



President
Mr. Dave Warren
City of Placerville

Vice President
Ms. Liz Ehrenstrom
City of Oroville

Treasurer
Mr. Tim Sailsbery
City of Willows

Secretary
Vacant

E. 2017 LONG RANGE PLANNING TOPICS I
Moderator - Michael Simmons

9:40 a.m. - 9:55 a.m. - pg. 7 **1. Review of NCCSIF Financial Strength 4**
Marcus Beverly will provide an overview of NCCSIF's Financial Benchmarks and position as of June 30, 2017.

9:55 a.m. - 10:10 a.m. - pg. 8 **2. Emerging Risks 4**
Michael Simmons will provide an overview of emerging risks in today's interconnected world.

10:10 a.m. - 12:15 p.m. **PLANNING SESSION - MATTERS TO CONSIDER**

pg. 9 **3. What do we want to be when we grow up 4**
The Board will discuss whether members are happy with NCCSIF's current size, financial strength, membership, coverage and services.

pg. 11 **4. What more can NCCSIF do for Members 4**
The Board will discuss potential programs and services for the future; what would we do with twice the current admin budget.

pg. 13 **5. How do we achieve greatness 4**
What are the impediments to our success, both internal and external.

12:30 p.m. - 1:00 p.m. - pg. 15 **LUNCHTIME PRESENTATION - State of the Insurance Market I 2**
Marcus Beverly will present an overview of the current insurance market.

1:15 p.m. - pg. 16 **F. CONSENT CALENDAR A 1**
All matters listed under the consent calendar are considered routine with no separate discussion necessary. Any member of the public or the Board of Directors may request any item to be considered separately.

- pg. 17 1. Board of Directors Meeting Minutes - October 19, 2017
- pg. 25 2. Check Register from September 1, 2017 to November 30, 2017
- pg. 27 3. Investment Reports
 - a. Chandler Asset Management Short/Long Term - September 2017 to November 2017
 - b. Local Agency Investment Fund (LAIF) Report as of September 30, 2017
 - c. Treasurer's Report as of September 30, 2017
- pg. 51 4. Policy and Procedure A-9: Attachment A Defense Attorney List for Liability Revised as of September 28, 2017
- pg. 52
- pg. 53



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2:05 p.m.	J.	JPA BUSINESS		
pg. 116		1. Conflict of Interest Code	A	1
		<i>Review and approve the change to the Conflict of Interest Code to remove members of the Risk Management Committee.</i>		
pg. 120		2. Risk Management Policy and Procedure Revisions	A	1
		<i>The Board will review and may approve or provide direction on the following Risk Management Policies:</i>		
		<u>Revision of Current Policy</u>		
pg. 121		a. RM-10 Risk Management Committee Composition and Duties		
		<u>New Policies</u>		
pg. 122		b. RM-16 Special Event Risk Management		
pg. 125		c. RM-17 Volunteer Risk Management		
pg. 129		3. Member City Safety Day Agenda Development	A	1
		<i>The Board will receive an update on implementation of Safety Ambassador Training Program.</i>		
pg. 131		4. Round Table Discussion	I	4
		<i>The floor will be open to Board members for any topics or ideas that members would like to address.</i>		
pg. 132	K.	INFORMATION ITEMS	I	1
pg. 133		1. PARMA 2018 Conference (February 14-16, 2018) in Monterey, CA		
pg. 139		2. Glossary of Terms		
pg. 148		3. NCCSIF Organizational Chart		
pg. 149		4. NCCSIF 2018 Meeting Calendar		
pg. 150		5. NCCSIF Vendor Services Matrix		
pg. 159		6. NCCSIF Resource Contact Guide		
pg. 161		7. NCCSIF Travel Reimbursement Form		
	L.	ADJOURNMENT		
		UPCOMING MEETINGS		
		Police Risk Management Committee Meeting - February 1, 2018		
		Executive Committee Meeting - March 22, 2018		
		Claims Committee Meeting - March 22, 2018		
		Risk Management Committee Meeting - April 26, 2018		
		Board of Directors Meeting - April 26, 2018		



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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 Raychelle Maranan at Alliant Insurance Services at (916) 643-2712.

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 Board of Directors 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



NCCSIF ORIENTATION AND REFRESHER TRAINING

INFORMATION ITEM

ISSUE: New Board Members and those who would like a refresher regarding NCCSIF programs, policies and services are invited to attend an orientation to learn more about NCCSIF and have their questions answered.

RECOMMENDATION: None

FISCAL IMPACT: None

BACKGROUND: The Program Administrators regularly offer an orientation to new Members by meeting with them in person and by presenting a general overview of NCCSIF at select Board meetings.

This “pre-meeting” session will provide an overview of NCCSIF’s Coverage Programs, Funding Mechanisms, Governance, Services, and Claims Administration. The topics include a description of the various types of services and training available to Members and who to contact for resources, training, or assistance with risk management issues. Members will review their own program participation and have their questions answered about NCCSIF.

ATTACHMENT(S): Presentation at meeting



LRP Item E.I.

REVIEW OF NCCSIF FINANCIAL STRENGTH

TOPIC: Overall NCCSIF is in good financial health, based on current funding benchmarks. However, trends including larger verdicts and settlement values and member budget issues may require greater financial strength to adequately provide coverage and services.

Questions to consider for later discussion:

- What if we have to raise our SIR due to pressure from excess coverage providers?
- Should we fund to be able to support a \$1 million SIR?
- What is the appropriate confidence level for funding and/or dividend distribution?
- Should we prepare for members who may have severe budget problems?
- Should we increase the ratio benchmarks?
- Use dividends to expand services? Correct hazards?

NOTES:



LRP Item E.2.

EMERGING RISKS

TOPIC: Members will continue to face challenges from the inevitable changes that continue to occur at an ever-increasing pace. A review of a few of these emerging and potential risks is meant to get members thinking about the future and how NCCSIF may adapt to continue as a valued resource.

- Drones
- Artificial Intelligence
- Driverless cars
- Climate change - flooding, fires, winds
- Cyber Risk - attacks and liability
- Change Management
- Technology
- Regulation
- Interest rates
- Reputation Risk
- Quality of talent - management, governance
- Social Change
- Budgets, pension liability

NOTES:



LRP Item E.3.

WHAT DO WE WANT TO BE WHEN WE GROW UP

TOPIC: Members are encouraged to discuss the future of NCCSIF, including programs and services offered, financial strength, and how NCCSIF can continue to fulfill its mission to *protect member resources* by *stabilizing risk costs* while providing *broad coverage* and *quality risk management* services.

- What do members want to achieve as part of NCCSIF?
- What does our future look like?
- How will risks change and what do we need to do to react?
- How do we believe we can make a difference?

DISCUSSION POINTS:

- 1) Are we happy with our size?
- 2) Retain and/or Attract Membership?
- 3) Financial goals met?
- 4) Services desired?
- 5) Coverage needs?



OBJECTIVE:

ACTION(s)/DELIVERABLE(s):

DEADLINE(s):

FINANCIAL IMPACT:

RESPONSIBILITY:



LRP Item E.4.

WHAT MORE CAN NCCSIF DO FOR MEMBERS

TOPIC: NCCSIF needs to regularly assess where it is in terms of meeting member needs and accomplishing its mission, particularly as those needs change in response to the changes in member risk exposures brought about by any number of factors.

- Where are we falling short in meeting member's current needs?
- Where do we expect gaps in service or coverage to occur next?
- What should members consider adding to coverage or services?
- What part of the problem should we work on - what role and where will we focus?

DISCUSSION POINTS:

- 1) Providing enough support?
- 2) Become more proactive in risk management consulting?
- 3) Are we managing claims holistically?
- 4) Litigation Management?
- 5) What would we do if we had double the Admin fee?



OBJECTIVE:

ACTION(s)/DELIVERABLE(s):

DEADLINE(s):

FINANCIAL IMPACT:

RESPONSIBILITY:



LRP Item E.5.

HOW DO WE ACHIEVE GREATNESS

TOPIC: Every organization wants to be the best. This item should address what NCCSIF need to do to stand out from the crowd, and most importantly, what level of service does it need to provide for members to recognize that NCCSIF is the best option for them.

- What does greatness look like?
- What are the impediments to our success?
- How can we customize NCCSIF for each member?
- What skills and abilities will we need, individually and collectively, to create the impact we've set out to achieve?
- How will we measure our success?

DISCUSSION POINTS:

- 1) Internal and external pressures?
- 2) Political and financial issues?
- 3) What challenges are members facing?



OBJECTIVE:

ACTION(s)/DELIVERABLE(s):

DEADLINE(s):

FINANCIAL IMPACT:

RESPONSIBILITY:



LUNCHTIME PRESENTATION STATE OF THE INSURANCE MARKET

INFORMATION ITEM

ISSUE: The Board of Directors annually reviews the insurance market update and renewal marketing plan to get a general sense of what to expect for the upcoming fiscal year programs.

RECOMMENDATION: The current plan for renewal of NCCSIF Programs is as follows:

Workers' Compensation: Renew coverage with CSAC-EIA. Traditional Excess WC insurance carriers in California are still not competitive with the program they offer.

Liability: Continue participation in CJPRMA; this pool has been a strong partner and valuable alternative to traditional excess insurance since the mid-1980s. We expect an increase of 12% for FY 18/19, resulting in a 3% increase in overall funding, and no dividend for the first time in years.

Property: The APIP program re-evaluates carriers annually, with carriers being added or deleted depending on market conditions. Alliant previously marketed the Property program and determined that the current program provided members with the broadest coverage and the lowest cost; this continues in today's environment.

Crime: We have remained with Alliant Crime Insurance Program (ACIP), which provides the broadest coverage. The current policy extends to June 30, 2019, so we will not market it this year.

FISCAL IMPACT: Unknown, with the following expected trends.

- **Workers' Compensation** - 5% to 10% increase
- **Liability** - 8% to 15% increase
- **Property** - 10% to 15% increase
- **Crime** - flat, renewed a two-year policy 2017-2019

BACKGROUND: The NCCSIF Market Update and Renewal Marketing Plan is reviewed annually at the December Board of Directors meeting to keep members apprised of the current market conditions with each group purchase program as well as commercial insurance options.

ATTACHMENT(S): Presentation at meeting



CONSENT CALENDAR

ACTION ITEM

ISSUE: The Board of Directors reviews items on the Consent Calendar and, if any item requires clarification or discussion, a Member should ask that it be removed for separate action. The Board should then consider action to approve the Consent Calendar excluding those items removed. Items removed from the Consent Calendar will be placed later on the agenda in an order determined by the President.

RECOMMENDATION: Adoption of the Consent Calendar after review by the Board.

FISCAL IMPACT: None.

BACKGROUND: Routine items that generally do not require discussion are regularly placed on the Consent Calendar for approval.

ATTACHMENT(S):

1. Board of Directors Meeting Minutes - October 19, 2017
2. Check Register from September 1, 2017 to November 30, 2017
3. Investment Reports
 - a. Chandler Asset Management Short/Long Term - September 2017 to November 2017
 - b. Local Agency Investment Fund (LAIF) Report as of September 30, 2017
 - c. Treasurer's Report as of September 30, 2017
4. Policy and Procedure A-9: Attachment A Defense Attorney List for Liability Revised as of September 28, 2017
5. Agreement for Financial Accounting and Consulting Services with James Marta & Company



**MINUTES OF THE
NCCSIF BOARD OF DIRECTORS MEETING
ROCKLIN EVENT CENTER, ROCKLIN, CA
OCTOBER 19, 2017**

BOARD OF DIRECTORS PRESENT

Liz Cottrell, City of Anderson
Nita Wracker, City of Auburn
Rachel Ancheta, City of Dixon
Brad Koehn, City of Elk Grove
Kristine Haile, City of Folsom (Alternate)
Cora Hall, City of Galt
Elisa Arteaga, City of Gridley (Alternate)
Jon Hanken, City of Ione

Astrida Trupovnieks, City of Lincoln
Loree McCay, City of Nevada City
Liz Ehrenstrom, City of Oroville
Gina Will, Town of Paradise
Dave Warren, City of Placerville (**Chair**)
Steven Rudolph, City of Rocklin
Tim Sailsbery, City of Willows
Natalie Springer, City of Yuba City

OTHER MEMBERS PRESENT

Julie Rucker, City of Elk Grove
Eugene Palazzo, City of Galt

Crystal Peters, Town of Paradise

BOARD OF DIRECTORS ABSENT

Toni Benson, City of Colusa
Kristina Miller, City of Corning
Jim Francis, City of Folsom
City of Gridley, (primary Board vacant)

Yvonne Kimball, City of Jackson
City of Marysville (primary Board vacant)
Sandy Ryan, City of Red Bluff
City of Rio Vista (primary Board vacant)

CONSULTANTS & GUESTS

Marcus Beverly, Alliant Insurance Services
Michael Simmons, Alliant Insurance Services
Raychelle Maranan, Alliant Insurance Services
James Marta, James Marta & Company

Dori Zumwalt, York Risk Services
Arthur Ngo, Crowe Horwath LLP
Marty Cassell, Chandler Asset Management
Carlos Oblites, Chandler Asset Management

A. CALL TO ORDER

Chair Dave Warren called the meeting to order at 12:34 p.m.

B. INTRODUCTIONS

The above-mentioned members were present constituting a quorum.



C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

Motion: Tim Sailsbery **Second:** Brad Koehn **Motion Carried**
Ayes: Cottrell, Wracker, Ancheta, Koehn, Haile, Hall, Arteaga, Hanken, Trupovnieks, McCay, Ehrenstrom, Will, Warren, Rudolph, Sailsbery, Springer
Nays: None

D. PUBLIC COMMENTS

There were no public comments.

E. CONSENT CALENDAR

1. Board of Directors Meeting Minutes - June 15, 2017
2. Check Register from May 1, 2017 to August 31, 2017
3. Investment Reports
 - a. Chandler Asset Management Short/Long Term - May 2017 to August 2017
 - b. Local Agency Investment Fund (LAIF) Report as of June 30, 2017
 - c. Treasurer's Report as of June 30, 2017
4. Quarterly Financial Report for Period Ending June 30, 2017
5. Alliant Commission Disclosure Letter and Fact Sheet Retail vs. Wholesale Commissions

A motion was made to approve the items in the Consent Calendar as presented.

Motion: Jon Hanken **Second:** Liz Cottrell **Motion Carried**
Ayes: Cottrell, Wracker, Ancheta, Koehn, Haile, Hall, Arteaga, Hanken, Trupovnieks, McCay, Ehrenstrom, Will, Warren, Rudolph, Sailsbery, Springer
Nays: None

Crystal Peters left the meeting at 12:36 p.m.

F. SUMMARY OF THE SEPTEMBER 28, 2017 EXECUTIVE COMMITTEE MEETING

Mr. Marcus Beverly reviewed the summary of the September 28, 2017 Executive Committee (EC) meeting to the Board. It was noted the EC suggested changing the EC Rotation structure based on a mix of members' size (Small, Medium, Large) instead of the current geographic structure since the members have settled on Rocklin as a central meeting place. Mr. Beverly noted options for EC rotation structure will be presented in the December meeting.

The EC awarded the contract to Rick Buys, Risky Business Pros, to conduct the FY 17/18 Liability Claims Audit for NCCSIF. Mr. Beverly indicated that Craig Schweikhard left CJPRMA and Rick Buys is filling in as Interim Claims Manager until the position is filled. Discussion ensued whether



Rick's position at CJPRMA could create a conflict of interest for him to conduct the NCCSIF Liability Claims Audit. After discussion, no conflict of interest exists as Rick will be auditing the pool's primary layer and not the excess layer.

G. ADMINISTRATION REPORTS

G.1. President's Report

Chair Warren indicated that Corey Shaver retired from the City of Nevada City after 23 years. Chair Warren gave recognition to Corey's service on the NCCSIF Board as the primary Representative for the city, and most notably as Board Secretary since 2015.

G.2. CJPRMA Update

Mr. Beverly indicated that CJPRMA is developing a Loss Allocation Policy for annual contributions that will factor in an experience modification factor (ex-mod) into the calculation. The proposed contribution formula is based 90% on payroll and 10% on loss history, subject to a cap of no more than a 10% increase from the pure payroll rate for those members with higher ex-mod. This new methodology could potentially impact NCCSIF's deposit premium if it passed. Program Administrators will closely monitor the development and report to the Board.

Presented as information only.

G.3. Program Administrator's Report

Provided in previous item, G.2.

H. EXECUTIVE COMMITTEE MEMBERS, ROTATION AND BYLAW CHANGES

Mr. Beverly indicated the Executive Committee (EC) proposed a change in the Bylaws to allow some flexibility in the number of EC members, ranging from seven to nine and amending the reference to a quorum from being four members to a majority of the EC members. Additionally, the Program Administrators recommend removing the reference to the term of the immediate Past President as that person has not served on the EC for some time.

Mr. Brad Koehn, City of Elk Grove, indicated based on the current makeup of the EC it will exceed nine members if some EC members do not hold two positions. The Board discussed the maximum number of EC members that is an equitable representation to account for the fluctuating number of members serving at a time. The 30-day notice of the proposed changes will be sent via e-mail to the members after the meeting, the Board will review and approve the changes in the December meeting, and the Board will subsequently hold the election for the Vice President and Secretary, and the Treasurer and CJPRMA representative will also be appointed at the December meeting.



Motion: Brad Koehn

Second: Jon Hanken

Motion Carried

Ayes: Cottrell, Wracker, Ancheta, Koehn, Haile, Hall, Arteaga, Hanken, Trupovnieks, McCay, Ehrenstrom, Will, Warren, Rudolph, Sailsbery, Springer

Nays: None

I.3. NCCSIF Investment Portfolio Review

Mr. Carlos Oblites, SVP Portfolio Strategist, from Chandler Asset Management presented the economic factors that had direct impact on the rate of return to NCCSIF's Investment Portfolio. Inflation remains below the Fed's 2.0% target. The payroll decline in September was likely significantly distorted by the hurricanes. The housing market is stronger than expected: up 5.8% year-over-year in July, versus up 5.6% year-over-year in June. Manufacturing sector is expanding.

Mr. Oblites reviewed the NCCSIF investment strategy. The total market value of the Short-Term Portfolio as of September 30, 2017 is \$25,648,911. The annualized rate of return since inception, December 31, 1997 is 3.98%. The total market value of the Long-Term Portfolio as of September 30, 2017 is \$52,246,676; and the annualized rate of return since inception, May 31, 2006, is 3.94%. The appropriate risk profile for Government entity is: 1) Safety, 2) Liquidity, and 3) Rate of return.

Information only and no action were taken.

Marty Cassell and Carlos Oblites left the meeting at 1:52 p.m.

I.4. Selection of Accounting Services Consultant

Chair Warren asked James Marta and Dori Zumwalt to step out of the room.

Mr. Beverly provided the sequence of events that took place during the Request for Proposal (RFP) process. NCCSIF issued an RFP in response to an increase in James Marta and Company's annual fee. An Ad Hoc Committee was formed to review the proposals and make a recommendation to the Executive Committee (EC). The Ad Hoc Committee consisted of Dave Warren, City of Placerville; Liz Ehrenstrom, City of Oroville; Tim Sailsbery, City of Willows; Brad Koehn, City of Elk Grove; and Robin Bertagna, City of Yuba City. Three firms responded to the RFP and the Ad Hoc Committee interviewed all firms. After much deliberation the Ad Hoc recommended to the EC that James Marta and Company be selected. The EC voted to approve the Ad Hoc Committee's recommendation and enter into a new contract with James Marta and Company to continue as NCCSIF's accountant and financial consultant. The proposed contract term is for three years, with two optional years, beginning January 1, 2019.

Chair Warren indicated the entire process in negotiating the contract including the RFP process took about seven months, and thanked the members of the Ad Hoc Committee for their time. Chair Warren noted it was not a unanimous decision.

Presented as information only.



Nays: None

J.3. 2018 Service Calendar

Mr. Beverly reviewed the Service Calendar to the Board that outlines the timeline of the annual activities to be completed on behalf of NCCSIF. Activities have been highlighted to spot the key items that require participation from members: meetings in blue, requests for information in yellow, and training conferences in gray.

Presented as information only.

Tim Sailsbery left the meeting at 2:17 p.m.

J.4. York Risk Services Workers' Compensation Claims Administration

J.4.a. York Quarterly Report

Ms. Dori Zumwalt from York reviewed the quarterly report to the Board. The report shows the recent activities and progress to date in meeting claims management benchmarks. File reviews are regularly conducted either in person or over the phone. The goal is to close more claims through Compromise & Release settlement. Ms. Zumwalt indicated that York is continually providing Workers' Comp 101 trainings and encouraged members to reach out to her should they need a refresher course. York is planning to launch a Workers' Comp 102 training that provides in depth review a day in the life of a workers' compensation claim adjuster.

Presented as information only.

Steven Rudolph left the meeting at 2:32 p.m.

Astrida Trupovnieks left the meeting at 2:33 p.m.

J.4.b. WC Claim TPA Follow-up Survey Result

Mr. Beverly reported that 100% of the members responded to the survey. Overall the results are an improvement from the last survey completed in March 2017 and tend to indicate those who did not respond previously were satisfied with the service. The Executive Committee (EC) reviewed the results and agreed that York was meeting or exceeding goals. The EC asked the Program Administrators to meet with York to review the feedback and to send a follow-up survey in September 2018 to gauge members' satisfaction as a basis for negotiating contract renewal terms or going to RFP prior to the contract expiration in June 2019.

Mr. Beverly noted three members provided additional comments under question 12, should NCCSIF issue an RFP for WC TPA services in the near future. Ms. Ehrenstrom asked if there is a way to know which cities are having problem with York's services. Mr. Beverly indicated it can be tracked and he will address those at his next file review with York.



A motion was made to file and receive the WC Claim TPA Follow-up Survey Result

Motion: Liz Ehrenstrom **Second:** Jon Hanken **Motion Carried**
Ayes: Cottrell, Wracker, Ancheta, Koehn, Haile, Hall, Arteaga, Hanken, McCay, Ehrenstrom,
Will, Warren, Springer
Nays: None

Julie Rucker left the meeting at 2:41 p.m.

J.5. Round Table Discussion

Mr. Michael Simmons indicated that FEMA (Federal Emergency Management Agency) announced the Northern California fires rank fourth on their list of disasters. He noted that due to the recent fires in Northern California most public entities may potentially suffer tax revenue loss when property of others, subject to a property tax or sales tax, is destroyed. The tax interruption coverage could cover this type of loss if the city scheduled that tax revenue source, such as big box store, in their property schedule.

K. INFORMATION ITEMS

1. CalPELRA 2017 Conference (December 4,-8 2017) in Monterey, CA
2. PARMA 2018 Conference (February 14-16, 2018) in Monterey, CA
3. Glossary of Terms
4. NCCSIF Organizational Chart
5. NCCSIF 2017 Meeting Calendar
6. NCCSIF Resource Contact Guide
7. NCCSIF Travel Reimbursement Form

These items were provided as information only.

L. ADJOURNMENT

The meeting was adjourned at 2:46 p.m.

Next Meeting Date: December 14, 2017 in Rocklin, CA

Respectfully Submitted,

Company Name: NCCSIF

Report Name: Check Register

Created On: 11/27/2017

Check #	Date	Vendor	Account Title	Account	Memo	Amount
11228	9/6/2017	Crowe Horwath	Financial Audit	52102	For Period Ended Aug 14, 2017	21,300.00
11229	9/6/2017	James Marta and Company LLP	Accounting Services	52403	Monthly Accounting Services	8,215.00
11230	9/6/2017	York Risk Services Group, Inc.	Claims Admin - Liabilit	51135	Aug 2017 Liab Service Fees	38,084.21
11231	9/6/2017	Alliant Insurance Services	Program Admin Fee	52401	Monthly Consulting Services	25,292.08
11232	9/6/2017	Bickmore Risk Services Inc.	On Site	52204	Safety and Risk Control Services	14,726.66
			Safety Grant Funds	54200	Risk Management for City of Folsom	4,500.00
11233	9/21/2017	City of Ione	Safety Contingency	52209	2 LE4 Body cameras	1,736.24
11234	9/21/2017	VIEVU	Safety Contingency	52209	4 LE4 Body cameras	3,029.18
11235	9/21/2017	York	Claims Admin Fee	52302	Monthly Claims Administration Fee	47,278.73
11236	9/21/2017	Gibbons and Conley	Legal Services	52103	July 2017 General Matters	4,394.69
11237	9/21/2017	Chandler Asset Management, Inc.	Investment Income	44040	42948	4,423.86
11238	10/5/2017	Crowe Horwath	Financial Audit	52102	For Period Ended Sep 18, 2017	5,322.00
11239	10/5/2017	Aubergine Catering	Member Travel	52502	09.28.17 CC and EC meeting Catering	252.00
11240	10/5/2017	City of Placerville	Member Travel	52502	09.28.17 CC and EC Mtg	40.98
11241	10/5/2017	Liz Cottrell	Member Travel	52502	09.28.17 CC and EC Mtg	179.76
11242	10/5/2017	Liz Ehrenstrom	Member Travel	52502	09.28.17 CC and EC Mtg	64.20
11243	10/5/2017	Bickmore Risk Services Inc.	Risk Mgmt Comm Services	52201	Safety and Risk Control Services	18,226.67
			On Site	52204		
			Safety Grant Funds	54200	Risk Management for City of Folsom	4,500.00
11244	10/5/2017	Alliant Insurance Services	Program Admin Fee	52401	Monthly Consulting Services	25,292.08
11245	10/5/2017	York Risk Services Group, Inc.	Claims Admin - Liabilit	51135	Sept 2017 Liab Service Fees	24,093.65
11246	10/5/2017	Chandler Asset Management, Inc.	Investment Income	44040	42979	4,425.23
11247	10/26/2017	York	Claims Admin Fee	52302	Annual Claims Administration Fees	50,600.00
11248	10/26/2017	James Marta and Company LLP	Accounting Services	52403	Monthly Accounting Services	8,215.00
			Admin Expense - Other	52001	Correction to deposit error	4,400.00
11250	11/8/2017	Tom Watson	Risk Mgmt Comm Mtg Exp	52202	10.19.17 RM and BOD Mtg	88.28
11251	11/8/2017	Champion Awards Enterprises	Board Meetings	52503	Plastic Plates	42.39
11252	11/8/2017	Aubergine Catering	Board Meetings	52503	10.19.17 BOD and RMC Meeting	420.00
11253	11/8/2017	City of Placerville	Board Meetings	52503	10.19.17 RM and BOD Mtg	40.98
11254	11/8/2017	Crystal Peters	Risk Mgmt Comm Mtg Exp	52202	10.19.17 RM and BOD Mtg	85.28
11255	11/8/2017	Gibbons and Conley	Legal Services	52103	September 2017 General Matters	591.93
11256	11/8/2017	Gina Will	Board Meetings	52503	10.19.17 RM and BOD Mtg	85.60
11257	11/8/2017	Kristine Haile	Board Meetings	52503	10.19.17 RM and BOD Mtg	14.98
11258	11/8/2017	Liz Ehrenstrom	Board Meetings	52503	10.19.17 RM and BOD Mtg	64.20
11259	11/8/2017	Alliant Insurance Services	Program Admin Fee	52401	Monthly Consulting Services	25,292.08
11260	11/8/2017	James Marta and Company LLP	Accounting Services	52403	Monthly Accounting Services	8,215.00
11261	11/8/2017	Julie Rucker	Risk Mgmt Comm Mtg Exp	52202	10.19.17 RM and BOD Mtg	36.27

