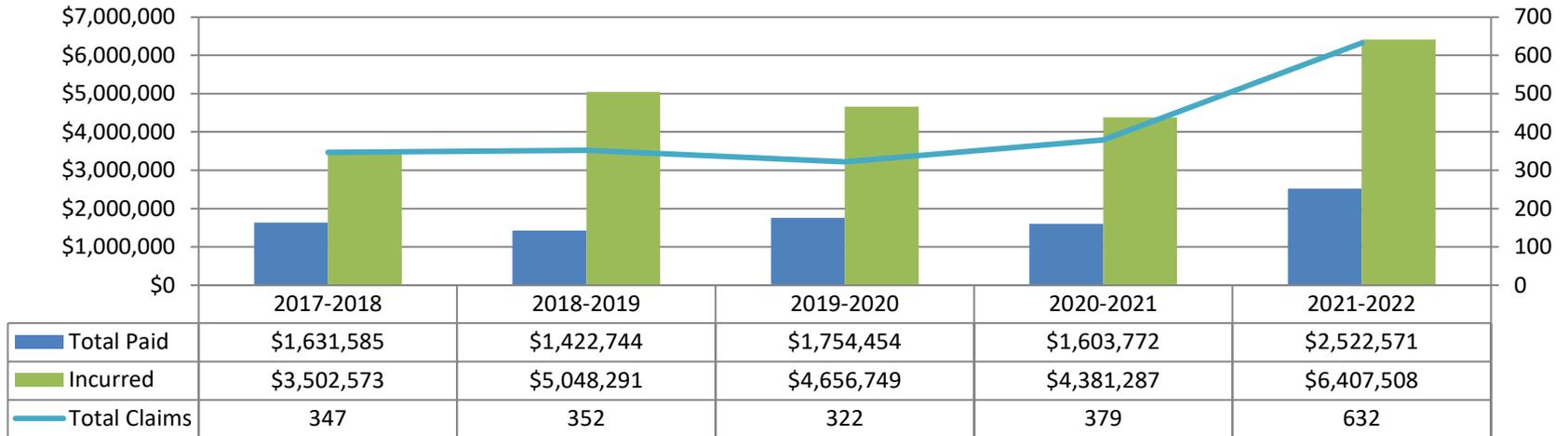


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October 2022

NCCSIF WC Trending Report Fiscal Years 2017-2022

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

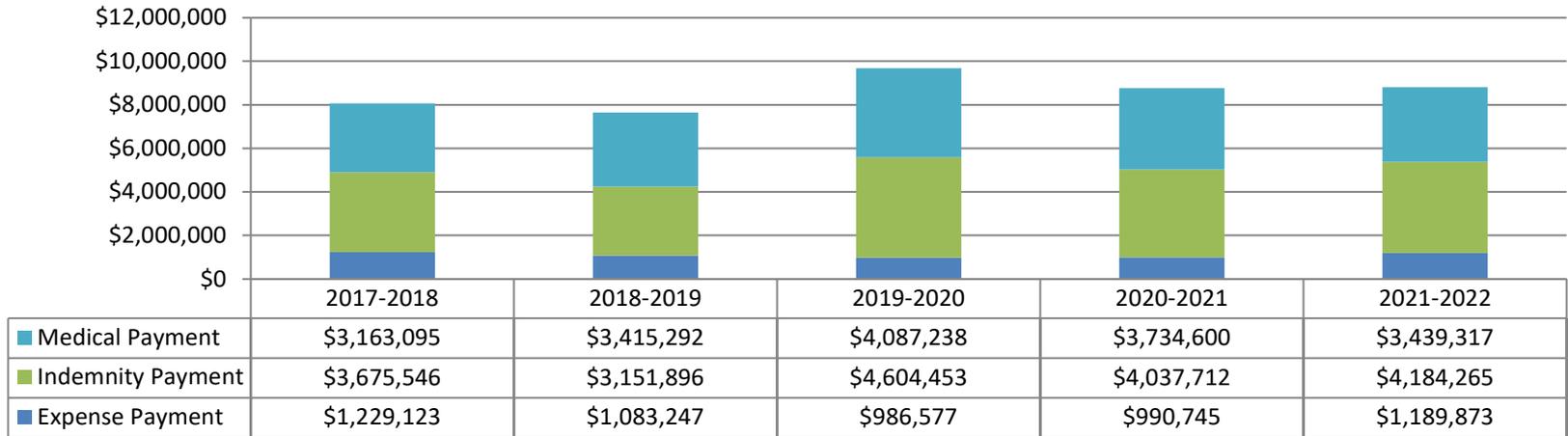


Claim Type by Fiscal Year



NCCSIF WC Trending Report Fiscal Years 2017-2022

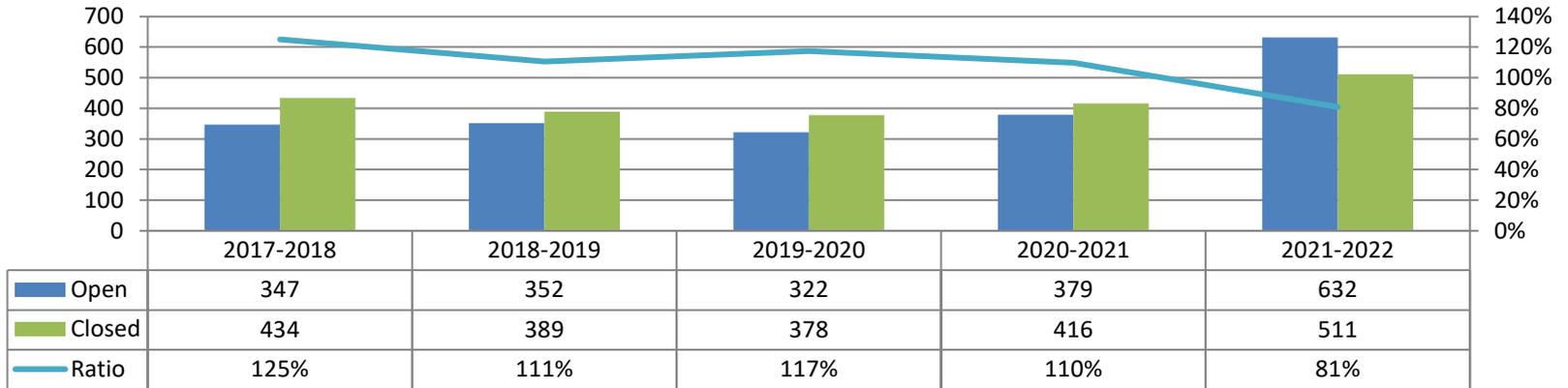
Total Paid by Fiscal Year Regardless of Injury Date



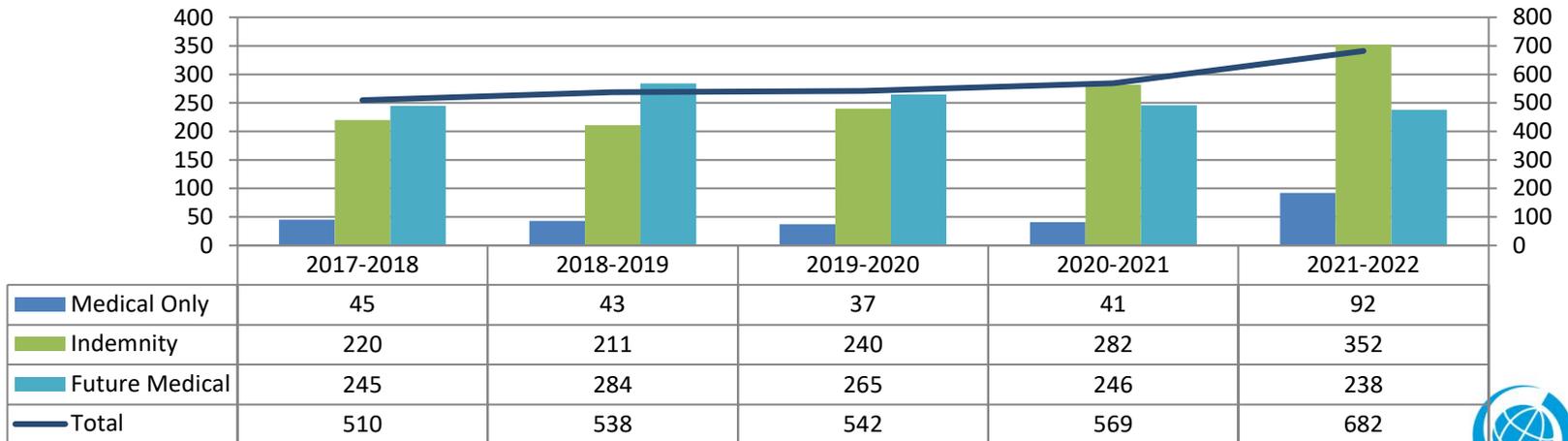
Loss Days for Injuries within Fiscal Year



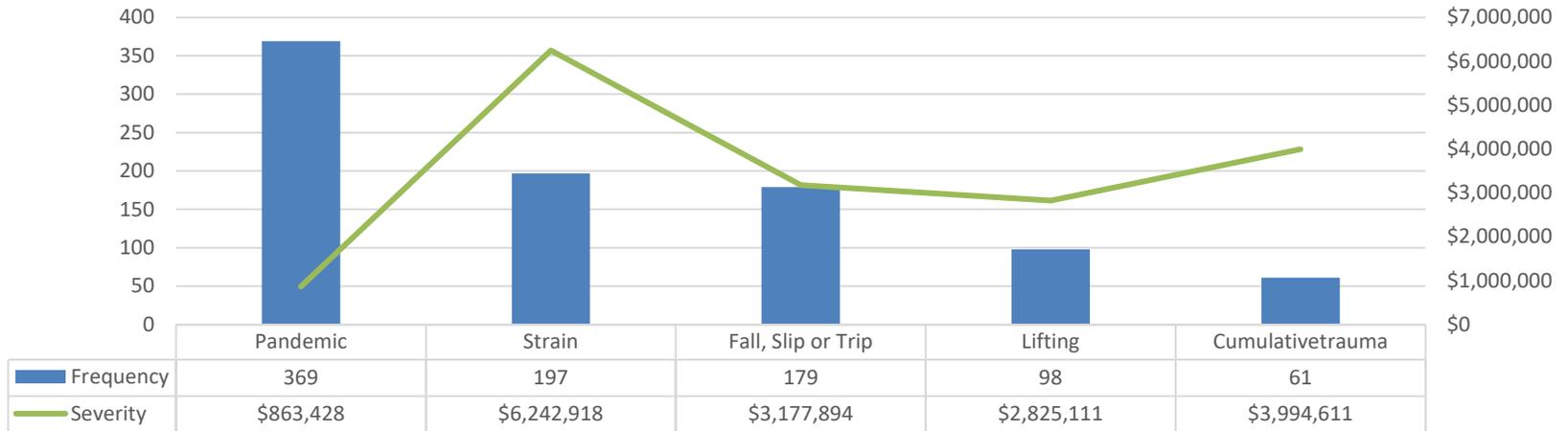
Closing Ratio by Fiscal Year



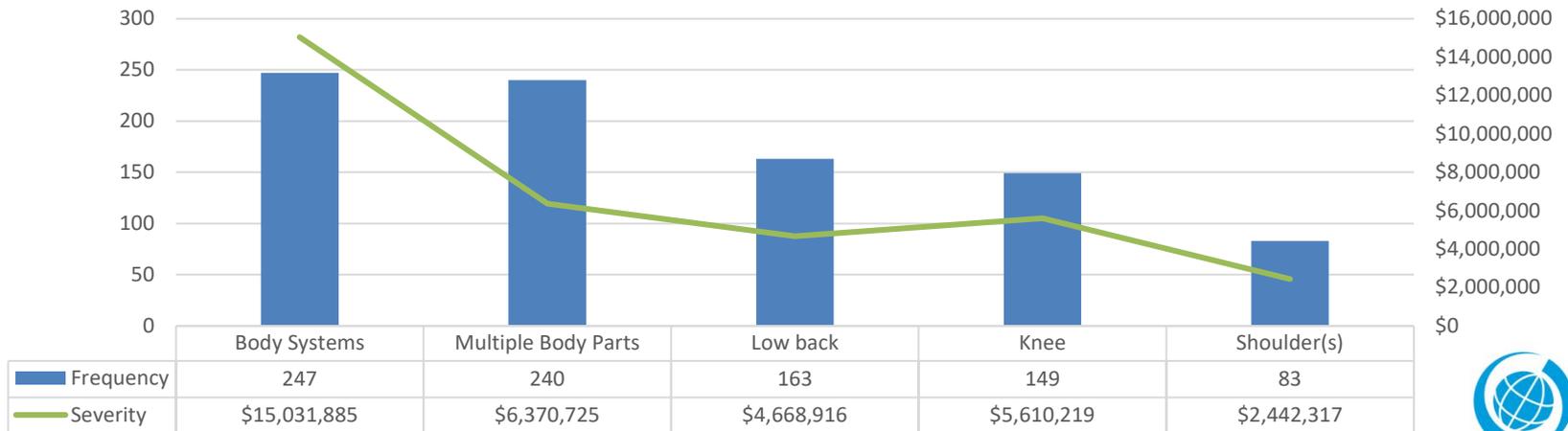
Total Ending Open Inventory by Fiscal Year