Company Name: NCCSIF

Report Name: Check Register

Created On: 11/27/2017

Check #	Date	Vendor	Account Title	Account	Memo	Amount
11262	11/8/2017	Bickmore Risk Services Inc.	On Site	52204	Safety and Risk Control Services	14,726.67
			Safety Grant Funds	54200	Risk Management for City of Folsom	4,500.00
11263	11/8/2017	Chandler Asset Management, Inc.	Investment Income	44040	43009	4,417.51
11264	11/8/2017	York Risk Services Group, Inc.	Claims Admin - Liabilit	51135	Oct 2017 Liab Service Fees	35,057.75
11265	11/8/2017	Kim Stalle	Risk Mgmt Comm Mtg Exp	52202	10.19.17 RMC Meeting	48.04
11266	11/8/2017	Liz Cottrell	Board Meetings	52503	10.20.17 BOD & RMC Mtg	179.76
11267	11/22/2017	Loree McCay	Board Meetings	52503	10.19.17 RM and BOD Mtg	46.01
11268	11/22/2017	Rachel Ancheta	Board Meetings	52503	10.19.17 RM and BOD Mtg	48.04
11269	11/22/2017	Kenneth Wallentine	Police Risk Mgmt Comm S	52203	11.02.17 Presentation reimbursement of expenses	370.51
11270	11/22/2017	City of Oroville	Safety Contingency	52209	Tactical Armor Panels Reimbursement	1,174.00
11271	11/22/2017	Gibbons and Conley	Legal Services	52103	October 2017 General Matters	412.56
11272	11/22/2017	Rio Vista Police Department	Safety Contingency	52209	Police Body Cameras	4,241.15

Monthly Account Statement

Northern CA Cities Self Ins. Fund Short Term

September 1, 2017 through September 30, 2017

Chandler Team

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please call (800) 317-4747 or
Email operations@chandlerasset.com

Custodian

Bank of New York Mellon
Lauren Dehner
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PORTFOLIO CHARACTERISTICS

Average Duration	2.48
Average Coupon	1.62 %
Average Purchase YTM	1.64 %
Average Market YTM	1.70 %
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	2.69 yrs
Average Life	2.55 yrs

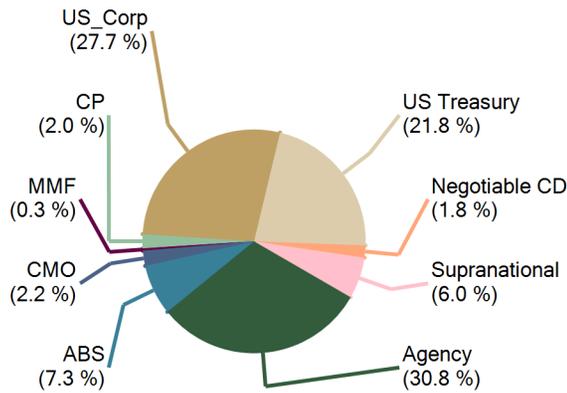
ACCOUNT SUMMARY

	Beg. Values as of 8/31/17	End Values as of 9/30/17
Market Value	25,622,778	25,561,590
Accrued Interest	86,055	87,322
Total Market Value	25,708,834	25,648,911
Income Earned	34,343	34,006
Cont/WD		0
Par	25,620,323	25,630,304
Book Value	25,585,947	25,617,682
Cost Value	25,563,186	25,594,188

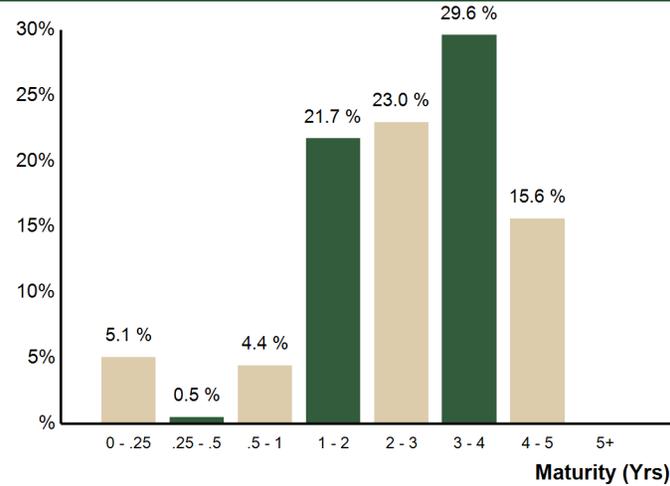
TOP ISSUERS

Issuer	% Portfolio
Government of United States	21.8 %
Federal National Mortgage Assoc	16.2 %
Federal Home Loan Mortgage Corp	11.0 %
Federal Home Loan Bank	5.2 %
Inter-American Dev Bank	3.9 %
Toyota ABS	2.5 %
John Deere ABS	2.2 %
Intl Bank Recon and Development	2.1 %
	65.0 %

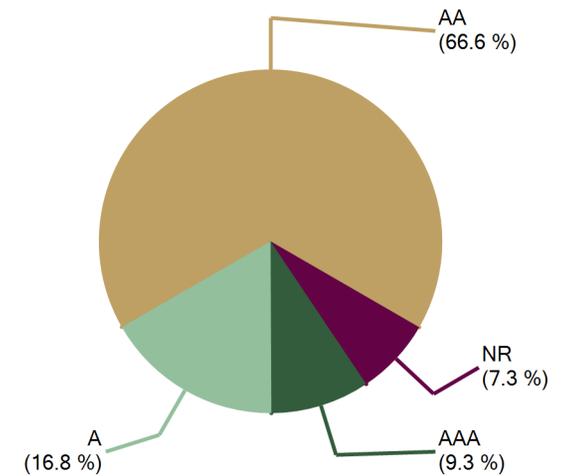
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 9/30/2017	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized			12/31/1997	Since 12/31/1997
					3 Yrs	5 Yrs	10 Yrs		
Northern CA Cities Self Ins. Fund Short Term	-0.23 %	0.38 %	1.38 %	0.47 %	1.45 %	1.11 %	2.71 %	3.98 %	116.06 %
BAML 1-5 Yr US Treasury/Agency Index	-0.33 %	0.29 %	1.04 %	-0.03 %	1.20 %	0.85 %	2.37 %	3.65 %	102.86 %
BAML 1-5 Yr US Issuers Corp/Govt Rated AAA-A Index	-0.31 %	0.34 %	1.20 %	0.15 %	1.33 %	0.99 %	2.46 %	3.76 %	107.28 %



Northern California Cities Self-Insurance Fund - Short Term

September 30, 2017

COMPLIANCE WITH INVESTMENT POLICY

The portfolio complies with State law and with the investment policy.

Category	Standard	Comment
Treasury Issues	No limitation	Complies
US Agencies	No limitation	Complies
Supranationals	Issued by IBRD, IFC or IADB only; "AA" rated or better by S&P or Moody's; 30% maximum; 5 years max maturity	Complies
Municipal Securities	5 years max maturity	Complies
Asset-backed/MBS/CMOs	20% maximum; AA by S&P or Moody; 5 years max maturity	Complies
Banker's Acceptances	40% maximum; 180 days max maturity	Complies
Commercial Paper	A1/P1 by S&P or Moody's ; 25% maximum; 270 days max maturity	Complies
Medium Term Notes	30% maximum; A rated by S&P or Moody's; 5 years max maturity	Complies
Money Market Acct	20% maximum; AAA by S&P and Moody's	Complies
Mutual Funds	20% maximum; AAA	Complies
Negotiable CDs	30% maximum; 5 years max maturity	Complies
Time Certificates of Deposit	5 years max maturity	Complies
LAIF	\$50 million	Complies
Repurchase Agreements	1 year max maturity; Not used by Investment Adviser	Complies
CMOs with collateral not specifically GNMA, FHLMC, FNMA	Prohibited	Complies
Reverse Repos	Prohibited	Complies
Futures and Options	Prohibited	Complies
Inverse floaters	Prohibited	Complies
Range notes	Prohibited	Complies
Max Per Issuer	5% per issuer (except US Treasury and US Agency issuers)	Complies
Maximum Maturity	10 years	Complies



Reconciliation Summary

As of 9/30/2017

BOOK VALUE RECONCILIATION	
Beginning Book Value	\$25,585,947.24
Acquisition	
+ Security Purchases	\$566,163.27
+ Money Market Fund Purchases	\$622,106.35
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
Total Acquisitions	\$1,188,269.62
Dispositions	
- Security Sales	\$114,105.67
- Money Market Fund Sales	\$567,185.49
- MMF Withdrawals	\$0.00
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$0.00
- Calls	\$0.00
- Principal Paydowns	\$474,939.64
Total Dispositions	\$1,156,230.80
Amortization/Accretion	
+/- Net Accretion	\$700.34
	\$700.34
Gain/Loss on Dispositions	
+/- Realized Gain/Loss	(\$1,003.98)
	(\$1,003.98)
Ending Book Value	\$25,617,682.42

CASH TRANSACTION SUMMARY	
BEGINNING BALANCE	\$30,043.97
Acquisition	
Contributions	\$0.00
Security Sale Proceeds	\$114,105.67
Accrued Interest Received	\$247.44
Interest Received	\$32,790.36
Dividend Received	\$23.24
Principal on Maturities	\$0.00
Interest on Maturities	\$0.00
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$474,939.64
Total Acquisitions	\$622,106.35
Disposition	
Withdrawals	\$0.00
Security Purchase	\$566,163.27
Accrued Interest Paid	\$1,022.22
Total Dispositions	\$567,185.49
Ending Book Value	\$84,964.83

Monthly Account Statement

Northern Cal. Cities Self Ins. Fund Long Term

September 1, 2017 through September 30, 2017

Chandler Team

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Custodian

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PORTFOLIO CHARACTERISTICS

Average Duration	3.53
Average Coupon	1.98 %
Average Purchase YTM	1.96 %
Average Market YTM	1.89 %
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	3.85 yrs
Average Life	3.75 yrs

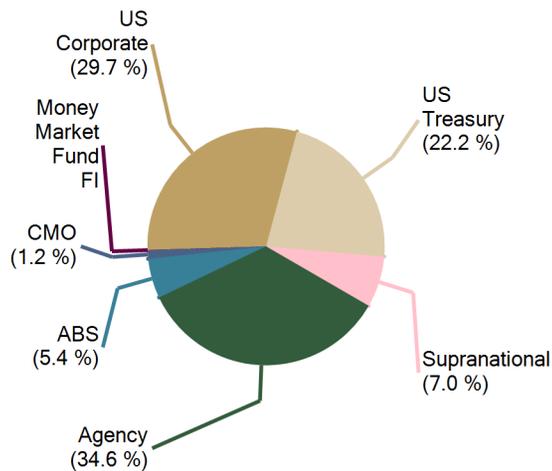
ACCOUNT SUMMARY

	Beg. Values as of 8/31/17	End Values as of 9/30/17
Market Value	26,599,532	26,488,761
Accrued Interest	117,879	109,004
Total Market Value	26,717,411	26,597,765
Income Earned	42,588	42,323
Cont/WD		0
Par	26,391,133	26,443,838
Book Value	26,364,082	26,414,849
Cost Value	26,373,277	26,426,964

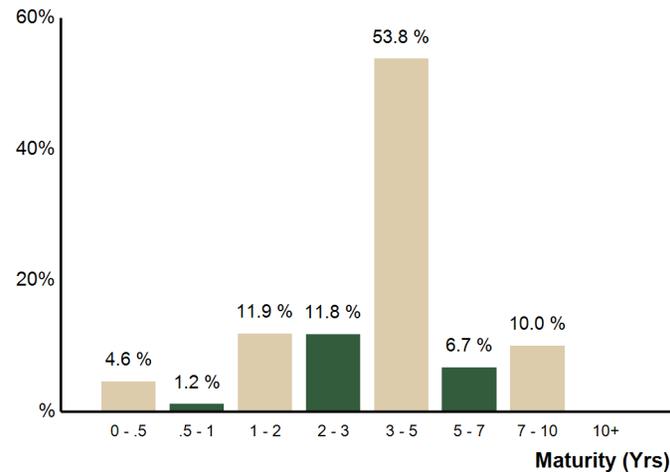
TOP ISSUERS

Issuer	% Portfolio
Government of United States	22.2 %
Federal National Mortgage Assoc	13.5 %
Federal Home Loan Bank	11.5 %
Federal Home Loan Mortgage Corp	7.2 %
Inter-American Dev Bank	4.8 %
Tennessee Valley Authority	3.5 %
Intl Bank Recon and Development	2.1 %
US Bancorp	1.8 %
Total	66.7 %

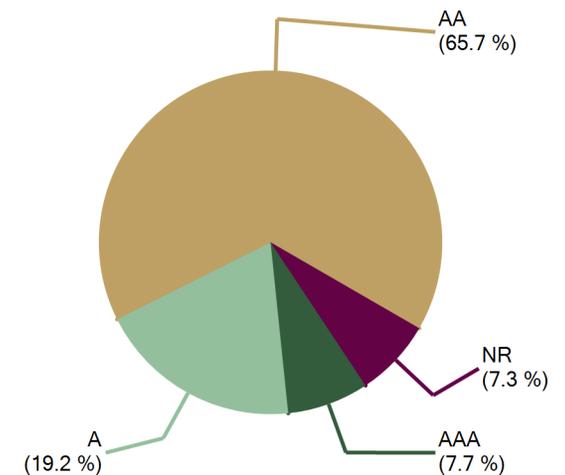
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 9/30/2017	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized			5/31/2006	Since 5/31/2006
					3 Yrs	5 Yrs	10 Yrs		
Northern Cal. Cities Self Ins. Fund Long Term	-0.45 %	0.46 %	1.90 %	0.15 %	2.08 %	1.40 %	3.53 %	3.94 %	54.99 %
BAML 1-10 Yr US Treasury/Agency Index	-0.56 %	0.34 %	1.47 %	-0.62 %	1.63 %	1.01 %	3.11 %	3.54 %	48.32 %
BAML 1-10 Yr US Corporate/Govt Rated AAA-A Index	-0.49 %	0.48 %	1.88 %	-0.20 %	1.92 %	1.35 %	3.30 %	3.69 %	50.85 %



Northern California Cities Self-Insurance Fund - Long Term
September 30, 2017

COMPLIANCE WITH INVESTMENT POLICY

The portfolio complies with State law and with the investment policy.

Category	Standard	Comment
Treasury Issues	No limitation	Complies
US Agencies	No limitation	Complies
Supranationals	Issued by IBRD, IFC or IADB only; "AA" rated or better by S&P or Moody; 30% maximum; 5 years max maturity	Complies
Municipal Securities	5 years max maturity	Complies
Asset-backed/MBS/CMOs	20% maximum; AA by S&P or Moody; 5 years max maturity	Complies
Banker's Acceptances	40% maximum; 180 days max maturity	Complies
Commercial Paper	A1/P1 by S&P or Moody ; 25% maximum; 270 days max maturity	Complies
Medium Term Notes	30% maximum; A rated by S&P or Moody's; 5 years max maturity	Complies
Money Market Acct	20% maximum; AAA by S&P and Moody	Complies
Mutual Funds	20% maximum; AAA	Complies
Negotiable CDs	30% maximum; 5 years max maturity	Complies
Time Certificates of Deposit	5 years max maturity	Complies
LAIF	\$50 million	Complies
Repurchase Agreements	1 year max maturity; Not used by Investment Adviser	Complies
CMOs with collateral not specifically GNMA, FHLMC, FNMA	Prohibited	Complies
Reverse Repos	Prohibited	Complies
Futures and Options	Prohibited	Complies
Inverse floaters	Prohibited	Complies
Range notes	Prohibited	Complies
Max Per Issuer	5% (except US Treasury and US Agency issuers)	Complies
Maximum Maturity	10 years	Complies



Reconciliation Summary

As of 9/30/2017

BOOK VALUE RECONCILIATION	
Beginning Book Value	\$26,364,081.77
Acquisition	
+ Security Purchases	\$947,947.83
+ Money Market Fund Purchases	\$438,774.72
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
Total Acquisitions	\$1,386,722.55
Dispositions	
- Security Sales	\$349,163.50
- Money Market Fund Sales	\$652,540.93
- MMF Withdrawals	\$0.00
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$0.00
- Calls	\$0.00
- Principal Paydowns	\$333,528.86
Total Dispositions	\$1,335,233.29
Amortization/Accretion	
+/- Net Accretion	(\$291.62)
	(\$291.62)
Gain/Loss on Dispositions	
+/- Realized Gain/Loss	(\$430.50)
	(\$430.50)
Ending Book Value	\$26,414,848.91

CASH TRANSACTION SUMMARY	
BEGINNING BALANCE	\$218,476.50
Acquisition	
Contributions	\$0.00
Security Sale Proceeds	\$349,163.50
Accrued Interest Received	\$1,273.62
Interest Received	\$52,886.67
Dividend Received	\$136.07
Principal on Maturities	\$0.00
Interest on Maturities	\$0.00
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$333,528.86
Total Acquisitions	\$736,988.72
Disposition	
Withdrawals	\$0.00
Security Purchase	\$947,947.83
Accrued Interest Paid	\$2,807.10
Total Dispositions	\$950,754.93
Ending Book Value	\$4,710.29

Monthly Account Statement

Northern CA Cities Self Ins. Fund Short Term

October 1, 2017 through October 31, 2017

Chandler Team

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PORTFOLIO CHARACTERISTICS

Average Duration	2.50
Average Coupon	1.62 %
Average Purchase YTM	1.65 %
Average Market YTM	1.80 %
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	2.70 yrs
Average Life	2.58 yrs

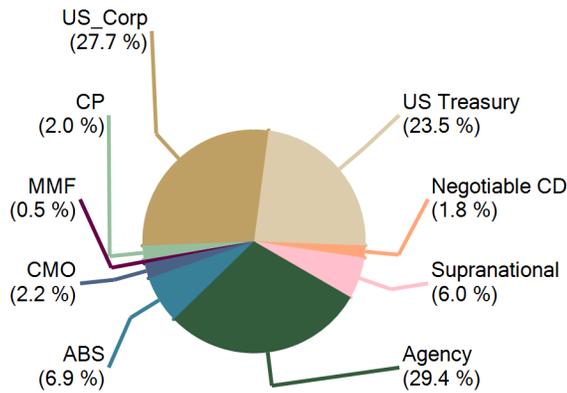
ACCOUNT SUMMARY

	Beg. Values as of 9/30/17	End Values as of 10/31/17
Market Value	25,561,590	25,540,466
Accrued Interest	87,322	97,948
Total Market Value	25,648,911	25,638,415
Income Earned	34,006	35,288
Cont/WD		-837
Par	25,630,304	25,661,074
Book Value	25,617,682	25,642,212
Cost Value	25,594,188	25,616,650

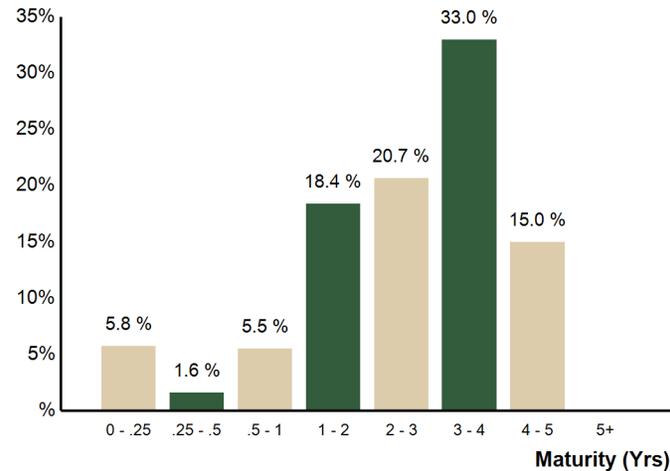
TOP ISSUERS

Issuer	% Portfolio
Government of United States	23.5 %
Federal National Mortgage Assoc	15.4 %
Federal Home Loan Mortgage Corp	11.0 %
Federal Home Loan Bank	5.2 %
Inter-American Dev Bank	3.9 %
Toyota ABS	2.4 %
Intl Bank Recon and Development	2.1 %
John Deere ABS	2.1 %
Total	65.7 %

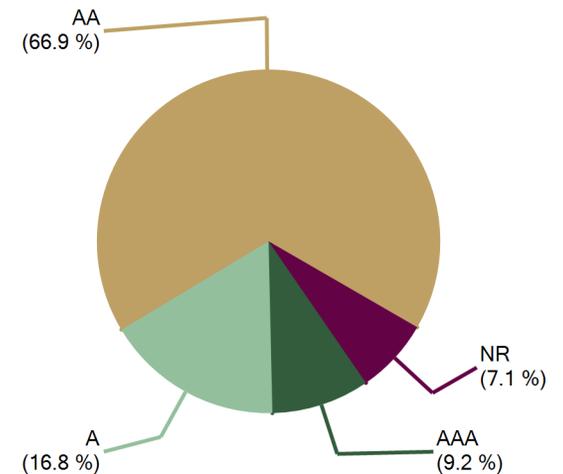
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 10/31/2017	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized			Since 12/31/1997	
					3 Yrs	5 Yrs	10 Yrs		
Northern CA Cities Self Ins. Fund Short Term	-0.04 %	0.04 %	1.34 %	0.56 %	1.31 %	1.11 %	2.65 %	3.96 %	115.97 %
BAML 1-5 Yr US Treasury/Agency Index	-0.09 %	-0.08 %	0.95 %	0.07 %	1.00 %	0.85 %	2.31 %	3.63 %	102.67 %
BAML 1-5 Yr US Issuers Corp/Govt Rated AAA-A Index	-0.07 %	-0.04 %	1.13 %	0.26 %	1.14 %	0.99 %	2.40 %	3.74 %	107.13 %



Northern California Cities Self-Insurance Fund - Short Term

October 31, 2017

COMPLIANCE WITH INVESTMENT POLICY

The portfolio complies with state law and with the Client's investment policy.

Category	Standard	Comment
Treasury Issues	No limitation	Complies
US Agencies	No limitation	Complies
Supranationals	Issued by IBRD, IFC or IADB only; "AA" rated or better by S&P or Moody's; 30% maximum; 5 years max maturity	Complies
Municipal Securities	5 years max maturity	Complies
Asset-backed/MBS/CMOs	20% maximum; AA by S&P or Moody; 5 years max maturity	Complies
Banker's Acceptances	40% maximum; 180 days max maturity	Complies
Commercial Paper	A1/P1 by S&P or Moody's ; 25% maximum; 270 days max maturity	Complies
Medium Term Notes	30% maximum; A rated by S&P or Moody's; 5 years max maturity	Complies
Money Market Acct	20% maximum; AAA by S&P and Moody's	Complies
Mutual Funds	20% maximum; AAA	Complies
Negotiable CDs	30% maximum; 5 years max maturity	Complies
Time Certificates of Deposit	5 years max maturity	Complies
LAIF	\$50 million	Complies
Repurchase Agreements	1 year max maturity; Not used by Investment Adviser	Complies
CMOs with collateral not specifically GNMA, FHLMC, FNMA	Prohibited	Complies
Reverse Repos	Prohibited	Complies
Futures and Options	Prohibited	Complies
Inverse floaters	Prohibited	Complies
Range notes	Prohibited	Complies
Max Per Issuer	5% per issuer (except US Treasury and US Agency issuers)	Complies
Maximum Maturity	10 years	Complies



Reconciliation Summary

As of 10/31/2017

BOOK VALUE RECONCILIATION	
Beginning Book Value	\$25,617,682.42
Acquisition	
+ Security Purchases	\$718,775.78
+ Money Market Fund Purchases	\$138,998.83
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
Total Acquisitions	\$857,774.61
Dispositions	
- Security Sales	\$626,233.23
- Money Market Fund Sales	\$91,626.61
- MMF Withdrawals	\$837.50
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$0.00
- Calls	\$0.00
- Principal Paydowns	\$115,764.80
Total Dispositions	\$834,462.14
Amortization/Accretion	
+/- Net Accretion	\$511.73
	\$511.73
Gain/Loss on Dispositions	
+/- Realized Gain/Loss	\$705.80
	\$705.80
Ending Book Value	\$25,642,212.42

CASH TRANSACTION SUMMARY	
BEGINNING BALANCE	\$84,964.83
Acquisition	
Contributions	\$0.00
Security Sale Proceeds	\$626,233.23
Accrued Interest Received	\$1,503.60
Interest Received	\$23,163.38
Dividend Received	\$70.65
Principal on Maturities	\$0.00
Interest on Maturities	\$0.00
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$115,764.80
Total Acquisitions	\$766,735.66
Disposition	
Withdrawals	\$837.50
Security Purchase	\$718,775.78
Accrued Interest Paid	\$587.66
Total Dispositions	\$720,200.94
Ending Book Value	\$131,499.55

Monthly Account Statement

Northern Cal. Cities Self Ins. Fund Long Term

October 1, 2017 through October 31, 2017

Chandler Team

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PORTFOLIO CHARACTERISTICS

Average Duration	3.46
Average Coupon	1.98 %
Average Purchase YTM	1.96 %
Average Market YTM	1.96 %
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	3.79 yrs
Average Life	3.69 yrs

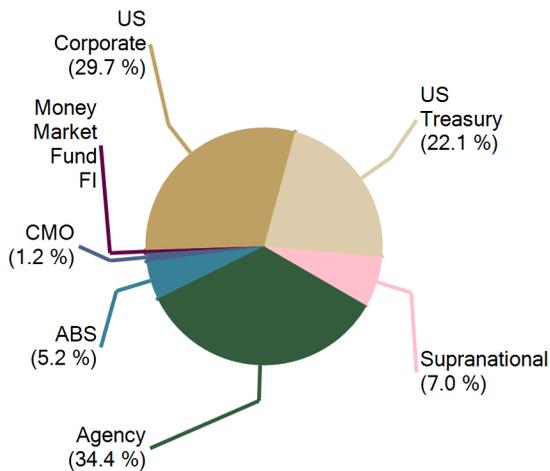
ACCOUNT SUMMARY

	Beg. Values as of 9/30/17	End Values as of 10/31/17
Market Value	26,488,761	26,448,476
Accrued Interest	109,004	133,390
Total Market Value	26,597,765	26,581,866
Income Earned	42,323	43,621
Cont/WD		0
Par	26,443,838	26,463,084
Book Value	26,414,849	26,433,460
Cost Value	26,426,964	26,446,641

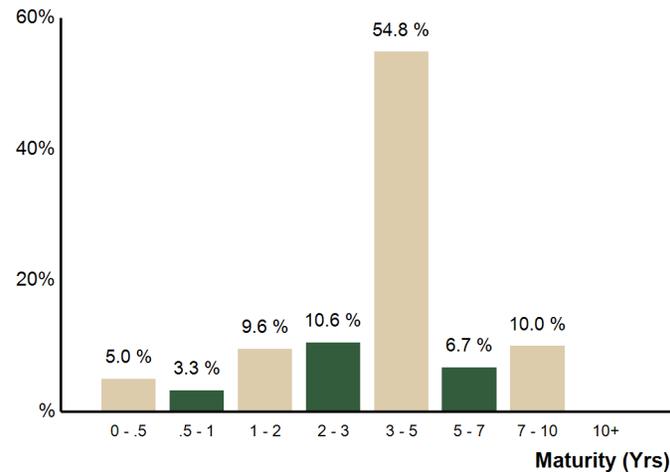
TOP ISSUERS

Issuer	% Portfolio
Government of United States	22.1 %
Federal National Mortgage Assoc	13.8 %
Federal Home Loan Bank	11.5 %
Federal Home Loan Mortgage Corp	6.7 %
Inter-American Dev Bank	4.8 %
Tennessee Valley Authority	3.5 %
Intl Bank Recon and Development	2.1 %
US Bancorp	1.8 %
Total	66.5 %

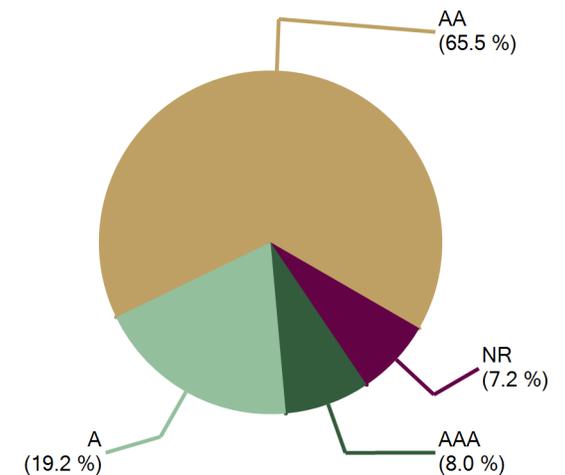
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 10/31/2017	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized			5/31/2006	Since 5/31/2006
					3 Yrs	5 Yrs	10 Yrs		
Northern Cal. Cities Self Ins. Fund Long Term	-0.06 %	0.02 %	1.84 %	0.40 %	1.84 %	1.39 %	3.47 %	3.91 %	54.89 %
BAML 1-10 Yr US Treasury/Agency Index	-0.12 %	-0.10 %	1.35 %	-0.28 %	1.34 %	1.02 %	3.04 %	3.50 %	48.15 %
BAML 1-10 Yr US Corporate/Govt Rated AAA-A Index	-0.05 %	0.04 %	1.83 %	0.19 %	1.66 %	1.34 %	3.23 %	3.66 %	50.78 %



Northern California Cities Self-Insurance Fund - Long Term
October 31, 2017

COMPLIANCE WITH INVESTMENT POLICY

The portfolio complies with state law and with the Client's investment policy.