Top 5 Cause of Injury Fiscal Year 2017-2022

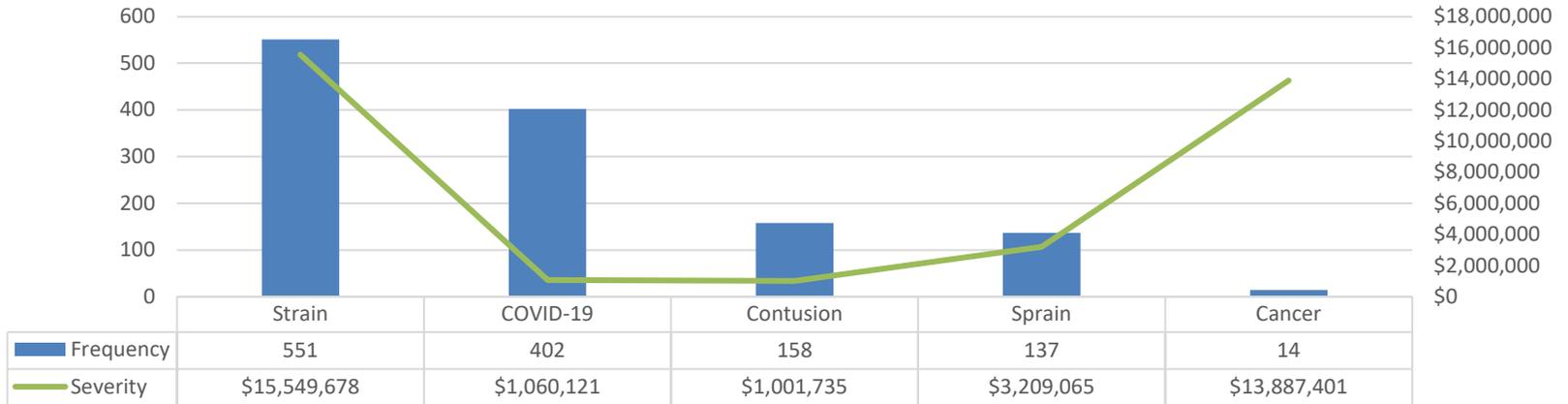


Top 5 Part of Body Injured Fiscal Year 2017-2022

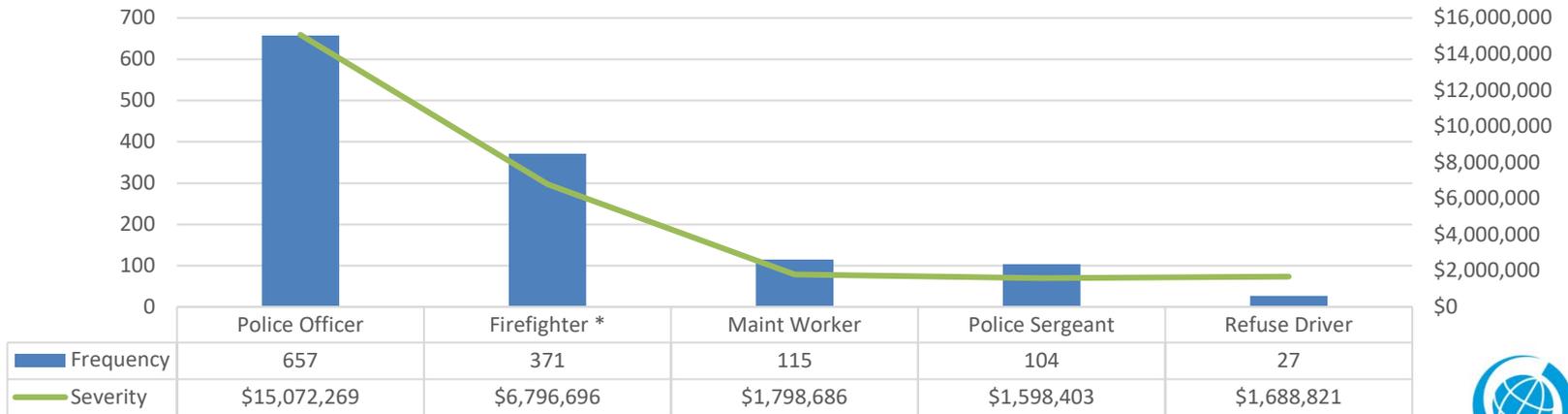


NCCSIF WC Trending Report Fiscal Years 2017-2022

Top 5 Nature of Injury Fiscal Year 2017-2022

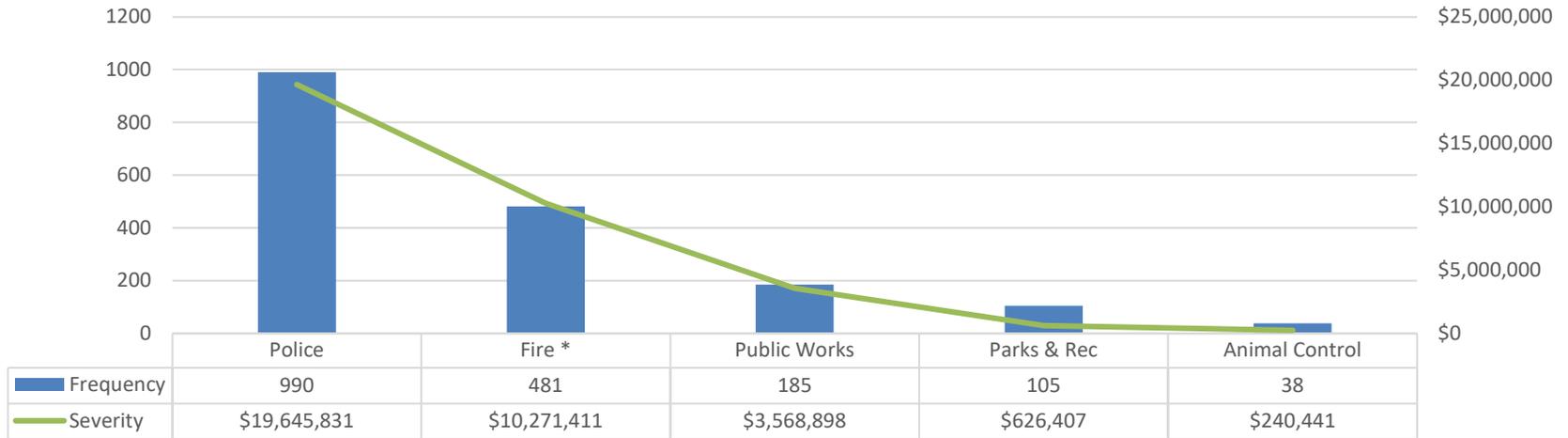


Top 5 Occupation of Injury Fiscal Year 2017-2022



NCCSIF WC Trending Report Fiscal Years 2017-2022

Top 5 Department of Injury Fiscal Year 2017-2022



Department	Frequency	Severity	Average
Police	990	\$19,645,831	\$19,844
Fire *	481	\$10,271,411	\$21,354
Public Works	185	\$3,568,898	\$19,291
Parks & Rec	105	\$626,407	\$5,966
Animal Control	38	\$240,441	\$6,327

NCCSIF WC Trending Report Fiscal Years 2017-2022

Top 20 Claims Fiscal Year 2017-2022

Claim Number	Description	Loss Date	Paid	Incurred
NCWA-558244	Cancer	03/19/2019	\$483,771	\$11,058,733
4A2108B2F7C-0001	Terminal cancer	03/23/2021	\$102,947	\$1,734,675
4A210825964-0001	Motor vehicle accident resulting in significant trauma	08/22/2021	\$475,156	\$713,128
4A22010GM1Z-0001	Fatal motor vehicle accident	01/21/2022	\$49,905	\$525,493
4A2108252CD-0001	Fatal motor vehicle accident	08/22/2021	\$90,433	\$488,029
NCWA-558030	Slip and fall while exiting vehicle injuring hip	09/06/2018	\$255,276	\$486,220
40210271871-0001	Heart attack	02/11/2021	\$118,934	\$471,022
NCWA-558578	Cumulative trauma to the left knee	02/10/2020	\$285,954	\$442,406
NCWA-558633	Cumulative trauma to right knee	04/05/2020	\$185,636	\$431,307
NCWA-558122	Cumulative trauma to neck, spine, upper extremities	12/04/2018	\$286,136	\$392,465

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NCCSIF WC Trending Report Fiscal Years 2017-2022

Top 20 Claims Fiscal Year 2017-2022

Claim Number	Description	Loss Date	Paid	Incurred
NCWA-557762	Injury to left knee after picking up a trash can	10/30/2017	\$181,186	\$369,303
NCWA-558290	Aneurysm	05/08/2019	\$215,039	\$361,654
NCWA-558696	Cumulative trauma to hip and low back	06/19/2020	\$172,429	\$357,324
NCWA-558554	Injury to right elbow after striking bag with a baton	12/17/2019	\$213,915	\$354,906
NCWA-557711	Post Traumatic Stress Injury	11/14/2017	\$251,385	\$345,334
NCWA-558202	Low back strain from lifting very heavy patient	02/06/2019	\$145,113	\$310,719
NCWA-558302	Cancer	03/13/2019	\$35,393	\$298,838
NCWA-557956	Cumulative trauma to bilateral knees	04/06/2018	\$295,377	\$295,377
NCWA-557556	While hiking on fire line, slipped injuring ankle and back	07/24/2017	\$284,648	\$284,648
NCWA-558296	Low back injury while attempting to restrain a suspect	05/20/2019	\$284,427	\$284,427

Frequency and Severity of Workers' Compensation Claims
by Member Fiscal Year 2017-2022

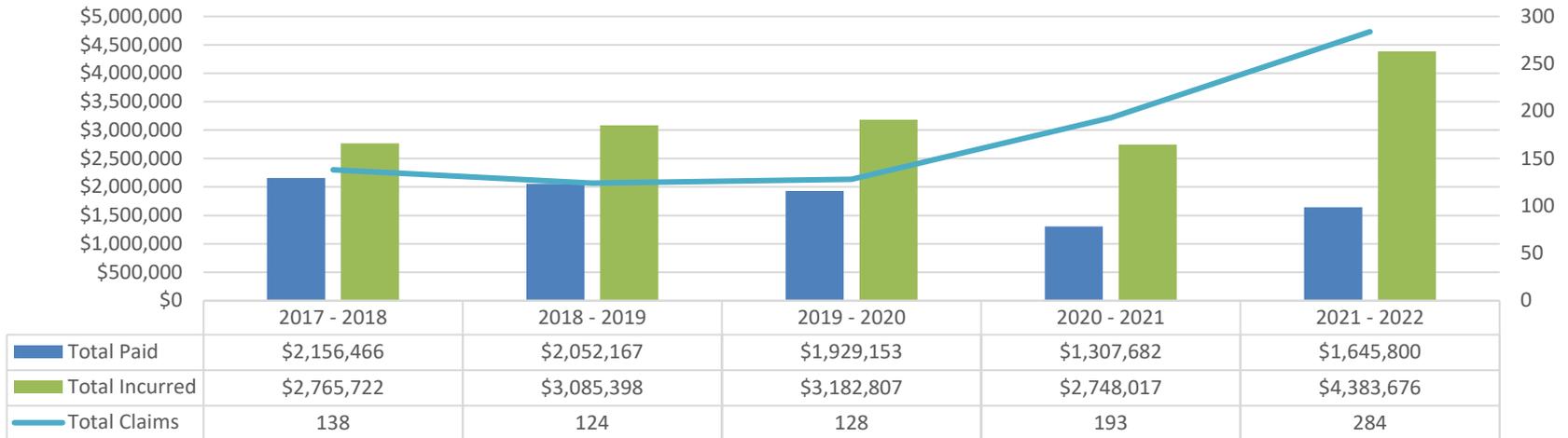
Member	Frequency	Severity	Average
City of Anderson	61	\$774,289	\$12,693
City of Auburn	80	\$1,892,947	\$23,662
City of Colusa	12	\$356,689	\$29,724
City of Corning	19	\$387,204	\$20,379
City of Dixon	135	\$2,366,503	\$17,530
City Of Elk Grove	287	\$5,586,669	\$19,466
City of Folsom	477	\$6,586,101	\$13,807
City of Galt	121	\$2,717,802	\$22,461
City of Gridley	12	\$133,512	\$11,126
City of Lone	21	\$62,626	\$2,982
City of Jackson	15	\$295,317	\$19,688

Frequency and Severity of Workers' Compensation Claims
by Member Fiscal Year 2017-2022

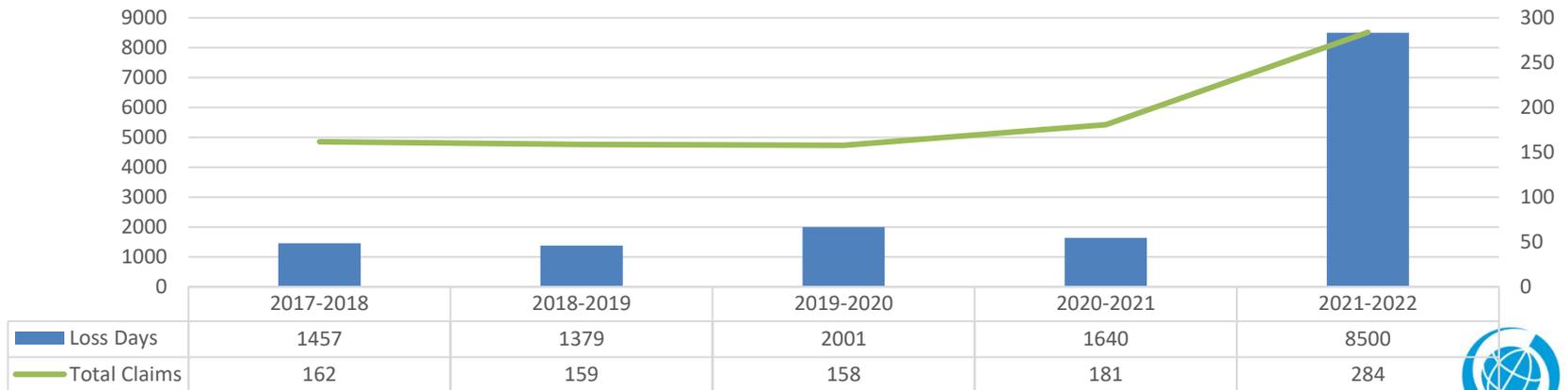
Member	Frequency	Severity	Average
City of Lincoln	89	\$1,057,610	\$11,883
City of Marysville	74	\$3,569,417	\$48,235
City of Nevada City	14	\$469,311	\$33,522
City of Oroville	60	\$305,702	\$5,095
City of Placerville	39	\$753,984	\$19,333
City of Red Bluff	90	\$2,899,488	\$32,217
City of Rio Vista	34	\$351,019	\$10,324
City of Rocklin	249	\$5,905,171	\$23,716
City of Willows*	8	\$50,740	\$6,343
City of Yuba City	226	\$3,803,187	\$16,828
Town of Paradise	29	\$179,790	\$6,200

NCCSIF WC Trending Report Fiscal Years 2017-2022

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

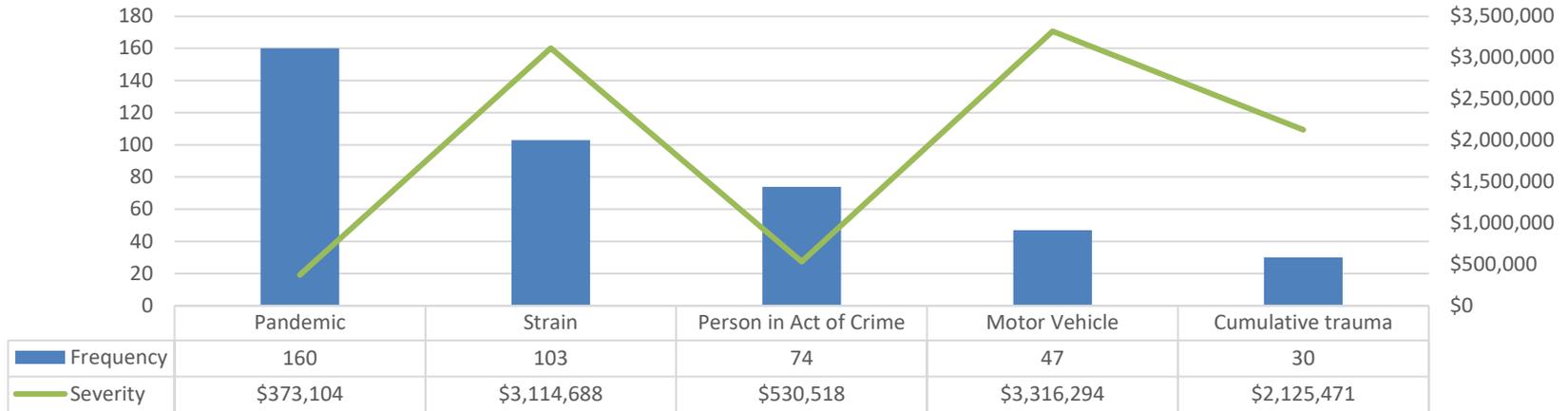


Loss Days for Police Injuries within Fiscal Year

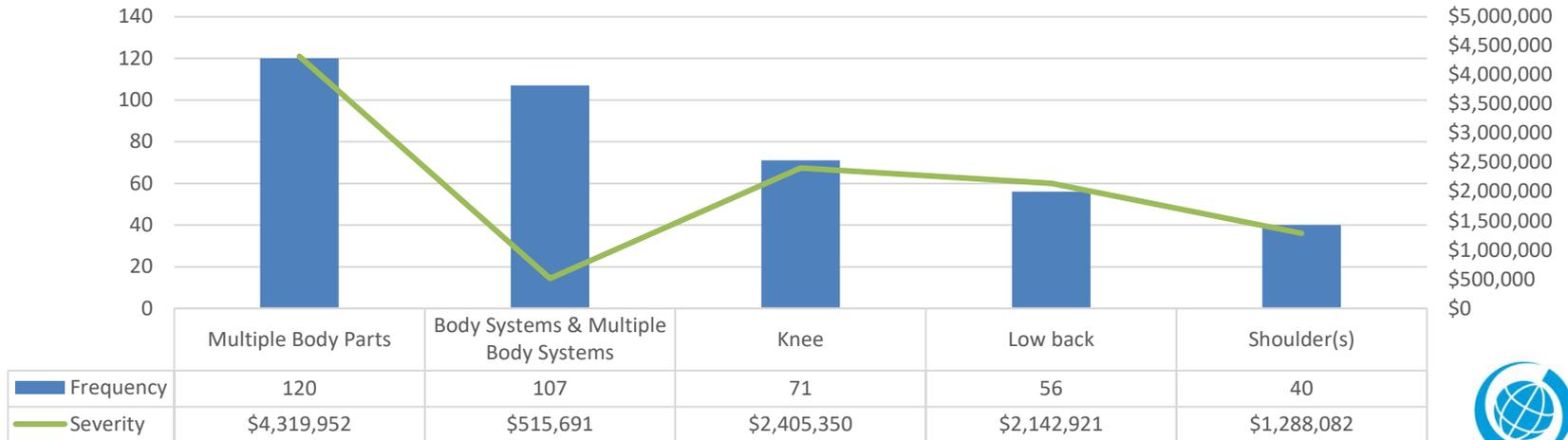


NCCSIF WC Trending Report Fiscal Years 2017-2022

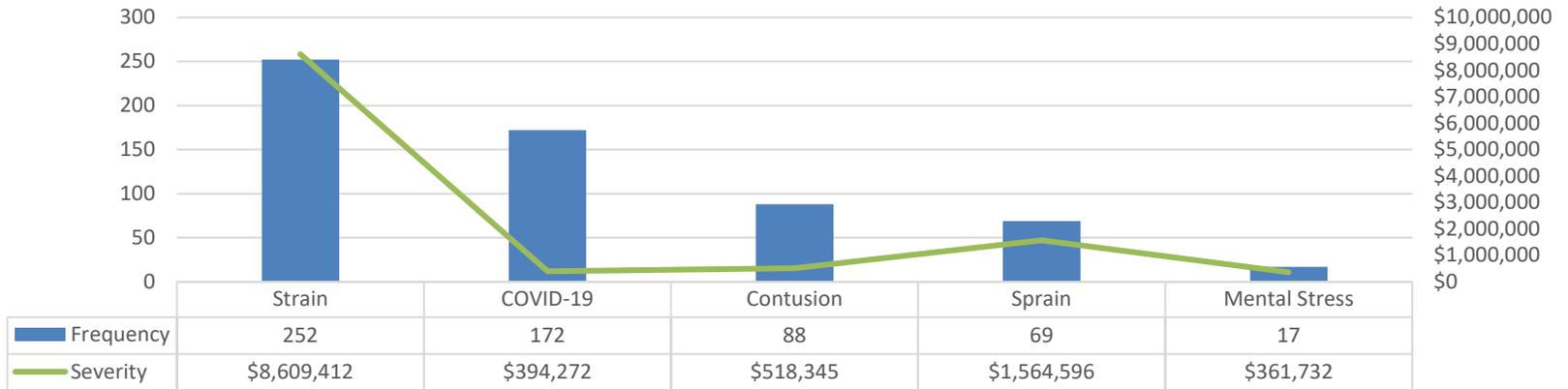
Top 5 Cause of Police Injuries Fiscal Year 2017-2022