Category	Standard	Comment
Treasury Issues	No limitation	Complies
US Agencies	No limitation	Complies
Supranationals	Issued by IBRD, IFC or IADB only; "AA" rated or better by S&P or Moody; 30% maximum; 5 years max maturity	Complies
Municipal Securities	5 years max maturity	Complies
Asset-backed/MBS/CMOs	20% maximum; AA by S&P or Moody; 5 years max maturity	Complies
Banker's Acceptances	40% maximum; 180 days max maturity	Complies
Commercial Paper	A1/P1 by S&P or Moody ; 25% maximum; 270 days max maturity	Complies
Medium Term Notes	30% maximum; A rated by S&P or Moody's; 5 years max maturity	Complies
Money Market Acct	20% maximum; AAA by S&P and Moody	Complies
Mutual Funds	20% maximum; AAA	Complies
Negotiable CDs	30% maximum; 5 years max maturity	Complies
Time Certificates of Deposit	5 years max maturity	Complies
LAIF	\$50 million	Complies
Repurchase Agreements	1 year max maturity; Not used by Investment Adviser	Complies
CMOs with collateral not specifically GNMA, FHLMC, FNMA	Prohibited	Complies
Reverse Repos	Prohibited	Complies
Futures and Options	Prohibited	Complies
Inverse floaters	Prohibited	Complies
Range notes	Prohibited	Complies
Max Per Issuer	5% (except US Treasury and US Agency issuers)	Complies
Maximum Maturity	10 years	Complies



Reconciliation Summary

As of 10/31/2017

BOOK VALUE RECONCILIATION	
Beginning Book Value	\$26,414,848.91
Acquisition	
+ Security Purchases	\$289,808.60
+ Money Market Fund Purchases	\$106,718.48
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
Total Acquisitions	\$396,527.08
Dispositions	
- Security Sales	\$329,505.80
- Money Market Fund Sales	\$0.00
- MMF Withdrawals	\$0.00
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$0.00
- Calls	\$0.00
- Principal Paydowns	\$47,472.34
Total Dispositions	\$376,978.14
Amortization/Accretion	
+/- Net Accretion	(\$314.31)
	(\$314.31)
Gain/Loss on Dispositions	
+/- Realized Gain/Loss	(\$623.23)
	(\$623.23)
Ending Book Value	\$26,433,460.31

CASH TRANSACTION SUMMARY	
BEGINNING BALANCE	\$4,710.29
Acquisition	
Contributions	\$0.00
Security Sale Proceeds	\$329,505.80
Accrued Interest Received	\$695.14
Interest Received	\$18,625.39
Dividend Received	\$228.41
Principal on Maturities	\$0.00
Interest on Maturities	\$0.00
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$47,472.34
Total Acquisitions	\$396,527.08
Disposition	
Withdrawals	\$0.00
Security Purchase	\$289,808.60
Accrued Interest Paid	\$0.00
Total Dispositions	\$289,808.60
Ending Book Value	\$111,428.77

Monthly Account Statement

Northern CA Cities Self Ins. Fund Short Term

November 1, 2017 through November 30, 2017

Chandler Team

For questions about your account,
please call (800) 317-4747 or
Email operations@chandlerasset.com

Custodian

Bank of New York Mellon
Lauren Dehner
(904)645-1918

Information contained herein is confidential. We urge you to compare this statement to the one you receive from your qualified custodian. Prices are provided by IDC, an independent pricing source. In the event IDC does not provide a price or if the price provided is not reflective of fair market value, Chandler will obtain pricing from an alternative approved third party pricing source in accordance with our written valuation policy and procedures. Our valuation procedures are also disclosed in Item 5 of our Form ADV Part 2A.



PORTFOLIO CHARACTERISTICS

Average Duration	2.43
Average Coupon	1.63 %
Average Purchase YTM	1.66 %
Average Market YTM	1.96 %
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	2.62 yrs
Average Life	2.50 yrs

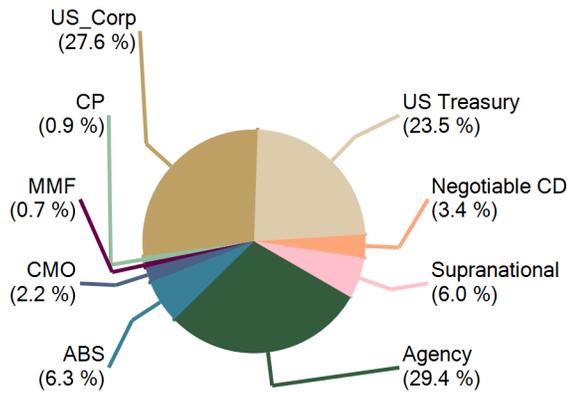
ACCOUNT SUMMARY

	Beg. Values as of 10/31/17	End Values as of 11/30/17
Market Value	25,540,466	25,473,711
Accrued Interest	97,948	92,445
Total Market Value	25,638,415	25,566,157
Income Earned	35,288	35,264
Cont/WD		0
Par	25,661,074	25,699,064
Book Value	25,642,212	25,682,980
Cost Value	25,616,650	25,656,852

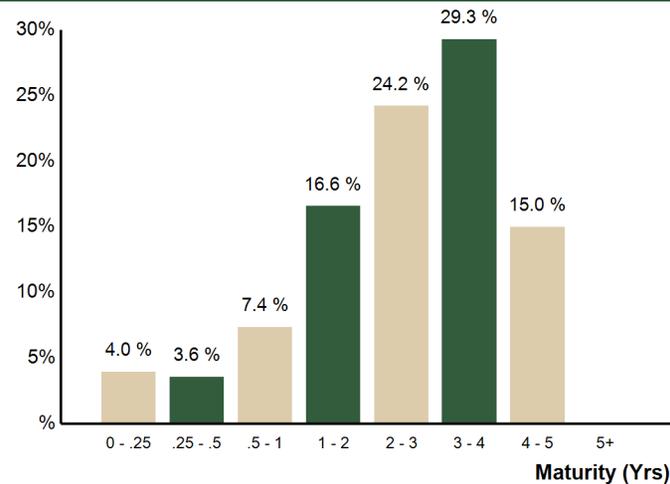
TOP ISSUERS

Issuer	% Portfolio
Government of United States	23.5 %
Federal National Mortgage Assoc	15.4 %
Federal Home Loan Mortgage Corp	11.0 %
Federal Home Loan Bank	5.2 %
Inter-American Dev Bank	3.9 %
Toyota ABS	2.3 %
Intl Bank Recon and Development	2.1 %
US Bancorp	2.0 %
Total	65.3 %

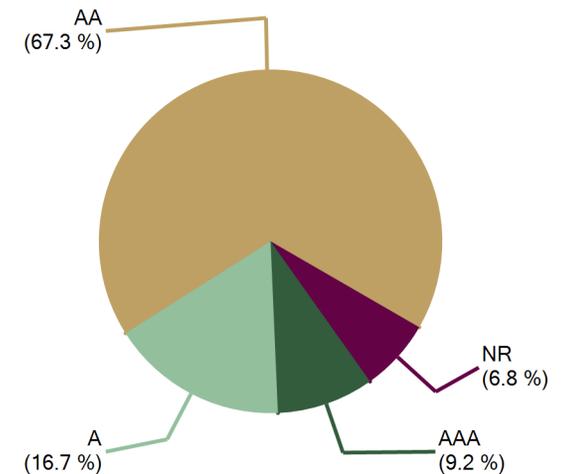
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 11/30/2017	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized			Since 12/31/1997	
					3 Yrs	5 Yrs	10 Yrs		
Northern CA Cities Self Ins. Fund Short Term	-0.28 %	-0.55 %	1.05 %	1.11 %	1.10 %	1.00 %	2.45 %	3.93 %	115.36 %
BAML 1-5 Yr US Treasury/Agency Index	-0.28 %	-0.70 %	0.67 %	0.69 %	0.80 %	0.75 %	2.08 %	3.60 %	102.11 %
BAML 1-5 Yr US Issuers Corp/Govt Rated AAA-A Index	-0.28 %	-0.66 %	0.84 %	0.88 %	0.94 %	0.89 %	2.18 %	3.71 %	106.54 %



Northern California Cities Self-Insurance Fund - Short Term

November 30, 2017

COMPLIANCE WITH INVESTMENT POLICY

The portfolio complies with state law and with the Client's investment policy.

Category	Standard	Comment
Treasury Issues	No limitation	Complies
US Agencies	No limitation	Complies
Supranationals	Issued by IBRD, IFC or IADB only; "AA" rated or better by S&P or Moody's; 30% maximum; 5 years max maturity	Complies
Municipal Securities	5 years max maturity	Complies
Asset-backed/MBS/CMOs	20% maximum; AA by S&P or Moody; 5 years max maturity	Complies
Banker's Acceptances	40% maximum; 180 days max maturity	Complies
Commercial Paper	A1/P1 by S&P or Moody's ; 25% maximum; 270 days max maturity	Complies
Medium Term Notes	30% maximum; A rated by S&P or Moody's; 5 years max maturity	Complies
Money Market Acct	20% maximum; AAA by S&P and Moody's	Complies
Mutual Funds	20% maximum; AAA	Complies
Negotiable CDs	30% maximum; 5 years max maturity	Complies
Time Certificates of Deposit	5 years max maturity	Complies
LAIF	\$50 million	Complies
Repurchase Agreements	1 year max maturity; Not used by Investment Adviser	Complies
CMOs with collateral not specifically GNMA, FHLMC, FNMA	Prohibited	Complies
Reverse Repos	Prohibited	Complies
Futures and Options	Prohibited	Complies
Inverse floaters	Prohibited	Complies
Range notes	Prohibited	Complies
Max Per Issuer	5% per issuer (except US Treasury and US Agency issuers)	Complies
Maximum Maturity	10 years	Complies



Reconciliation Summary

As of 11/30/2017

BOOK VALUE RECONCILIATION	
Beginning Book Value	\$25,642,212.42
Acquisition	
+ Security Purchases	\$638,842.01
+ Money Market Fund Purchases	\$698,131.36
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
Total Acquisitions	\$1,336,973.37
Dispositions	
- Security Sales	\$0.00
- Money Market Fund Sales	\$638,842.01
- MMF Withdrawals	\$0.00
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$516,637.60
- Calls	\$0.00
- Principal Paydowns	\$141,299.48
Total Dispositions	\$1,296,779.09
Amortization/Accretion	
+/- Net Accretion	\$572.95
	\$572.95
Gain/Loss on Dispositions	
+/- Realized Gain/Loss	\$0.00
	\$0.00
Ending Book Value	\$25,682,979.65

CASH TRANSACTION SUMMARY	
BEGINNING BALANCE	\$131,499.55
Acquisition	
Contributions	\$0.00
Security Sale Proceeds	\$0.00
Accrued Interest Received	\$0.00
Interest Received	\$36,777.57
Dividend Received	\$54.31
Principal on Maturities	\$516,637.60
Interest on Maturities	\$3,362.40
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$141,299.48
Total Acquisitions	\$698,131.36
Disposition	
Withdrawals	\$0.00
Security Purchase	\$638,842.01
Accrued Interest Paid	\$0.00
Total Dispositions	\$638,842.01
Ending Book Value	\$190,788.90

Monthly Account Statement

Northern Cal. Cities Self Ins. Fund Long Term

November 1, 2017 through November 30, 2017

Chandler Team

For questions about your account,
please call (800) 317-4747 or
Email operations@chandlerasset.com

Custodian

Bank of New York Mellon
Lauren Dehner
(904)645-1918

Information contained herein is confidential. We urge you to compare this statement to the one you receive from your qualified custodian. Prices are provided by IDC, an independent pricing source. In the event IDC does not provide a price or if the price provided is not reflective of fair market value, Chandler will obtain pricing from an alternative approved third party pricing source in accordance with our written valuation policy and procedures. Our valuation procedures are also disclosed in Item 5 of our Form ADV Part 2A.



PORTFOLIO CHARACTERISTICS

Average Duration	3.51
Average Coupon	1.99 %
Average Purchase YTM	1.97 %
Average Market YTM	2.12 %
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	3.84 yrs
Average Life	3.75 yrs

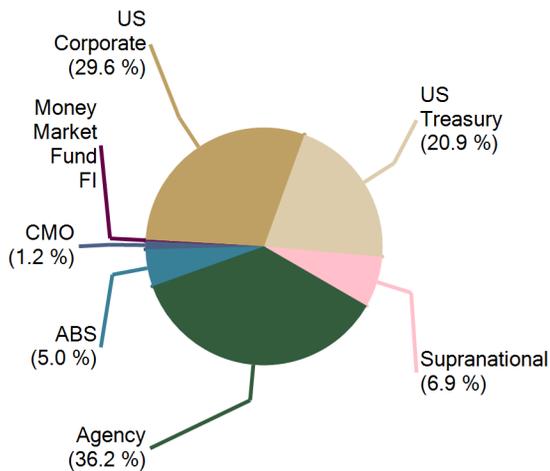
ACCOUNT SUMMARY

	Beg. Values as of 10/31/17	End Values as of 11/30/17
Market Value	26,448,476	26,386,713
Accrued Interest	133,390	112,303
Total Market Value	26,581,866	26,499,016
Income Earned	43,621	43,234
Cont/WD		0
Par	26,463,084	26,536,586
Book Value	26,433,460	26,507,238
Cost Value	26,446,641	26,528,102

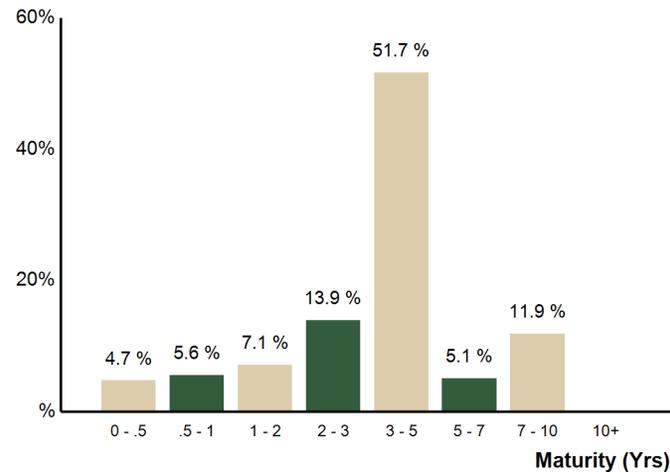
TOP ISSUERS

Issuer	% Portfolio
Government of United States	20.9 %
Federal National Mortgage Assoc	13.8 %
Federal Home Loan Bank	13.4 %
Federal Home Loan Mortgage Corp	6.7 %
Inter-American Dev Bank	4.8 %
Tennessee Valley Authority	3.5 %
Intl Bank Recon and Development	2.1 %
US Bancorp	1.8 %
Total	67.0 %

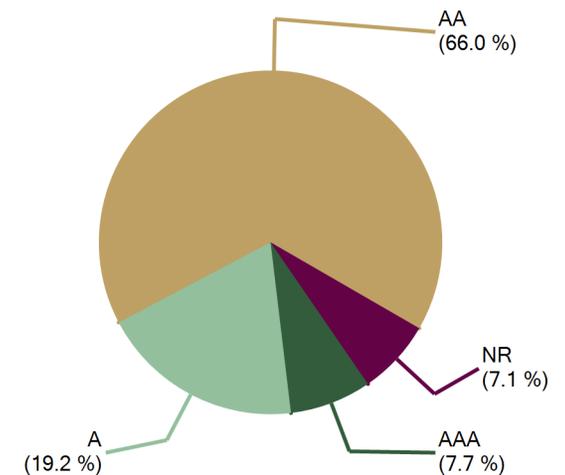
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 11/30/2017	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized			5/31/2006	Since 5/31/2006
					3 Yrs	5 Yrs	10 Yrs		
Northern Cal. Cities Self Ins. Fund Long Term	-0.31 %	-0.82 %	1.52 %	1.55 %	1.53 %	1.25 %	3.21 %	3.85 %	54.41 %
BAML 1-10 Yr US Treasury/Agency Index	-0.30 %	-0.97 %	1.05 %	1.03 %	1.05 %	0.88 %	2.76 %	3.45 %	47.70 %
BAML 1-10 Yr US Corporate/Govt Rated AAA-A Index	-0.29 %	-0.83 %	1.53 %	1.55 %	1.38 %	1.21 %	2.98 %	3.61 %	50.33 %



Northern California Cities Self-Insurance Fund - Long Term

November 30, 2017

COMPLIANCE WITH INVESTMENT POLICY

The portfolio complies with state law and with the Client's investment policy.

Category	Standard	Comment
Treasury Issues	No limitation	Complies
US Agencies	No limitation	Complies
Supranationals	Issued by IBRD, IFC or IADB only; "AA" rated or better by S&P or Moody; 30% maximum; 5 years max maturity	Complies
Municipal Securities	5 years max maturity	Complies
Asset-backed/MBS/CMOs	20% maximum; AA by S&P or Moody; 5 years max maturity	Complies
Banker's Acceptances	40% maximum; 180 days max maturity	Complies
Commercial Paper	A1/P1 by S&P or Moody ; 25% maximum; 270 days max maturity	Complies
Medium Term Notes	30% maximum; A rated by S&P or Moody's; 5 years max maturity	Complies
Money Market Acct	20% maximum; AAA by S&P and Moody	Complies
Mutual Funds	20% maximum; AAA	Complies
Negotiable CDs	30% maximum; 5 years max maturity	Complies
Time Certificates of Deposit	5 years max maturity	Complies
LAIF	\$50 million	Complies
Repurchase Agreements	1 year max maturity; Not used by Investment Adviser	Complies
CMOs with collateral not specifically GNMA, FHLMC, FNMA	Prohibited	Complies
Reverse Repos	Prohibited	Complies
Futures and Options	Prohibited	Complies
Inverse floaters	Prohibited	Complies
Range notes	Prohibited	Complies
Max Per Issuer	5% (except US Treasury and US Agency issuers)	Complies
Maximum Maturity	10 years	Complies



Reconciliation Summary

As of 11/30/2017

BOOK VALUE RECONCILIATION	
Beginning Book Value	\$26,433,460.31
Acquisition	
+ Security Purchases	\$497,510.00
+ Money Market Fund Purchases	\$117,887.92
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
Total Acquisitions	\$615,397.92
Dispositions	
- Security Sales	\$306,363.28
- Money Market Fund Sales	\$190,763.11
- MMF Withdrawals	\$0.00
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$0.00
- Calls	\$0.00
- Principal Paydowns	\$53,623.13
Total Dispositions	\$550,749.52
Amortization/Accretion	
+/- Net Accretion	(\$326.72)
	(\$326.72)
Gain/Loss on Dispositions	
+/- Realized Gain/Loss	\$9,456.50
	\$9,456.50
Ending Book Value	\$26,507,238.49

CASH TRANSACTION SUMMARY	
BEGINNING BALANCE	\$111,428.77
Acquisition	
Contributions	\$0.00
Security Sale Proceeds	\$306,363.28
Accrued Interest Received	\$2,097.15
Interest Received	\$64,229.90
Dividend Received	\$34.89
Principal on Maturities	\$0.00
Interest on Maturities	\$0.00
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$53,623.13
Total Acquisitions	\$426,348.35
Disposition	
Withdrawals	\$0.00
Security Purchase	\$497,510.00
Accrued Interest Paid	\$1,713.54
Total Dispositions	\$499,223.54
Ending Book Value	\$38,553.58



BETTY T. YEE

California State Controller

**LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE**

Agency Name	NO CAL CITIES SELF INSUR FUND
Account Number	35-11-001

As of 10/13/2017, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 09/30/2017.

Earnings Ratio		.00002942867511750
Interest Rate		1.07%
Dollar Day Total	\$	437,648,794.65
Quarter End Principal Balance	\$	5,621,595.26
Quarterly Interest Earned	\$	12,879.42

NCCSIF

Northern California Cities Self Insurance Fund

c/o Alliant Insurance Services, Inc.

Corporate Insurance License No. 0C36861

Main Location: 2180 Harvard Street, Suite 460, Sacramento, CA 95815 * (916) 643-2700 * Facsimile: (916) 643-2750
Accounting Location: Mr. James Marta, James Marta & Company, 701 Howe Avenue, Suite E3, Sacramento, CA 95825 * (916) 993-9494

NCCSIF INVESTMENT REPORT FOR THE QUARTER ENDING SEPTEMBER 30, 2017

	<u>MARKET VALUE</u>
CASH:	
(1) Tri Counties Checking	\$ 231,294.65
(2) Local Agency Inv Fund (LAIF)	<u>5,621,595.26</u>
Total Cash	<u>5,852,889.91</u>
INVESTMENTS (Unrestricted):	
(3) Chandler Investments	
Account no. 170	25,561,590.00
Account no. 171	<u>26,488,761.00</u>
Total Unrestricted Investments	<u>52,050,351.00</u>
TOTAL CASH AND INVESTMENTS	<u>\$ 57,903,240.91</u>

- (1) This consists of one checking account and two pass-thru accounts (liability and workers comp claims).
- (2) The LAIF rate of return as of quarter ended September 30, 2017. 1.07%
- (3) See attached Investment Activity Reports.

THIS PORTFOLIO IS IN COMPLIANCE WITH NCCSIF'S INVESTMENT POLICY AND IS LIQUID ENOUGH TO MEET EXPECTED CASH FLOW NEEDS OVER THE NEXT SIX MONTHS.



Tim Sailsbery, Treasurer



Date

A Joint Powers Authority

Members: Cities of Anderson, Auburn, Colusa, Corning, Dixon, Elk Grove, Folsom, Galt, Gridley, Ione, Jackson, Lincoln, Marysville, Nevada City, Oroville, Town of Paradise, Placerville, Red Bluff, Rio Vista, Rocklin, Willows and Yuba City.

NCCSIF ADMINISTRATIVE POLICY & PROCEDURE #A-9

**ATTACHMENT A - LIABILITY
Approved List of Counsel**

Name of Law Firm	Attorneys	Areas of Expertise
Angelo, Kilday & Kilduff 601 University Avenue, Suite 150 Sacramento, CA 95825 (916) 564-6100	Bruce A. Kilday Carolee Kilduff Serena Sanders Carrie McFadden Corri Sarno Kevin Dehoff Amie McTavish	Police Liability, General Liability, Auto, Personnel, Heavy Trial Experience
Ayres & Associates 930 Executive Way, Suite 200 Redding, CA 96002 (530) 229-1340	William Ayres	Dangerous Condition, Auto, General Liability, Environmental Liability
Bertrand, Fox, Elliott et al 2749 Hyde Street San Francisco, CA 94109 (415) 353-0999	Eugene Elliott	
Caulfield Law Firm 1101 Investment Blvd., Suite 120 El Dorado Hills, CA 95762 (916) 933-3200	Rich Caulfield Andrew Caulfield	Same as above, with Construction Defect, Heavy to Medium Trial Experience
Donahue Davies LLP 1 Natoma Street Folsom, CA 95630 (916) 817-2900	Robert E Davies Brian Haydon	
Gregory P. Einhorn 48 Hanover Lane, Suite 2 Chico, CA 95973 (530) 898-0228	Gregory P. Einhorn <i>Use for Willows as needed</i>	Employment Law, General Liability, Municipal
Dennis Halsey, Esq. Attorney at Law 9 Highland Circle Chico, CA 95926 (530) 345-1976	Dennis Halsey	Dangerous Condition, Police Liability, Auto, General Liability, Medium Train Experience

NCCSIF ADMINISTRATIVE POLICY & PROCEDURE #A-9

**ATTACHMENT A - LIABILITY
Approved List of Counsel**

Name of Law Firm	Attorneys	Areas of Expertise
Kronick, Moskovitz Tiedemann & Girard 400 Capitol Mall, 27 th Floor Sacramento, CA 95814	Christopher Onstott Bruce A. Scheidt * Maggie Stern David W. Tyra	Civil Rights, California Fair Employment and Housing, Tort Claims, California Public Records Employment Practices
Peters, Habib, McKenna & Juhl-Rhodes, LLP P.O. Box 3509 Chico, CA 95927 (530) 342-3593	Dave Rush Mark Habib Jim McKenna	Dangerous Condition, Police Liability, General Liability, Auto, Good Trial Experience
Porter Scott P.O. Box 255428 Sacramento, CA 95865 (916) 929-1481 Fax: (916) 927-3706	Nancy Sheehan John Whitefleet Kevin Kreutz Terry Cassidy Carl L. Fessenden Steve Horan Russell Porter	Police, Civil Rights, Dangerous Condition, Inverse Condemnation, Auto, General Liability, Heavy to Light Trial Experience
Matheny Sears Linkert & Jaime, LLP 3638 American River Drive Sacramento, CA 95864 (916) 978-3434 Fax: (916) 978-3430	Matthew Jaime Douglas Sears Richard Linkert Michael Bishop	
The Law Office of Justin N. Tierney 2000 U Street Sacramento, CA 95814 (916) 451-3426	Justin N. Tierney	Dangerous Condition, Auto, Medium Trial Experience
The Law Office of James A. Wyatt 2130 Eureka Way Redding, CA 96001 (530) 244-6060 P.O. Box 992338 Redding, CA 96099-2338	James A. Wyatt	Dangerous Condition, Civil Rights, Police, Wrongful Termination, Auto Liability, Labor Law, Heavy Trial Experience

NCCSIF ADMINISTRATIVE POLICY & PROCEDURE #A-9

**ATTACHMENT A - LIABILITY
Approved List of Counsel**

Name of Law Firm	Attorneys	Areas of Expertise
Murphy, Campbell, Alliston & Quinn, PLC. 8801 Folsom Boulevard, Suite 230 Sacramento, CA 95826 (916) 400-2300	Stephanie L. Quinn	Auto, Wrongful Deaths, Slip and falls, Fire and Trespassing Experience
Cota Cole LLP 2261 Lava Ridge Court Roseville, CA 95661 (916) 780-9009	Dennis Cota Derek Cole Daniel King	Land Use, civil rights, environmental issues.
Allen, Glaessner, Hazelwood, Werth 180 Montgomery Street, Ste. 1200 San Francisco, CA 94104 (415) 697-2000	Dale Allen Mark Hazelwood Steve Werth	Police liability, ADA, sidewalk, employment practices, general municipal liability
Arthofer and Tonkin, Attorneys At Law 1267 Willis Street Redding, CA 96001 (530) 722-9002	Kenneth Arthofer Griffith Tonkin	Public entity, injury, real estate
Randall Harr 44282 Highway 299 East McArthur, CA 96056 (530) 336-5656 rlh@randallharrlaw.com	Randall Harr	
Law Office of Douglas Thorn 7601 Watson Way Citrus Heights, CA 95610 (916) 735-9910 drthorn@surewest.net	Douglas Thorn	EPL - Paradise Only

* *Bruce A. Scheidt will be used only as respects the Eaton vs. Rocklin litigation.*

Revision Date: September 28, 2017

AGREEMENT FOR FINANCIAL ACCOUNTING AND CONSULTING SERVICES

This Agreement is made and entered into effective January 1, 2018, by and between Northern California Cities Self Insurance Fund ("NCCSIF") and James Marta & Company LLP.