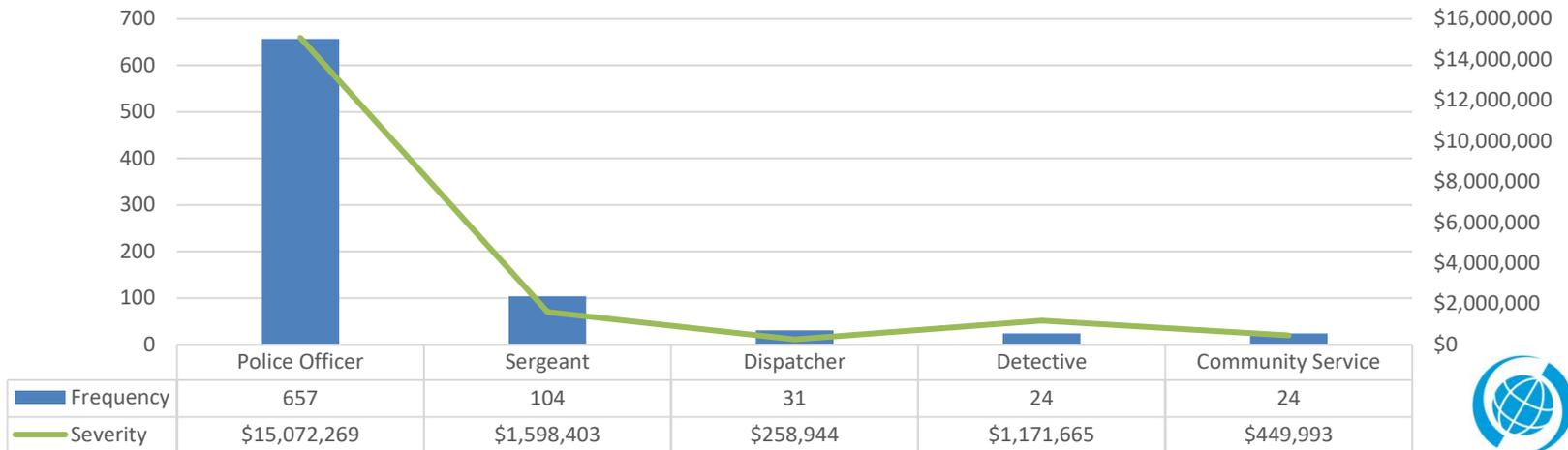
Top 5 Part of Body Injured Police Fiscal Year 2017-2022



Top 5 Nature of Police Injuries Fiscal Year 2017-2022



Top 5 Occupation of Police Injuries Fiscal Year 2017-2022



Top 10 Police Claims Fiscal Year 2017-2022

Claim Number	Description	Loss Date	Paid	Incurred
4A210825964-0001	Motor vehicle accident resulting in significant trauma	08/22/2021	\$475,156	\$713,128
4A22010GM1Z-0001	Fatal motor vehicle accident	01/21/2022	\$49,905	\$525,493
4A2108252CD-0001	Fatal motor vehicle accident	08/22/2021	\$90,433	\$488,029
NCWA-558633	Cumulative trauma to right knee	04/05/2020	\$185,636	\$431,307
NCWA-558122	Cumulative trauma to neck, low back, shoulder and wrists	12/04/2018	\$286,136	\$392,465
NCWA-558554	Injury to right elbow after striking bag with a baton	12/17/2019	\$213,915	\$354,906
NCWA-557711	Post Traumatic Stress Injury	11/14/2017	\$251,385	\$345,334
NCWA-558302	Cancer	03/13/2019	\$35,393	\$298,838
NCWA-558296	Low back injury while attempting to restrain a suspect	05/20/2019	\$284,427	\$284,427
NCWA-558274	Post Traumatic Stress Injury and cumulative trauma to neck and low back	04/24/2019	\$156,723	\$270,971

Frequency and Severity of Police Department Claims by Member
Fiscal Year 2017-2022

Member	Frequency	Severity	Average
City of Anderson	35	\$504,411	\$14,412
City of Auburn	36	\$867,810	\$24,106
City of Colusa	3	\$229,410	\$76,470
City of Corning	8	\$138,642	\$17,330
City of Dixon	32	\$407,049	\$12,720
City Of Elk Grove	242	\$5,284,006	\$21,835
City of Folsom	154	\$2,083,773	\$13,531
City of Galt	52	\$2,410,078	\$46,348
City of Gridley	7	\$54,719	\$7,817
City of Ione	7	\$31,815	\$4,545
City of Jackson	6	\$9,619	\$1,603



Frequency and Severity of Police Department Claims by Member
Fiscal Year 2017-2022

Member	Frequency	Severity	Average
City of Lincoln	26	\$475,972	\$18,307
City of Marysville	41	\$209,827	\$5,118
City of Nevada City	2	\$8,855	\$4,428
City of Oroville	33	\$165,216	\$5,007
City of Placerville	17	\$567,070	\$33,357
City of Red Bluff	53	\$1,925,279	\$36,326
City of Rio Vista	11	\$270,229	\$24,566
City of Rocklin	109	\$3,104,723	\$28,484
City of Yuba City	98	\$807,568	\$8,240
Town of Paradise	18	\$89,760	\$4,987





BACK TO AGENDA

Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 20, 2023

Agenda Item E.2.

RISK CONTROL SERVICES UPDATE 2022/2023 PROGRAM YEAR

INFORMATION ITEM

ISSUE: Shane Baird, Sr. Consultant, Risk Control Services, will present an update on the services Sedgwick has provided since July 1, 2022, through March 31, 2023.

FISCAL IMPACT: None.

RECOMMENDATION: None – Information Only.

BACKGROUND: NorCal Cities contracts with Sedgwick for risk control services, including risk assessments and follow up to assist members in implementing the pool's Best Practices for most municipal operations. They also provide on-site support for inspections, training, and other services as needed.

ATTACHMENT(S):

1. Risk Control Services Activity
2. Risk Management Assessment Scorecard Summary

Risk Control Services Activity

Northern California Cities Self Insurance Fund (NCCSIF) contracts with Sedgwick to provide safety and risk control services to its membership. The information portrayed reflects open and closed service activity records for PY 2021-2022.

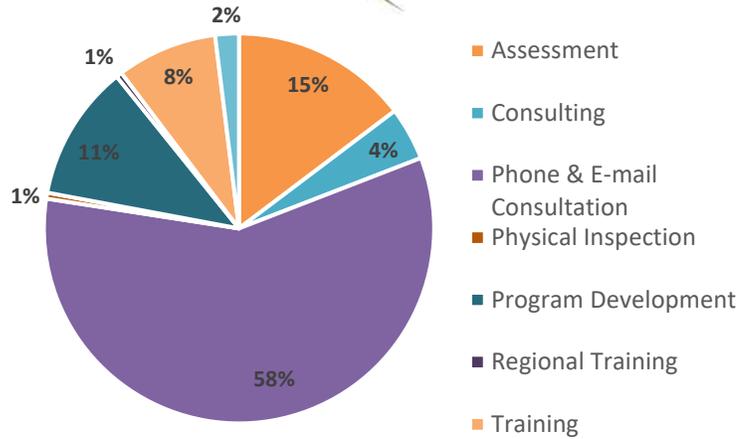
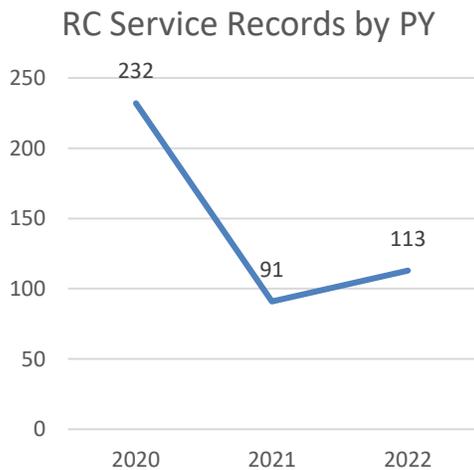
SERVICES UTILIZATION



204
service
records

190
closed
14
open

15
Safety
Professionals
in CA



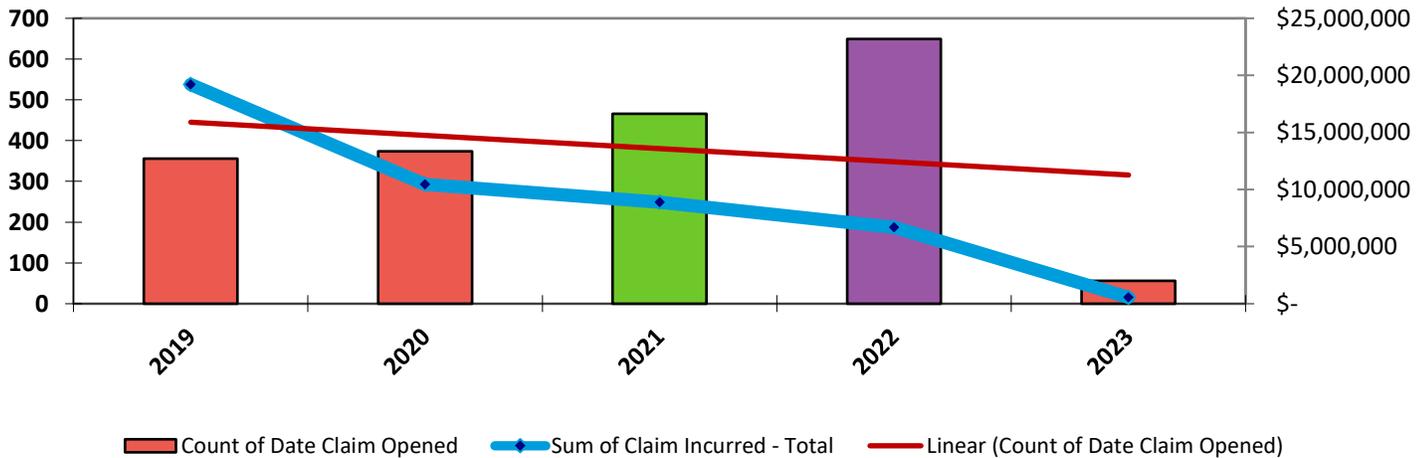
- 2020 campaign to support members with written safety programs including IIPP and CPP development.
- Members utilize NCCSIF risk manager with heavy phone and email consultations, Top safety topic requests: COVID-19 guidelines, ergonomics, driver/operator safety.
- Safety training requests are focused on public works exposures including Aerial Lifts, Forklifts, Temporary Traffic Control & Flagging

Workers' Compensation Claims by Reported Year (5 years)

(valued as of 3/31/2023)

Total Reported Claims: 1901

Total Incurred Costs: \$45,780,934



Sedgwick is a service partner to NCCSIF. We strive to deliver easy-to-use resources to take your safety culture to the next level. With a focus on WHY safety matters, everything we provide is aimed to help inspire and motivate managers, supervisors, and employees to make a difference by being safe and productive.

Want to learn more or have a safety question?

[REACH US](#)



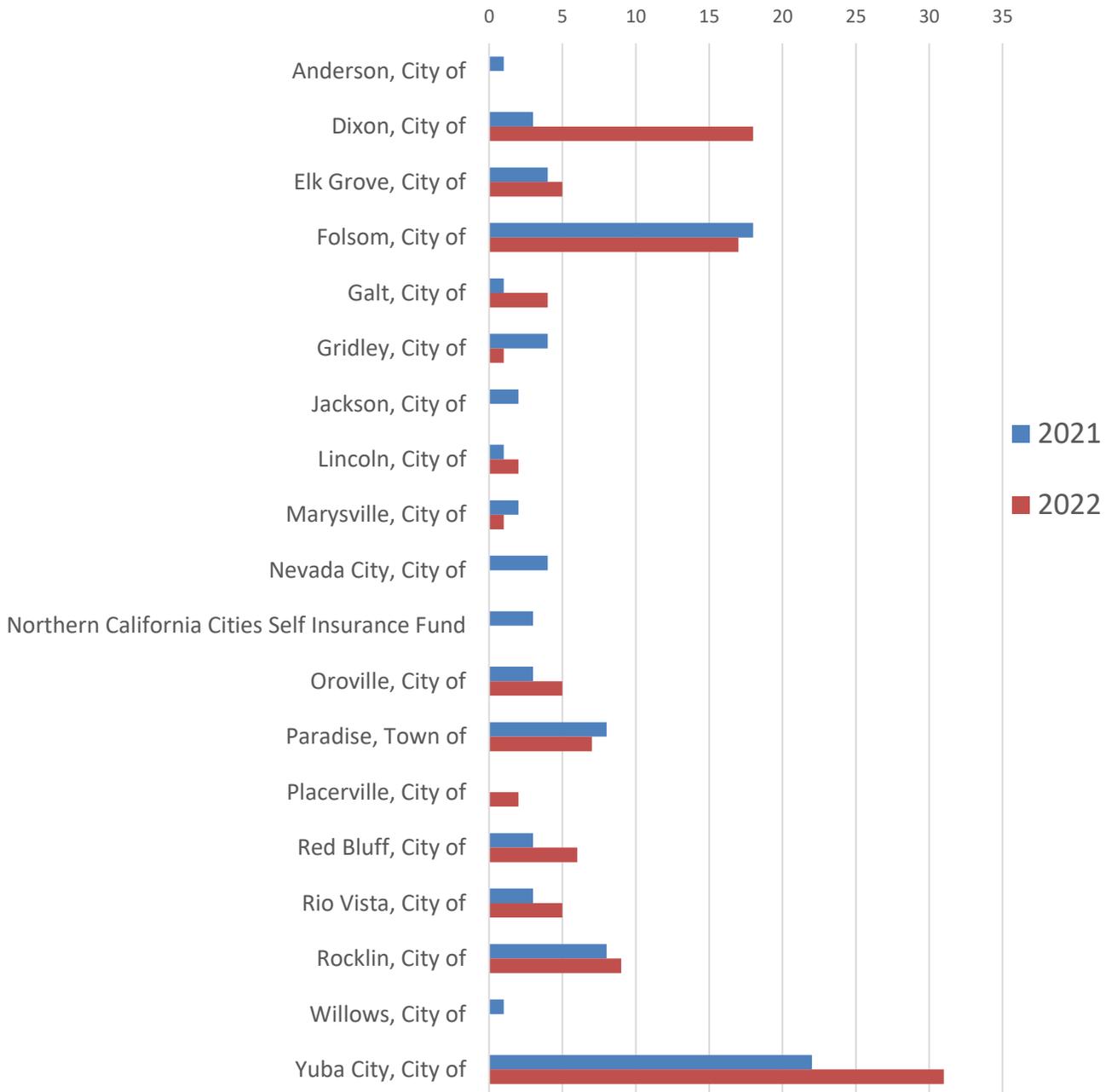
sedgwick®

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Risk Control Services Activity

Northern California Cities Self Insurance Fund (NCCSIF) contracts with Sedgwick to provide safety and risk control services to its membership. The information portrayed reflects open and closed service activity records for PY 2021-2022.

SERVICE RECORDS BY MEMBER



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Want to learn more or have a safety question?

[REACH US](#)



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2019/2020 Risk Management Assessment Scorecard Summary

As of date: 3/31/20

	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

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

3 ADA COMPLIANCE	
3-1	A self-evaluation of programs and facilities has been conducted per ADA requirements.
3-2	A transition plan has been completed to bring noncompliant programs and facilities into compliance.
3-3	There is a process in place to ensure all new construction, alterations, and additions meet current accessibility standards.
3-4	A procedure is in place for filing complaints related to compliance with ADA requirements.
3-5	A qualified individual has been assigned to coordinate ADA compliance requirements.
3-6	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). https://www.dir.ca.gov/title8/5110.html
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

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



Agenda Item E.3.

**PROPOSED RISK CONTROL SERVICE PLAN
FOR 2023/2024 PROGRAM YEAR**

ACTION ITEM

ISSUE: Shane Baird, Sr. Consultant, Risk Control Services, will provide an overview of the services available to members and solicit feedback for training topics, risk management support, or other focus of risk control efforts for the 2023/2024 Program Year.

The contract for Risk Control Services provides the following scope of services, with each member able to customize the plan to their needs. Certain areas may be a focus for all members based on loss experience, evolving risks, or the need to establish baseline standards and goals.

Focused Risk Assessments

Conduct biennial risk management program assessment for each member including discussion on member's specific needs, development of action plans, and review of the available risk control resources. Services include on-site inspections, interviews with staff, and report writing. Maintain and update the member's progress and program scorecard throughout the year.

Member Services

Provide the equivalent of three days (provided in half day and/or full day increments) of risk control services to each member, Risk control services may include assisting with best practice recommendations identified in the risk management assessments, providing on-site or virtual training, participating in safety committee meetings, developing written programs, inspecting facilities, providing cause and trend analysis, and other consulting services.

Members may request a risk management orientation for Managers and Supervisors. This orientation is designed to provide your management team with an understanding of risk management best practices and services that are available as an NCCSIF member. The training is jointly presented by the NCCSIF Program Administrator, Sedgwick Account Manager (TPA) and Sedgwick Risk Control Account Manager. This service will not count toward the number of allocated service days.

Safety Communication/Resource Development

Timely safety topic alerts and information will be provided to NCCSIF members on a regular basis. In addition, Sedgwick Risk Control continues to build documents and tools for members to conduct a self-assessment on liability and employee safety exposures. The following topics



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are available to members and can be accessed from the Sedgwick Risk Control website:

- Aerial Lift Safety
- Aquatics Risk Management
- Cyber Security Best Practices
- Playground Liability
- Sidewalk Liability
- Urban Forest Management
- And many more.

Training Coordination

Coordination of member training services and provision of regional trainings (training may be virtual or in person events). Trainings recently completed or planned for the program year include the following:

- Aquatics Risk Management – May 02, 2023
- Preventing Ergonomic Strain – April 04, 2023
- Foundations For Emotional Intelligence – March 21, 2023
- Prevention of Sexual Harassment & Abusive Conduct (AB1825) February 23, 2023
- General Ethics Principles (AB 1234) – February 23, 2023
- Certified Pool Operator and Aquatics Facility Operator Certification Program

EAP and Management Training

Staff is working with ACI Specialty Benefits, 34th Street Consulting and others to deliver virtual training events on topics addressing management, communication, stress, wellness, diversity, equity, inclusion, ethics, and harassment. ACI Specialty Benefits sessions will be recorded and posted on the NCCSIF website.

Additional Services and Resources

- Unlimited phone and email consultation with the NCCSIF Risk Control Manager
- Coordination support for members to request grants from the NCCSIF Cash for Safety Culture Risk Management Fund
- Access to the resources on the Sedgwick Risk Control website:
<http://riskcontrol.sedgwick.com>
 - **On-line Streaming Videos** - Members have access to over 400 on-line streaming videos to help comply with OSHA and other regulatory training requirements. Sedgwick-produced videos are also developed on key safety topics.
 - **Safety Publications** - Sedgwick Risk Control has developed customized safety publications that provide guidance on Cal/OSHA regulatory requirements and



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industry Best Practices. The publications are written in an interesting and informative manner, nicely designed, and ready for distribution.

- ***Sample Programs, Forms, and Checklists*** - Up to date sample safety programs, forms, and checklists are available in a streamlined, yet comprehensive manner. These documents are in Word or Excel format so that they can be easily customized by each member.

FISCAL IMPACT: None from this item. Contracted services budgeted at \$184,320 with additional \$30,000 for outside training and Safety Award.

RECOMMENDATION: Review and provide feedback on desired training topics and services for the 2023/2024 Program Year.

BACKGROUND: NorCal Cities contracts with Sedgwick for risk control services, including risk assessments and follow up to assist members in implementing the pool's Best Practices for most municipal operations. They also provide on-site support for inspections, training, and other services as needed.

ATTACHMENT(S): Ergonomic Evaluation Request form



ERGONOMIC EVALUATION REQUEST FORM

Northern California Cities Self- Insurance Fund (NCCSIF) is pleased to offer ergonomic evaluation services. Sedgwick is the risk control service partner to NCCSIF and conduct the evaluation. If you have any questions, please reach out to Shane Baird: shane.baird@sedgwick.com.

Member Entity Name: _____ **Today's Date:** _____

Your Name: _____ **Phone:** _____

Your Email Address: _____

Employee Contact Information

*Please include pictures of your workstation.

Employee Name: _____ **Job Title:** _____

Email Address: _____ **Phone Number:** _____

Employee Work Site Address: _____

Employee Work Hours: _____

Date Ergo Evaluation Needed by: _____

Please provide a reason for the ergonomic evaluation request: (explain employee symptoms or workstation issues).

(If additional room is needed, please attach separate sheet.)

Please e-mail the completed form to: Shane Baird shane.baird@sedgwick.com or (661) 619-3520

NCCSIF Program Administrators:

Marcus Beverly Marcus.Beverly@alliant.com or Jenna Wirkner Jenna.Wirkner@alliant.com



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Agenda Item E.4.

**SAFETY AWARD PROGRAM
ACTION ITEM**

ISSUE: The Program Administrators have received nominations for the “Cash For Safety Culture” program awards. Shane Baird will present the attached material regarding the program and the submissions for the committee to review and recommend awards or other action to the Board.

The members who submit the top three entries will be invited to share their submissions at the Annual NCCSIF Board Meeting and have them posted on the NCCSIF website. Members and staff will be able to review all submissions to determine if any of the ideas could have a positive impact on their organizations and consequently the entire membership.

FISCAL IMPACT: Proposed budget of \$10,000

RECOMMENDATION: Review and provide recommendations to the Board of Directors on the nominations.

BACKGROUND: Members are reminded of the “Cash For Safety Culture” incentive program approved by the Board. The program is designed to recognize and reward members for promoting a positive safety culture within their organization. Members are encouraged to identify risks within their organizations, develop an idea or solution to reduce the risk, and describe the results. The award criteria will be based on proactive/innovative safety solutions that were implemented by the member and improved employee safety or reduced risk exposures.

To be eligible Members will complete the attached application form and provide any supporting documentation to the NCCSIF Risk Control Manager identifying the risk, the idea or solution, and its impact on employees or citizens. The entries will be presented to the RMC, with references to a specific member removed to maintain anonymity. The RMC will review all submissions and select the winners.

Cash prizes will be awarded for the “Most Outstanding” submission (\$5,000), an “Outstanding” submission (\$3,000) and a “Good” submission (\$2,000). All other submissions will receive an Honorable Mention certificate. The RMC will reserve the right to withhold, or reduce, a monetary award if the submission does not meet the awards criteria.

ATTACHMENT(S): Cash for Safety Culture Program Overview & Award Applications

NCCSIF

Cash for Safety Culture
Program



Presented by: Shane Baird CSP, CHST

NCCSIF Risk Manager



Cash SAFETY for CULTURE



- Open to all 22 NCCSIF members.
- Submissions can be submitted anytime.
- Members are reminded of the program monthly.
- Members have access to the application via the NCCSIF website.

Cash SAFETY for CULTURE



- Designed to recognize and reward members for promoting a positive safety culture.
- Members are encouraged to identify risk.
- Develop mitigations to eliminate or minimize the risk.
- Describe the results of the mitigation.

Cash SAFETY for CULTURE



AWARDS:

- Most Outstanding = **\$5,000.00**
- Outstanding = **\$3,000.00**
- Good = **\$2,000.00**
- All other submissions receive an Honorable Mention certificate

- Top three entries will be shared at the Board Meeting and will be posted on the NCCSIF website.



SUBMISSIONS

Total Submissions: Four

Cash SAFETY for CULTURE



City: City of Yuba City	
Name of person submitting: Sheleen Loza Analyst	Title: Administrative
Phone: 530-822-4612 sloza@yubacity.net	Email:
Describe the hazard or problem:	
There was a consultant working in the City Hall breakroom. An employee noticed that the consultant had an extension cord running across the kitchen sink and walk area in the breakroom.	
Provide details about your idea and solutions:	
The employee was able to relocate the extension cord.	
Describe the results:	
This eliminated the danger of the cord being plugged in next to the kitchen sinks and someone accidentally tripping over it. The employee notified the consultant of the safety concern and action taken.	
Attach additional details and supporting documentation if needed.	

HAZARD/PROBLEM: Extension cord in breakroom on the ground posed a trip hazard.

MITIGATION: Relocate the extension cord.

RESULTS: Eliminate the extension cord being plugged next to a sink and eliminated a tripping hazard.

Yuba City

Cash SAFETY for CULTURE



City: City of Yuba City	
Name of person submitting: Sheleen Loza Analyst	Title: Administrative
Phone: 530-822-4612 sloza@yubacity.net	Email:
Describe the hazard or problem:	
There was a COVID-19 testing site located behind City Hall. This led to symptomatic individuals mistaking City Hall for the testing location. The individuals would enter City Hall exposing the front counter staff.	
Provide details about your idea and solutions:	
An employee printed large window signs that read "stop this not a COVID-19 testing site". The window sign also include a map showing "you are here" and how to get to the testing site from City Hall.	
Describe the results:	
This reduced the number of symptomatic individuals entering City Hall.	
Attach additional details and supporting documentation if needed.	

HAZARD/PROBLEM: Citizens with symptoms of COVID-19 mistakenly thought city hall was a testing location and potentially exposed employees.

MITIGATION: A sign was put up that redirected the citizens to the testing location.

RESULTS: Reduced the number of symptomatic individuals enter city hall.

Yuba City

Cash SAFETY for CULTURE



City: Town of Paradise	
Name of person submitting: Director	Title: HR/Risk Mgt
Phone: 530-872-6291 x117 cpeters@townofparadise.com	Email:
Describe the hazard or problem:	
Setting aside time for safety training is difficult in a customer service setting. Additionally, creating customized content that is specific to the employee types, facility and most importantly, interactive has not been as easy to achieve in the COVID era. Employees have become a bit bored by the more generic online training that has become so popular (and necessary with COVID). The goal has been to make the training specific, compelling, inperson, and top priority.	
Provide details about your idea and solutions:	
The Town of Paradise's Community Development Department, newly expanded into their own building after the Camp Fire necessitated a larger staff than was able to be accommodated at the original Town Hall location. Now home to 32 of 87 Town of Paradise employees, the Building Resiliency Center (CDD Dept) has one-hour Quarterly Safety Meeting with 100% attendance because they are closed to the public during this time.	
Describe the results:	
All employees are able to attend valuable, customized, face to face safety training at the same time due to management prioritizing this training and closing the business to facilitate the training. This is a new program that began this fiscal year. It has been a big hit and will continue. Topics so far covered include Fire Extinguisher training (hands-on experience with real fire & extinguishers!), Active Shooter training from Paradise Police Department that includes an evaluation on the actual property and various scenarios, evacuation routes for that particular location and staffing. Next planned (1) intensive deescalation training, as our citizens have been through a lot and many feel frustrated by the rebuilding process and this location is the front line for our customers, (2) CPR/First Aid & AED training, and much more. Employees look forward to these training opportunities now because they are so specific and interactive.	
Attach additional details and supporting documentation if needed.	

HAZARD/PROBLEM: Completion of safety training in the COVID era as well as customer service setting.

MITIGATION: Building Resiliency Center (CDD Dept.) has quarterly safety meetings.

RESULTS: 100% attendance of required safety training. Employee morale has increased. Employee's look forward to trainings.

TOWN of PARADISE

Cash SAFETY for CULTURE



City: Dixon	
Name of person submitting: Rachel Ancheta	Title: HR Director
Phone: 707-678-7000 x1111 rancheta@cityofdixon.us	Email:
Describe the hazard or problem:	
<p>City of Dixon's City Hall lobby had open counters and swinging half doors to enter the back. In addition, employees were entering and exiting both through the front and the back doors. It was difficult to manage who was in the building at any given moment. Visitors came in to back of the building with little oversight.</p> <p>Also, staff with offices each had glass windows that can easily be shattered. Employees did not have ID badges; with the increased number of employees, it was difficult to know who was an employee. The back doors were not alarmed and did not have push bars, it would be difficult to open the door in case of fire or emergency.</p> <p>Counters were wide open easy for an intruder to jump the counter and access the City's vault and staff.</p>	
Provide details about your idea and solutions:	
<p>HR Director partnered with the Police Chief to develop a plan to secure City Hall. We added bullet proof glass to shield staff and bullet proof glass doors to secure the lobby. We added shatter proof tint to all the windows and added push bars to the emergency exits.</p> <p>In addition, we closed the back entry/exits for emergency only for employees to only have one entry/exit point through the front lobby. As part of this change, we added keyless access controls and ID badges for employees to enter and exit. In addition, we added signs "Authorized Personnel" or "Employees Only" throughout all the City buildings.</p> <p>This was about a 6-month project.</p>	
Describe the results:	
<p>This change created a secure building for staff and public. Employees feel safe in their offices with the shatter proof tinting and allowed employees to feel safe while working later as needed. The back doors are now alarmed and if the doors are opened it will alarm the staff if an intruder enters the back or if an employee leaves for an emergency. The bullet proof glass on the counters provides protection for employees while providing the services needed.</p> <p>Recently, a public person came in visit City Hall with a camera to record staff. The person was limited to only the lobby area.</p> <p>With the climate of the nation, we believe these changes were important to ensure employees and public are safe in the public building.</p>	
Attach additional details and supporting documentation if needed.	

HAZARD/PROBLEM: City Hall lobby and offices were unsecure.

MITIGATION: Bullet proof glass installed to secure the lobby, shatter proof tint added to windows, keyless door access and ID badges for employees.

RESULTS: Secure and safe workplace.

DIXON

Cash SAFETY for CULTURE



DIXON



Northern California Cities Self Insurance Fund
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Agenda Item E.5.a.

**POLICE RISK MANAGEMENT COMMITTEE UPDATE
INFORMATION ITEM**

ISSUE: Sedgwick provides an update on the recent activities of the Police Risk Management Committee (PRMC). The PRMC meetings are well attended, and a new training topic is typically covered as part of each meeting. Also included are other police trainings conducted for NCCSIF police members.

March 22, 2023 Cole Pro Media's Chief Operations Officer, Brian Addington, and Avery Essick, Transparency Engagement Advisor, provided a training titled *Swear to Not Swear*. During the training attendees learned 1) the benefits of limiting profanity when interacting with your community, 2) how to get buy-in from agency leaders and line level staff and 3) tools for implementation.

March 2, 2023 - *Verbal Judo* is an effective training program to deescalate and persuade residents and visitors into voluntary compliance. The program is centered on 5 Universal Truths, the first "All people want to be treated with Dignity and Respect." Kevin Price was the instructor for the training hosted by Colfax and Curtis Smith was the instructor for training hosted by Willows.

February 3, 2023 - Bruce Kilday presented a training for the PRMC members titled *Police Risk Management Legal Update - Impact of New Legislation & Lessons Learned*. They discussed with the PRMC members some of the new laws such as:

Enforcement Procedures

- AB 2537 - Driver Education for Stops
- AB 2644 - Minor Custodial Interrogation
- AB 2773 - Reason for Stop
- SB 1359 - Vehicle Registration
- AB 485 - Hate Crime Reporting

Hiring & Termination of Officers

- AB 655 - Hate Group Background
- AB 2229 - Bias Evaluation
- SB 960 - Citizenship
- AB 2 - POST Decertification
- AB 89 - Minimum Qualifications.

Lessons Learned from Recent Cases

- Elements of a Successful MSJ

December 13, 2022 - *Social Media: Personnel and Investigations Issues* presented by Ed Obayashi, Sheriff Deputy/Legal Advisor for the Plumas County Sheriff's Office and the legal advisor to multiple other California local and state law enforcement agencies, and a former special prosecutor and deputy public defender. Ed is the lead instructor in this official State training course.



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This official state-sponsored training course seeks to develop peace officers' understanding and appreciation of the impact their social media interactions can have, whether on or off duty. One officer's offensive or controversial post can undo months of efforts to build trust with the community. Even a deleted post can destroy an officer's credibility as a witness or defendant in a lawsuit. Social media misconduct can also jeopardize officers' own reputations and careers, as this is a leading cause of terminations and suspensions. Employees' First Amendment considerations will be weighed against the employing agency's responsibilities.

December 6, 2022 - POST Bureau Chief Jackie Nelson presented *Implementation of SB2 – Commission on Peace Officer Standards and Training*

The Commission on Peace Officer Standards and Training provided an executive overview of the newly created hiring/selection standards/licensing and the reporting of serious misconduct/decertification process as established by Senate Bill 2. The overview focused on what agencies need to know to be compliant with the law by January 1.

November 3, 2022 – Retired Chief John Carli presented *Leading and Thriving During Unprecedented Times. Fortifying Personal Wellness & Strengthening Organizational Wellness,*

Law enforcement leaders are exposed to very high levels of stress and trauma. Attendees learned how these stressors affect police organizations and first responder families. The interactive presentation assists leaders in becoming trauma-informed, preparing them for the impact that is inherent in the role of leadership and to serve as change agents to improve the health and wellness of officers and lead the way to building organizational resilience.

August 4, 2022 – Kevin Allen, Partner at the law firm of Allen, Glaessner, Hazelwood, & Werth presented on the *Social Worker, Therapist, Cop: Managing Today's Police Risk*. Some topics presented included 1) How the law is ever-changing against police 2) How policies, training, and the law are changing crisis intervention 3) How cities are responding to public sentiment (e.g., creating non-armed mental-health teams, like the CAHOOTs program in Eugene Oregon.)

FISCAL IMPACT: None. Services for PRMC facilitation included in Sedgwick contract.

RECOMMENDATION: None - information only.

BACKGROUND: NCCSIF services include the facilitation of the Police Risk Management Committee meetings by Tom Kline.

ATTACHMENT(S): None



Agenda Item E.5.b

**POLICE RISK MANAGEMENT GRANT FUND
USAGE REPORT AND REQUEST**

ACTION ITEM

ISSUE: Since FY 14/15 NorCal Cities SIF members have funded grants totaling \$50,000 per year for their police departments to purchase and implement Body-Worn Cameras (BWC). The program has been a success, with numerous cases of claims being avoided or settled quickly based on video evidence. The Police Risk Management Committee members regularly provide feedback on their needs and make suggestions for use of the grant funds.