WHEREAS, NCCSIF requires accounting and consulting services, and James Marta & Company LLP is agreeable to performing such services for NCCSIF;

NOW, THEREFORE, the parties agree as follows:

- 1. RETENTION OF ACCOUNTANT.** NCCSIF agrees to retain James Marta & Company LLP to provide Financial Consulting Services for NCCSIF under the terms and conditions set forth in this Agreement, and the NCCSIF JPA Agreement and Bylaws. James Marta & Company LLP agrees to accept that assignment and to perform all of the duties for which the firm has been retained.

Scope and Limitations of Work

We will perform the following services:

We will compile, from information you provide, the monthly financial statements of NCCSIF for each quarter and issue an accountant's report thereon in accordance with Statements on Standards for Accounting and Review Services (SSARs) issued by the American Institute of Certified Public Accountants (AICPA).

Our Responsibilities

The objective of our engagement is to:

- a. Prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you; and
- b. Apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.
- c. We will maintain the general ledger, prepare the journal entries.

- 2. DESCRIPTION OF WORK.** James Marta & Company LLP agrees to perform the following services:

Ongoing

- Maintain financial records in accordance with generally accepted accounting principles;
- Provide timely, informed responses to inquiries from members, program administrators, claims administrators, actuaries and others.

- Monitor pool cash flows and liquidity; manage cash and investment deposits to maximize investment income to the pool.
- Maintains relationship with members, banks, investment advisor, investment custodian, program administrator, claims administrators, auditors and actuaries.
- Establish, maintain and monitor appropriate:
 - Separation of duties over incompatible accounting functions.
 - Physical and electronic security over pool documents and data including: member premium payments, claimant and vendor records and other sensitive information.
 - User/security rights for bank, (Local Agency Investment Fund) LAIF, and accounting software websites.
- Be available at Board of Directors and Executive Committee meetings to explain the financial status of the pool, participate in strategic planning and to present the quarterly financial report.
- Maintain a suitable backup and recovery system for all accounting records in accordance to NCCSIF records retention policy and develop and implement processes for the protection of electronic data including a written policy with respect to:
 - Disaster recovery
 - Physical and electronic data security
 - Electronic data retention

Daily

- Review positive pay exceptions by bank establish deadline.
- Provide cleared status of claims payments for claims administrator, upon request.
- Record and code incoming wires, as applicable.

Weekly

- Code and enter incoming checks. Execute remote deposit. Scan documentation to file.
- Code and record claims payments from summary provided by claims administrator (approximately 1,700 claims checks written per month).
- Check bank balances and schedule wire transfers for liquidity and cash management.

Semi-monthly

- Run accounts payable for non-claims-related items (approximately 30-50 checks per month).
 - Secure and code vendor invoices.
 - Secure Form W-9 from vendors, as needed.
 - Check against board-approved budgets.
 - Enter and scan invoices to accounting software.

- Release to Treasurer/President for review.
- Release checks for production.
- Upload check run to positive pay system.
- Track expenditures of designated risk management funds by member.
- Track member requests for reimbursement for appropriate cost up to annual board approved limit.
- Monitor accounts receivable aging for outstanding invoices. Contact member cities with reminders to pay, as applicable.

Monthly

- Reconcile three bank accounts, and one LAIF account (approximately 1,750 checks, 50 deposits and wires per month total).
- Code and record voids, interest income and bank fees.
- Reconcile two investment accounts.
 - Code and record interest accrual, investment income, gains and losses from sales and maturities, changes in fair market value of investment and incoming/outgoing transfers.

Quarterly

- Record quarterly LAIF interest income.
- Complete billing for 22 member entities, including:
 - Code and enter revenue detail for administration deposit, banking layer deposit, shared layer deposit, excess deposit, and assessments by member and by program.
 - Invoice pass-through premiums for property, crime, flood, and auto coverages.
 - Ensure proper inclusion of member application of prior year refunds to current year premiums.
 - Release invoices electronically for member payment.
- Reconcile claims liabilities for the banking layer (22 members), shared layer (2 programs) and excess layer (2 programs).
 - Extract and apply data from actuary studies for claims liabilities, discount rates, Unallocated Loss Adjustment Expense (ULAE) factors by program, member and layer.
 - Prove proper recording and allocation of claims liabilities, claims payments, refunds, excess recoveries between programs, members and layers.
 - Evaluate claims development and sufficiency of actuarially-determined reserves; comparison to reserves estimated by the claims administrator.
 - Account for voucher differences arising from member-direct payment of member obligations under Labor Code Section 4850, salary continuation for public safety employees. NCCSIF excludes coverage for these benefits but they are tracked for excess coverage and state reporting purposes.

- Produce graphical summary of claims liabilities by program, layer and policy year.
- Investigate reconciliation exceptions with Claims Administrator.
- Code and record reconciling entries for all programs, members and layers.
- Calculate and record accruals for:
 - Claims liabilities/claims adjustment expense.
 - ULAE/claims adjustment expense.
 - Excess receivables/claims expense.
 - Prepaid insurance/insurance expense.
 - Unearned revenue/revenue.
 - Accounts receivable/revenue.
 - Accrued interest/interest income.
 - Accounts payable/expenses.
- Calculate and record allocation of net investment and interest income, interest accrual, and changes in fair market value of investments among the funds (45 unique funds, in 2 programs) based on average cash and investment holdings for the past quarter.
- Evaluate pool and program net position in accordance with the adopted target equity policy.
- Issue quarterly compilation report to Program Administrator for inclusion in board agenda packet. Report includes:
 - Pool-wide statement of net position, including board designated balances for risk management funds and contingency.
 - Pool-wide statement of revenues, expenses and changes in net position.
 - Combining statement of net position reporting the financial position of each program, and fund (45 unique funds, in 2 programs).
 - Combining statement of revenues, expenses and changes in net position of each fund (45 unique funds).
 - Reconciliation of claims liability by program and layer (2 programs with 2 layers each: banking and shared).
 - Graphical summary of claims liability by program, layer and policy year.
 - Budget to actual report by program and budget segment (administration, banking layer, shared layer).
 - Summary of risk management fund elections and member disbursements to date, by member.
- Prepare Treasurer's report of cash and investment holdings at quarter end. Secure Treasurer's signature and forward to Program Administrator for inclusion in board agenda packet.
- Issue check register, complete with budget coding and expenditure description to Program Administrator for inclusion in board agenda packets.

Annually

- Prepare and timely file 1099 forms with the Internal Revenue Service for all necessary contractors.
- Assist the Program Administrator in preparing a budget to be adopted prior to July 1st of each year.
- Secure new bank signature cards, after annual board election, or as needed.
- Participate annually in strategic planning.
- Enter board-approved budget into accounting software, update Treasurer's and President's dashboard reports.
- Respond to requests for confirmation made by member agencies' financial auditors.
- Calculate member banking layer adjustments (refunds and assessments) upon release of actuarial report annually in accordance with NCCSIF policy.
 - Present calculation and proposed adjustments to board at the April board meeting.
 - Compose and distribute election forms to members detailing approved refunds and assessments, required application of refunds, and options to have net remaining amounts withheld in the pool, refunded or applied to next year's premiums.
 - Monitor completion and return of the elections prior to fiscal year end.
 - Record and allocate elected refund applications; bill net assessments to members.
- Arrange for an annual financial audit by a CPA approved by the Board of Directors.
 - Agree on schedule and deliverables with auditors.
 - Provide workspace for auditors.
 - Complete auditor-provided confirmations and detailed auditor data requests.
 - Participate in auditor interviews and provide timely responses to inquiries.
 - Compose Management's Discussion and Analysis portion of audit report.
 - Review reports, notes and supplementary information prepared by auditors.
 - Participate in presentation of audit to the Board of Directors.
 - File audit report copies with the Sacramento County Controller and the State Controller's Office.
- Prepare and timely file State Controller's Annual Report of Financial Transactions, Local Government Compensation Report and comply with other reporting requirements of the State. File with Sacramento County.
- Present annual recap of pool financial activity and position to the board.
- Monitor and report on any changes in GASB pronouncements that affect NCCSIF's accounting procedures and/or financial statements.

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including

the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

We will take a significant role in preparing your financial statements and as such will not be independent under the SSARS's definitions; as such we will take responsibility in:

- a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
- b. The preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America.

“In addition, the document we submit to you will include supplementary information; Combining Balance Sheet, Combining Statement of Income, Combining Statement of cash flows and selected disclosures We will compile the supplementary information, or other information, but we will not audit or review such information, nor express an opinion, a conclusion, or provide any assurance on it.”

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America and assist you in the presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARSs:

- a. The design, implementation, and maintenance of internal control..
- b. The prevention and detection of fraud.
- c. To ensure that the entity complies with the laws and regulations applicable to its activities.
- d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
- e. To provide us with:
 - i. Access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - ii. Additional information that we may request from you for the purpose of the compilation engagement.
 - iii. Unrestricted access to persons within the entity of whom we determine it necessary to make inquiries.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee our preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Our Report

As part of our engagement, we will issue a report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them.

You agree to include our accountant's compilation report in any document containing financial statements that indicates that we have performed a compilation engagement on such financial statements and, prior to inclusion of the report, to ask our permission to do so.

James Marta & Company LLP will compile, from information you provide, the annual and interim statement of net position and the related statements of income, net position, and cash flows of Northern California Cities Self Insurance Fund. We will not audit or review such financial statements. Our report on the annual financial statements of Northern California Cities Self Insurance Fund is presently expected to read as follows:

We have compiled the accompanying statement of net position of Northern California Cities Self Insurance Fund as of [Year End(s)], and the related statements of income, net position, for the [Year or Years] then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the company's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Northern California Cities Self-Insurance Fund

If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

Our engagement cannot be relied upon to disclose errors, fraud or illegal acts that may exist. However, we will inform you of any material errors that come to our attention and any fraud or illegal acts that come to our attention, unless they are clearly inconsequential. In addition, we have no responsibility to identify and communicate significant deficiencies or material weaknesses in your internal control as part of this engagement

3. COMPENSATION. As compensation to James Marta & Company LLP for services rendered hereunder, NCCSIF agrees to pay James Marta & Company LLP an annual fee of:

- \$96,000 for the 2017-18 year. (\$8,000 per month)
- \$99,360 for the 2018-19 year. (\$8,280 per month)
- \$102,840 for the 2019-20 year. (\$8,570 per month)
- \$106,440 for the 2020-21 year. (\$8,870 per month)
- \$110,160 for the 2021-22 year. (\$9,180 per month)

- The cost of meeting attendance within one-hour of Sacramento California is included. In the event that we are required to attend meetings beyond this range we will charge mileage at the current federal reimbursement rate and time at \$150/hr. For purposes of this agreement, approval is the Executive Committee's authorization.

FEES. NCCSIF agrees to pay in addition to the monthly fee for accounting services:

Intacct software subscription service fees:

- \$215 per month for the 2017-18 year.

Plus \$750 annually for the annual subscription of electronic check delivery.

- 4. CONTRACT TERM.** The term of this Agreement shall be continuous from January 1, 2018 through June 30, 2020, with the option for two additional one-year terms beginning July 1, 2020 through June 30, 2022. This Agreement shall automatically renew annually thereafter unless terminated pursuant to Article 7 below.
- 5. OWNERSHIP OF RECORDS.** NCCSIF maintains ownership of all products, files, records, computations, studies and other data, prepared or obtained in connection with this Agreement. James Marta & Company LLP may maintain copies of records that may be required for professional liability insurance purposes and required professional practices.
- 6. DISCLOSURES OF CONFLICTS.** James Marta & Company LLP shall be responsible for disclosing financial interests that may be a conflict. Disclosure may be satisfied through completion of the related Fair Political Practice Commission form on an annual basis.
- 7. TERMINATION.** This Agreement may be terminated at any time by James Marta & Company LLP upon ninety (90) days advance written notice to NCCSIF. Further, this agreement may be terminated at any time by NCCSIF upon ninety (90) days written notice to James Marta & Company LLP. Upon termination, James Marta & Company LLP shall give to NCCSIF copies of all products, files, records, computations, studies and other data, prepared or obtained in connection with this Agreement, which shall become the permanent property of NCCSIF. James Marta & Company LLP may maintain copies of records that may be required for professional liability insurance purposes and required

professional practices.

8. COMPLIANCE WITH LAWS. James Marta & Company LLP agrees that all work will be conducted, and the services will be performed in compliance with all laws and regulations; with the policies; procedures and directives of NCCSIF, particularly those related to fiscal and management matters; and with generally accepted accounting principles applicable to governmental entities.

9. INSURANCE. James Marta & Company LLP shall provide General Liability, Auto Liability and Professional Liability insurance with separate limits of \$1,000,000 and a \$2,000,000 aggregate, and Workers Compensation as required by the State of California. A certificate shall be issued showing NCCSIF as additional insured for the Auto and General Liability coverages. Proof of coverage shall be provided annually to NCCSIF.

10. INDEMNIFICATION. James Marta & Company LLP agrees to indemnify and hold harmless NCCSIF its officers, directors and member agencies from any liability arising from James Marta & Company LLP's negligence or willful misconduct or omissions in the performance of the Agreement.

11. INDEPENDENT CONTRACTOR. It is expressly agreed by the parties that James Marta & Company LLP's relationship to NCCSIF is that of an independent contractor. As such, NCCSIF will not be providing Workers' Compensation coverage or any benefits to James Marta & Company LLP.

12. SUCCESSORS AND ASSIGNMENT. James Marta & Company LLP agrees it will not assign, transfer, convey or otherwise dispose of this Agreement or any part thereof, or its rights, title or interest therein, without the prior written consent of NCCSIF.

13. ENTIRE AGREEMENT. This writing constitutes the entire agreement between the parties relative to the services specified herein, and no modifications shall be effective unless and until such modification is evidenced by a writing signed by both parties.

14. HEADINGS. The descriptive headings used in this Agreement are for convenience only and shall not control or affect the meaning or construction of any of its provisions.

IN WITNESS WHEREOF, the parties execute this Agreement on the day and year as indicated below.

Dated: 12/05/, 2017

Dated: 11 / 13, 2017

**NORTHERN CALIFORNIA CITIES
SELF INSURANCE FUND (NCCSIF)**

**James Marta & Company LLP
Certified Public Accountants**

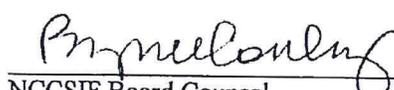


Board President
David Warren



James Marta & Company LLP
Accountant and Financial Consultant

Accepted by:

 11/10/2017
NCCSIF Board Counsel Date
Byrne Conley



BACK TO AGENDA

Northern California Cities Self Insurance Fund
Board of Directors Meeting
December 14, 2017

Agenda Item H.1.

**QUARTERLY FINANCIAL REPORT
FOR PERIOD ENDING SEPTEMBER 30, 2017**

ACTION ITEM

ISSUE: The Board receives a quarterly report on the financial status of NCCSIF. James Marta & Company will present the NCCSIF's Financials for the Quarter ending September 30, 2017.

RECOMMENDATION: Receive and file the Quarterly Financials as presented.

FISCAL IMPACT: None.

BACKGROUND: Each quarter the Board reviews the quarterly financials for accuracy and refers questions for follow-up, or receives and files the report as presented.

ATTACHMENT(S): Quarterly Financial Report for Period Ending September 30, 2017

FINANCIAL REPORT

SEPTEMBER 30, 2017

AND FOR THE

THREE MONTHS THEN ENDED

Northern California Cities Self Insurance Fund

Northern California Cities Self Insurance Fund
Table of Contents
September 30, 2017

Accountant's Report	1
BASIC FINANCIAL STATEMENTS	
Statement of Net Position	2
Statement of Revenues, Expenses and Changes in Net Position	3
Statement of Cash Flows	4
SUPPLEMENTARY INFORMATION	
Combining Statement of Net Position – Liability	5
Combining Statement of Revenues, Expenses and Changes in Net Position – Liability	8
Combining Statement of Cash Flows – Liability	11
Combining Statement of Net Position – Workers' Compensation	14
Combining Statement of Revenues, Expenses and Changes in Net Position – Workers' Compensation	17
Combining Statement of Cash Flows – Workers' Compensation	20
Reconciliation of Claims Liabilities by Program	23
Graphical Summary of Claims	24
Budget to Actual	26
Notes to the Budget to Actual	30
Risk Management Reserves Historic Usage Report	31
Police Risk Management Grants Historic Usage Report	32



James Marta & Company LLP

Certified Public Accountants

Accounting, Auditing, Tax, and Consulting

ACCOUNTANT'S COMPILATION REPORT

Board of Directors
Northern California Cities Self Insurance Fund
701 Howe Avenue, Suite E3
Sacramento, CA 95825

Management is responsible for the accompanying statement of financial position of Northern California Cities Self Insurance Fund as of September 30, 2017, and the related statement of revenues, expenses and changes in net position and statement of cash flows for the three months then ended and the related notes to the financial statements in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or the completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has omitted substantially all of the disclosures that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the company's financial position, results of operations, comprehensive income and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The supplementary information on pages 5 through 32 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information is the representation of management. The information was subject to our compilation engagement; however, we have not audited or reviewed the information and, accordingly, do not express an opinion, a conclusion, nor provide any assurance on such information.

Management has elected to present designations of net position on the Statement of Net Position as of September 30, 2017, contrary to accounting principles generally accepted in the United States of America which bar the presentation of designations of net position on the Statement of Net Position.

We are not independent with respect to Northern California Cities Self Insurance Fund.

James Marta & Company LLP

James Marta & Company LLP
Certified Public Accountants
Sacramento, California
November 30, 2017

**Northern California Cities Self Insurance Fund
(Governmental Enterprise Fund)
Statement of Net Position
September 30, 2017**

Assets

Current Assets	
Cash and Cash Equivalents	\$ 5,852,891
Accounts Receivable	56,322
Interest Receivable	209,207
Excess Accounts Receivable	893,215
Prepaid Expense	<u>2,748,645</u>
Total Current Assets	<u>9,760,280</u>
Non-Current Assets	
Investments*	<u>52,050,351</u>
Total Assets	<u>\$ 61,810,631</u>

Liabilities & Net Position

Current Liabilities	
Accounts Payable	\$ 47,093
Unearned Revenue	<u>5,746,525</u>
Total Current Liabilities	<u>5,793,618</u>
Non-Current Liabilities	
Outstanding Liabilities*	37,368,596
ULAE*	<u>1,708,305</u>
Total Non-Current Liabilities	<u>39,076,901</u>
Total Liabilities	<u>\$ 44,870,519</u>
Net Position	
Designated for Contingency	200,000
Designated for Risk Management	408,633
Undesignated	<u>16,331,479</u>
Total Net Position	<u>16,940,112</u>
Liability & Net Position	<u>\$ 61,810,631</u>

*For internal reporting purposes, investments and claim liabilities are classified as non-current.

Northern California Cities Self Insurance Fund
(Governmental Enterprise Fund)
Statement of Revenues, Expenses and Changes in Net Position
For the Three Months Ended September 30, 2017

Operating Income	
Administration Deposit	\$ 318,171
Banking Layer Deposit	2,039,688
Shared Risk Layer	1,296,750
Excess Deposit/Premium	658,092
Property/Crime Insurance Income	228,231
Risk Management Grants	200,382
Total Operating Income	<u>4,741,314</u>
Operating Expenses	
Claims Paid	1,660,501
O/S Liability adj.	1,045,982
ULAE	21,673
Consultants	31,125
Safety Service	111,603
Claims Administration	141,837
Program Administration	101,272
Board Expenses	864
Excess Insurance	657,092
Property/Crime Insurance Expense	228,233
Member Identity Theft Protection	11,793
Total Operating Expenses	<u>4,011,975</u>
Operating Income (Loss)	729,339
Non-Operating Income	
Change in Fair Market Value	3,095
Investment Income	211,594
Total Non-Operating Income	<u>214,689</u>
Change in Net Position	944,028
Beginning Net Position	<u>15,996,084</u>
Ending Net Position	<u>\$ 16,940,112</u>

Northern California Cities Self Insurance Fund
(Governmental Enterprise Fund)
Statement of Cash Flows
For the Three Months Ended September 30, 2017

Cash flows from operating activities:	
Cash received from members	\$ 9,606,973
Cash paid for claims	(2,067,451)
Cash paid for insurance	(3,489,847)
Cash paid to vendors	<u>(500,892)</u>
Net cash provided by (used in) operating activities	<u>3,548,783</u>
 Cash flows from investing activities:	
Investment income received	239,028
Net investment (purchases) sales	<u>(249,951)</u>
Net cash provided by (used in) investing activities	<u>(10,923)</u>
Net increase (decrease) in cash and cash equivalents	3,537,860
Cash and cash equivalents, beginning of year	<u>2,315,031</u>
Cash and cash equivalents, end of year	<u>\$ 5,852,891</u>
 Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:	
Operating income (loss)	\$ 729,339
 Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:	
(Increase) decrease in:	
Member receivable	95,342
Excess receivable	(406,950)
Prepaid expense	(2,697,196)
(Decrease) increase in:	
Accounts payable	(9,729)
Unearned revenue	4,770,324
Unpaid claims and claim adjustment expenses	<u>1,067,653</u>
Net cash provided by (used in) operating activities	<u>\$ 3,548,783</u>
 Supplemental information:	
Noncash non-operating and investing activities	
Net change in fair value of investments	<u>\$ 3,095</u>

SUPPLEMENTARY INFORMATION

Selected Information
Substantially All Disclosures Required by Generally Accepted
Accounting Principles Are Not Included

**Northern California Cities Self Insurance Fund
(Governmental Enterprise Fund)
Combining Statement of Net Position - Liability
September 30, 2017**

	Total All Layers	Admin Layer	Shared Layer	Total Banking Layer
Current Assets				
Cash and Cash Equivalents	\$ 4,028,646	\$ 369,137	\$ 2,142,786	\$ 1,516,723
Interest Receivable	50,056	1,221	27,300	21,535
Excess Accounts Receivable	567,689	-	567,689	-
Prepaid Expense	1,641,684	81,818	1,559,866	-
Total Current Assets	6,288,075	452,176	4,297,641	1,538,258
Non-Current Assets				
Investments*	11,168,320	140,049	6,117,786	4,910,485
Total Assets	\$ 17,456,395	\$ 592,225	\$ 10,415,427	\$ 6,448,743
Current Liabilities				
Accounts Payable	\$ 32,174	\$ 7,059	\$ 139	\$ 24,976
Unearned Revenue	4,887,265	423,824	3,021,189	1,442,252
Total Current Liabilities	4,919,439	430,883	3,021,328	1,467,228
Non-Current Liabilities				
Outstanding Liabilities*	8,057,421	-	5,861,411	2,196,010
Total Non-Current Liabilities	8,057,421	-	5,861,411	2,196,010
Total Liabilities	\$ 12,976,860	\$ 430,883	\$ 8,882,739	\$ 3,663,238
Net Position				
Designated for Contingency	100,000	100,000	-	-
Undesignated	4,379,535	61,342	1,532,688	2,785,505
Total Net Position	4,479,535	161,342	1,532,688	2,785,505
Liability & Net Position	\$ 17,456,395	\$ 592,225	\$ 10,415,427	\$ 6,448,743

*For internal reporting purposes, investments and claim liabilities are classified as non-current.

**Northern California Cities Self Insurance Fund
(Governmental Enterprise Fund)
Combining Statement of Net Position - Liability
September 30, 2017**

	City of Anderson	City of Auburn	City of Colusa	City of Corning	City of Dixon	City of Folsom	City of Galt	City of Gridley	City of Ione
Current Assets									
Cash and Cash Equivalents	\$ 27,729	\$ 59,990	\$ 27,174	\$ 16,419	\$ 42,744	\$ 483,859	\$ 24,599	\$ 35,136	\$ 12,922
Interest Receivable	416	462	77	225	619	6,637	1,459	598	79
Excess Accounts Receivable	-	-	-	-	-	-	-	-	-
Prepaid Expense	-	-	-	-	-	-	-	-	-
Total Current Assets	28,145	60,452	27,251	16,644	43,363	490,496	26,058	35,734	13,001
Non-Current Assets									
Investments*	95,650	91,885	6,947	51,006	141,448	1,530,899	345,445	139,778	14,338
Total Assets	\$ 123,795	\$ 152,337	\$ 34,198	\$ 67,650	\$ 184,811	\$ 2,021,395	\$ 371,503	\$ 175,512	\$ 27,339
Current Liabilities									
Accounts Payable	\$ 252	\$ 2,683	\$ 540	\$ 345	\$ 42	\$ 4,547	\$ 1,993	\$ 510	\$ 729
Unearned Revenue	22,180	84,007	24,311	23,663	28,874	441,657	71,573	35,366	13,049
Total Current Liabilities	22,432	86,690	24,851	24,008	28,916	446,204	73,566	35,876	13,778
Non-Current Liabilities									
Outstanding Liabilities*	36,861	118,115	53,973	19,494	39,681	654,312	94,238	66,625	17,584
Total Non-Current Liabilities	36,861	118,115	53,973	19,494	39,681	654,312	94,238	66,625	17,584
Total Liabilities	\$ 59,293	\$ 204,805	\$ 78,824	\$ 43,502	\$ 68,597	\$ 1,100,516	\$ 167,804	\$ 102,501	\$ 31,362
Net Position									
Designated for Contingency	-	-	-	-	-	-	-	-	-
Undesignated	64,502	(52,468)	(44,626)	24,148	116,214	920,879	203,699	73,011	(4,023)
Total Net Position	64,502	(52,468)	(44,626)	24,148	116,214	920,879	203,699	73,011	(4,023)
Liability & Net Position	\$ 123,795	\$ 152,337	\$ 34,198	\$ 67,650	\$ 184,811	\$ 2,021,395	\$ 371,503	\$ 175,512	\$ 27,339

*For internal reporting purposes, investments and claim liabilities are classified as non-current.

**Northern California Cities Self Insurance Fund
(Governmental Enterprise Fund)
Combining Statement of Net Position - Liability
September 30, 2017**

	City of Jackson	City of Lincoln	City of Marysville	City of Oroville	City of Paradise	City of Red Bluff	City of Rio Vista	City of Rocklin	City of Willows	City of Yuba City
Current Assets										
Cash and Cash Equivalents	\$ 73,475	\$ 61,593	\$ 81,792	\$ 68,172	\$ 67,270	\$ 73,101	\$ 20,991	\$ 168,710	\$ 18,318	\$ 152,729
Interest Receivable	250	1,679	1,313	697	1,179	1,213	228	1,720	284	2,400
Excess Accounts Receivable	-	-	-	-	-	-	-	-	-	-
Prepaid Expense	-	-	-	-	-	-	-	-	-	-
Total Current Assets	73,725	63,272	83,105	68,869	68,449	74,314	21,219	170,430	18,602	155,129
Non-Current Assets										
Investments*	29,759	410,611	304,594	149,514	276,618	282,578	49,642	368,890	65,640	555,243
Total Assets	\$ 103,484	\$ 473,883	\$ 387,699	\$ 218,383	\$ 345,067	\$ 356,892	\$ 70,861	\$ 539,320	\$ 84,242	\$ 710,372
Current Liabilities										
Accounts Payable	\$ 265	\$ 1,160	\$ 2,059	\$ 204	\$ 1,051	\$ 249	\$ 786	\$ 2,088	\$ 618	\$ 4,855
Unearned Revenue	55,250	83,156	85,110	47,065	51,605	48,950	22,015	152,815	14,622	136,984
Total Current Liabilities	55,515	84,316	87,169	47,269	52,656	49,199	22,801	154,903	15,240	141,839
Non-Current Liabilities										
Outstanding Liabilities*	40,540	167,421	84,900	61,703	164,985	62,118	27,903	219,248	53,756	212,553
Total Non-Current Liabilities	40,540	167,421	84,900	61,703	164,985	62,118	27,903	219,248	53,756	212,553
Total Liabilities	\$ 96,055	\$ 251,737	\$ 172,069	\$ 108,972	\$ 217,641	\$ 111,317	\$ 50,704	\$ 374,151	\$ 68,996	\$ 354,392
Net Position										
Designated for Contingency	-	-	-	-	-	-	-	-	-	-
Undesignated	7,429	222,146	215,630	109,411	127,426	245,575	20,157	165,169	15,246	355,980
Total Net Position	7,429	222,146	215,630	109,411	127,426	245,575	20,157	165,169	15,246	355,980
Liability & Net Position	\$ 103,484	\$ 473,883	\$ 387,699	\$ 218,383	\$ 345,067	\$ 356,892	\$ 70,861	\$ 539,320	\$ 84,242	\$ 710,372

*For internal reporting purposes, investments and claim liabilities are classified as non-current.

Northern California Cities Self Insurance Fund
(Governmental Enterprise Fund)
Combining Statement of Revenues, Expenses and Changes in Net Position - Liability
For the Three Months Ended September 30, 2017

	Total All Layers	Admin Layer	Shared Layer	Total Banking Layer
Operating Income				
Administration Deposit	\$ 141,275	\$141,275	\$ -	\$ -
Banking Layer Deposit	480,752	-	-	480,752
Shared Risk Layer	488,500	-	488,500	-
Excess Deposit/Premium	290,332	-	290,332	-
Property/Crime Insurance	228,231	-	228,231	-
Income				
Total Operating Income	<u>1,629,090</u>	<u>141,275</u>	<u>1,007,063</u>	<u>480,752</u>
Operating Expenses				
Claims Paid	90,032	-	(263,824)	353,856
O/S Liability adj.	674,118	-	636,659	37,459
Consultants	17,284	17,284	-	-
Safety Service	52,213	52,213	-	-
Program Administration	54,085	54,085	-	-
Board Expenses	432	432	-	-
Excess Insurance	291,723	-	291,723	-
Property/Crime Insurance	228,233	-	228,233	-
Expense				
Total Operating Expense	<u>1,408,120</u>	<u>124,014</u>	<u>892,791</u>	<u>391,315</u>
Operating Income (Loss)	220,970	17,261	114,272	89,437
Non-Operating Income				
Change in Fair Market Value	739	18	404	317
Investment Income	54,404	1,618	30,066	22,720
Total Non-Operating Income	<u>55,143</u>	<u>1,636</u>	<u>30,470</u>	<u>23,037</u>
Change in Net Position	276,113	18,897	144,742	112,474
Beginning Net Position	<u>4,203,422</u>	<u>142,445</u>	<u>1,387,946</u>	<u>2,673,031</u>
Ending Net Position	<u>\$ 4,479,535</u>	<u>\$161,342</u>	<u>\$1,532,688</u>	<u>\$ 2,785,505</u>

See Accompanying Accountant's Report

Northern California Cities Self Insurance Fund
(Governmental Enterprise Fund)
Combining Statement of Revenues, Expenses and Changes in Net Position - Liability
For the Three Months Ended September 30, 2017

	City of Anderson	City of Auburn	City of Colusa	City of Corning	City of Dixon	City of Folsom	City of Galt	City of Gridley	City of Ione
Operating Income									
Administration Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Banking Layer Deposit	7,393	28,002	8,104	7,888	9,625	147,219	23,858	11,789	4,350
Shared Risk Layer	-	-	-	-	-	-	-	-	-
Excess Deposit/Premium	-	-	-	-	-	-	-	-	-
Property/Crime Insurance	-	-	-	-	-	-	-	-	-
Income									
Total Operating Income	7,393	28,002	8,104	7,888	9,625	147,219	23,858	11,789	4,350
Operating Expenses									
Claims Paid	6,091	53,941	4,911	16,234	1,260	114,903	23,847	5,619	5,585
O/S Liability adj.	25,972	24,037	13,419	(19,749)	(1,907)	(30,967)	8,166	(4,893)	(12,141)
Consultants	-	-	-	-	-	-	-	-	-
Safety Service	-	-	-	-	-	-	-	-	-
Program Administration	-	-	-	-	-	-	-	-	-
Board Expenses	-	-	-	-	-	-	-	-	-
Excess Insurance	-	-	-	-	-	-	-	-	-
Property/Crime Insurance	-	-	-	-	-	-	-	-	-
Expense									
Total Operating Expense	32,063	77,978	18,330	(3,515)	(647)	83,936	32,013	726	(6,556)
Operating Income (Loss)	(24,670)	(49,976)	(10,226)	11,403	10,272	63,283	(8,155)	11,063	10,906
Non-Operating Income									
Change in Fair Market Value	6	7	1	3	9	98	22	9	1
Investment Income	363	536	143	167	615	7,015	1,466	654	103
Total Non-Operating Income	369	543	144	170	624	7,113	1,488	663	104
Change in Net Position	(24,301)	(49,433)	(10,082)	11,573	10,896	70,396	(6,667)	11,726	11,010
Beginning Net Position	88,803	(3,035)	(34,544)	12,575	105,318	850,483	210,366	61,285	(15,033)
Ending Net Position	\$ 64,502	\$ (52,468)	\$ (44,626)	\$ 24,148	\$ 116,214	\$ 920,879	\$ 203,699	\$ 73,011	\$ (4,023)

See Accompanying Accountant's Report

Northern California Cities Self Insurance Fund
(Governmental Enterprise Fund)
Combining Statement of Revenues, Expenses and Changes in Net Position - Liability
For the Three Months Ended September 30, 2017

	City of Jackson	City of Lincoln	City of Marysville	City of Oroville	City of Paradise	City of Red Bluff	City of Rio Vista	City of Rocklin	City of Willows	City of Yuba City
Operating Income										
Administration Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Banking Layer Deposit	18,417	27,719	28,370	15,688	17,202	16,317	7,338	50,938	4,874	45,661
Shared Risk Layer	-	-	-	-	-	-	-	-	-	-
Excess Deposit/Premium	-	-	-	-	-	-	-	-	-	-
Property/Crime Insurance	-	-	-	-	-	-	-	-	-	-
Income										
Total Operating Income	18,417	27,719	28,370	15,688	17,202	16,317	7,338	50,938	4,874	45,661
Operating Expenses										
Claims Paid	1,122	21,467	13,318	417	14,322	4,170	4,525	43,188	768	18,168
O/S Liability adj.	(611)	79,913	(69,259)	619	(32,901)	(2,455)	12,047	11,816	36,030	323
Consultants	-	-	-	-	-	-	-	-	-	-
Safety Service	-	-	-	-	-	-	-	-	-	-
Program Administration	-	-	-	-	-	-	-	-	-	-
Board Expenses	-	-	-	-	-	-	-	-	-	-
Excess Insurance	-	-	-	-	-	-	-	-	-	-
Property/Crime Insurance	-	-	-	-	-	-	-	-	-	-
Expense										
Total Operating Expense	511	101,380	(55,941)	1,036	(18,579)	1,715	16,572	55,004	36,798	18,491
Operating Income (Loss)	17,906	(73,661)	84,311	14,652	35,781	14,602	(9,234)	(4,066)	(31,924)	27,170
Non-Operating Income										
Change in Fair Market Value	4	25	19	10	17	18	3	25	4	36
Investment Income	421	1,678	1,453	718	1,252	1,123	248	1,967	299	2,499
Total Non-Operating Income	425	1,703	1,472	728	1,269	1,141	251	1,992	303	2,535
Change in Net Position	18,331	(71,958)	85,783	15,380	37,050	15,743	(8,983)	(2,074)	(31,621)	29,705
Beginning Net Position	(10,902)	294,104	129,847	94,031	90,376	229,832	29,140	167,243	46,867	326,275
Ending Net Position	\$ 7,429	\$ 222,146	\$ 215,630	\$ 109,411	\$ 127,426	\$ 245,575	\$ 20,157	\$ 165,169	\$ 15,246	\$ 355,980

See Accompanying Accountant's Report

**Northern California Cities Self Insurance Fund
(Governmental Enterprise Fund)
Combining Statement of Cash Flows - Liability
For the Three Months Ended September 30, 2017**

	Total All Layers	Admin Layer	Shared Layer	Total Banking Layer
Cash flows from operating activities:				
Cash received from members	\$ 6,280,996	\$ 565,098	\$ 4,045,059	\$ 1,670,839
Cash paid for claims	(498,228)	-	(144,372)	(353,856)
Cash paid for insurance	(2,028,372)	-	(2,028,372)	-
Cash paid to vendors	(219,405)	(201,914)	(12)	(17,479)
Net cash provided by (used in) operating activities	<u>3,534,991</u>	<u>363,184</u>	<u>1,872,303</u>	<u>1,299,504</u>
Cash flows from investing activities:				
Investment income received	57,009	1,219	31,147	24,643
Net investment (purchases) sales	(59,804)	(1,459)	(32,617)	(25,728)
Net cash provided by (used in) investing activities	<u>(2,795)</u>	<u>(240)</u>	<u>(1,470)</u>	<u>(1,085)</u>
Net increase (decrease) in cash and cash equivalents	3,532,196	362,944	1,870,833	1,298,419
Cash and cash equivalents, beginning of year	<u>496,450</u>	<u>6,193</u>	<u>271,953</u>	<u>218,304</u>
Cash and cash equivalents, end of year	<u><u>\$ 4,028,646</u></u>	<u><u>\$ 369,137</u></u>	<u><u>\$ 2,142,786</u></u>	<u><u>\$ 1,516,723</u></u>
Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:				
Operating income (loss)	\$ 220,970	\$ 17,261	\$ 114,272	\$ 89,437
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:				
(Increase) decrease in:				
Member receivable	39,020	-	39,020	-
Excess receivable	(408,196)	-	(408,196)	-
Prepaid expense	(1,590,235)	(81,818)	(1,508,417)	-
(Decrease) increase in:				
Accounts payable	(13,578)	3,917	(11)	(17,484)
Unearned revenue	4,612,892	423,824	2,998,976	1,190,092
Unpaid claims and claim adjustment expenses	674,118	-	636,659	37,459
Net cash provided by (used in) operating activities	<u><u>\$ 3,534,991</u></u>	<u><u>\$ 363,184</u></u>	<u><u>\$ 1,872,303</u></u>	<u><u>\$ 1,299,504</u></u>
Supplemental information:				
Noncash non-operating and investing activities				
Net change in fair value of investments	<u>\$ 739</u>	<u>\$ 18</u>	<u>\$ 404</u>	<u>\$ 317</u>

See Accompanying Accountant's Report

**Northern California Cities Self Insurance Fund
(Governmental Enterprise Fund)
Combining Statement of Cash Flows - Liability
For the Three Months Ended September 30, 2017**

	City of Anderson	City of Auburn	City of Colusa	City of Corning	City of Dixon	City of Folsom	City of Galt	City of Gridley	City of Ione
Cash flows from operating activities:									
Cash received from members	\$ 29,573	\$ 112,009	\$ 32,415	\$ 31,551	\$ 38,499	\$ 588,876	\$ (19,608)	\$ 35,483	\$ 17,398
Cash paid for claims	(6,091)	(53,941)	(4,911)	(16,234)	(1,260)	(114,903)	(23,847)	(5,619)	(5,585)
Cash paid for insurance	-	-	-	-	-	-	-	-	-
Cash paid to vendors	14	(2,136)	(631)	(1,156)	(753)	(5,610)	531	(911)	476
Net cash provided by (used in) operating activities	<u>23,496</u>	<u>55,932</u>	<u>26,873</u>	<u>14,161</u>	<u>36,486</u>	<u>468,363</u>	<u>(42,924)</u>	<u>28,953</u>	<u>12,289</u>
Cash flows from investing activities:									
Investment income received	478	527	87	259	709	7,595	1,671	683	90
Net investment (purchases) sales	(497)	(552)	(92)	(269)	(739)	(57,929)	48,257	(714)	(94)
Net cash provided by (used in) investing activities	<u>(19)</u>	<u>(25)</u>	<u>(5)</u>	<u>(10)</u>	<u>(30)</u>	<u>(50,334)</u>	<u>49,928</u>	<u>(31)</u>	<u>(4)</u>
Net increase (decrease) in cash and cash equivalents	23,477	55,907	26,868	14,151	36,456	418,029	7,004	28,922	12,285
Cash and cash equivalents, beginning of year	4,252	4,083	306	2,268	6,288	65,830	17,595	6,214	637
Cash and cash equivalents, end of year	<u>\$ 27,729</u>	<u>\$ 59,990</u>	<u>\$ 27,174</u>	<u>\$ 16,419</u>	<u>\$ 42,744</u>	<u>\$ 483,859</u>	<u>\$ 24,599</u>	<u>\$ 35,136</u>	<u>\$ 12,922</u>
Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:									
Operating income (loss)	\$ (24,670)	\$ (49,976)	\$ (10,226)	\$ 11,403	\$ 10,272	\$ 63,283	\$ (8,155)	\$ 11,063	\$ 10,906
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:									
(Increase) decrease in:									
Member receivable	-	-	-	-	-	-	-	-	-
Excess receivable	-	-	-	-	-	-	-	-	-
Prepaid expense	-	-	-	-	-	-	-	-	-
(Decrease) increase in:									
Accounts payable	14	(2,136)	(631)	(1,156)	(753)	(5,610)	531	(912)	475
Unearned revenue	22,180	84,007	24,311	23,663	28,874	441,657	(43,466)	23,695	13,049
Unpaid claims and claim adjustment expenses	25,972	24,037	13,419	(19,749)	(1,907)	(30,967)	8,166	(4,893)	(12,141)
Net cash provided by (used in) operating activities	<u>\$ 23,496</u>	<u>\$ 55,932</u>	<u>\$ 26,873</u>	<u>\$ 14,161</u>	<u>\$ 36,486</u>	<u>\$ 468,363</u>	<u>\$ (42,924)</u>	<u>\$ 28,953</u>	<u>\$ 12,289</u>
Supplemental information:									
Noncash non-operating and investing activities									
Net change in fair value of investments	\$ 6	\$ 7	\$ 1	\$ 3	\$ 9	\$ 98	\$ 22	\$ 9	\$ 1

**Northern California Cities Self Insurance Fund
(Governmental Enterprise Fund)
Combining Statement of Cash Flows - Liability
For the Three Months Ended September 30, 2017**

	City of Jackson	City of Lincoln	City of Marysville	City of Oroville	City of Paradise	City of Red Bluff	City of Rio Vista	City of Rocklin	City of Willows	City of Yuba City
Cash flows from operating activities:										
Cash received from members	\$ 73,666	\$ 65,924	\$ 83,072	\$ 62,753	\$ 68,806	\$ 65,266	\$ 23,042	\$ 202,053	\$ 15,582	\$ 144,479
Cash paid for claims	(1,122)	(21,467)	(13,318)	(417)	(14,322)	(4,170)	(4,525)	(43,188)	(768)	(18,168)
Cash paid for insurance	-	-	-	-	-	-	-	-	-	-
Cash paid to vendors	(371)	(1,042)	(1,438)	(773)	547	(500)	280	(6,461)	600	1,855
Net cash provided by (used in) operating activities	72,173	43,415	68,316	61,563	55,031	60,596	18,797	152,404	15,414	128,166
Cash flows from investing activities:										
Investment income received	284	1,923	1,502	796	1,349	1,390	261	1,967	326	2,746
Net investment (purchases) sales	(299)	(2,006)	(1,569)	(832)	(1,409)	(1,449)	(273)	(2,055)	(340)	(2,867)
Net cash provided by (used in) investing activities	(15)	(83)	(67)	(36)	(60)	(59)	(12)	(88)	(14)	(121)
Net increase (decrease) in cash and cash equivalents	72,158	43,332	68,249	61,527	54,971	60,537	18,785	152,316	15,400	128,045
Cash and cash equivalents, beginning of year	1,317	18,261	13,543	6,645	12,299	12,564	2,206	16,394	2,918	24,684
Cash and cash equivalents, end of year	\$ 73,475	\$ 61,593	\$ 81,792	\$ 68,172	\$ 67,270	\$ 73,101	\$ 20,991	\$ 168,710	\$ 18,318	\$ 152,729
Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:										
Operating income (loss)	\$ 17,906	\$ (73,661)	\$ 84,311	\$ 14,652	\$ 35,781	\$ 14,602	\$ (9,234)	\$ (4,066)	\$ (31,924)	\$ 27,170
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:										
(Increase) decrease in:										
Member receivable	-	-	-	-	-	-	-	-	-	-
Excess receivable	-	-	-	-	-	-	-	-	-	-
Prepaid expense	-	-	-	-	-	-	-	-	-	-
(Decrease) increase in:										
Accounts payable	(372)	(1,042)	(1,438)	(773)	546	(501)	280	(6,461)	600	1,855
Unearned revenue	55,250	38,205	54,702	47,065	51,605	48,950	15,704	151,115	10,708	98,818
Unpaid claims and claim adjustment expenses	(611)	79,913	(69,259)	619	(32,901)	(2,455)	12,047	11,816	36,030	323
Net cash provided by (used in) operating activities	\$ 72,173	\$ 43,415	\$ 68,316	\$ 61,563	\$ 55,031	\$ 60,596	\$ 18,797	\$ 152,404	\$ 15,414	\$ 128,166
Supplemental information:										
Noncash non-operating and investing activities										
Net change in fair value of investments	\$ 4	\$ 25	\$ 19	\$ 10	\$ 17	\$ 18	\$ 3	\$ 25	\$ 4	\$ 36

See Accompanying Accountant's Report

Northern California Cities Self Insurance Fund
(Governmental Enterprise Fund)
Combining Statement of Net Position – Workers’ Compensation
September 30, 2017

	Total All Layers	Admin Layer	Shared Layer	Total Banking Layer
Current Assets				
Cash and Cash Equivalents	\$ 1,824,245	\$ 285,875	\$ 143,171	\$ 1,395,199
Accounts Receivable	56,322	-	-	56,322
Interest Receivable	159,151	1,939	76,893	80,319
Excess Accounts Receivable	325,526	-	325,526	-
Prepaid Expense	1,106,961	10,855	1,096,106	-
Total Current Assets	3,472,205	298,669	1,641,696	1,531,840
Non-Current Assets				
Investments*	40,882,031	369,083	20,113,027	20,399,921
Total Assets	\$ 44,354,236	\$ 667,752	\$ 21,754,723	\$ 21,931,761
Current Liabilities				
Accounts Payable	\$ 14,919	\$ 11,584	\$ 1,677	\$ 1,658
Unearned Revenue	859,260	32,063	291,592	535,605
Total Current Liabilities	874,179	43,647	293,269	537,263
Non-Current Liabilities				
Outstanding Liabilities*	29,311,175	-	16,309,329	13,001,846
ULAE*	1,708,305	-	950,535	757,770
Total Non-Current Liabilities	31,019,480	-	17,259,864	13,759,616
Total Liabilities	\$ 31,893,659	\$ 43,647	\$ 17,553,133	\$ 14,296,879
Net Position				
Designated for Contingency	100,000	100,000	-	-
Designated for Risk	408,633	408,633	-	-
Undesignated	11,951,944	115,472	4,201,590	7,634,882
Total Net Position	12,460,577	624,105	4,201,590	7,634,882
Liability & Net Position	\$ 44,354,236	\$ 667,752	\$ 21,754,723	\$ 21,931,761

*For internal reporting purposes, investments and claim liabilities are classified as non-current.

See Accompanying Accountant’s Report

**Northern California Cities Self Insurance Fund
(Governmental Enterprise Fund)
Combining Statement of Net Position – Workers’ Compensation
September 30, 2017**

	City of Anderson	City of Auburn	City of Colusa	City of Corning	City of Dixon	City of Elk Grove	City of Folsom	City of Galt	City of Gridley	City of Ione	City of Jackson
Current Assets											
Cash and Cash Equivalents	\$ 14,010	\$ 51,832	\$ 62,848	\$ 22,821	\$ 44,763	\$ 96,515	\$ 310,323	\$ 20,095	\$ 24,635	\$ 17,735	\$ 18,967
Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-
Interest Receivable	1,641	3,167	702	1,108	3,586	6,665	21,267	3,450	1,906	301	848
Excess Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-
Prepaid Expense	-	-	-	-	-	-	-	-	-	-	-
Total Current Assets	15,651	54,999	63,550	23,929	48,349	103,180	331,590	23,545	26,541	18,036	19,815
Non-Current Assets											
Investments*	413,553	806,039	153,480	279,760	949,966	1,702,212	5,430,404	895,702	488,288	60,187	203,135
Total Assets	\$ 429,204	\$ 861,038	\$ 217,030	\$ 303,689	\$ 998,315	\$ 1,805,392	\$ 5,761,994	\$ 919,247	\$ 514,829	\$ 78,223	\$ 222,950
Current Liabilities											
Accounts Payable	\$ 29	\$ 56	\$ 12	\$ 22	\$ 79	\$ 41	\$ 476	\$ 91	\$ 40	\$ 8	\$ 22
Unearned Revenue	-	10,868	48,818	-	-	-	-	-	-	13,358	5,348
Total Current Liabilities	29	10,924	48,830	22	79	41	476	91	40	13,366	5,370
Non-Current Liabilities											
Outstanding Liabilities*	383,857	485,728	80,523	100,006	351,733	1,192,268	2,682,011	646,718	130,378	21,337	122,034
ULAE*	22,372	28,309	4,693	5,829	20,500	69,487	156,312	37,692	7,599	1,244	7,112
Total Non-Current Liabilities	406,229	514,037	85,216	105,835	372,233	1,261,755	2,838,323	684,410	137,977	22,581	129,146
Total Liabilities	\$ 406,258	\$ 524,961	\$ 134,046	\$ 105,857	\$ 372,312	\$ 1,261,796	\$ 2,838,799	\$ 684,501	\$ 138,017	\$ 35,947	\$ 134,516
Net Position											
Designated for Contingency	-	-	-	-	-	-	-	-	-	-	-
Designated for Safety Grants	-	-	-	-	-	-	-	-	-	-	-
Undesignated	22,946	336,077	82,984	197,832	626,003	543,596	2,923,195	234,746	376,812	42,276	88,434
Total Net Position	22,946	336,077	82,984	197,832	626,003	543,596	2,923,195	234,746	376,812	42,276	88,434
Liability & Net Position	\$ 429,204	\$ 861,038	\$ 217,030	\$ 303,689	\$ 998,315	\$ 1,805,392	\$ 5,761,994	\$ 919,247	\$ 514,829	\$ 78,223	\$ 222,950

*For internal reporting purposes, investments and claim liabilities are classified as non-current.

**Northern California Cities Self Insurance Fund
(Governmental Enterprise Fund)
Combining Statement of Net Position – Workers’ Compensation
September 30, 2017**

	City of Lincoln	City of Marysville	City of Nevada City	City of Oroville	City of Paradise	City of Placerville	City of Red Bluff	City of Rio Vista	City of Rocklin	City of Willows	City of Yuba City
Current Assets											
Cash and Cash Equivalents	\$ 44,025	\$ 32,889	\$ 28,100	\$ 21,693	\$ 47,711	\$ 44,748	\$ 37,680	\$ 13,189	\$ 58,718	\$ 10,611	\$ 371,291
Accounts Receivable	-	-	-	43,368	12,954	-	-	-	-	-	-
Interest Receivable	4,525	2,617	967	1,660	2,245	2,745	3,893	972	7,024	1,202	7,828
Excess Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-
Prepaid Expense	-	-	-	-	-	-	-	-	-	-	-
Total Current Assets	48,550	35,506	29,067	66,721	62,910	47,493	41,573	14,161	65,742	11,813	379,119
Non-Current Assets											
Investments*	1,166,232	660,656	229,775	414,930	565,911	698,732	1,034,009	248,686	1,814,855	310,191	1,873,218
Total Assets	\$ 1,214,782	\$ 696,162	\$ 258,842	\$ 481,651	\$ 628,821	\$ 746,225	\$ 1,075,582	\$ 262,847	\$ 1,880,597	\$ 322,004	\$ 2,252,337
Current Liabilities											
Accounts Payable	\$ (107)	\$ 73	\$ 19	\$ 54	\$ 73	\$ 42	\$ 72	\$ 17	\$ 163	\$ 29	\$ 347
Unearned Revenue	121,488	-	-	11,106	10,049	-	-	17,953	450	46,085	250,082
Total Current Liabilities	121,381	73	19	11,160	10,122	42	72	17,970	613	46,114	250,429
Non-Current Liabilities											
Outstanding Liabilities*	392,155	461,301	205,037	803,626	622,783	397,903	1,029,330	173,468	1,255,039	91,192	1,373,419
ULAE*	22,855	26,885	11,950	46,837	36,297	23,190	59,991	10,110	73,146	5,315	80,045
Total Non-Current Liabilities	415,010	488,186	216,987	850,463	659,080	421,093	1,089,321	183,578	1,328,185	96,507	1,453,464
Total Liabilities	\$ 536,391	\$ 488,259	\$ 217,006	\$ 861,623	\$ 669,202	\$ 421,135	\$ 1,089,393	\$ 201,548	\$ 1,328,798	\$ 142,621	\$ 1,703,893
Net Position											
Designated for Contingency	-	-	-	-	-	-	-	-	-	-	-
Designated for Safety Grants	-	-	-	-	-	-	-	-	-	-	-
Undesignated	678,391	207,903	41,836	(379,972)	(40,381)	325,090	(13,811)	61,299	551,799	179,383	548,444
Total Net Position	678,391	207,903	41,836	(379,972)	(40,381)	325,090	(13,811)	61,299	551,799	179,383	548,444
Liability & Net Position	\$ 1,214,782	\$ 696,162	\$ 258,842	\$ 481,651	\$ 628,821	\$ 746,225	\$ 1,075,582	\$ 262,847	\$ 1,880,597	\$ 322,004	\$ 2,252,337

*For internal reporting purposes, investments and claim liabilities are classified as non-current.