The attached Usage Report tracks the grant funds over the life of the program. All but one member has taken advantage of the grants and all but one have BWCs. Willows and Rio Vista outsourced their police department but remain in the program to fund their Lexipol Fire Policy Service annual fee.

An issue with smaller agencies continues to be the cost of staffing and storage needed to manage the BWC program. One member who had not used the cameras purchased by a prior Chief due to the cost of running the program has recently used grant funds to purchase new cameras. Another member has committed to a large investment in BWCs and is using the grant funds for training software.

Those members with BWC programs in place have been allowed to use the grant funds for other risk management purposes, including duty vests, tactical equipment, and the Cordico wellness app, designed primarily for public safety personnel and first responders

RECOMMENDATION: Review usage and member feedback to recommend funding for FY 23/24 and use of funds for other risk management purposes if BWC program in place.

FISCAL IMPACT: TBD - \$50,000 has been allocated to the preliminary draft FY 23/24 budget.

BACKGROUND: The Board approved a FY 14/15 budget of \$50,000 for the purchase of VieVu Body Worn Cameras (BWC) for NCCSIF's police agencies. Two members used the funds to purchase different cameras. The grants in FY 15/16 and FY 16/17 were allocated to members to fund their BWC programs. Since that time, if a member agency's BWC program is fully funded the grant can be used for other risk management functions.

ATTACHMENT(S):

1. Police Risk Management Grant Funds Usage Report and FY 23/24 Allocation as of 4/5/23
2. Police Risk Management Grant Fund Request Form

NCCSIF POLICE RISK MANAGEMENT GRANT FUNDS HISTORIC USAGE REPORT

Member	FY 14/15 \$50,000 Grant Camera Allocation	FY 15/16 \$50,000 Grant Fund Allocation	FY 16/17 \$50,000 Grant Fund Allocation	FY 17/18 \$50,000 Grant Fund Allocation	FY 18/19 \$50,000 Grant Fund Allocation	FY 19/20 \$50,000 Grant Fund Allocation	FY 20/21 \$50,000 Grant Fund Allocation	FY 21/22 \$50,000 Grant Fund Allocation	FY 22/23 \$50,000 Grant Fund Allocation	FY 21/22 Member Specific Police Fund	FY 22/23 Member Specific Police Fund	TOTAL GRANTS	YTD Reimbursements Made	REMAINING FUNDS 4/5/23	Proposed Allocation for FY 23/24	Reimbursement Notes/Plan Usage
1 Anderson	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515			\$9,090		\$12,120	\$1,515	
2 Auburn	4	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030			\$18,180	\$20,689	\$3,551	\$3,030	4/25/17 \$6,280.56 (12 VieVu LE4 mini body worn cameras) 9/8/17 \$3,029.18 (4 VieVu LE4mini & 1 multi-dock LE4) 2/5/19 \$2,810.26 portion of invoice (16 VieVu LE5 body worn cameras) 3/24/21 \$5,998.49 Body Cameras 9/29/22 VIEVU Bodyworn Camears
3 Colusa	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515		\$8,360	\$9,090	\$3,030	\$17,450	\$1,515	7/27/17 \$3,030 (concealable vests with load bearing carriers)
4 Corning	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515			\$9,090	\$5,592	\$6,528	\$1,515	9/6/16 \$3,291.26 (4 VieVu LE4 body cameras) 2/15/19 \$2,301.12 firewall 4/20/21 \$6,060 (30 Wolfcom vision 1080p body camera with rotatable camera head and 32GB memory)
5 Dixon	4	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$5,000		\$18,180	\$23,846	\$5,394	\$3,030	6/1/18 \$2,934.38 (3 Wolfcom Vision 1080p body camera + training cost for force options simulator) 3/6/20 \$2,631.63 (5 Wolfcom Body Camera + 1 docking port) 8/26/20 IA PRO Program 2/7/23 DeleteMe App - Removes officers personal information from the internet
6 Elk Grove*	4	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030			\$18,180	\$21,210	\$3,030	\$3,030	1/11/18 \$9,090 (WatchGuard Vista HD body cameras) 3/20/19 \$3,030 (portion of Cordico Wellness Program) 11/4/19 \$3,030 (portion of 2019 BWC purchase/Vista HD) 5/6/22 \$6,060 (portion of Cordico Wellness Program)
7 Folsom	5	\$3,788	\$3,788	\$3,788	\$3,788	\$3,788	\$3,788	\$3,788	\$3,788	\$400,000		\$22,725	\$22,725	\$407,575	\$3,788	10/5/16 \$7,576 (8 VieVu LE4 body camera and 1 multi-dock network station) 12/16/20 \$15,150 lapro software
8 Galt	4	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030		\$65,000	\$18,180	\$21,210	\$68,030	\$3,030	1/25/18 Plan to use fund/BWC program under consideration 2/28/22 AXON Body Worn Cameras
9 Gridley	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515			\$9,090	\$4,543	\$7,577	\$1,515	9/6/16 \$3,291.26 (4 VieVu LE4 body cameras) 3/28/18 \$1,252 (one VieVu LE5 camera and seven Public Safety Vests) 8/7/20 \$2,700.41 (load bearing vests and flashlights)
10 Lone	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515		\$7,331	\$9,090	\$10,605	\$8,846	\$1,515	11/2/16 \$1,655.23 (2 VieVu LE4 body camera) 9/8/17 \$1,736.24 balance (2 VieVu LE4 body cameras and 2 LE4 Cradle) 5/21/18 \$1,234.14 (2 VieVu LE5 body camera and license for Veripatrol Software) 5/28/21 Lava Dog Fire and Police Supply (Riot helmets, batons, gas masks and filters) 3/7/22 LENSLOCK Cameras
11 Jackson	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515			\$9,090	\$9,090	\$3,030	\$1,515	4/20/20 Jackson PD in process of acquiring new body cams. 1/7/2021 \$9,090 Vista HD Wearable Camera User Guide
12 Lincoln	4	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030			\$18,180	\$18,181	\$6,060	\$3,030	10/5/16 \$6,060 (8 VieVu LE4 body cameras) 2/25/21 \$11,632 (14 Watchguard body worn cameras)
13 Marysville	3	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273			\$13,635	\$4,920	\$13,260	\$2,273	8/18/17 \$4,919.87 (6 VieVu LE4 body cameras)
14 Nevada City	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515			\$9,090	\$7,575	\$4,545	\$1,515	2/6/18 \$4,545 (Body Camera Storage and Equipment cost for 2015-2017) 7/15/19 \$1,515 (Axon Body Camera Storage) 4/17/20 \$1,515.00 (Body Camera Storage Fees) 3/31/21 \$1,515.00 (Body Camera Storage Fees)
15 Oroville	4	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030			\$18,180	\$12,120	\$12,120	\$3,030	9/23/16 \$3,010 (Video Storage Buffalo Terastation) 10/5/16 \$3,050 (5 VieVu LE4 body cameras) 11/20/17 \$1,174.00 (1 Tactical Armor-Ballistic Vest) 9/4/18 \$4,886 (20 VieVu LE5s body cameras)
16 Paradise	3	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273			\$13,635	\$18,180	\$0	\$2,273	dock station) 3/14/17 \$2,305.58 (Ballistic Vests) 5/3/19 \$1,895.50 (five load bearing vests) 8/7/20 \$2,700.41 (load bearing vests and flashlights) 7/27/22 \$9,039 Body Worn Cameras
17 Placerville*	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515			\$9,090	\$10,105	\$2,015	\$1,515	12/28/17 \$3,970.32 (4 Tactical Armor-Ballistic Vests) 10/3/19 \$3,674.75 (Fitness Equipment) 11/18/20 \$1,077.49 (Treadmill) 9/29/21 \$1,382.87 (Kettlebell, Resistance bands, under desk bike pedal, weight bench, battle rope)

NCCSIF POLICE RISK MANAGEMENT GRANT FUNDS HISTORIC USAGE REPORT

		FY 14/15 \$50,000 Grant Camera Allocation	FY 15/16 \$50,000 Grant Fund Allocation	FY 16/17 \$50,000 Grant Fund Allocation	FY 17/18 \$50,000 Grant Fund Allocation	FY 18/19 \$50,000 Grant Fund Allocation	FY 19/20 \$50,000 Grant Fund Allocation	FY 20/21 \$50,000 Grant Fund Allocation	FY 21/22 \$50,000 Grant Fund Allocation	FY 22/23 \$50,000 Grant Fund Allocation	FY 21/22 Member Specific Police Fund	FY 22/23 Member Specific Police Fund	TOTAL GRANTS	YTD Reimbursements Made	REMAINING FUNDS 4/5/23	Proposed Allocation for FY 23/24	Reimbursement Notes/Plan Usage
18	Red Bluff	3	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273			\$13,635	\$14,052	\$4,128	\$2,273	2/17/17 \$1,473.74 (Apex Body cam storage remediation) 10/18/17 \$3,071.26 (5 VieVu LE4 body cameras) 1/25/18 Plan to use to purchase more BWC & future funds to replace old cameras. 3/27/20 Red Bluff PD BWC is fully funded; plan to use funds for fitness equipment. 5/26/20 \$6,814.17 (Fitness Slam Balls, ball rack, cable machine, dumbbell rack, kettlebell racks, kettlebells and bumper rack) 10/29/21 \$2,692.86 (3 Body Cameras, 12 Clip Lock Metal Clips)
19	Rio Vista	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515			\$9,090	\$4,241	\$7,879	\$1,515	11/16/17 \$4,241.15 (9 VieVu LE5 body cameras)
20	Rocklin	4	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030			\$18,180	\$18,180	\$6,060	\$3,030	10/5/16 \$6,516.24 (4 VieVu LE4 body cameras, 1 LE4 multi-dock, 1 LE3 multi-dock) 1/3/19 \$5,603.76 (58 Lenslock bwc cameras and 25 in car dash cameras) 11/9/20 \$6,060 (Lenslock software)
21	Willows	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515			\$9,090	\$10,605	\$1,515	\$1,515	6/18/18 \$2,130 for 18/19 Lexipol-Fire Policy Service annual fee 7/2/19 \$2,130 for 19/20 Lexipol-Fire Policy Service annual fee 7/1/20 \$2,157 for 20/21 Lexipol-Fire Policy Service annual fee 6/15/21 \$2,178 21/22 Lexipol-Fire Policy Service annual fee 6/15/21 \$2,010 Lexipol Fire Policy Service
22	Yuba City	4	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030			\$18,180	\$9,759	\$14,481	\$3,030	5/5/17 \$6,060 (Data911 body-worn cameras) 7/12/21 \$3,699.05 (Treadmill)
	TOTAL	58	\$49,995	\$405,000	\$80,691	\$299,970	\$270,459	\$615,192	\$49,995								

*Opted for Cash Allocation to purchase other than VieVu Camera
Fund Allocation is based on cost of camera at \$757.50 each



POLICE RISK MANAGEMENT GRANT REQUEST FORM

Member Entity Name: _____

Submitted by: _____ Submission Date: _____

Available Funds: _____ Requested Funds: _____

Please use the following lines to describe the proposed use for your funds, and be sure to attach any applicable backup data such as purchase order, receipts, etc.

(If additional room is needed, please attach separate sheet.)

Check Payable to: _____

Mail Check to: _____

Signature: _____ Date: _____

Please e-mail the completed form to: Jenna Wirkner at Jenna.Wirkner@alliant.com

STAFF USE ONLY

Program Administrator Approval: _____

Total Amount Subject to Reimbursement: \$ _____



Northern California Cities Self Insurance Fund
 Risk Management Committee Meeting
 April 20, 2023

Agenda Item E.6.

**FY 23/24 RISK CONTROL SERVICES BUDGET
 ACTION ITEM**

ISSUE: Each year the Committee reviews the attached preliminary Risk Management Services Budget and makes a recommendation regarding the types and amounts of funding. The Police and Training Funds and are presented with amounts for FY 23/24, pending any direction from the Committee.

Risk Management Services	WORK COMP	LIABILITY	FY 23/24 TOTAL	FY 22/23 TOTAL	\$ CHANGE	% CHANGE	Comments
Risk Control Services Agreement	\$92,160	\$92,160	\$184,320	\$184,320	\$0	0.0%	Per 2022 to 2025 contract
Outside Training & Safety Award	\$15,000	\$15,000	\$30,000	\$30,000	\$0	0.0%	<i>Including \$10k for safety award</i>
Risk Mgmt Comm Mtg Expense	\$750	\$750	\$1,500	\$1,500	\$0	0.0%	
Member Training and Risk Management	\$50,000	\$38,000	\$88,000	\$88,000	\$0	0.0%	\$4,000 per member annual allocation for training/conferences
Lexipol Police Manual Updates & DTBs	\$150,796		\$150,796	\$146,404	\$4,392	3.0%	3% increase
Police Risk Management Funds	\$25,000	\$25,000	\$50,000	\$50,000	\$0	0.0%	Pending approval
Total Safety Services Expenses	\$333,706	\$170,910	\$504,616	\$500,224	\$4,392	0.9%	

RECOMMENDATION: Review and recommend budget for FY 23/24.

FISCAL IMPACT: TBD - Total proposed budget of \$504,616, an increase of \$4,392, or 0.9%, based on increase in the Lexipol subscription.

BACKGROUND: The Risk Management Committee annually reviews the administrative budget for Risk Management Services and makes a recommendation to the Executive Committee for the upcoming fiscal year.

ATTACHMENT(S):

1. FY 22/23 Member Training Fund Usage Report
2. Member Training Fund Expense Claim Form

NCCSIF
FY 22/23 MEMBER TRAINING AND RISK MANAGEMENT FUND - Updated 4/13/23
(formerly Seminars/Conference Reimbursement)

Member	FY 22/23 Training Funds	YTD Reimbursements Made	Reimbursement Notes/Usage	Must Use Funds by 6/30/2023
1 Anderson	\$4,000			\$4,000.00
2 Auburn	\$4,000			\$4,000.00
3 Colusa	\$4,000			\$4,000.00
4 Corning	\$4,000	\$580.43	12/12/22 - Kristina Miller - CALPELRA 2022	\$3,419.57
5 Dixon	\$4,000	\$3,406.53	11/28/22 - Rachel Ancheta & Kim Staile CalPelra Conference- \$2,769.24 2/15/23 - Rachel Ancheta Mileage Reimbursement - PARMA 2023 - \$31.11 2/15/23 - Rachel Ancheta Hotel Reimbursement - PARMA 2023 - \$606.18 2/16/23- Kim Staile PARMA Parking 2023 - \$8	\$593.47
6 Elk Grove	\$4,000	\$875.41	9/20/22 - Jim Ramsey 2022 CAJPA Conference	\$3,124.59
7 Folsom	\$4,000			\$4,000.00
8 Galt	\$4,000			\$4,000.00
9 Gridley	\$4,000			\$4,000.00
10 Ione	\$4,000			\$4,000.00
11 Jackson	\$4,000			\$4,000.00
12 Lincoln	\$4,000			\$4,000.00
13 Marysville	\$4,000	\$3,280.00	1-18-22 CalPelra Conference (Nicole Moe)	\$720.00
14 Nevada City	\$4,000			\$4,000.00
15 Oroville	\$4,000	\$2,434.61	12-21-22 CalPelra Conference (Liz Ehrenstrom)	\$1,565.39
16 Paradise	\$4,000			\$4,000.00
17 Placerville	\$4,000			\$4,000.00
18 Red Bluff	\$4,000	\$1,503.37	2-14-23 - PARMA 2023 - Scott Garrison	\$2,496.63
19 Rio Vista	\$4,000			\$4,000.00
20 Rocklin	\$4,000			\$4,000.00
21 Willows	\$4,000			\$4,000.00
22 Yuba City	\$4,000	\$4,000.00	12-22-22 - CalPelra (hotel, registration, meals) - Taranjit Chahal 1-11-23- CalPelra (hotel, registration, meals) - Aricka Espinoza	\$0.00
Total	\$88,000	\$16,080.35		\$71,919.65

NOTE: FY 19/20 each member city is allotted \$4,000 from the Admin budget 52207 - **Member Training and Risk Management**
This is a Use-It-or-Lose-It and reimbursement request must be submitted within the fiscal year.

NCCSIF EXPENSE CLAIM FORM

Name: _____

Date: _____

City: _____

Location of Meeting: _____

Meeting Date: _____

Expenses:

Airfare: \$ _____ Attach travel itinerary and ticket receipt

- Covers coach rates only and any mandatory baggage fees.

Auto: Total miles _____ X _____ (IRS Rate) = \$ _____

- If travel by car shared with another member, you may share the mileage costs to avoid the maximum.

Hotel: \$ _____ Attach hotel receipt

- Not to exceed Government Rate.

Meals: \$ _____ Attach receipts

- Not to exceed \$50 per day. When meals are provided by a conference or meeting, members will not be eligible for reimbursement if they choose to dine separately. Alcohol and/or corkage fees are not reimbursable expenses.

Parking: \$ _____ Attach receipt

Car Rental: \$ _____ Attach receipt

Other Expenses: \$ _____

If other, please explain:

Member Signature: _____

*Please forward original and one copy (including all receipts) to
NCCSIF Program Administrators at jenna.wirkner@alliant.com
2180 Harvard Street, Suite 460, Sacramento, CA 95815*



BACK TO AGENDA

**Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 20, 2023**

Agenda Item E.7.a.