**Northern California Cities Self Insurance Fund
(Governmental Enterprise Fund)**

**Combining Statement of Revenues, Expenses and Changes in Net Position – Workers’ Compensation
For the Three Months Ended September 30, 2017**

	Total All Layers	Admin Layer	Shared Layer	Total Banking Layer
Operating Income				
Administration Deposit	\$ 176,896	\$ 176,896	\$ -	\$ -
Banking Layer Deposit	1,558,936	-	-	1,558,936
Shared Risk Layer	808,250	-	808,250	-
Excess Deposit/Premium	367,760	-	367,760	-
Risk Management Grants	200,382	200,382	-	-
Total Operating Income	3,112,224	377,278	1,176,010	1,558,936
Operating Expenses				
Claims Paid	1,570,469	-	426,536	1,143,933
O/S Liability adj.	371,864	-	246,001	125,863
ULAE	21,673	-	14,337	7,336
Consultants	13,841	13,841	-	-
Safety Service	59,390	59,390	-	-
Claims Administration	141,837	-	-	141,837
Program Administration	47,187	47,187	-	-
Board Expenses	432	432	-	-
Excess Insurance	365,369	-	365,369	-
Contingency Reserves	11,793	11,793	-	-
Total Operating Expenses	2,603,855	132,643	1,052,243	1,418,969
Operating Income (Loss)	508,369	244,635	123,767	139,967
Non-Operating Income				
Change in Fair Market Value	2,356	29	1,138	1,189
Investment Income	157,190	2,338	75,929	78,923
Total Non-Operating Income	159,546	2,367	77,067	80,112
Change in Net Position	667,915	247,002	200,834	220,079
Beginning Net Position	11,792,662	377,103	4,000,756	7,414,803
Ending Net Position	\$ 12,460,577	\$ 624,105	\$ 4,201,590	\$ 7,634,882

See Accompanying Accountant’s Report

Northern California Cities Self Insurance Fund
(Governmental Enterprise Fund)
Combining Statement of Revenues, Expenses and Changes in Net Position – Workers’ Compensation
For the Three Months Ended September 30, 2017

	City of Anderson	City of Auburn	City of Colusa	City of Corning	City of Dixon	City of Elk Grove	City of Folsom	City of Galt	City of Gridley	City of Ione	City of Jackson
Operating Income											
Administration Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Banking Layer Deposit	45,710	55,259	16,273	12,918	78,247	167,908	260,259	74,346	17,309	2,384	17,986
Shared Risk Layer	-	-	-	-	-	-	-	-	-	-	-
Excess Deposit/Premium	-	-	-	-	-	-	-	-	-	-	-
Risk Management Grants	-	-	-	-	-	-	-	-	-	-	-
Total Operating Income	45,710	55,259	16,273	12,918	78,247	167,908	260,259	74,346	17,309	2,384	17,986
Operating Expenses											
Claims Paid	66,593	31,276	5,122	868	6,558	137,906	161,678	86,007	12,679	3,302	25,504
O/S Liability adj.	(29,633)	73,160	(1,442)	2,164	15,795	(55,113)	(119,649)	(30,937)	50,551	540	23,226
ULAE	(1,727)	4,264	(84)	126	921	(3,212)	(6,973)	(1,803)	2,946	31	1,354
Consultants	-	-	-	-	-	-	-	-	-	-	-
Safety Service	-	-	-	-	-	-	-	-	-	-	-
Claims Administration	4,313	4,222	1,618	1,618	6,327	8,879	28,767	7,920	1,618	449	1,618
Program Administration	-	-	-	-	-	-	-	-	-	-	-
Board Expenses	-	-	-	-	-	-	-	-	-	-	-
Excess Insurance	-	-	-	-	-	-	-	-	-	-	-
Contingency Reserves	-	-	-	-	-	-	-	-	-	-	-
Total Operating Expenses	39,546	112,922	5,214	4,776	29,601	88,460	63,823	61,187	67,794	4,322	51,702
Operating Income (Loss)	6,164	(57,663)	11,059	8,142	48,646	79,448	196,436	13,159	(50,485)	(1,938)	(33,716)
Non-Operating Income											
Change in Fair Market Value	24	47	10	16	53	99	315	51	28	4	13
Investment Income	1,729	3,391	743	1,058	3,756	6,073	19,921	3,290	1,908	251	769
Total Non-Operating Income	1,753	3,438	753	1,074	3,809	6,172	20,236	3,341	1,936	255	782
Change in Net Position	7,917	(54,225)	11,812	9,216	52,455	85,620	216,672	16,500	(48,549)	(1,683)	(32,934)
Beginning Net Position	15,029	390,302	71,172	188,616	573,548	457,976	2,706,523	218,246	425,361	43,959	121,368
Ending Net Position	\$ 22,946	\$ 336,077	\$ 82,984	\$ 197,832	\$ 626,003	\$ 543,596	\$ 2,923,195	\$ 234,746	\$ 376,812	\$ 42,276	\$ 88,434

Northern California Cities Self Insurance Fund
(Governmental Enterprise Fund)
Combining Statement of Revenues, Expenses and Changes in Net Position – Workers’ Compensation
For the Three Months Ended September 30, 2017

	City of Lincoln	City of Marysville	City of Nevada City	City of Oroville	City of Paradise	City of Placerville	City of Red Bluff	City of Rio Vista	City of Rocklin	City of Willows	City of Yuba City
Operating Income											
Administration Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Banking Layer Deposit	77,713	37,660	21,309	47,367	60,488	34,666	119,633	20,113	132,312	29,647	229,429
Shared Risk Layer	-	-	-	-	-	-	-	-	-	-	-
Excess Deposit/Premium	-	-	-	-	-	-	-	-	-	-	-
Risk Management Grants	-	-	-	-	-	-	-	-	-	-	-
Total Operating Income	77,713	37,660	21,309	47,367	60,488	34,666	119,633	20,113	132,312	29,647	229,429
Operating Expenses											
Claims Paid	39,184	47,924	21,846	90,191	33,910	15,737	55,186	9,620	141,883	16,061	134,898
O/S Liability adj.	(2,623)	(6,816)	(30,339)	(98,912)	5,502	31,423	89,653	95,042	120,427	5,619	(11,775)
ULAE	(153)	(397)	(1,768)	(5,765)	321	1,831	5,225	5,539	7,019	327	(686)
Consultants	-	-	-	-	-	-	-	-	-	-	-
Safety Service	-	-	-	-	-	-	-	-	-	-	-
Claims Administration	5,661	6,997	2,428	7,013	6,831	5,125	9,889	2,333	11,943	1,352	14,916
Program Administration	-	-	-	-	-	-	-	-	-	-	-
Board Expenses	-	-	-	-	-	-	-	-	-	-	-
Excess Insurance	-	-	-	-	-	-	-	-	-	-	-
Contingency Reserves	-	-	-	-	-	-	-	-	-	-	-
Total Operating Expenses	42,069	47,708	(7,833)	(7,473)	46,564	54,116	159,953	112,534	281,272	23,359	137,353
Operating Income (Loss)	35,644	(10,048)	29,142	54,840	13,924	(19,450)	(40,320)	(92,421)	(148,960)	6,288	92,076
Non-Operating Income											
Change in Fair Market Value	67	39	14	25	33	41	58	14	104	18	116
Investment Income	4,614	2,435	874	1,486	2,255	2,605	4,247	963	6,947	1,184	8,424
Total Non-Operating Income	4,681	2,474	888	1,511	2,288	2,646	4,305	977	7,051	1,202	8,540
Change in Net Position	40,325	(7,574)	30,030	56,351	16,212	(16,804)	(36,015)	(91,444)	(141,909)	7,490	100,616
Beginning Net Position	638,066	215,477	11,806	(436,323)	(56,593)	341,894	22,204	152,743	693,708	171,893	447,828
Ending Net Position	\$ 678,391	\$ 207,903	\$ 41,836	\$ (379,972)	\$ (40,381)	\$ 325,090	\$ (13,811)	\$ 61,299	\$ 551,799	\$ 179,383	\$ 548,444

Northern California Cities Self Insurance Fund
(Governmental Enterprise Fund)
Combining Statement of Cash Flows – Workers’ Compensation
For the Three Months Ended September 30, 2017

	Total All Layers	Admin Layer	Shared Layer	Total Banking Layer
Cash flows from operating activities:				
Cash received from members	\$ 3,325,977	\$ 409,340	\$ 1,139,078	\$ 1,777,559
Cash paid for claims	(1,569,223)	-	(425,290)	(1,143,933)
Cash paid for insurance	(1,461,475)	-	(1,461,475)	-
Cash paid to vendors	(281,487)	(139,580)	(34)	(141,873)
Net cash provided by (used in) operating activities	<u>13,792</u>	<u>269,760</u>	<u>(747,721)</u>	<u>491,753</u>
Cash flows from investing activities:				
Investment income received	182,019	2,040	87,985	91,994
Net investment (purchases) sales	(190,147)	(2,316)	(91,870)	(95,961)
Net cash provided by (used in) investing activities	<u>(8,128)</u>	<u>(276)</u>	<u>(3,885)</u>	<u>(3,967)</u>
Net increase (decrease) in cash and cash equivalents	5,664	269,484	(751,606)	487,786
Cash and cash equivalents, beginning of year	<u>1,818,581</u>	<u>16,391</u>	<u>894,777</u>	<u>907,413</u>
Cash and cash equivalents, end of year	<u>\$ 1,824,245</u>	<u>\$ 285,875</u>	<u>\$ 143,171</u>	<u>\$ 1,395,199</u>
Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:				
Operating income (loss)	\$ 508,369	\$ 244,635	\$ 123,767	\$ 139,967
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:				
(Increase) decrease in:				
Member receivable	56,322	-	-	56,322
Excess receivable	1,246	-	1,246	-
Prepaid expense	(1,106,961)	(10,855)	(1,096,106)	-
(Decrease) increase in:				
Accounts payable	3,849	3,917	(34)	(34)
Unearned revenue	157,432	32,063	(36,933)	162,302
Unpaid claims and claim adjustment expenses	393,535	-	260,339	133,196
Net cash provided by (used in) operating activities	<u>\$ 13,792</u>	<u>\$ 269,760</u>	<u>\$ (747,721)</u>	<u>\$ 491,753</u>
Supplemental information:				
Noncash non-operating and investing activities				
Net change in fair value of investments	<u>\$ 2,356</u>	<u>\$ 29</u>	<u>\$ 1,138</u>	<u>\$ 1,189</u>

See Accompanying Accountant’s Report

**Northern California Cities Self Insurance Fund
(Governmental Enterprise Fund)
Combining Statement of Cash Flows – Workers’ Compensation
For the Three Months Ended September 30, 2017**

	City of Anderson	City of Auburn	City of Colusa	City of Corning	City of Dixon	City of Elk Grove	City of Folsom	City of Galt	City of Gridley	City of Ione	City of Jackson
Cash flows from operating activities:											
Cash received from members	\$ 45,710	\$ 51,636	\$ 62,803	\$ 12,918	\$ 78,247	\$ 167,908	\$ 260,259	\$ 74,346	\$ 17,309	\$ (2,069)	\$ 16,203
Cash paid for claims	(66,593)	(31,276)	(5,122)	(868)	(6,558)	(137,906)	(161,678)	(86,007)	(12,679)	(3,302)	(25,504)
Cash paid for insurance	-	-	-	-	-	-	-	-	-	-	-
Cash paid to vendors	(4,313)	(4,223)	(1,619)	(1,619)	(6,328)	(8,882)	(28,776)	(7,921)	(1,619)	(449)	(1,619)
Net cash provided by (used in) operating activities	(25,196)	16,137	56,062	10,431	65,361	21,120	69,805	(19,582)	3,011	(5,820)	(10,920)
Cash flows from investing activities:											
Investment income received	1,877	3,625	803	1,270	4,104	7,640	24,370	3,953	2,181	347	973
Net investment (purchases) sales	18,040	(3,784)	(839)	(1,324)	(64,284)	(7,963)	(25,409)	(4,122)	(2,277)	19,640	18,987
Net cash provided by (used in) investing activities	19,917	(159)	(36)	(54)	(60,180)	(323)	(1,039)	(169)	(96)	19,987	19,960
Net increase (decrease) in cash and cash equivalents	(5,279)	15,978	56,026	10,377	5,181	20,797	68,766	(19,751)	2,915	14,167	9,040
Cash and cash equivalents, beginning of year	19,289	35,854	6,822	12,444	39,582	75,718	241,557	39,846	21,720	3,568	9,927
Cash and cash equivalents, end of year	\$ 14,010	\$ 51,832	\$ 62,848	\$ 22,821	\$ 44,763	\$ 96,515	\$ 310,323	\$ 20,095	\$ 24,635	\$ 17,735	\$ 18,967
Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:											
Operating income (loss)	\$ 6,164	\$ (57,663)	\$ 11,059	\$ 8,142	\$ 48,646	\$ 79,448	\$ 196,436	\$ 13,159	\$ (50,485)	\$ (1,938)	\$ (33,716)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:											
(Increase) decrease in:											
Member receivable	-	-	-	-	-	-	-	-	-	-	-
Excess receivable	-	-	-	-	-	-	-	-	-	-	-
Prepaid expense	-	-	-	-	-	-	-	-	-	-	-
(Decrease) increase in:											
Accounts payable	-	(1)	(2)	(1)	-	(3)	(8)	(1)	(1)	-	(1)
Unearned revenue	-	(3,623)	46,531	-	-	-	-	-	-	(4,453)	(1,783)
Unpaid claims and claim adjustment expenses	(31,360)	77,424	(1,526)	2,290	16,715	(58,325)	(126,623)	(32,740)	53,497	571	24,580
Net cash provided by (used in) operating activities	\$ (25,196)	\$ 16,137	\$ 56,062	\$ 10,431	\$ 65,361	\$ 21,120	\$ 69,805	\$ (19,582)	\$ 3,011	\$ (5,820)	\$ (10,920)
Supplemental information:											
Noncash non-operating and investing activities											
Net change in fair value of investments	\$ 24	\$ 47	\$ 10	\$ 16	\$ 53	\$ 99	\$ 315	\$ 51	\$ 28	\$ 4	\$ 13

**Northern California Cities Self Insurance Fund
(Governmental Enterprise Fund)
Combining Statement of Cash Flows – Workers’ Compensation
For the Three Months Ended September 30, 2017**

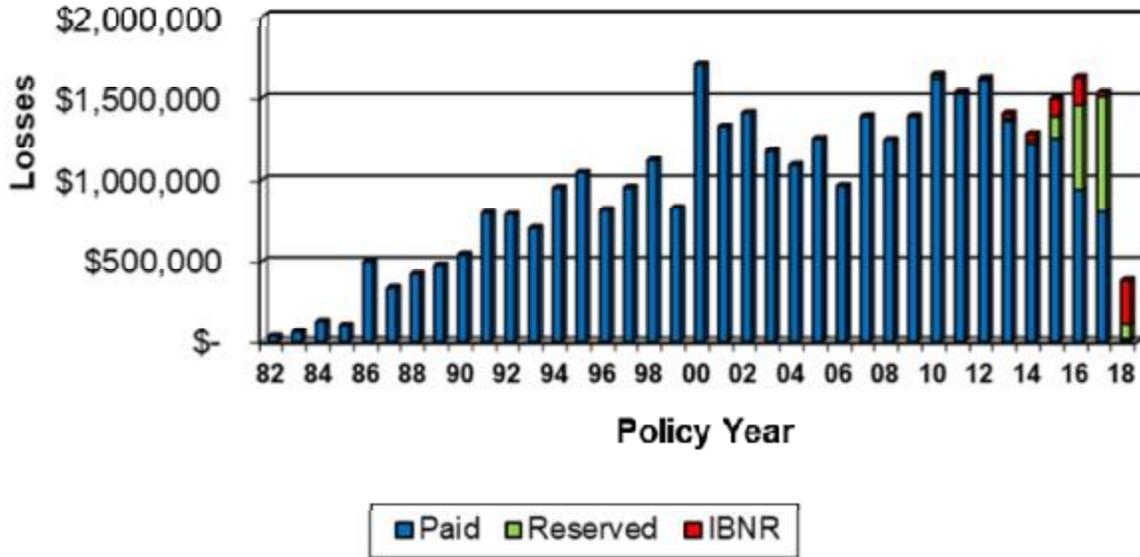
	City of Lincoln	City of Marysville	City of Nevada City	City of Oroville	City of Paradise	City of Placerville	City of Red Bluff	City of Rio Vista	City of Rocklin	City of Willows	City of Yuba City
Cash flows from operating activities:											
Cash received from members	\$ 37,217	\$ 37,660	\$ 21,309	\$ 79,629	\$ 63,393	\$ 34,666	\$ 119,633	\$ 14,129	\$ 132,162	\$ 14,285	\$ 438,206
Cash paid for claims	(39,184)	(47,924)	(21,846)	(90,191)	(33,910)	(15,737)	(55,186)	(9,620)	(141,883)	(16,061)	(134,898)
Cash paid for insurance	-	-	-	-	-	-	-	-	-	-	-
Cash paid to vendors	(5,663)	(6,998)	(2,428)	(7,014)	(6,832)	(5,126)	(9,891)	(2,334)	(11,946)	(1,353)	(14,920)
Net cash provided by (used in) operating activities	(7,630)	(17,262)	(2,965)	(17,576)	22,651	13,803	54,556	2,175	(21,667)	(3,129)	288,388
Cash flows from investing activities:											
Investment income received	5,181	2,999	1,109	1,903	2,570	3,145	4,453	1,113	8,044	1,377	8,957
Net investment (purchases) sales	(5,406)	16,873	18,845	18,017	(2,682)	(3,280)	(64,651)	(1,161)	(8,392)	(1,436)	(9,353)
Net cash provided by (used in) investing activities	(225)	19,872	19,954	19,920	(112)	(135)	(60,198)	(48)	(348)	(59)	(396)
Net increase (decrease) in cash and cash equivalents	(7,855)	2,610	16,989	2,344	22,539	13,668	(5,642)	2,127	(22,015)	(3,188)	287,992
Cash and cash equivalents, beginning of year	51,880	30,279	11,111	19,349	25,172	31,080	43,322	11,062	80,733	13,799	83,299
Cash and cash equivalents, end of year	\$ 44,025	\$ 32,889	\$ 28,100	\$ 21,693	\$ 47,711	\$ 44,748	\$ 37,680	\$ 13,189	\$ 58,718	\$ 10,611	\$ 371,291
Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:											
Operating income (loss)	\$ 35,644	\$ (10,048)	\$ 29,142	\$ 54,840	\$ 13,924	\$ (19,450)	\$ (40,320)	\$ (92,421)	\$ (148,960)	\$ 6,288	\$ 92,076
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:											
(Increase) decrease in:											
Member receivable	-	-	-	43,368	12,954	-	-	-	-	-	-
Excess receivable	-	-	-	-	-	-	-	-	-	-	-
Prepaid expense	-	-	-	-	-	-	-	-	-	-	-
(Decrease) increase in:											
Accounts payable	(2)	(1)	-	(1)	(1)	(1)	(2)	(1)	(2)	(1)	(4)
Unearned revenue	(40,496)	-	-	(11,106)	(10,049)	-	-	(5,984)	(150)	(15,362)	208,777
Unpaid claims and claim adjustment expenses	(2,776)	(7,213)	(32,107)	(104,677)	5,823	33,254	94,878	100,581	127,445	5,946	(12,461)
Net cash provided by (used in) operating activities	\$ (7,630)	\$ (17,262)	\$ (2,965)	\$ (17,576)	\$ 22,651	\$ 13,803	\$ 54,556	\$ 2,175	\$ (21,667)	\$ (3,129)	\$ 288,388
Supplemental information:											
Noncash non-operating and investing activities											
Net change in fair value of investments	\$ 67	\$ 39	\$ 14	\$ 25	\$ 33	\$ 41	\$ 58	\$ 14	\$ 104	\$ 18	\$ 116

**Northern California Cities Self Insurance Fund
(Governmental Enterprise Fund)
Reconciliation of Claims Liability by Program
As of September 30, 2017 and June 30, 2017**

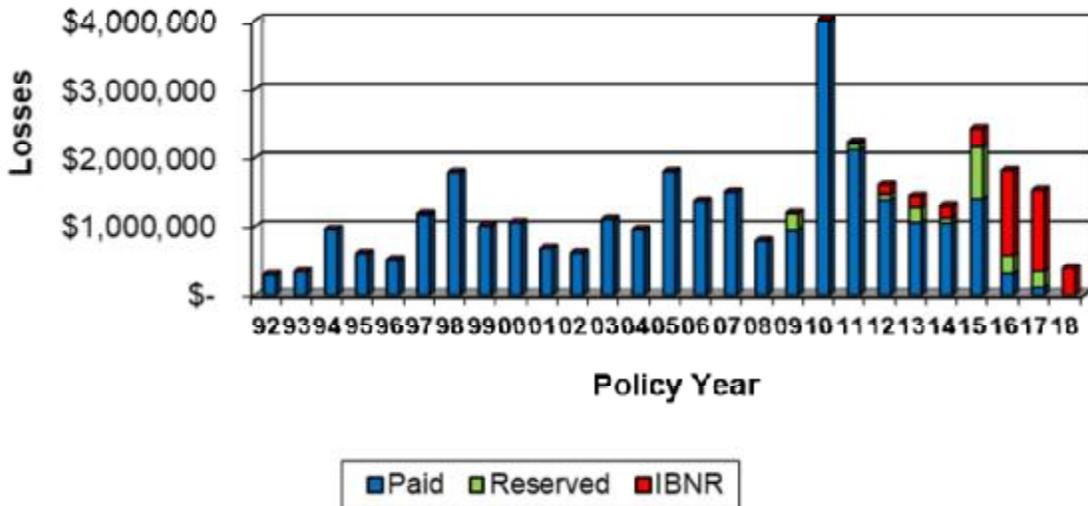
	Liability Banking 2018	Liability Shared Risk 2018	Total Liability Program		WC Banking 2018	WC Shared Risk 2018	Total WC Program		Totals	
			2018	2017			2018	2017	2018	2017
Unpaid claims and claim adjustment expenses at beginning of the fiscal year	\$ 2,158,551	\$ 5,224,752	\$ 7,383,303	\$ 9,946,575	\$ 13,626,420	\$ 16,999,526	\$ 30,625,946	\$ 29,798,449	\$ 38,009,249	\$ 39,745,024
Incurred claims and claim adjustment expenses:										
Provision for insured events of the current fiscal year	381,558	395,594	777,152	3,062,804	1,215,294	662,457	1,877,751	7,275,432	2,654,903	10,338,236
Increases (Decreases) in provision for insured events of prior fiscal years	9,757	(5,600)	4,157	(1,236,867)	54,501	27,949	82,450	(927,061)	86,607	(2,163,928)
Change in provision for ULAE in current year	-	-	-	-	7,335	14,337	21,672	79,550	21,672	79,550
Total incurred claims and claim adjustment expenses	391,315	389,994	781,309	1,825,937	1,277,130	704,743	1,981,873	6,427,921	2,763,182	8,253,858
Payments:										
Claims and claim adjustment expenses attributable to insured events of the current fiscal year	16,075	-	16,075	587,291	58,706	-	58,706	1,012,697	74,781	1,599,988
Claims and claim adjustment expenses attributable to insured events of prior fiscal years	337,781	(246,665)	91,116	3,801,918	1,085,228	444,405	1,529,633	4,587,727	1,620,749	8,389,645
Total Payments	353,856	(246,665)	107,191	4,389,209	1,143,934	444,405	1,588,339	5,600,424	1,695,530	9,989,633
Total unpaid claims and claim adjustment expenses at end of the fiscal year	\$ 2,196,010	\$ 5,861,411	\$ 8,057,421	\$ 7,383,303	\$ 13,759,616	\$ 17,259,864	\$ 31,019,480	\$ 30,625,946	\$ 39,076,901	\$ 38,009,249
Claims Liability	\$ 2,196,010	\$ 5,861,411	\$ 8,057,421	\$ 7,383,303	\$ 13,001,846	\$ 16,309,329	\$ 29,311,175	\$ 28,939,316	\$ 37,368,596	\$ 36,322,619
Claims ULAE	-	-	-	-	757,770	950,535	1,708,305	1,686,630	1,708,305	1,686,630
Total Claim Liabilities	\$ 2,196,010	\$ 5,861,411	\$ 8,057,421	\$ 7,383,303	\$ 13,759,616	\$ 17,259,864	\$ 31,019,480	\$ 30,625,946	\$ 39,076,901	\$ 38,009,249
Difference	-	-	-	-	-	-	-	-	-	-

Northern California Cities Self Insurance Fund
Graphical Summary of Claims
As of September 30, 2017

Liability - Banking

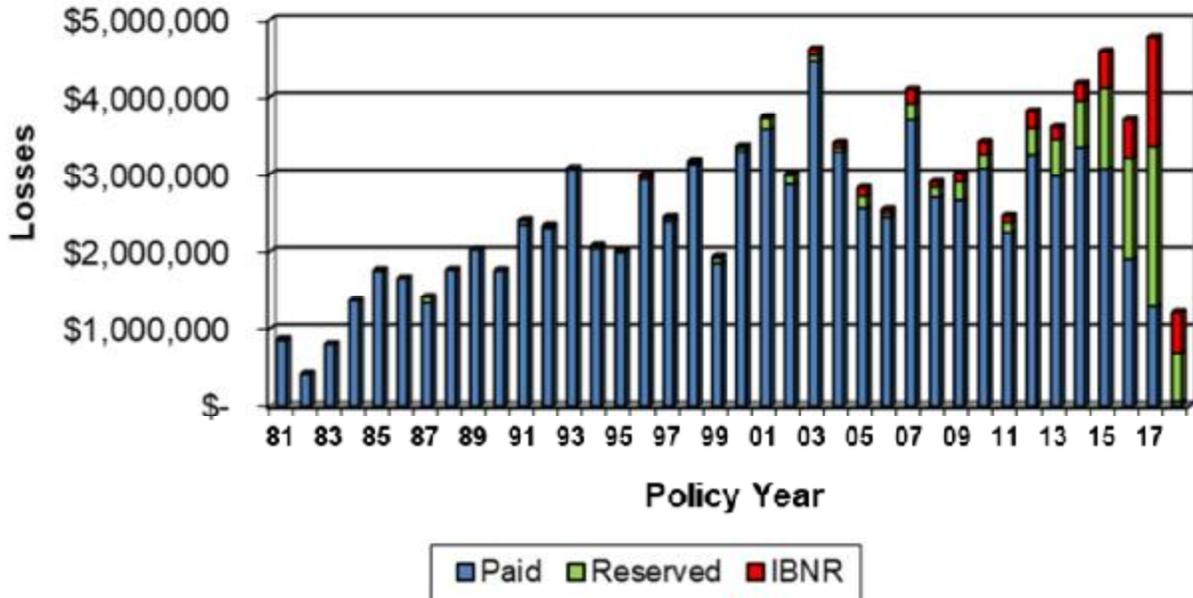


Liability - Shared

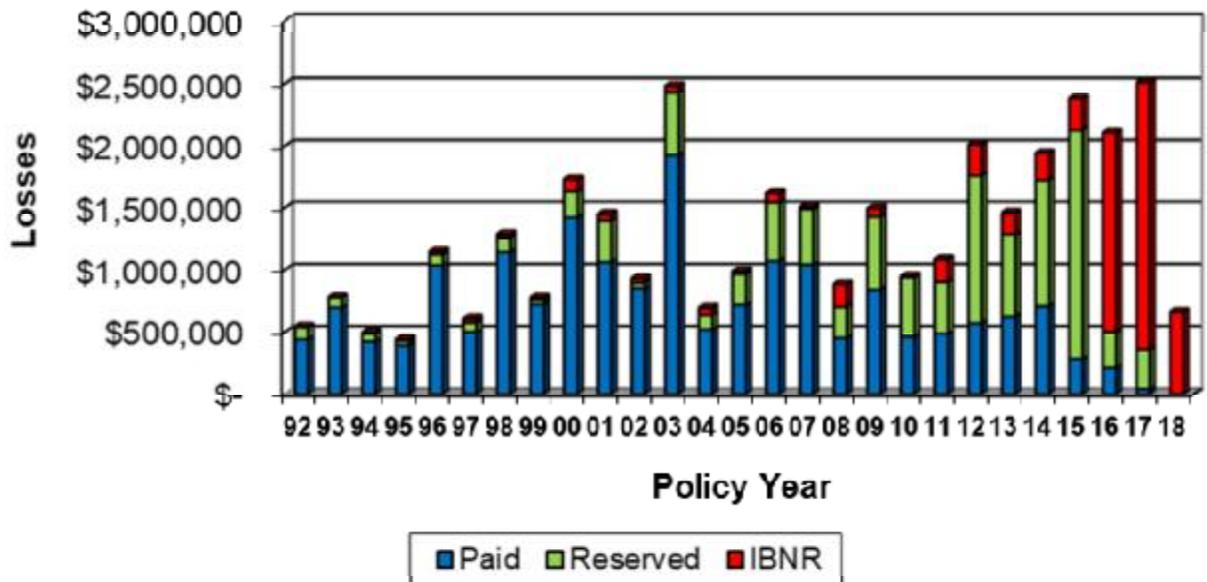


Northern California Cities Self Insurance Fund
Graphical Summary of Claims
As of September 30, 2017

Workers Compensation - Banking



Workers Compensation - Shared



See Accompanying Accountant's Report

Northern California Cities Self Insurance Fund
Budget to Actual
As of September 30, 2017

	Budget 2017-2018			YTD Expended 2017-2018			Remaining 2017-2018			
	Total	WC	Liab	Total	WC	Liab	Total \$	Total %	WC	Liab
ADMIN BUDGET										
Administrative Revenue										
41010 Administrative Deposit - See Note 1	\$ 1,272,680	\$ 707,582	\$ 565,098	\$ 318,170	\$ 176,895	\$ 141,275	\$ 954,510	75%	\$ 530,687	\$ 423,823
44030 Change in Fair Value - See Note 2	-	-	-	47	29	18	(47)		(29)	(18)
44040 Interest Income - See Note 2	-	-	-	3,956	2,338	1,618	(3,956)		(2,338)	(1,618)
44080 Risk Management Grants - See Note 6	-	-	-	200,382	200,382	-	(200,382)		(200,382)	-
Total Admin Revenue	\$ 1,272,680	\$ 707,582	\$ 565,098	\$ 522,555	\$ 379,644	\$ 142,911	\$ 750,125	59%	\$ 327,938	\$ 422,187
Administrative Expenses										
52101 Claims Audit	\$ 7,500	\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ 7,500	100%	\$ -	\$ 7,500
52102 Financial Audit	26,622	13,311	13,311	26,622	13,311	13,311	-	0%	-	-
52103 Legal Services	17,000	2,000	15,000	4,502	529	3,973	12,498	74%	1,471	11,027
52104 Actuarial Services	12,340	5,170	7,170	-	-	-	12,340	100%	5,170	7,170
52106 CAJPA Accreditation	4,500	2,250	2,250	-	-	-	4,500	100%	2,250	2,250
52109 Misc Consulting / Contingency	5,000	2,500	2,500	-	-	-	5,000	100%	2,500	2,500
Total Admin Expenses	\$ 72,962	\$ 25,231	\$ 47,731	\$ 31,124	\$ 13,840	\$ 17,284	\$ 41,838	57%	\$ 11,391	\$ 30,447
Safety Services										
52201 Outside Training	\$ 30,000	\$ 15,000	\$ 15,000	\$ (1,916)	\$ (958)	\$ (958)	\$ 31,916	106%	\$ 15,958	\$ 15,958
52202 Risk Mgmt Comm Mtg Expense	1,500	750	750	396	198	198	1,104	74%	552	552
52203 Police Risk Mgmt Comm Training	7,900	3,950	3,950	-	-	-	7,900	100%	3,950	3,950
52204 Bickmore Risk Management Services	168,820	94,910	73,910	44,180	24,838	19,342	124,640	74%	70,072	54,568
52207 Member Training and Risk Management	88,000	50,000	38,000	-	-	-	88,000	100%	50,000	38,000
52208 Lexipol Police Manual Updates & DTBs	132,546	15,903	116,643	30,891	3,618	27,273	101,655	77%	12,285	89,370
52209 Police Risk Management Funds	50,000	25,000	25,000	12,715	6,357	6,358	37,285	75%	18,643	18,642
52217 ACI - Wellness Optional	-	-	-	-	-	-	-		-	-
54200 Safety Grant Fund - See Note 3	-	-	-	25,336	25,336	-	(25,336)		(25,336)	-
Total Safety Services Expenses	\$ 478,766	\$ 205,513	\$ 273,253	\$ 111,602	\$ 59,389	\$ 52,213	\$ 367,164	77%	\$ 146,124	\$ 221,040

Northern California Cities Self Insurance Fund
Budget to Actual
As of September 30, 2017

	Budget 2017-2018			YTD Expended 2017-2018			Remaining 2017-2018			
	Total	WC	Liab	Total	WC	Liab	Total	Total %	WC	Liab
ADMIN BUDGET CONTINUED										
Claims Administration										
52302 Claims Administration Fee	\$ 50,600	\$ 29,700	\$ 20,900	\$ -	\$ -	\$ -	\$ 50,600	100%	\$ 29,700	\$ 20,900
52304 State Funding/Fraud Assessment	225,667	225,667	-	-	-	-	225,667	100%	225,667	-
Total Claims Admin Expenses	\$ 276,267	\$ 255,367	\$ 20,900	\$ -	\$ -	\$ -	\$ 276,267	100%	\$ 255,367	\$ 20,900
Program Administration										
52401 Program Administration and Brokerage Fee	\$ 303,505	\$ 137,957	\$ 165,548	\$ 75,876	\$ 34,489	\$ 41,387	\$ 227,629	75%	\$ 103,468	\$ 124,161
52403 Accounting Services	99,330	49,665	49,665	25,395	12,697	12,698	73,935	74%	36,968	36,967
Total Program Admin Expenses	\$ 402,835	\$ 187,622	\$ 215,213	\$ 101,271	\$ 47,186	\$ 54,085	\$ 301,564	75%	\$ 140,436	\$ 161,128
Board Expenses										
52501 Executive Committee	\$ 2,500	\$ 1,250	\$ 1,250	\$ -	\$ -	\$ -	\$ 2,500	100%	\$ 1,250	\$ 1,250
52502 Executive Committee Member Travel	4,000	2,000	2,000	537	269	268	3,463	87%	1,731	1,732
52503 Board of Directors Meetings (includes Travel)	8,000	4,000	4,000	327	164	163	7,673	96%	3,836	3,837
XXXX Board of Directors Long Range Planning Session	2,000	1,000	1,000	-	-	-	2,000	100%	1,000	1,000
52504 Association Memberships	4,000	2,000	2,000	-	-	-	4,000	100%	2,000	2,000
Total Board Expenses	\$ 20,500	\$ 10,250	\$ 10,250	\$ 864	\$ 433	\$ 431	\$ 19,636	96%	\$ 9,817	\$ 9,819
Other Administration Expenses - Not identified with above budget line items										
52001 Administration Expense - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-		\$ -	\$ -
52900 Member Identity Theft Protection	11,800	11,800	-	11,793	11,793	-	7	0%	7	-
Total Other Admin	\$ 11,800	\$ 11,800	\$ -	\$ 11,793	\$ 11,793	\$ -	\$ 7	0%	\$ 7	\$ -
Total Admin Expenses	\$ 1,263,130	\$ 695,783	\$ 567,347	\$ 256,654	\$ 132,641	\$ 124,013	\$ 1,006,476	80%	\$ 563,142	\$ 443,334
TOTAL ADMIN REVENUE OVER EXPENSES	\$ 9,550	\$ 11,799	\$ (2,249)	\$ 265,901	\$ 247,003	\$ 18,898	\$ (256,351)		\$ (235,204)	\$ (21,147)

Northern California Cities Self Insurance Fund
Budget to Actual
As of September 30, 2017

	Budget 2017-2018			YTD Expended 2017-2018			Remaining 2017-2018			
	Total	WC	Liab	Total	WC	Liab	Total	Total %	WC	Liab
BANKING LAYER BUDGET										
Banking Layer Revenue										
41020 Banking Layer Deposit - See Note 1	\$ 8,158,729	\$ 6,235,730	\$ 1,922,999	\$ 2,039,683	\$ 1,558,933	\$ 480,750	\$ 6,119,046	75%	\$ 4,676,797	\$ 1,442,249
44030 Change in Fair Value - See Note 2	-	-	-	1,508	1,189	319	(1,508)		(1,189)	(319)
44040 Interest Income - See Note 2	-	-	-	101,649	78,923	22,726	(101,649)		(78,923)	(22,726)
Total Banking Layer Revenue	<u>\$ 8,158,729</u>	<u>\$ 6,235,730</u>	<u>\$ 1,922,999</u>	<u>\$ 2,142,840</u>	<u>\$ 1,639,045</u>	<u>\$ 503,795</u>	<u>\$ 6,015,889</u>	<u>74%</u>	<u>\$ 4,596,685</u>	<u>\$ 1,419,204</u>
Banking Layer Expenses										
51100 Claims Expense - See Note 4	\$ 5,830,000	\$ 4,001,000	\$ 1,829,000	\$ 1,400,284	\$ 1,143,934	\$ 256,350	\$ 4,429,716	76%	\$ 2,857,066	\$ 1,572,650
51135 Claims Admin - Liability - See Note 4	-	-	-	97,507	-	97,507	(97,507)		-	(97,507)
51400 OS Liability Adjustment - See Note 4	-	-	-	163,320	125,861	37,459	(163,320)		(125,861)	(37,459)
51800 ULAE Adjustment - See Note 4	-	-	-	7,336	7,336	-	(7,336)		(7,336)	-
52300 Claims Admin - Monthly WC Only - See Note 4	706,000	706,000	-	141,836	141,836	-	564,164	80%	564,164	-
Total Banking Layer Expenses	<u>\$ 6,536,000</u>	<u>\$ 4,707,000</u>	<u>\$ 1,829,000</u>	<u>\$ 1,810,283</u>	<u>\$ 1,418,967</u>	<u>\$ 391,316</u>	<u>\$ 4,725,717</u>	<u>72%</u>	<u>\$ 3,288,033</u>	<u>\$ 1,437,684</u>
TOTAL BANKING REVENUE OVER EXPENSES	\$ 1,622,729	\$ 1,528,730	\$ 93,999	\$ 332,557	\$ 220,078	\$ 112,479	\$ 1,290,172		\$ 1,308,652	\$ (18,480)

Northern California Cities Self Insurance Fund
Budget to Actual
As of September 30, 2017

	Budget 2017-2018			YTD Expended 2017-2018			Remaining 2017-2018			
	Total	WC	Liab	Total	WC	Liab	Total	Total %	WC	Liab
SHARED RISK LAYER BUDGET										
Shared Layer Revenue										
41030 Shared Risk Layer Deposit - See Note 1	\$ 5,187,000	\$ 3,233,000	\$ 1,954,000	\$ 1,296,750	\$ 808,250	\$ 488,500	\$ 3,890,250	75%	\$ 2,424,750	\$ 1,465,500
41040 Excess Deposit/Premium - See Note 1	2,632,368	1,471,041	1,161,327	658,092	367,760	290,332	1,974,276	75%	1,103,281	870,995
44020 Excess Insurance Refund - See Note 3	-	-	-	-	-	-	-	-	-	-
44030 Change in Fair Value	-	-	-	1,542	1,138	404	(1,542)		(1,138)	(404)
44040 Interest Income	-	-	-	105,996	75,930	30,066	(105,996)		(75,930)	(30,066)
44060 Property Premium - See Note 1	861,478	-	861,478	215,370	-	215,370	646,108	75%	-	646,108
44070 Crime Premium - See Note 1	51,447	-	51,447	12,862	-	12,862	38,585	75%	-	38,585
Total Shared Layer Revenue	<u>\$ 8,732,293</u>	<u>\$ 4,704,041</u>	<u>\$ 4,028,252</u>	<u>\$ 2,290,612</u>	<u>\$ 1,253,078</u>	<u>\$ 1,037,534</u>	<u>\$ 6,441,681</u>	<u>74%</u>	<u>\$ 3,450,963</u>	<u>\$ 2,990,718</u>
Shared Layer Expenses										
51100 Claims Expense	\$ 5,206,000	\$ 3,829,000	\$ 1,377,000	\$ 1,059,709	\$ 686,874	\$ 372,835	\$ 4,146,291	80%	\$ 3,142,126	\$ 1,004,165
54100 Excess Deposit/Premium Exp - See Note 5	2,632,368	1,471,041	1,161,327	657,091	365,368	291,723	1,975,277	75%	1,105,673	869,604
54150 Member Property Coverage - See Note 5	861,478	-	861,478	215,371	-	215,371	646,107	75%	-	646,107
54150 Member Crime Coverage - See Note 5	51,447	-	51,447	12,862	-	12,862	38,585	75%	-	38,585
Total Shared Layer Expenses	<u>\$ 8,751,293</u>	<u>\$ 5,300,041</u>	<u>\$ 3,451,252</u>	<u>\$ 1,945,033</u>	<u>\$ 1,052,242</u>	<u>\$ 892,791</u>	<u>\$ 6,806,260</u>	<u>78%</u>	<u>\$ 4,247,799</u>	<u>\$ 2,558,461</u>
TOTAL SHARED REVENUE OVER EXPENSES	\$ (19,000)	\$ (596,000)	\$ 577,000	\$ 345,579	\$ 200,836	\$ 144,743	\$ (364,579)		\$ (796,836)	\$ 432,257
OTHER INCOME/(EXPENSE)										
Rounding	-	-	-	(9)	(2)	(7)	9		2	7
Total Other Income/(Expense)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (9)</u>	<u>\$ (2)</u>	<u>\$ (7)</u>	<u>\$ 9</u>		<u>\$ 2</u>	<u>\$ 7</u>
TOTAL INCOME/(EXPENSE)	\$ 1,613,279	\$ 944,529	\$ 668,750	\$ 944,028	\$ 667,915	\$ 276,113	\$ 669,251		\$ 276,614	\$ 392,637

Northern California Cities Self Insurance Fund
Notes to Budget to Actual
As of September 30, 2017

1. Revenue Recognition

The budget presents revenue to be earned during the entire fiscal year. In accordance with the accrual basis of accounting, the YTD Expended columns show only the amount earned by the organization, year-to-date.

2. Investment Income

No budget is developed for the Change in Fair Value and Interest Income amounts, as it is difficult to predict the yield on the organization's portfolio.

3. CJPRMA Refund

For budgeting purposes, the CJPRMA refund is recorded in the year following its approval. In accordance with the accrual basis of accounting, the refund to the organization is recorded on the books in the period it was declared.

4. Claims Expenses

Claims related expenses are budgeted based on the estimated claims expense for the year. Claims related expenses are recorded on the books in several additional categories. Review of the budget to actual performance of claims related items should take this into consideration.

5. Insurance Expense Recognition

The budget presents excess and other insurance expense based on the policy fee paid for entire fiscal year. In accordance with the accrual basis of accounting, the YTD Expended columns show only the portion of the policy used by the organization, year-to-date. The remainder of the policy fee paid, but not used to date is recorded in Prepaid Expenses on the Statement of Net Position, as applicable.

**Northern California Cities Self Insurance Fund
Risk Management Reserves Historic Usage Report
As of September 30, 2017**

Member	Risk Management Reserve Fund elected to be retained in WC admin by members from their WC shared refund							Total funds available FY 2009 - FY 2016 for Risk Management	Total Disbursements Paid through Last Update	Risk Management Reserve Funds Available	
	ADA Grants Declared in FY 2009 Board Meeting 4/24/2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015				FY 2017
Anderson	\$ 6,496.00	\$ 8,039.00	\$ 7,650.00	\$ 7,540.00	\$ 7,451.00	\$ 3,860.00	\$ -	\$ -	\$ 41,036.00	\$ 31,355.00	\$ 9,681.00
Auburn	6,397.00	-	-	8,098.00	-	-	-	16,672.00	31,167.00	6,397.00	24,770.00
Colusa	6,258.00	-	-	5,817.00	5,662.00	-	-	-	17,737.00	17,737.00	-
Corning	6,157.00	6,149.00	5,788.00	5,678.00	-	-	-	-	23,772.00	23,772.00	-
Dixon	6,592.00	-	-	-	10,379.00	-	10,602.00	-	27,573.00	11,762.47	15,810.53
Elk Grove	-	-	-	-	-	-	-	-	-	-	-
Folsom	16,732.00	62,977.00	-	61,737.00	61,566.00	32,328.00	57,693.00	117,055.00	410,088.00	325,297.37	84,790.63
Galt	7,613.00	14,375.00	14,135.00	14,171.00	14,153.00	11,310.00	16,586.00	-	92,343.00	84,412.00	7,931.00
Gridley	6,144.00	6,391.00	-	6,507.00	6,476.00	5,152.00	6,614.00	-	37,284.00	6,144.00	31,140.00
Ione	-	-	-	-	-	514.00	-	-	514.00	-	514.00
Jackson	5,627.00	3,510.00	3,487.00	-	-	-	4,285.00	-	16,909.00	5,500.00	11,409.00
Lincoln	6,303.00	8,638.00	10,028.00	-	10,854.00	-	10,078.00	-	45,901.00	24,969.00	20,932.00
Marysville	6,758.00	-	-	-	-	-	-	13,095.00	19,853.00	731.00	19,122.00
Nevada City	5,665.00	-	-	-	3,618.00	1,896.00	4,275.00	-	15,454.00	13,001.00	2,453.00
Oroville	7,633.00	-	-	-	-	-	12,309.00	-	19,942.00	17,412.50	2,529.50
Placerville	6,883.00	-	-	-	-	9,048.00	-	-	15,931.00	6,883.00	9,048.00
Paradise	7,182.00	-	-	-	-	-	-	-	7,182.00	7,182.00	-
Red Bluff	7,339.00	12,860.00	12,493.00	12,290.00	-	-	-	-	44,982.00	44,982.00	-
Rio Vista	5,818.00	-	4,770.00	4,766.00	-	3,759.00	-	-	19,113.00	15,602.50	3,510.50
Rocklin	9,178.00	24,019.00	25,254.00	25,419.00	25,476.00	20,260.00	22,851.00	51,560.00	204,017.00	110,451.00	93,566.00
Willows	5,856.00	4,618.00	4,412.00	-	-	3,405.00	7,156.00	2,000.00	27,447.00	25,448.00	1,999.00
Yuba City	8,607.00	-	-	22,184.00	-	-	-	-	30,791.00	30,791.00	-
\$	145,238.00	151,576.00	88,017.00	174,207.00	145,635.00	91,532.00	152,449.00	200,382.00	1,149,036.00	809,829.84	339,206.16

Schedule includes payments made through November 27, 2017.

**Northern California Cities Self Insurance Fund
Police Risk Management Grants Historic Usage Report
As of September 30, 2017**

Member	Police Risk Management Grant Funds			Total funds granted FY 2015 - FY 2017 for Police Risk Management	Total Disbursements Paid through Last Update	Police Risk Management Grant Funds Available
	FY 2015	FY 2016	FY 2017			
Anderson	\$1,515.00	\$1,515.00	\$ 1,515.00	\$ 4,545.00	\$ -	\$ 4,545.00
Auburn	3,030.00	3,030.00	3,030.00	9,090.00	9,309.74	(219.74)
Colusa	1,515.00	1,515.00	1,515.00	4,545.00	3,030.00	1,515.00
Corning	1,515.00	1,515.00	1,515.00	4,545.00	3,291.26	1,253.74
Dixon	3,030.00	3,030.00	3,030.00	9,090.00	6,060.00	3,030.00
Elk Grove	3,030.00	3,030.00	3,030.00	9,090.00	-	9,090.00
Folsom	3,787.50	3,787.50	3,788.00	11,363.00	7,576.00	3,787.00
Galt	3,030.00	3,030.00	3,030.00	9,090.00	-	9,090.00
Gridley	1,515.00	1,515.00	1,515.00	4,545.00	3,291.26	1,253.74
Ione	1,515.00	1,515.00	1,515.00	4,545.00	3,391.87	1,153.13
Jackson	1,515.00	1,515.00	1,515.00	4,545.00	-	4,545.00
Lincoln	3,030.00	3,030.00	3,030.00	9,090.00	6,548.50	2,541.50
Marysville	2,272.50	2,272.50	2,273.00	6,818.00	4,919.87	1,898.13
Nevada City	1,515.00	1,515.00	1,515.00	4,545.00	-	4,545.00
Oroville	3,030.00	3,030.00	3,030.00	9,090.00	7,234.00	1,856.00
Placerville	2,272.50	2,272.50	2,273.00	6,818.00	-	6,818.00
Paradise	1,515.00	1,515.00	1,515.00	4,545.00	4,545.00	-
Red Bluff	2,272.50	2,272.50	2,273.00	6,818.00	4,545.00	2,273.00
Rio Vista	1,515.00	1,515.00	1,515.00	4,545.00	4,241.15	303.85
Rocklin	3,030.00	3,030.00	3,030.00	9,090.00	6,516.24	2,573.76
Willows	1,515.00	1,515.00	1,515.00	4,545.00	-	4,545.00
Yuba City	3,030.00	3,030.00	3,030.00	9,090.00	6,060.00	3,030.00
	<u>\$ 49,995.00</u>	<u>\$ 49,995.00</u>	<u>\$ 49,997.00</u>	<u>\$ 149,987.00</u>	<u>\$ 80,559.89</u>	<u>\$ 69,427.11</u>

Schedule includes payments made through November 27, 2017.

Designated for Risk Management	
Risk Management Reserves	\$ 339,206
Police Risk Management Grants	69,427
Total	<u>\$ 408,633</u>



BACK TO AGENDA

Northern California Cities Self Insurance Fund
Board of Directors Meeting
December 14, 2017

Agenda Item H.2.

BUDGET TO ACTUAL AS OF SEPTEMBER 30, 2017

INFORMATION ITEM

ISSUE: Members have asked for this item to be reviewed at each meeting to ensure that NCCSIF is on track. They have requested that the Program Administrators discuss any items pertaining to the budget, updating members on the status of the current budget-to-actual.

NCCSIF Administrative expenses year-to-date are currently on track with the FY 17/18 Budget.

RECOMMENDATION: None.

FISCAL IMPACT: None.

BACKGROUND: None.

ATTACHMENT(S): Please refer to pages 26-30 of the Quarterly Financial Report for Period Ending September 30, 2017 - Budget to Actual as of September 30, 2017.



RESOLUTION 18-02 AMENDMENT TO THE NCCSIF BYLAWS

ACTION ITEM

ISSUE: Currently, the Bylaws state the Executive Committee (EC) shall be made up of eight voting members. It is preferred to have an ODD number of members on the EC to facilitate obtaining a quorum, and given the EC member rotation schedule at times NCCSIF may have as few as seven members or as many as eleven, depending on who fills the other officer positions. In order to provide greater flexibility regarding the number of members, the following changes are proposed under Section 4, Executive Committee:

- Allow a range of seven to eleven Executive members
- Remove reference to the term of the immediate Past President
- Change quorum requirement to a majority of the members

RECOMMENDATION: It is the recommendation of Program Administrators that the Board of Directors approve Resolution 18-02 Amending the NCCSIF Bylaws regarding the makeup of the Executive Committee, remove the reference to the Past President, and change the requirement for a quorum from four members to a majority of the Committee members.

FISCAL IMPACT: None.

BACKGROUND: In accordance with NCCSIF Bylaws Section 24 - Amendments, when a proposed change to the Bylaws is made all members are to be notified 30 days in advance of the change. Members were sent a notification e-mail on October 24, 2017 regarding the proposed change to the makeup of the Executive Committee and were provided with a copy of the related pages of the Bylaws with a redline version of the proposed change. *Only the pages with changes are included here for reference.*

ATTACHMENT(S):

1. NCCSIF Resolution 18-02 Amendment to NCCSIF Bylaws
2. E-mail Notice of Intent to Amend NCCSIF Bylaws Dated 10/24/2017
3. NCCSIF Bylaws Proposed Amendment (Redline Version-changes only)



RESOLUTION 18-02

**RESOLUTION AMENDING THE BYLAWS
OF
NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND**

WHEREAS, The Northern California Cities Self Insured Fund (NCCSIF) Board of Directors finds and determines as follows:

Section 4 – Executive Committee (A., B., and D.4.) will be amended to reflect changes to the notice provisions.

NOW THEREFORE, BE IT RESOLVED, by the NCCSIF Board of Directors, as follows:

Section 4 - Executive Committee

A. - Membership. The Executive Committee shall be composed of ~~eight~~ seven to eleven (87 to 11) *voting and two (2) non-voting* members of the Board of Directors or their alternates. The President, Vice President and Secretary shall serve as *voting* members on the Executive Committee. The remaining *voting* members shall be elected by the Board of Directors on a member rotation basis, as established by the Board of Directors. The two (2) non-voting members shall be comprised of the Treasurer and the CJPRMA Board Representative. The President shall act as Chairman.

B. - Term. The terms of all members of the Executive Board shall be two (2) years, except for those of the President, Vice President, ~~immediate Past President~~ and Secretary, who shall all serve for two (2) years irrespective of the member rotation. A member may be reappointed to serve on the Executive Committee, except for the immediate Past President.

Section 5 – Officers of Authority

D. - Meetings. 4. Quorum. ~~Four (4)~~ A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business. Except as otherwise provided, no action may be taken by the Executive Committee except by affirmative vote of not less than a majority of those Executive Committee members present. A smaller number may adjourn a meeting.

I hereby certify that the foregoing is a full, true and correct copy of Resolution No. 18-02 duly and regularly adopted and passed at a regular meeting of the Board of Directors of the Northern California Cities Self Insurance Fund held on the 14th day of December 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

NCCSIF President

NCCSIF Secretary

Raychelle Maranan

From: Raychelle Maranan
Sent: Tuesday, October 24, 2017 3:09 PM
To: 'Liz Cottrell'; 'Jeff Kiser'; 'Nita Wracker'; 'Shari Harris'; 'Toni Benson'; 'Kristina Miller'; 'Tom Watson'; 'Rachel Ancheta'; 'Kim Stalie'; 'Brad Koehn'; 'Kara Reddig'; 'Jim Ramsey'; 'Julie Rucker'; 'Jim Francis'; 'Kristine Haile'; 'Hall, Cora'; 'Palazzo, Eugene'; 'Elisa Arteaga'; 'Jon Hanken'; 'Lori McGraw'; 'ykimball@ci.jackson.ca.us'; 'Dalacie Blankenship'; 'Astrida Trupovnieks'; 'Ruthann Codina'; 'Walter Munchheimer'; 'Loree McCay'; 'Catrina Olson'; 'Elizabeth Ehrenstrom'; 'Will, Gina'; 'Peters, Crystal'; 'Dave Warren'; 'cmorris@cityofplacerville.org'; 'Sandra Ryan'; 'Anita Rice'; 'rhickey@ci.rio-vista.ca.us'; 'Jen Lee'; 'Steven Rudolph'; Kimberly Sarkovich; 'Tim Sailsbery'; 'Natalie Springer'; 'Robin Bertagna'
Cc: Marcus Beverly; Michael Simmons
Subject: NCCSIF: 30-Day Notice of Intent to Amend the Joint Powers Authority Bylaws
Attachments: NCCSIF JPA Bylaws (Proposed Change 2017 12 14) redline.pdf

Greetings NCCSIF Board Members,

In accordance with NCCSIF Bylaws, Section 24 - Amendments, this email shall constitute as 30-Day Notice of Intent to Amend the Joint Powers Authority Bylaws.

The Board recently reviewed and approved this notice of a change in the Bylaws related to the makeup of the Executive Committee. Currently, the Bylaws state the Executive Committee shall be made up of eight voting members. In order to provide greater flexibility regarding the number of members, the following changes are proposed under Section 4, Executive Committee:

- Allow range of seven to eleven Executive members
- Remove reference to the term of the immediate Past President
- Quorum requirement is majority of the members

Attached is a redline copy of the Bylaws with the proposed changes on pages 3 and 4 which will be submitted for approval at the December 14, 2017 Board Meeting.

If you have any questions, please feel free to contact us.

Thank you,

Raychelle Maranan
Administration Coordinator
Specialty Group
Alliant Insurance Services, Inc.

2180 Harvard Street
Suite 460
Sacramento, CA 95815

D 916 643 2712
O 916 643 2700
F 916 643 2750
www.alliant.com

CA License No. 0C36861

**BYLAWS
OF THE
NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
(RESTATED AS OF OCTOBER 5, 1999)
(AMENDED AS OF JUNE 16, 2000)
(AMENDED AS OF JANUARY 24, 2013)
(AMENDED AS OF DECEMBER 12, 2013)
(AMENDED AS OF NOVEMBER 19, 2015)
(AMENDED AS OF DECEMBER 14, 2017 – PENDING)**

PREAMBLE

These Bylaws are adopted pursuant to the "Joint Exercise of Powers Agreement of the Northern California Cities Self Insurance Fund (Restated as of October 5, 1999 ("the Agreement")). These Bylaws, supersede the Bylaws of the Northern California Cities Self Insurance Fund ("NCCSIF") which were adopted by a resolution of NCCSIF's Board of Directors on December 8, 1987, and which were subsequently amended as of April 22, 1988. Because of a contemporaneous restatement of the Agreement due to restructuring of the NCCSIF organization, the need to make additional amendments to NCCSIF's Bylaws and the desirability of incorporating all changes in a single instrument, NCCSIF's Bylaws are restated as of October 5, 1999.

**SECTION 1
The Authority**

A. - Name of Authority. The name of the Authority created by the Agreement shall be the Northern California Cities Self Insurance Fund (the "Authority").