**DRIVING STANDARDS
RISK MANAGEMENT POLICY AND BEST PRACTICES**

ACTION ITEM

ISSUE: The attached Driving Standards, Risk Management Policy RM 2, is up for review and revision as it relates to the criteria for accumulating violation points with the DMV. The policy does not specifically address DUI arrests or citations, and the conviction itself is only two points on a person's record. The citation can also result in a plea to a lesser charge with fewer point.

To address this exposure and recognize that a DUI citation is reason for concern the administrators have updated the policy in the attached draft to include a reference to DUI citations as triggering review, training, and possible restriction of driving privileges.

RECOMMENDATION: Review and recommend update to RM 2: Driving Standards as presented or revised or provide direction.

FISCAL IMPACT: None expected from this item.

BACKGROUND: The Driving Standards are one of the fundamental det of Risk Management Best Practices adopted by the Board to address common risk exposures.

ATTACHMENT(S): RM 2: Driving Standards – redlined draft



RISK MANAGEMENT POLICY AND PROCEDURE #RM-2

SUBJECT: DRIVING STANDARDS

Issue:

This policy and procedure addresses necessary measures aimed at reducing losses related to vehicle operation.

Discussion:

Employees and volunteers whose duties necessitate driving vehicles in the course of their assignments and duties need to maintain certain acceptable standards in order to reduce the City's exposure to loss. The privilege of driving is granted through the issuance of a license by the Department of Motor Vehicles. Certain proficiency and physical requirements must also be proven prior to the granting of such license. Failure to meet these requirements results in revocation or non-issuance of such a state license.

Because of bad driving experience, a financial burden may be placed on the City due to increased insurance costs and exposure to liability. Therefore, in order to control the risk of losses and the accompanying expense of paying for losses, it is necessary to ensure that employees maintain an acceptable driving record.

Policy:

It is the policy of NCCSIF to require each Member City to institute and enforce the driving standards as set forth in this policy and procedure. Member Cities failing to institute and enforce the standards may be subject to disciplinary actions up to and including the provisions of Article XIII, Expulsion, of the Joint Powers Authority Agreement.

Member Requirements and Standards:

1. All NCCSIF members shall enroll in the Department of Motor Vehicles' Employee Pull Notice Program, as described on the DMV website.
2. All employees who are required to drive in the course of their employment shall be placed in DMV's pull notice program upon hire. All existing and prospective employees who drive on the Member's behalf must sign a written waiver allowing them to be enrolled in the pull-notice program.
3. On an annual basis employees shall be informed of the policy guidelines and standards, as described in the attached sample letter.



4. Job descriptions, or other formally adopted policies of the City, should state that employees must continue to meet established driving standards as a condition of employment for that position. Decisions regarding employment or assignment of non-qualifying employees are the purview of the Member City.
5. Driving standards shall be enforced consistently and fairly among all employees working in classifications where driving is required.
6. The City will require applicants for positions requiring driving on the City's behalf to provide a current DMV driving report prior to employment.

Employee Requirements and Standards:

1. Employees who are required to drive vehicles in the course their employment must possess a valid driver's license to legally operate the class of vehicle(s) they operate in their employment.
2. Employees receiving a DUI citation or accumulating two violation points, as valued and enumerated in the Department of Motor Vehicles' Negligent Operator Count Sheet DL551 in one year, three points in two years, and four points in three years, shall be considered marginally acceptable and may be required to attend a defensive driving class, the duration and nature of such class to be determined by the City. Employees or volunteers will be counseled and/or disciplined, and advised of the consequences of accumulation of more than five points.
3. Employees with more than one DUI citation or accumulating five violation points within the last three years, **shall be excluded from the City's coverage under the Risk Sharing Layer** of the NCCSIF liability insurance coverage.
4. The conviction date as determined by the DMV shall be considered as the starting date for the periods discussed in #2 and #3 above.
5. The provisions of #2 and #3 above shall apply regardless of whether the driving which resulted in acquiring the violation points was or was not in the course of employment.

Volunteer and Non-Employee Requirements and Standards:

1. All volunteers and non-employees who may drive a City vehicle or their own vehicle on City business shall be required to read the policy standards.
2. Volunteers and non-employees who may drive City vehicles or their own vehicle on City business must meet the established minimum driving standards applicable to employees, as noted above.
3. Driving standards shall be enforced consistently and fairly among all volunteers and non-employees who may drive a City vehicle.



4. Department of Motor Vehicle license checks shall be made at the time of enlistment and at least annually thereafter.
5. Elected Officials are subject to these requirements.

Use of Private Vehicles on City Business:

There may be times when it may be necessary and expeditious for employees and volunteers to use their own vehicles in the course of City business. In this situation reimbursement is often provided in the form of a mileage allowance. The allowance is intended to compensate the employee or volunteer for the cost of gasoline and oil, wear and tear on the auto and **for insurance costs**. Insurance coverage for autos “follows the car”, meaning the insurance covering the auto is primary and any coverage from NCCSIF is excess. If there is no liability insurance on the auto, in the case of an occurrence the Member City may be subject to a penalty from the JPA.

It is therefore important that the employee or volunteer be expected to have appropriate automobile insurance coverage. In addition, State law requires drivers to have automobile insurance. It is, therefore, prudent for the City to require proof of automobile insurance coverage prior to allowing an employee or volunteer to use a private vehicle on City business.

Requirements and Standards for Use of Private Vehicles on City Business:

1. Driving standards required of Employees shall also apply to persons using private vehicles on City business.
2. Employees shall show proof of automobile liability insurance annually in accordance with the State of California minimum requirements, and NCCSIF recommends that employees who drive for the City on a regular basis obtain higher limits:

Coverage Type	Minimum	Recommended
Bodily Injury Each Person	\$15,000	\$100,000
Bodily Injury Each Accident	\$30,000	\$300,000
Property Damage Each Accident	\$5,000	\$50,000

Effective Date: June 14, 1996
First Revision: October 27, 2006
Second Revision: April 24, 2009
Third Revision: December 8, 2016

Reviewed: April 2023

[SAMPLE LETTER TO MEMBERS]

Member Name

Address

**NCCSIF RISK MANAGEMENT
REVISED POLICY AND PROCEDURE RM-2 - DRIVING STANDARDS
EFFECTIVE December 8, 2016**

Dear _____ :

At the most recent NCCSIF Board of Directors meeting, the mandatory Risk Management Policy and Procedure RM-2, *Driving Standards* was revised.

The policy addresses measures aimed at reducing losses related to vehicle operation. It covers two aspects of vehicle usage:

The first section is unchanged and deals with employees and volunteers whose duties necessitate driving vehicles in the course of their assignments. Members are required to institute the driving standards summarized below (please refer to the complete policy):

- Members must enroll in the DMV pull notice program and utilize this programs for all employees or volunteers who are required to drive frequently (once a month or more) in the course of their employment;
- Employees or volunteers are to be informed of the guidelines annually, usually this has been accomplished in pay envelopes;
- Employees or volunteers required to drive must possess a valid license to legally operate the class of vehicle they operate in their employment;
- Employees or volunteers receiving a DUI citation or accumulating two to four violation points will be considered marginally acceptable and may be required by the city to attend defensive driving class;
- Employees or volunteers receiving more than one DUI citation or accumulating five violation points within the past three years shall be excluded from the City's coverage under the Risk Sharing Layer of the NCCSIF liability insurance coverage.

The second section deals with employee and volunteer use of private vehicles on City business and is summarized here:

- Private insurance coverage for automobiles follows the vehicle. Employees who drive their vehicles for City business are covered first by **their private insurance** and excess of that amount by the City.

- Employees and volunteers who use their own vehicles must have insurance and must provide proof of insurance prior to allowing use of their vehicle on City business;

The State of California minimum amounts of coverage apply to all employees. NCCSIF recommends that employees who drive for the City on a regular basis obtain higher limits, as indicated below:

Coverage Type	Minimum	Recommended
Bodily Injury Each Person	\$15,000	\$100,000
Bodily Injury Each Accident	\$30,000	\$300,000
Property Damage Each Accident	\$5,000	\$50,000



BACK TO AGENDA

**Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 20, 2023**

Agenda Item E.7.b.

**PARK AND RECREATION
RISK MANGEMENT POLICY AND BEST PRACTICES**

ACTION ITEM

ISSUE: Members have requested best practices related to managing park and recreation risks, including playgrounds and sponsored recreation opportunities. The Program Administrators have assembled the attached draft Policy and Best Practices for Park and Recreation Risk Management.

The key focus is on playground design, inspection and maintenance, with reference to the two widely accepted sets of standards for playgrounds – the Consumer Product Safety Commission [Public Playground Safety Handbook](#) and the American National Standards Institute’s [ASTM F1487-21: Playground Equipment for Public Use Standard](#). Members are encouraged to refer to these and consult with a Certified Playground Safety Inspector (CPSI), if not one on staff, for comprehensive guidance on selecting and maintaining playground equipment and surfaces.

Other Best Practices are focused on identifying risks associated with new programs, managing volunteer and instructor risks, and maintaining a budget for playground inspection and maintenance.

RECOMMENDATION: Review and recommend the Best Practices as presented or revised or provide direction.

FISCAL IMPACT: None expected from this item.

BACKGROUND: The Program Administrators continue to provide resources to address the common and emerging risks members face.

ATTACHMENT(S): RM-21 Park & Recreation Risk Management *Draft*



RISK MANAGEMENT POLICY AND PROCEDURE #RM-21

SUBJECT: PARK AND RECREATION RISK MANAGEMENT BEST PRACTICES

1.0 Policy

It is the policy of the Northern California Cities Self Insurance Fund (NCCSIF) to prudently manage its programs to minimize the frequency and severity of losses incurred by its members. We will achieve this by recommending members implement a risk management program that utilizes the operational best practices provided herein.

2.0 Scope

This Policy applies to all members of NCCSIF.

3.0 Objective

Provide a process to effectively identify, analyze and manage risks related to parks and recreation activities.

4.0 Criteria

The following Best Practices are used to assess member achievement in addressing the risks associated with parks and recreation programs and services

Approved by Board of Directors - TBD



Park & Recreation Best Practices

Parks and Recreation programs are valuable community resources that may pose significant risk to users that can be managed through the following best practices.

24-1	Create a formal process for evaluating risks associated with new programs, procedures, and major park or recreation equipment purchases.
24-2	Have a mechanism in place to ensure all volunteers, instructors, and employees are screened according to current state requirements and are trained in mandated reporting requirements.
24-3	Install signs at park entry points that stipulate park use rules. Install signs at all playground areas to indicate the age-appropriateness of the equipment, the advisability of adult supervision, and safe use rules. Install signs at pool facilities that stipulate use rules.
24-4	Provide separate playground/equipment areas for differing age groups and provide age-appropriate equipment in each of those areas.
24-5	Establish a written playground inspection program that contains an inventory of current playground equipment and describes the City's playground inspection and maintenance procedures.
24-6	Regularly contract with a Certified Playground Safety Inspector, if not one on staff, to review the City's playground inspection program and playground equipment to ensure the program is effective, the playground equipment is appropriate, and the playground equipment is properly maintained.
24-7	Provide documented training to all personnel responsible for inspecting and maintaining playground equipment. Maintain documentation of regular playground inspections and any actions taken to respond to potential hazards, including response to user complaints.
24-8	The City maintains, where feasible, an annual budget for addressing needed playground inspections and maintenance.
	REFERENCE: the Consumer Product Safety Commission Public Playground Safety Handbook and the American National Standards Institute's ASTM F1487-21: Playground Equipment for Public Use Standard .



BACK TO AGENDA

**Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 20, 2023**

Agenda Item E.7.c.

**RISK MANAGEMENT POLICIES
AND BEST PRACTICES**

INFORMATION ITEM

ISSUE: NCC's Risk Management Policies undergo periodic review, with periodic updates and additions including best practices and resources for addressing member risks.

Attached is the current list of Risk Management Policies and Best practices for review and to remind members of the exposures that may be addressed in their risk management assessments. Members are encouraged to share their own policies or other resources to add to the references available to others.

The Committee may consider special recognition for the member(s) that exhibits the best practices among the members.

RECOMMENDATION: Review list of Policies and Best Practices and provide feedback.

FISCAL IMPACT: None expected from this item.

BACKGROUND: NorCal Cities has four sets of Policies and Procedures: Administration, Risk Management, Liability and Workers' Compensation. The Risk Management policies were expanded in 2016. Other policies for Work Comp and Liability have been updated within the last 4-5 years. The Administration policies have been expanded in the last few years to add an Underwriting Policy, with others relating to funding and claims procedures updated in the last 2-3 years. However, there are other policies, mostly administrative, that have not been reviewed in the last five years and will be brought to the appropriate committees for review.

ATTACHMENT(S): Risk Management Policies & Best Practices – Table of Contents



POLICIES AND PROCEDURES

TABLE OF CONTENTS

P & P NUMBER	SUBJECT	LAST REVISION	TYPE
RM-1	Risk Management Policy and Framework - <i>Sample Risk Management Policy Resolution</i> - <i>Sample Risk Management Administrative Policy (City of Belvedere)</i>	12/08/2016	Mandatory
RM-2	Driving Standards	12/08/2016	Mandatory
RM-3	Sidewalk Inspection and Maintenance - <i>Sample Program (City of Livermore)</i> - <i>Sample Property Owner Notice Letter</i>	11/19/2015	Advisory
RM-4	Use of Public Facilities -Insurance Requirements - <i>Attachment: Hazard Classes</i>	10/20/2022	Advisory
RM-5	Employment Liability Best Practices - <i>Sample Policy and Complaint Procedure Against Harassment, Discrimination, and Retaliation</i>	12/08/2016	Mandatory*
RM-6	Approval of Coverage for Skateboard Parks - <i>Exhibit A: Skatepark Sign Oregon</i>	12/19/2008	Mandatory
RM-7	Aquatics Programs	06/09/2016	Mandatory
RM-8	Development and Operation of Bicycle Parks	10/24/2003	Mandatory
RM-9	Sewer Overflow and Backup Response - <i>Sample Backflow Prevention Device City Ordinance (City of Nevada City)</i>	11/19/2015	Advisory
RM-10	Risk Management Committee Composition and Duties	12/14/2017	Mandatory
RM-11	Review of Member Risk Assessments and Compliance with Recommendations	12/08/2016	Mandatory
RM-12	Risk Management Reserve Program	11/19/2015	Optional
RM-13	ADA Compliance and Transition Plans	11/19/2015	Mandatory
RM-14	Urban Forest Management - <i>Sample Tree Ordinance (City of Rocklin)</i>	06/09/2016	Mandatory

* While every member **must** have a harassment policy in place, the sample policy included is advisory only.



POLICIES AND PROCEDURES

TABLE OF CONTENTS

P & P NUMBER	SUBJECT	LAST REVISION	TYPE
RM-15	Vehicle Use and Operations	12/08/2016	Mandatory
RM-16	Special Events Risk Management	06/14/2018	Mandatory
RM-17	Volunteer Risk Management <i>- Sample Volunteer Release Form</i>	12/14/2017	Mandatory
RM-18	Wildfire Risk Management	12/15/2022	Advisory
RM-19	Cyber Liability Best Practices	12/15/2022	Advisory
<i>RM-20</i>	<i>Ergonomic Injury Management- draft</i>	<i>TBD</i>	
<i>RM-21</i>	<i>Park & Rec Risk Management - draft</i>	<i>TBD</i>	



BACK TO AGENDA

**Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 20, 2023**

Agenda Item E.8.

ROUND TABLE DISCUSSION

INFORMATION ITEM

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

- Potential Training: Cal/OSHA Inspections, Citations, and Appeals
- CJPRMA requested a list of Risk Management Activities from all members.

RECOMMENDATION: None.

FISCAL IMPACT: None.

BACKGROUND: The item is to the Committee members for any topics or ideas that members would like to address.

ATTACHMENT(S):

1. CJPRMA Risk Management Activities
2. Services Provided by CJPRMA

List of Risk Management Activities - NCCSIF

List of Risk Management Activities - NCCSIF	
Contracted training you have brought in.	NCCSIF AB 1234 (every other year) AB 1825 (every other year) Verbal Judo, ACI Foundation for Emotional Intelligence, Ergonomic Training & Assessments, ACI Negotiating Strategies ACI Supporting Employee's Mental Health Risk Management 101 ACI Training - Nurturing Relationships Through Effective Communication Aquatic Risk Management Law Enforcement Legal Update with Bruce Kilday
Training you have done yourself for city staff/JPA members. Anything you do for defensive driving will be very useful in this.	Defensive driving Ergonomic Evaluations Traffic Control and Flagging
Vendors you have hired to reduce liability.	Sedgwick Risk Control
Tools/software/systems you have implemented to reduce liability.	

<p>Employment practices training on issues such as discrimination, reasonable accommodation, interactive process, etc. Participation in the LCW Consortium would be a good measure of this, too.</p>	<p>PRISM</p>
<p>Training that departments have done on their on that helps with liability. There should be a lot of police training that fits this: de-escalation; use of force; community policing; etc. I suggestion reaching out to the Training Lieutenant in your police departments to see what could fit. Public Works might have training on how to do their work in such a way as to not damage resident property.</p>	<p>SB 2 Implementation with POST Social Media Training with Ed Obayashi Chief Carli - Officer Wellness Law Enforcement Legal Update Tactical Driving for Law Enforcement</p>

Sedgwick Risk Control						
10/11/2022	City of Rocklin	NCCSIF	Policy Review	IIPP	N/A	Review IIPP for the city of Rocklin.
12/13/2022	City of Rocklin	NCCSIF	Training	Aerial & Forklifts	Forklift	Conduct forklift training for city employees.
12/14/2022	City of Rocklin	NCCSIF	Training	Aerial & Forklifts	Forklift	Conduct forklift training for city employees.
12/15/2022	City of Folsom	NCCSIF	Training	Aerial & Forklifts	Forklift	Conduct forklift training for city employees.
12/15/2022	City of Folsom	NCCSIF	Training	Confined Space	Confined Space	Conduct confined space training for city employees.
12/13/2022	City of Rocklin	NCCSIF	Focused Risk Assessment	N/A	Assessment	Conduct a Focused Risk Assessment for the city of Rocklin.
1/31/2023	City of Folsom	NCCSIF	Consulting	N/A	Rent a Safety Officer	Schedule Training
	City of Folsom	NCCSIF	Assessment	Ergonomics	Ergonomics, Slips/Trips, Falls Defensive Driving	Conduct an ergonomic evaluation for Phyliss
12/16/2022	City of Dixon	NCCSIF	Assessment	Ergonomics	Ergonomics, Slips/Trips, Falls Defensive Driving	Conduct an ergonomic evaluation for Andi Horigan
01/30-31/2023	City of Elk Grove	NCCSIF	Assessment	Ergonomics	Ergonomics, Slips/Trips, Falls Defensive Driving	Conduct an ergonomic evaluation for eight city employees
3/1/2023	City of Rio Vista	NCCSIF	Training	Traffic Control and Flagging and Defensive Driving	Traffic Control and Flagging	Conduct traffic control and flagging for the city of Rio Vista, Ca
2/1/2023	City of Folsom	NCCSIF	Assessment	Ergonomics	Ergonomics, Slips/Trips, Falls Defensive Driving	Conduct an ergonomic evaluation for Stephanie Henry
	City of Dixon	NCCSIF	Phone and E-mail Consultation	Lifeguard		Client had a question about Title 22 requirements for lifeguards.
12/22/2022	City of Folsom	NCCSIF				Review the city's policy status and compare it to what is on the "S" drive.
3/2/2023	City of Folsom	NCCSIF	Training	Aerial & Forklifts	Forklift	Conduct forklift training for the city of Folsom, Ca
3/16/2023	City of Red Bluff	NCCSIF	Training	Traffic Control and Flagging	Traffic Control and Flagging	Conduct TCFT for the city's PW department.

2/14/2023	City of Dixon	NCCSIF	Consulting	Ergonomics	Ergonomics, Slips/Trips, Falls Defensive Driving	Conduct a walkthrough of the city hall
3/30/2023	City of Folsom	NCCSIF	Training	Bloodborne Pathogen	Bloodborne Pathogen	Conduct training
4/26/2023	City of Folsom	NCCSIF	Training	Excavation, Trenching Shoring	Excavation, Trenching Shoring	Conduct training
5/23/2023	City of Folsom	NCCSIF	Training	Traffic Control and Flagging	Traffic Control and Flagging	Conduct Training

List of Risk Management Activities - City of Galt

	Galt
Contracted training you have brought in.	<ul style="list-style-type: none">•In August 2022, Police Department signed a contract with Cole Pro Media for advisory services on transparency, best practices for handling critical incidents, media-related incidents and social media trend education•Contracted with CityHealth to administer safety officer’s COVID-19 PCR testing•Lexipol subscription for public safety management (Police Department utilizes for training and sample policies. Updated the following policies in November 2022: use of force, conducted energy device, vehicle pursuits)•Participate in the LCW Consortium for supervisor training and HR professional training•Anti-Discrimination and Harassment Training•Ethics Training•Mandated Reporter Training (volunteers and general training for Parks and Rec Staff)

List of Risk Management Activities - City of Oroville

	Oroville
Contracted training you have brought in.	Gerry Preciado for AB1825, AB1234, Police Department Training
Training you have done yourself for city staff/JPA members. Anything you do for defensive driving will be very useful in this.	Precision Concrete to inventory and fix all sidewalks, P31 Tree Service and Tree of Life to prune all City trees, Lexipol, Liebert Cassidy Whitmore ERC, Hope Center to clean up homeless camps and other areas of the City.

List of Risk Management Activities - City of Rocklin

	Rocklin
<p>Contracted training you have brought in.</p>	<ul style="list-style-type: none"> •Trailer training, fuel pump training, •General work site safety city policy training, •Training on injury reporting •Cash handling training. •Supervisor training •CPRS forums •Leadership Rocklin •NRPA certifications •DEI training for all supervisors and above •Sexual Harassment Training •Forklift Training •Distracted Driving •P.P.E •Sunglasses vs. Safety Glasses •Fuel Emergency Prep •Worker Environmental Awareness •Defensive Driving •Tree & Veg Trimming •Ergonomics •Heal Illness Prevention •Rattlesnakes •Hand Injuries •Vehicle Driving •Outdoor Hazards •Lifting it Safely * Fork Lift Training- (Sedgewick training) •Driver Safety- towing a trailer

<p>Contracted training you have brought in.</p>	<ul style="list-style-type: none"> •Back Injury Prevention •Hearing Protection •Wildfire Smoke •Temporary Work Zones •Forklift operation •Backhoe safety •Fall Prevention •Flu Season •Battery Handling Safety •Excavation/ Trenching OSHA video •Four Seconds to Safety •Poison Oak •Safety Video •Stretching •What is your Why for safety •Work Zone Signs •Working in Cold Weather •COVID safety •Firefighter survival training •Rope rescue •Training to drive rear of ladder truck. •Annual Fire Line Refresher Training for wildland response •EMS HIPAA Awareness – Vector Solutions •Ethics for EMS Provider – Vector Solutions •Workplace Stress – Vector Solutions •Officer Training (Management/Administration) – Vector Solutions •Infrequently used advanced life support skills for Paramedics
<p>Vendors you have hired to reduce liability.</p>	<ul style="list-style-type: none"> •Legacy Land Management – City owned Open Space Grazing •Tetra Tech – Landfill monitoring •Safety Kleen – pick up hazardous material from Corporation Yard

Tools/software/systems you have implemented to reduce liability.

- MSDS Data Sheets Software through Velocity EHS
- Intelligent Transportation System/traffic camera software
- Sonitrol-Security
- SZS Software: ADA Database/tracking system for all Rocklin infrastructure obstructions and barriers
- GIS Collector Applications that track maintenance of Public Service infrastructure throughout the city.
- We implemented a narcotic tracking software in 2022 – Vector Solutions
- Tracking of self-contained apparatus – Vector Solutions
- CERVIS volunteer management, When to Work staff scheduling program

List of Risk Management Activities - City of Willows

List of Risk Management Activities - City of Willows	
	Willows
Contracted training you have brought in.	Contracted CPR instructors, Contract SCBA and familiarization
Training you have done yourself for city staff/JPA members. Anything you do for defensive driving will be very useful in this.	
Vendors you have hired to reduce liability.	EAP Program for employee health.
Training that departments have done on their on that helps with liability. There should be a lot of police training that fits this: de-escalation; use of force; community policing; etc. I suggestion reaching out to the Training Lieutenant in your police departments to see what could fit. Public Works might have training on how to do their work in such a way as to not damage resident property.	In house documentation standardization and thoroughness, CQI for reporting. Annual in house fire hose and fire pump testing. Annual respirator fit testing, annual ladder testing, annual SCBA flow testing, annual extrication equipment service. in house ergonomics and pt lifting training
	The Public Works crew will be taking a confined spaces training in this fiscal year. Every two weeks, the Superintendent holds a safety meeting with the entire crew. There are plans for the entire crew to take CPR training.

2022 Risk Management Activities - City of Red Bluff

Human Resources		
Vendor/Provider	Classes	Certificates
<i>LCW Consortium Member</i>	Implementing Public Employee Discipline	
	Navigating Crossroads of Discipline and Disability Accommodation	
	Maximizing Supervisory Skills for the First Line Supervisor Part 1	
	Maximizing Supervisory Skills for the First Line Supervisor Part 2	
	Maximizing Performance Through Documentation, Evaluation and Corrective Action	
<i>Calpelra Labor Relations</i>	Foundation of Labor Relations	
	Managing Collective Bargaining Units	
	Negotiations Simulation, Strategy	
		Labor Relations Master (CLRM)
<i>PARMA</i>	Workers Comp ADR Program	
	Sexual Assault and Molestation Claims	
<i>Tehama County</i>		
<i>Employer Advisory Council</i>	Wage & Hour Seminar	
	CalOSHA Seminar	
	Employee Handbook	
	Motivation vs. Manipulation	
	ADA and IAP Process	
	Essential Skills and Customer Service	
	Labor Law Seminar	
Public Works & Community Center		
Vendor/Provider	Classes	Certificates
<i>Sedgwick Risk Management</i>	Lockout / Tagout	
<i>Video Training</i>	Traffic/Cone Safety (In person certified trainer for 2023)	
	Fall Protection/Ladder Safety	
	Heat Illness	
	Forklift / PPE Use	
	Hazard Communication	
	Respiratory Protection	
	Wildfire Smoke	
	Confined Spaces	
	Hearing Conservation	
	Excavation Safety	
	Welding Safety	
	Incident Investigation (Supervisors only)	
	Bloodborne Pathogens	
<i>In-House Training &</i>		

<i>Certified trainers from</i>	Fire Prevention / Extinguisher Training	
<i>Fire Department</i>	First Aid / CPR	CPR
	IIPP	
<i>Forensic Analytical</i>		
<i>Consulting Services</i>	Asbestos Cement Pipe Training (Water / Wastewater / Engineering only)	Asbestos Cement Pipe
<i>DATCO</i>	DOT Driver Supervisor Training (Supervisors only)	
Administration / City Hall		
Vendor/Provider	Classes	Certificates
<i>Vector Solutions</i>		
<i>Video Training</i>	Office Ergonomics	
	Stretching / Sitting	
	Wildfire Smoke	
	Bloodborne Pathogens	
	Safety Cleaning & Disinfecting	
<i>In House Training &</i>		
<i>Certified trainers from</i>	Fire Prevention / Extinguisher Training	
<i>Police & Fire Department</i>	First Aid / CPR	CPR
	Active Shooter Event Training	
	IIPP	
<i>Cyber 74 video training</i>		
	Monthly Cyber Security Training	
Police		
Vendor/Provider	Classes	Certificates
<i>In House Training</i>		
	Defensive Tactics	
	Taser Training	
	Firearms/Tactical Rifle	
	Firearms Qualification	
	Arrest & Control	
	Officer In Charge (OIC) Training	
<i>Butte College Public Safety</i>	Crisis Intervention for FTO	
<i>Training Center</i>		
<i>POST Learning Portal</i>	Beyond Bias: Racial & Identity Profiling Update	
	Beyond Bias: Supervisor Support	
	Vehicle Pursuit Policy	
	Callers in Crisis: Suicide Callers	
	Courtroom Testimony	

<i>No Provider Listed</i>	Annual Cyber Security Training	
	Autism Recognition and Response	
	Use of Force	
	Child Abuse Response Team	
	Handling the Rising Tide of Suicide	
	Tactical K9 Tracking Course	
	De-escalation Training for Dispatchers	
	Hi-Tech Crimes Training	
	DOJ Fingerprint, DNA Collection and Arson Investigation	
	Baton/OC Training	
	California Records Act	
	Standardized Field Sobriety Testing (SFST)	
	Tactical Emergency Medical Response	
	Women Leaders in Law Enforcement	
	Public Safety Naloxone Training	
	MobileDetect Certification	
	Dispatcher Wellness	
<i>Sacramento County Sheriff's Dept.</i>	Basic Special Weapons and Tactics	
	Field Training Officer	
<i>Alameda County Sheriff's Dept.</i>	Driver Awareness Instruction	
<i>CA DA's Association</i>	Asset Forfeiture	
<i>CHP</i>	Driving Training	
<i>Public Safety Training Consultants</i>	School Violence	
<i>Santa Rosa Junior College</i>	Background Investigation	
<i>Shield Training Center</i>	Traffic Collision Investigation	
<i>Department of Justice</i>	CLETS - Less than full access	
	CLETS - Full Access Operator	
	CJIS Level 2 Security Awareness	
<i>National Domestic Communications Assistance Center</i>	Gathering Evidence from Today's Communication Technologies	
<i>Office of Juvenile Justice</i>	G.R.E.A.T. Officer Training	

Meyer's Police K9 Training	Canine Handler Course	
Amber Alert	CART Training	
NVCJTC	Chemical Agents Instructor	
Fire		
Vendor/Provider	Classes	Certificates
	01 - Fire Service & Firefighter Safety	
	02 - Communications	
	05 - FF Personal Protective Equipment	
	06 - Portable Fire Extinguishers	
	07 - Ropes & Knots	
	08 - Ground Ladders	
	10 - Structural Search & Rescue	
	11 - Tactical Ventilation	
	12 - Fire Hose	
	13 - Hose Operations & Hose Streams	
	14 - Fire Suppression	
	19 - Incident Scene Operations	
	20 - Fire Origin & Cause Determination	
	21 - Maintenance & Testing Responsibilities	
	24 - Analyzing the Incident	
	NFPA 1500 CPR Academic	
	Drive on Roadway, NFPA 1002, 4.3	
	Facilities Training Documentation	
	EMS Advance Optional EMT Skills	
	SCBA Daily	
	Pumper 09 Fire Pump Theory	
	Drive on Roadway, NFPA 1002, 4.3	
	Facilities Training Documentation	
	Fire Officer I & II Company Meeting, NFPA 1021	
	Facilities Training Documentation	
	Aerial 17 Positioning Aerial Apparatus	
	Career Development, Off-site courses; Officer Training	
	Fire Officer I & II Company Meeting, NFPA 1021	
	Drive on Roadway, NFPA 1002, 4.3	
	EMS - First Responder Gas & Electric Emergencies	
	Drive on Roadway, NFPA 1002, 4.3	
	Career Development, Off-site courses; Officer Training	
	Facilities Training Documentation	
	Fire Officer I & II Company Meeting, NFPA 1021	
	Aerial 16 Introduction to Aerial Fire Apparatus	
	Pumper 08 Fireground Hydraulic Calculations	

	SCBA Fit Test	
	Facilities Training Documentation	
	EMS Burn Management Basic	
	First Responder Operations Level Refresher (MOD #1)	
	NFPA 1500 Hazard Communication	
	NFPA 1500 HAZMAT Spill Prevention & Control	
	Radiation Safety	
	NFPA 1500 Combustible & Flammable Liquids	
	EMS Sports Medicine for EMS	
	EMS Emergency Responder Rehabilitation for the EMT	
	EMS Opioid Overdose & Naloxone Administration	
	EMS Mental Health for Emergency Responders	
	EMS Abdominal Trauma Basic	
	EMS Airway Management Basic	
	RT-130: Annual Wildland Fire Safety Refresher (MOD #2)	
	RT-130: Annual Wildland Fire Safety Refresher (MOD #1)	
	EMS Allergies and Anaphylaxis Basic	
	EMS Burn Management Basic	
	Fleet Program Vehicle Inspection and Maintenance for Emergency Vehicle Operators	
	Fleet Program Accidents & Emergencies for Emergency Vehicle Operators	
	RT-130: Annual Wildland Fire Safety Refresher (MOD #3)	
	Fleet Program Adjusting to Changing Conditions for Emergency Vehicle Operators	
	RT-130: Annual Wildland Fire Safety Refresher (MOD #4)	
	EMS Cardiac Emergencies Basic	
	EMS Infectious Disease Control	
	Fleet Program Distracted Driving for Emergency Vehicle Operators	
	NFPA 1021 Leadership as a Group Influence	
	EMS Operating an AED	
	Fleet Program Defensive Driving Strategies for Emergency Vehicle Operators	
	NFPA 1500: Post-Traumatic Stress Disorder (PTSD) in the Fire Industry	
	EMS Gunshot Wounds	
	Fleet Program Intersection Safety for Emergency Vehicle Operators	
	NFPA 1001 Self-Contained Breathing Apparatus	
	EMS HIPAA Awareness	
	Fleet Program Defensive Driving Strategies for Emergency Vehicle Operators	
	Driver Operator Engine/Pumper, NFPA 1002, Chapter 5	
	Facilities Training Documentation	
	Pumper 09 Fire Pump Theory	
	Drive on Roadway, NFPA 1002, 4.3	
	EMS Advance Optional EMT Skills	
	Fire Officer I & II Company Meeting, NFPA 1021	
	Drive on Roadway, NFPA 1002, 4.3	
	Driver Operator Engine/Pumper, NFPA 1002, Chapter 5	
	New Driver Operator Engine/Pumper, NFPA 1002, Chapter 5	

	Career Development, Offsite Courses: Company Training	
	Pumper 02 Apparatus Inspection and Maintenance	
	Aerial 17 Positioning Aerial Apparatus	
	Aerial 19 Operating Aerial Apparatus	
	Facilities Training Documentation	
	New Driver Operator Rescue/Utility, NFPA 1002, Chapter 4	
	Facilities Training Documentation	
	Weekly/Monthly Preventive Maintenance, NFPA 1002 4.2	
	Area Familiarization, NFPA 1500	
	Aerial 20 Aerial Apparatus Strategies and Tactics	
	Pumper 15 Apparatus Testing	
	EMS Burn Management Basic	
	First Responder Operations Level Refresher (MOD #2)	
	Electric and Alternative Fuel Vehicles for First Responders	
	Carbon Monoxide	
	First Responder Operations Level Refresher (MOD #1)	
	EMS Supplemental Oxygen	
	EMS Operating an AED	
	EMS Altitude Emergencies	
	EMS Airway Management Basic	
	EMS Abdominal Trauma Basic	
	EMS Sports Medicine for EMS	
	NFPA 1001 Ground Ladders	
	Fleet Program Vehicle Inspection and Maintenance for Emergency Vehicle Operators	
	EMS Emergency Responder Rehabilitation for the EMT	
	EMS Mental Health for Emergency Responders	
	CA Local Agency Ethics	
	RT-130: Annual Wildland Fire Safety Refresher (MOD #3)	
	EMS Opioid Overdose & Naloxone Administration	
	Fleet Program Distracted Driving for Emergency Vehicle Operators	
	Aerosol Transmissible Diseases	
	RT-130: Annual Wildland Fire Safety Refresher (MOD #2)	
	RT-130: Annual Wildland Fire Safety Refresher (MOD #1)	
	Fleet Program Adjusting to Changing Conditions for Emergency Vehicle Operators	
	Fleet Program Accidents & Emergencies for Emergency Vehicle Operators	
	EMS Burn Management Basic	
	EMS Allergies and Anaphylaxis Basic	
	RT-130: Annual Wildland Fire Safety Refresher (MOD #4)	
	Workplace Diversity	
	EMS Workplace Stress	
	EMS Managing Cardiac Arrest: During and After Resuscitation	
	EMS Pediatric Cardiac Arrest Advanced	
	EMS Cardiovascular Anatomy & Physiology Review	
	NFPA 1001 Self-Contained Breathing Apparatus	

	EMS Infectious Disease Control	
	Fleet Program Intersection Safety for Emergency Vehicle Operators	
	EMS Cardiac Emergencies Basic	
	EMS HIPAA Awareness	
	NFPA 1001 Ventilation	
	EMS Burn Management Basic	
	EMS Abdominal Trauma Basic	
	Anger, Violence, and Conflict in the Workplace	
	NFPA 1001 Firefighter Orientation and Safety	
	EMS HIPAA Awareness	
	Anti-Harassment Training for All Employees - California (SB1343)	
	EMS Confined Space Awareness	
	NFPA 1001 Ground Ladders	
Software / Vendors		
	Apex Duo multiple authentication login system	
	Cyber 74 cyber security	
	Company Nurse Workers Comp Injury Line	
	NeoGov Insight hiring software	
	PowerTime electronic timekeeping	



2022 Risk Management Activities by Department

Parks

- The parks division provides annual pesticide and labels training for all city employees that spray pesticides under the city's restricted materials permit.
- We provide annual training at the GAP for all staff that maintains the city pool. Staff members have to be a Certified Pool and Spa operator (NSPF) to do any chemical treatments to the pool.
- We have at least one parks member who is a Certified Playground Safety Inspector (CPSI), and does monthly reports on the condition of every play structure and documents the condition in IWORX.
- In house Annual Tree Work Safety Workshop.
- Sign Off sheets for all new employees for small equipment operation.

Public Works – Utilities

1. Du-All Learning Portal (online courses)
Annual
 - Hazardous Waste Management
 - Respiratory Protection
 - Hearing Conservation
 - Summer Safety & Heat Illness Prevention
2. Target Solutions (online courses)
Annual
 - PPE
 - Lead Awareness
 - Back Injury Prevention
 - Asbestos Awareness
 - Fire Prevention
 - Fire Extinguisher Safety
 - Electrical Safety (general awareness)
 - Bloodborne Pathogens
 - Slips, Trips & Falls
 - Confined Space Awareness
 - Hazard Communication
 - Driver Assessment
3. In Person Trainings
As Needed (annual, biennial, triennial)
 - Work Zone Safety (traffic control & flagging)
 - Chlorine Safety Training

- Emergency Action Plan
 - Aerial Lift Training
 - Electrical Safety for Qualified Electrical Workers
 - Forklift Training
 - Hearing & SCBA FIT Testing
 - CPR/First Aid & AED
4. Weekly & monthly safety trainings are done within each department (ex: maintenance, lab)
 5. Daily/As Needed High Heat Safety Checks when temperature is going to be above 95 degrees

Fire

- Implemented a new Records and Report Writing Software (ESO)
- Implemented Lexipol by developing a full Policy and Procedures Manual for the Fire Department
- Implemented Vector Scheduling for running department scheduling and calendars
- Implemented Vector Check-It for documenting checkouts on all PPE, Equipment and Apparatus within the department
- Drafted and Implemented the YCFD's first Standard Operating Guideline for Structure Fire Response
- Purchased, implemented and conducted training on New Hand Held Radio's (Hazard Communication, Blue Tooth Features and SCBA integration)
- Purchased all new Wildland Firefighting PPE
- Purchased and implemented all new Fire Nozzles for all apparatus
- Purchased and implemented ASHER equipment (Active Shooter Hazard Equipment Response) with department training and implementation
- Started a Cancer Prevention Task Force
- Developed an Emergency Operations Plan for the Whole City
- Developed a Hazard Assessment and Appendices document for the whole City
- Developed and conducted city wide training in Emergency Operation Center (EOC) positions, ICS format, NIMS, SIMS
- Updated and conducted drills for EOC and DOC set up and upgraded equipment for emergencies
- Developed a Truck Task Book Training Manual
- Updated and developed Firefighter training Manual
- Initiated a 2-year training plan for the department to meet and exceed all local, state and federal mandates
- Implemented Zonehaven and Code Red and conducted training for city evacuation and information sharing
- Hosted an Emergency Preparedness Month Open House and community training event
- Developed and Incident Action Plan (IAP) for large scale community events
- Conducted 2 Firefighter Recruit Academies
- Hired 2 new Fire Prevention Inspectors for community risk reduction
- Instructed training on Stop the Bleed for all city employees and department staff
- Instructed an Engine Boss course

- Instructed Company Officer 2D for Emergency Response to large events (California State Fire Marshal Office)
- Instructed Man vs. Machine extrication class
- Hosted a Peer Support and Mental Health class through IAFF
- Hosted a Driver Operator 1A (Driving) and Driver Operator 1B (Pumping) class
- Conducted EVOC (Emergency Vehicle Operator Course) training for Defensive Driving and Code 3 Response
- Hosted a Hazardous Materials Incident Command Class
- Rapid Intervention Crew Training (For Firefighter Rescue)
- Vehicle Extrication Training
- Search and Rescue Training (Confined Space, Trench Rescue, and Victim removal)
- Completed all ISO training (210 hours minimum) for department members in categories (hazardous materials, Driver training, Officer command training, Company skill Training) with each member completing 290 hours of training on average. The department increased its overall training hours to 14,000 hours (an increase of over 3,000 hours from the prior year)

Police

- See attached training plan
- We also have a program we purchased and implemented in August of 2021 called Blue Team. This system tracks all use of force, pursuits, discipline, and commendations inside the department. It also alerts us when employees hit certain thresholds to make sure we are monitoring and reviewing use of force and pursuits to make sure they fall within policy and procedure.

Office/Administration

- Computer Security Awareness
- Slips, Trips, and Falls Prevention
- Office Safety
- COVID-19 Prevention Program Training
- Electrical Safety
- AB 1825 Training
- SB 1343 Training
- AB 1234 Training
- Active Shooter
- Stop the Bleed



AUBURN POLICE DEPARTMENT

RYAN L. KINNAN, CHIEF OF POLICE
1215 LINCOLN WAY, AUBURN, CA 95603
Office (530) 823-4237 / FAX (530) 823-4224



Memorandum

DATE: March 10, 2023
TO: Jenna Wirkner, Account Representative, Alliant Insurance Services
FROM: Ryan L. Kinnan, Chief of Police
SUBJECT: Auburn Police Department Risk Management Activities

On February 24, 2023, we received the request for NorCal Cities members to provide a list of all our risk management activities, which we believe reduce our liabilities and potential exposure. This memorandum serves as the response for the Auburn Police Department.

We have compiled a list of activities which we conducted in 2022; however, I do not believe this list is exhaustive. The list below captures much of the work the management team at the Auburn Police Department has completed and implemented to safeguard our staff, the police department, and the city of Auburn in its entirety.

Defensive Driving: 2022 members of the PD participated in 12 hours of Drivers Training and EVOC

- 4 hours of Skid Pan
- 4 hours of Vehicle Placement
- 4 hours of Cornering/Emergency Driving
 - proper roadway positioning, braking, clearing intersections, negotiating interference vehicles

APEX Officer: Virtual Reality use of force/de-escalation system

- Officers are utilizing the system at a minimum of 1 hour per month

Wellness:

- One hour workout time during each shift
- Wellness checks with LCSW
- Annual Physicals

Monthly Lexipol policy review:

- Received 'gold' recognition from Lexipol over the last several quarters as our percentile numbers on issuing, reviewing, and completing daily training bulletins have continuously been in the 90's

Combined POST training hours:

- 383; For example, EVOC training, EVOC instructor training, and Arrest and Control Instructor course.

Combined training hours beyond POST:

PROFESSIONALISM — OWNERSHIP — RESPECTFUL — INTEGRITY — EMPATHY

- 750; For example, training includes, but is not limited to, anti-harassment training, legal consideration for police drivers, search and seizure, and conflict management for supervisors.

Monthly Sgt/OIC training:

- Command staff provides and reviews contemporary issues in training, policy, and procedures.

Monthly management meetings:

- All members of the Department's management team meet monthly to discuss contemporary and relevant topics in the area of personnel, training, and potential liabilities.
- Monthly reviews of recent use of force and threshold incidents.
- During the meeting, Management identifies demand-based training for all department personnel in the areas that we identify as a trending deficiency and in our immediate operations. Typically, 10 areas are identified and supervisors review Department policy and procedures, develop and conduct the trainings. Demand-based training typically is addressed in daily briefing trainings.

Monthly Coaching:

- The annual performance review by itself is antiquated. We have implemented a monthly coaching review process, in which management team members meet with their team members to review individual goals and performance. This monthly coaching sessions are then compiled together at the end of the fiscal year in one performance review.

Implicit Bias training:

- All staff have taken this course through our online training portals.
- The implicit bias training is a part of our new hire on-boarding process.

New Hire On-Boarding program:

- All new employees go through an on-boarding process that introduces them to City/Dept policy and procedures, initial hiring requirements, human resources, and a whole host of City/Dept programs and expectations.

PD Management Team provided workplace violence training and table-top exercise for all city hall staff.

Regards,



Ryan L. Kinnan
Chief of Police

2022 RISK MANAGEMENT TRAINING

- Emergency Vehicle Operator Course Training (Butte Community College)
 - 5 Officers attended (8 hour course)
- Arrest and Control/Use of Force Training (Butte Community College)
 - 3 Officers attended (4 hour course)
- Crisis Intervention Training (Butte Community College)
 - 5 Officers attended (8 hour course)
- Tactical Firearms Training (Butte Community College)
 - 2 Officers attended (4 hour course)
- Firearms Training and Qualification on all assigned weapons (Gridley Police Department)
 - All Police Officers and Reserve Officers attended and qualified.
- Gridley Police Department Policy Review (Lexipol), Topics included:
 - Use of Force, Emergency Vehicle Operation, Discriminatory Harassment, Bias-Based Policing.
 - All employees reviewed throughout the year.
- Gridley Police Department Daily Training Bulletins (Lexipol)
 - All employees were issued Daily Training Bulletins throughout 2022 which consisted of scenario type questions that related to Gridley Police Department's Policies and Procedures.

Jenna Wirkner

From: Tony Giles <tony@cjprma.org>
Sent: Wednesday, March 22, 2023 11:25 AM
To: Tony Giles
Subject: Services Provided by CJPRMA
Attachments: B11-signed 8-15-19-reimbursement of general liability training expenses policy.pdf; B21 signed expense reimbursement for BOD ALT and Staff revised 12-09-21.pdf; B28 - Reimbursement for Professional Designations.pdf

This message has originated outside the organization.

Hello all -

Periodically, I like to remind the members of the services available from CJPRMA. Here is a list of risk management services available to CJPRMA members with a brief description. Please let me know if you have any questions about any of these.

PINS Advantage

PINS is a software platform that helps customers track certificates of insurance in their vendor relationships. CJPRMA has a passthrough contract with PINS that members can access. For members who use this contract, the member can start to use the service right away, and PINS will bill CJPRMA. CJPRMA will then invoice the member. If you are interested in getting a demo, please let me or Marcia Hart know, and we will arrange that with PINS for you.

<https://www.pinsadvantage.com/insurance-tracking-for-public-agencies>



Insurance Tracking for Public Agencies

Increase efficiency with secure, cloud-based technology and customized solutions that ensure insurance compliance and productivity.

www.pinsadvantage.com

☐
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Bob Marshburn

Bob Marshburn is a risk management consultant and one of the leading experts in the nation for contract insurance and risk transfer issues. CJPRMA has a passthrough contract with Bob, and members who need to use his services can contact him and let him know that they are members of CJPRMA. That way, for smaller issues, the member does not need to set up a contract just to address that issue. Bob has a long-running relationship with CJPRMA, and we get a very good rate with him. Bob can help you create insurance requirements for complex projects and can also help in the review of certificates of insurance and insurance policies. CJPRMA regularly schedules Bob to do training for the pool,

but you can also schedule him for training at your agency at the same hourly rate as his consulting. This is another passthrough contract. If you work with Bob, he will invoice CJPRMA, and we will invoice the member.

BELFOR

CJPRMA has a master contract with BELFOR Property Restoration that members can use on a passthrough basis. That is, members can use the services through CJPRMA's contract, and BELFOR will bill CJPRMA. CJPRMA, in turn, will invoice the member. Through the CJPRMA contract, members get access to BELFOR's "Red Alert" service, which offers priority access to services and special pricing. BELFOR is a disaster restoration company that provides cleanup and restoration services for fire, water, storms, mold and more.

<https://www.belfor.com/en/us>

Disaster Restoration Services | BELFOR USA

BELFOR Property Restoration is the largest disaster recovery and property restoration company in the U.S. Click here to see our recovery services.

www.belfor.com

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FACS

FACS is a firm that can provide the full scope of industrial hygiene and environmental health services. FACS also works on a passthrough basis like the other services described above.

<https://forensicanalytical.com/>

FACS: Certified Industrial Hygienist Consulting Firm & Services, & Environmental Consultants

Forensic Analytical Consulting Services' certified industrial hygienists (CIH) & environmental consultants drive EHS compliance & IEQ assessment services, audits, environmental testing services, prevention, & management programs at companies throughout the US.

forensicanalytical.com

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Kroll

Kroll provides property appraisals for CJPRMA members. Approximately every five years, CJPRMA conducts a full appraisal of all properties covered by the property insurance program. The pool is currently in the middle of a full appraisal process. In between these full appraisals, members need appraisals of various properties (often new additions to the property schedule). If you ever need property appraisal services, please contact us, and we can get Kroll in touch with you.

<https://www.kroll.com/en/services/fixed-asset-advisory/insurance-solutions/risk-pool-appraisals>

Risk Pool Appraisals | Insurance Solutions

We are the industry leader in risk pool valuation services and appraise more than 30,000 buildings each year. Know more.

www.kroll.com

Liability Training Reimbursement

CJPRMA has a policy to reimburse members up to \$3,000 per year for liability-related training that the member puts on at their own agency. I have attached Board Policy B-11 that provides the details of this policy.

CJPRMA Training Program

CJPRMA offers training throughout the year on a wide variety of topics including risk management issues and CJPRMA coverage and processes. We try to offer at least one class every month, and we offer more than one as time allows. Training is available for free to member employees. Each class has a target audience, but most classes are available to any employee of a member. Part of the annual offering is the CJPRMA University set of classes that provides a broad introduction to CJPRMA and its programs. Course in the CJPRMA University include Introduction to CJPRMA, CJPRMA Liability Program and Memorandum of Coverage, CJPRMA Property Program, CJPRMA Claims Process, CJPRMA Cyber Liability and Ancillary Coverage Programs, and State of the Insurance Market. Risk management classes include police liability, employment practices liability, cyber security and more.

Attendance at Risk Management Conferences

CJPRMA will reimburse members for attendance at risk management conferences such as PARMA and CAJPA. The pool will reimburse attendance two times per program year. This can be one person attending two conferences or two employees each attending one conference. I have attached Board Policy B-21 that describes the details of the reimbursement and a list of available conferences.

Reimbursement for Risk Management Professional Designations

The Board of Directors recently approved a new policy to allow for reimbursement for training and examination costs for the professional designations ARM, AIC and CPCU. Up to two employees each program year (four for JPA members) can be reimbursed for training and materials for those three designations. Reimbursement is also available for completion of examinations for the designations when the employee passes the exam. I have attached the new policy B-28 that provides the details of this reimbursement.

TONY GILES, CPCU, ARM-P

General Manager

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