B. - Office of Authority.

The principal office of the Authority shall be fixed and located at:

Alliant Insurance Services, Inc.
2180 Harvard Street, Suite 460
Sacramento, CA 95815

or at such other location as the Board of Directors may designate by resolution.”

C. - Fiscal Year. The fiscal year for the Authority shall commence July 1 of each calendar year and end June 30 of the following calendar year.

E. All meetings of the Board shall be called, noticed, held and conducted in accordance with the provisions of Ralph M. Brown Act (Government Code Section 54950 et seq.).

SECTION 4 **Executive Committee**

A. - Membership. The Executive Committee shall be composed of ~~eight~~ seven to eleven (87 to 11) *voting and two (2) non-voting* members of the Board of Directors or their alternates. The President, Vice President and Secretary shall serve as *voting* members on the Executive Committee. The remaining *voting* members shall be elected by the Board of Directors on a member rotation basis, as established by the Board of Directors. The two (2) non-voting members shall be comprised of the Treasurer and the CJPRMA Board Representative. The President shall act as Chairman.

B. - Term. The terms of all members of the Executive Board shall be two (2) years, except for those of the President, Vice President, ~~immediate Past President~~ and Secretary, who shall all serve for two (2) years irrespective of the member rotation. A member may be reappointed to serve on the Executive Committee, except for the immediate Past President.

C. - Powers, Duties and Responsibilities.

1. The Executive Committee shall conduct, direct and supervise the day-to-day business of the Authority and in doing so shall exercise the powers expressly granted to it by the Agreement, these Bylaws and as otherwise delegated by the Board of Directors.

2. The following duties and responsibilities shall be assumed and carried out by the Executive Committee, which shall have all powers necessary for those purposes:

- a. Provide general supervision and direction to the Program Director;
- b. Authorize payment of claims against the Authority; provided, however, that with respect to claims arising under coverage programs operated by the Authority, claim settlement authority shall be in accordance with the policies and procedures governing the particular program;
- c. Enter into contracts, within budget limits;
- d. Make payments pursuant to previously authorized contracts, within budget limits; this Authority includes the power to authorize and reimburse expenses incurred for budgeted activities, within budget limits;
- e. Review and recommend a budget to the Board no later than seventy-two (72) hours prior to the spring meeting of the Board;
- f. Act as Program Director in the absence of the Program Director;

g. Recommend policies and procedures to the Board for implementation of the Agreement, the Bylaws and the operation of specific coverage programs; and

h. Appoint a nominating committee for each election of officers and members of the Executive Committee.

i. Amend annual budget in an amount not to exceed the contingency account.

3. Subject only to such limitations as are expressly stated in the Agreement, these Bylaws or a resolution of the Board of Directors, the Executive Committee shall have and be entitled to exercise all powers which may be reasonably implied from powers expressly granted and which are reasonably necessary to conduct, direct and supervise the business of the Authority.

D. - Meetings

1. Regular Meetings. Regular meetings shall be held at times, as the Executive Committee deems appropriate.

2. Special Meetings. Special meetings of the Executive Committee may be called by the Chairman or a majority of Executive Committee members, in accordance with the provisions of California Government Code Section 54956.

3. Public Meetings. All meetings of the Executive Committee shall be open to the public, except as provided by law.

4. Quorum. ~~Four (4)~~ A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business. Except as otherwise provided, no action may be taken by the Executive Committee except by affirmative vote of not less than a majority of those Executive Committee members present. A smaller number may adjourn a meeting.

5. Removal From Executive Committee. A member may be removed from the Executive Committee in the following ways:

a. Death of a Committee member;

b. Voluntary resignation;

c. Absence from three (3) consecutive meetings without a valid reason, in which case the Chair may recommend to the Executive Committee that member be terminated from Executive Committee membership. If the Executive Committee recommends to the Board of Directors that an Executive Committee member be terminated, the Board of Directors shall vote on the matter at its next regularly scheduled meeting.

d. When a vacancy occurs under the above provisions, a replacement shall be made from among the Board of Directors.



2018 SLATE OF OFFICERS AND EXECUTIVE COMMITTEE ROTATION

ACTION ITEM

ISSUE: NCCSIF Officers are selected from the Executive Committee (EC) or Board as needed. This year the Vice President and Secretary positions are up for election. The Treasurer and CJPRMA Representative positions are appointed annually by the Board.

At the last Board meeting Liz Ehrenstrom was nominated to serve as Vice President and Astrida Trupovnieks was nominated to be Secretary. Tim Sailsbery and Astrida Trupovnieks have also offered to continue serving as Treasurer and CJPRMA Representative, respectively.

Membership on the EC rotates annually, and each Member serves for a two-year term. The January 1, 2018 to December 31, 2018 term for the Executive Committee will include the following Members:

2018 NCCSIF Executive Committee

<u>Member</u>	<u>Representative</u>	<u>New</u>	Term of Office	
				<u>Second Year Term</u>
City of Anderson	Liz Cottrell		<i>January 1, 2017 to December 31, 2018</i>	
City of Corning	Kristina Miller		<i>January 1, 2017 to December 31, 2018</i>	
City of Gridley	<i>Vacant</i>		January 1, 2018 to December 31, 2019	
City of Oroville	Liz Ehrenstrom		January 1, 2018 to December 31, 2019	
Town of Paradise	Gina Will		January 1, 2018 to December 31, 2019	
City of Red Bluff	Sandy Ryan		<i>January 1, 2017 to December 31, 2018</i>	
City of Willows	Tim Sailsbery		<i>January 1, 2017 to December 31, 2018</i>	

The **current** Officers are as follows:

President	Dave Warren	<i>January 1, 2017 to December 31, 2018</i>
Vice President	Liz Ehrenstrom	January 1, 2016 to December 31, 2017
Secretary	Corey Shaver	January 1, 2016 to December 31, 2017
Treasurer (non-voting)	Tim Sailsbery	Appointed annually
CJPRMA Rep (non-voting)	Astrida Trupovnieks	Appointed annually



Northern California Cities Self Insurance Fund
Board of Directors Meeting
December 14, 2017

Agenda Item I.2. (continued)

RECOMMENDATION: Solicit additional nominations for the Vice President and Secretary positions, elect new Officers, and appoint the Treasurer and CJPRMA representative.

FISCAL IMPACT: None.

BACKGROUND: The Executive Committee is a standing committee of the Board of Directors and is comprised of seven to eleven voting members (based on Bylaw change), and two non-voting members. The President of the Board of Directors serves as the Chair of the Executive Committee. The two non-voting members are the Treasurer and the Representative to the CJPRMA Board of Directors.

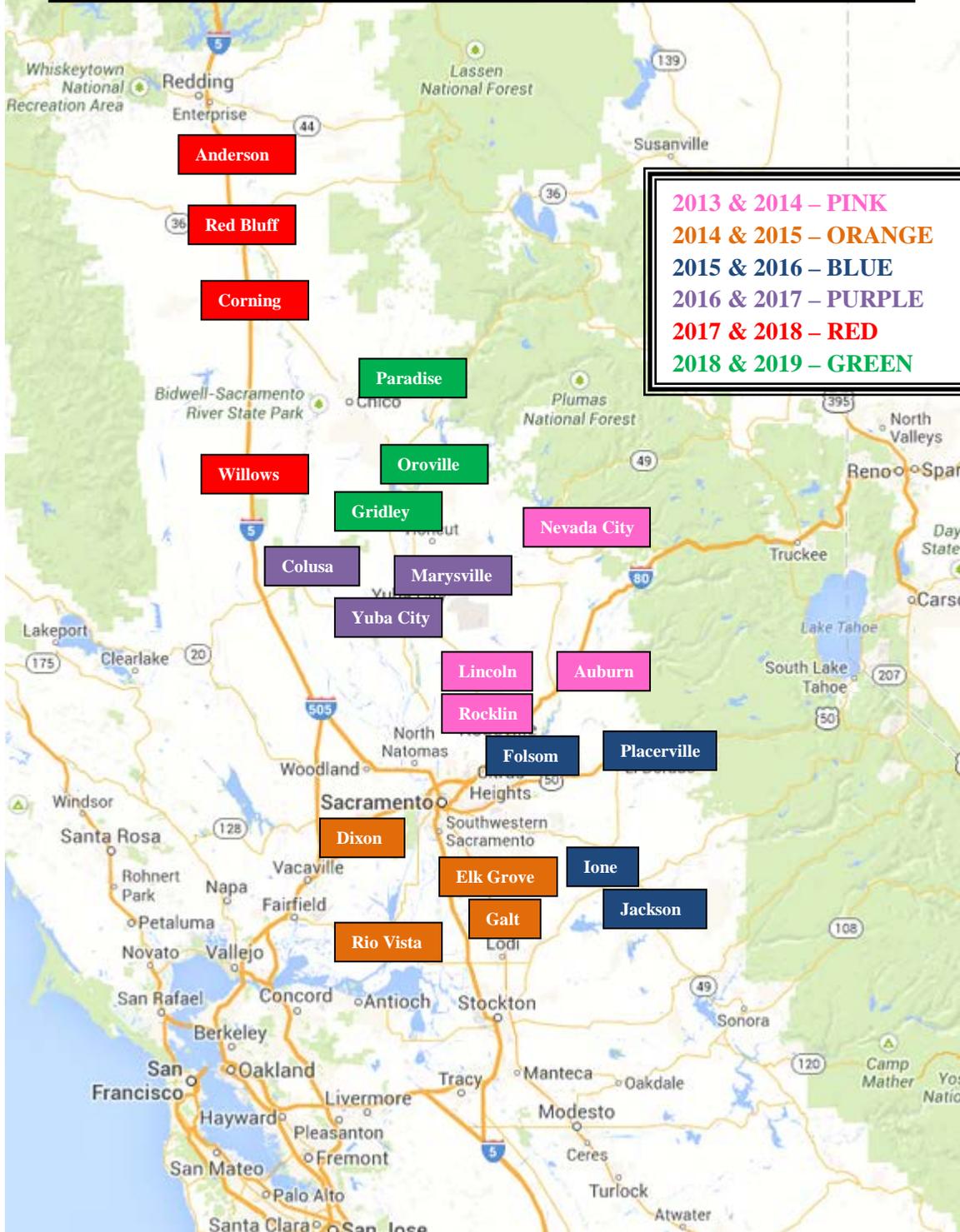
Historically, the newly-elected officers (President, Vice President, Secretary and Treasurer) are nominated by the Executive Committee (acting as the Nominating Committee). The officers are usually chosen from the Executive Committee and are elected for a two-year term. The President is selected from the second-year Members (often the current Vice President) and the Vice President is generally selected from the first-year members. The Secretary is selected from either group of members. The Treasurer and CJPRMA Representative are appointed annually from the NCCSIF Members at large.

<u>Rotating Off EC 12/31/2017</u>	<u>Rotating On EC 1/1/2018</u>	<u>Remaining EC for another year</u>
Toni Benson - Colusa	Vacant - Gridley	Liz Cottrell - Anderson
Vacant - Marysville	Liz Ehrenstrom - Oroville	Kristina Miller - Corning
Natalie Springer - Yuba City	Gina Will - Paradise	Sandy Ryan - Red Bluff
		Tim Sailsbery - Willows

Section 5 of the NCCSIF Bylaws describes the duties and responsibilities of the Officers of the Authority.

ATTACHMENT(S): Executive Committee Rotation Schedule Map

Northern California Cities Self Insurance Fund Executive Committee Rotation List





EXECUTIVE COMMITTEE MEMBERS ROTATION STRUCTURE/SCHEDULE

ACTION ITEM

ISSUE: The Executive Committee (EC) rotation schedule extends to the end of 2018 and needs to be updated to assign EC membership for 2019 and beyond. The current rotation groups members that are close together geographically to establish meeting locations that make it easier for members to attend. However, since the members have settled on Rocklin as a central meeting place proximity to each other is less important to the makeup of the Executive Committee. Suggestions for changing the current rotation include the following options:

1. Rotation based on geographic (North, South, East, West) *spread* rather than *concentration*.
2. Rotation based on *size* of members (Large, Medium, Small).
3. Rotation based on *loss exposures* or some other criteria.
4. Rotation *off* the EC lasting *four years* (current rotation) or *three years* (draft rotation)

The Program Administrators have taken these options and prepared a draft rotation schedule for 2019 to 2024 for review and revision as needed. Members are grouped by size based on payroll and by geography, with the goal to *spread the representation by geography and size as evenly as possible*, while *maintaining the two-year terms* in the transition to 2019 (new members in 2018 remain in 2019) and giving the members leaving in 2018 at least one year before serving again.

RECOMMENDATION: Provide direction regarding the future Executive Committee rotation.

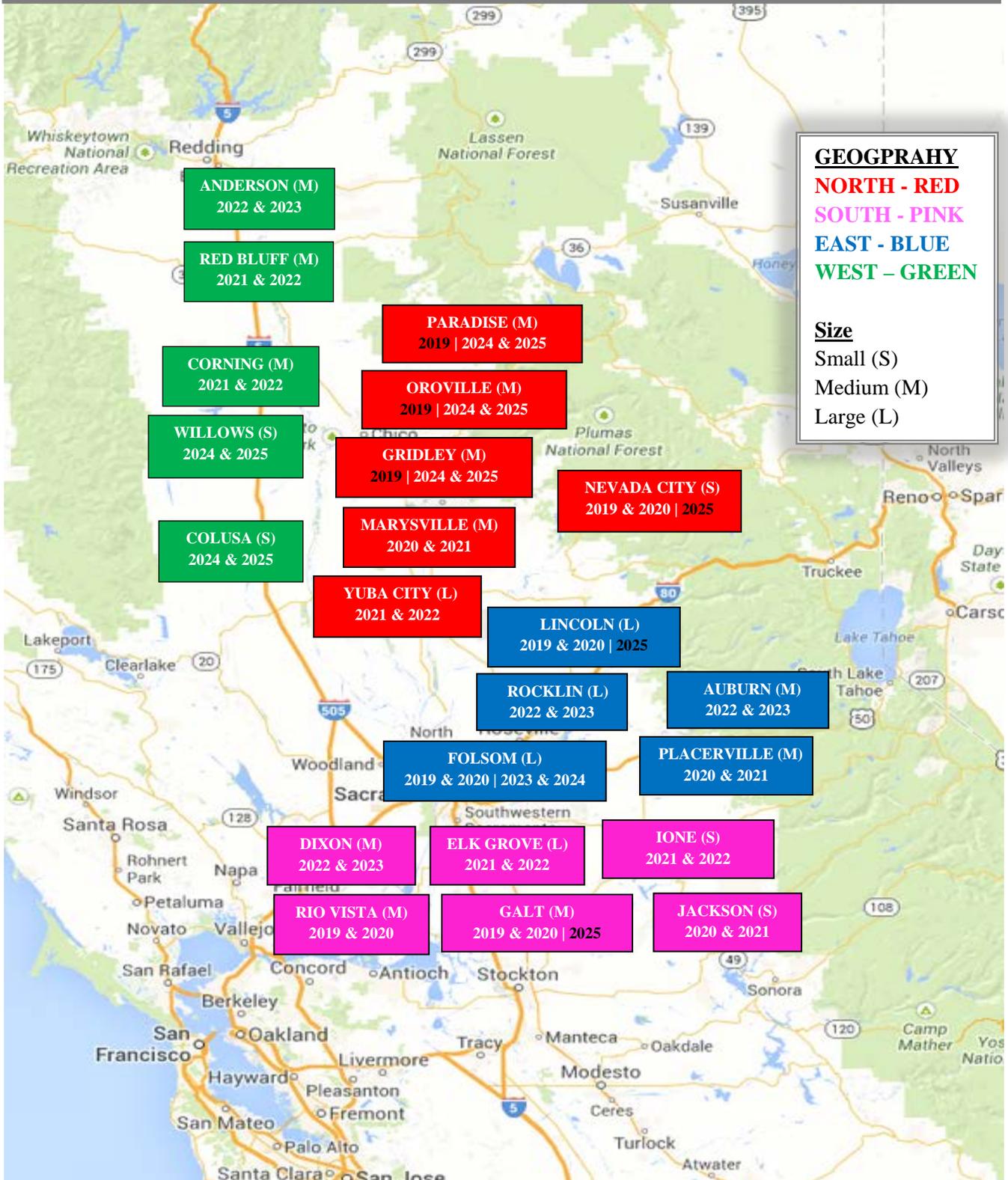
FISCAL IMPACT: None.

BACKGROUND: The NCCSIF Bylaws state the Executive Committee shall consist of voting members elected by the Board of Directors on a member rotation basis, as established by the Board of Directors. The current rotation schedule has been in place since at least 2006.

ATTACHMENT(S): Draft Executive Committee Schedule - Map and Chart

NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND

Executive Committee Rotation PROPOSED SCHEDULE 2019 TO 2025



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
PROPOSED 2019 - 2025 Executive Committee Rotation Schedule by Size**

Member	Size	Geography	2019	2020	2021	2022	2023	2024	2025
Elk Grove, City of	Large	South			x	x			
Folsom, City of	Large	East	x	x			x	x	
Lincoln, City of	Large	East	x	x					x
Rocklin, City of	Large	East				x	x		
Yuba City, City of	Large	North			x	x			
Anderson, City of	Medium	West				x	x		
Auburn, City of	Medium	East				x	x		
Corning, City of	Medium	West			x	x			
Dixon, City of	Medium	South				x	x		
Galt, City of	Medium	South	x	x					x
Gridley, City of	Medium	North	x					x	x
Marysville, City of	Medium	North		x	x				
Oroville, City of	Medium	North	x					x	x
Paradise, Town of	Medium	North	x					x	x
Placerville, City of	Medium	East		x	x				
Red Bluff, City of	Medium	West			x	x			
Rio Vista, City of	Medium	South	x	x					
Colusa, City of	Small	West						x	x
Ione, City of	Small	South			x	x			
Jackson, City of	Small	South		x	x				
Nevada City, City of	Small	North	x	x					x
Willows, City of	Small	West						x	x
			8	8	8	9	5	6	8



CONFLICT OF INTEREST CODE

ACTION ITEM

ISSUE: The Board is asked to revise the NCCSIF Conflict of Interest Code to remove the Risk Management Committee (RMC) members from the list of those Designated Positions required to file Form 700s. This is to facilitate the RMC's request to allow members to appoint an alternate representative to the Committee.

Eliminating the need to request and track Form 700s will encourage participation by reducing the administrative burden and possible fine, and since this committee only provides recommendations for final approval by the Executive Committee or Board counsel has advised the members do not need to be included in the Code. In addition, many of the regular members of the RMC are also on the Board and already file a Form 700 for that position.

RECOMMENDATION: The Program Administrator recommends Board approval of the proposed change to the Conflict of Interest Code as presented.

FISCAL IMPACT: None

BACKGROUND: As a result of a request from a member to allow an alternate on the NCCSIF Risk Management Committee (RMC), the Program Administrators sought confirmation from legal counsel, Byrne Conley, regarding the need for them to file a Form 700. Counsel agreed that NCCSIF could remove the RMC in the Conflict of Interest Code since the Committee has no approval authority. Removing the RMC members means they would not be subject to Form 700 Statement of Economic Interests filing.

ATTACHMENT(S): Draft Revised Conflict of Interest Code for NCCSIF

**CONFLICT-OF-INTEREST CODE FOR THE
NORTHERN CALIFORNIA CITIES SELF-INSURANCE FUND**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the **Northern California Cities Self-Insurance Fund (NCCSIF)**.

Individuals holding designated positions shall file their statements of economic interests with the **NCCSIF**, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) Upon receipt of the statements, the **NCCSIF** shall make and retain copies and forward the originals to the **Fair Political Practices Commission**. All original statements will be retained by the **Fair Political Practices Commission**.

**Appendix A
Designated Positions**

<u>Designated Position</u>	<u>Assigned Disclosure Categories</u>
Program Administrator	1, 2, 3, 4, 5
Claims Administrator	1, 2, 3, 4, 5
Board Counsel	1, 2, 3, 4, 5
Auditor	1, 2, 3, 4, 5
Risk Management Committee Members (excluding those who are also Board Members or Alternate Board Members)	2
Consultants/New Positions	*

Note: The positions of Program Administrator, Claims Administrator, Board Counsel, and Auditor are filled by outside consultants, but act in a staff capacity.

*Consultants/new positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The President may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The President's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code (Gov. Code Section 81008).

The following positions are not covered by the conflict-of-interest code because the positions manage public investments. Individuals holding such positions must file under Government Code Section 87200 and are listed for information purposes only:

- Members of the Board of Directors
- Alternate Members of the Board of Directors
- Treasurer
- Consultants who manage public investments

An individual holding the one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by section 87200.

Appendix B

Disclosure Categories

Designated positions must disclose pursuant to the categories below:

1. Investments and business positions in business entities, and income (including receipt of loans, gifts, and travel payments), from sources of the type that contract with NCCSIF to supply goods, services, materials, or supplies.
2. Investments and business positions in business entities, and income (including receipt of loans, gifts, and travel payments), from sources that are engaged in the performance of work or services of the type utilized by NCCSIF, including insurance companies, carriers, holding companies, underwriters, brokers, solicitors, agents, adjusters, claims managers, and actuaries.
3. Investments and business positions in business entities, and income (including receipt of loans, gifts, and travel payments), from sources that have filed a claim or have a claim pending that are reviewed and administered by NCCSIF.
4. Interests in real property located within NCCSIF's jurisdiction of the type purchased or leased by NCCSIF for its use.
5. Investments and business positions in business entities, and income (including receipt of loans, gifts, and travel payments), which are financial institutions including banks, savings and loan associations and credit unions.



RISK MANAGEMENT POLICY AND PROCEDURE REVISIONS

ACTION ITEM

ISSUE: The Program Administrators recently identified one Risk Management Policy needing an update, and two new policies are being presented as recommended by the Risk Management Committee based on feedback regarding the most common critical exposures members face.

Revision of Current Policy:

- a) **RM-10 Risk Management Committee Composition and Duties** - update the policy to provide members the option to appoint an alternate and establish a quorum as a majority of the members.

New Policies:

- b) **RM-16 Special Event Risk Management** - special events represent common exposures to loss that can be prevented and mitigated by appropriate risk management controls. This policy follows the Best Practices format used for the other policies and in the member risk management assessments.
- c) **RM-17 Volunteer Risk Management** - volunteers present loss exposures to NCCSIF members for practically every risk they face, from Workers' Compensation 4850 benefits to theft of property.

RECOMMENDATION: Review and approve or provide direction for each of the following:

- a. RM-10 Risk Management Committee Composition and Duties
- b. RM-16 Special Event Risk Management
- c. RM-17 Volunteer Risk Management

FISCAL IMPACT: None.

BACKGROUND: NCCSIF's Risk Management Policies are regularly discussed and reviewed at the Risk Management Committee meetings, to update the current policies as needed and work toward condensing and customizing the assessment criteria currently in use. The goal is to achieve a unified set of policies and best practices that will provide a framework for member risk management programs.

ATTACHMENT(S): One revised and two new Risk Management Policies (as listed above)



RISK MANAGEMENT POLICY AND PROCEDURE #RM-10

SUBJECT: RISK MANAGEMENT COMMITTEE COMPOSITION AND DUTIES

Policy Statement:

It shall be the policy of the Northern California Cities Self Insurance Fund (NCCSIF) Members to appoint representatives to the Risk Management Committee.

Procedure:

A. Composition

The Risk Management Committee shall be composed of at least one appointee from each Member City. Each member shall have one vote regardless of the number of their appointees. At the first meeting of every year a Committee Chair and Vice Chair shall be elected.

For this Committee a quorum shall consist of 35% of NCCSIF Members.

B. Duties

1. On an annual basis, the Risk Management Committee shall ~~adopt and~~ recommend for Board of Directors approval an annual Risk Management Budget.
2. ~~Recommend~~Approve training for each fiscal year.
3. Risk Management Committee shall review current Risk Management Policies and Procedures periodically and revise as necessary to keep current. Develop additional Risk Management Policies and Procedures, both advisory and mandatory to address Risk Management issues common to most Members.
4. Review the performance of the various service providers including safety and risk control and training programs and training companies.
5. At the direction of the Board or the Executive Committee, review any matters that could have significant impact on the loss exposures of the Members.
6. Advise the Board and the Executive Committee on other Risk Management matters.

Effective Date: September 2, 2010
First Revision Date: December 14, 2017



RISK MANAGEMENT POLICY AND PROCEDURE #RM-16

SUBJECT: SPECIAL EVENT RISK MANAGEMENT

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 special events.

4.0 Criteria

The following Best Practices are used to assess member achievement in addressing the risks associated with special events.

Approved By Board of Directors - _____



Special Events Risk Management	
Each City has a comprehensive special event risk management program to include risk identification and appropriate risk transfer, control and mitigation techniques.	
	There is a written process and application in place for third parties to use city facilities or hold events on public property, including classes, meetings, weddings, banquets, outdoor markets, block parties, parades, and similar events.
	A written contract and/or permit is required for any special event that includes an agreement to defend, indemnify, and hold harmless the city, its officials, agents and employees from any and all claims arising from or connected to the special event.
	Where appropriate, the third party is required to provide proof of liability insurance and additional insured endorsement in favor of the city, its officials, agents and employees for any covered claims arising from the event. The city uses NCCSIF's recommended insurance specifications, with 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. Coverage includes liquor liability if event involves the sale of alcohol.
	Special events requiring road closures include a traffic management plan that is approved by a qualified engineer delegated such authority by the city.
	Participants or volunteers in special events involving risk of injury, including sporting activities, are required to sign waivers before participation.



**SAMPLE
CITY OF ANYTOWN
EVENT LIABILITY RELEASE AGREEMENT**

Participant's Name: _____ Age: _____

EVENT: _____

READ CAREFULLY BEFORE SIGNING – THIS LIMITS OUR LIABILITY

I understand that the sport/event listed above, including but not limited to this event (hereinafter "The Event") can be dangerous and involves the risk of injury and death. Despite the risk involved in The Event and in consideration of the right to participate in The Event, **I voluntarily agree to expressly assume any and all risk of injury or death**, which might be associated with participation in The Event, and use of the facilities belonging to the City of Anytown.

Participant understands this is a release of liability, which will prevent him/her or his/her heirs from filing suit or making any claim for damages in the event of injury or death to participant. Participant further agrees to Hold Harmless, defend at his/her expense, and indemnify the City of Anytown against any and all liability, claims, losses, damages, or expenses, including reasonable attorneys' fees, arising from all acts or omissions to act of participant, or his/her officers, agents, or employees in rendering services under this contract: excluding, however such liability, claims, losses, damages or expenses arising from City/Agency's sole negligence or willful acts.

I also agree to indemnify the City of Anytown for any and all claims brought by a third party which arise from my participation in The Event.

If I am signing this Liability Release on behalf of a minor (less than 18 years of age):

- I represent and warrant that I am the parent and/or legal guardian of such Child and that the Child is in good health and there are no special problems associated with the care of the Child;
- I accept responsibility for all the Child's medical expenses incurred in connection with The Event;
- I agree to indemnify the City of Anytown for any and all claims brought by the Child; and
- I agree to indemnify the City of Anytown for any and all claims brought by a third party in connection with the Child's participation in The Event.

I understand and agree that this agreement is severable and that if any clause is found to be invalid the balance of the contract will remain in effect and will be valid and enforceable. I agree that any action will be brought in the State of California in a court of competent jurisdiction. Any and all disputes will be subject to and determined under the laws of the State of California.

PRINT NAME OF PARTICIPANT _____ DATE _____

SIGNATURE OF PARTICIPANT _____ DATE _____

PARTICIPANT'S DATE OF BIRTH _____

Parent/Guardian: I verify that I am the parent/guardian of the minor. I have authority to enter this agreement on behalf of the minor. I agree to be bound by its terms.

PRINT NAME OF PARENT/LEGAL GUARDIAN _____

RELATION _____

SIGNATURE OF PARENT/LEGAL GUARDIAN _____

DATE _____

THIS IS A RELEASE OF LIABILITY

DO NOT SIGN THIS FORM IF YOU DO NOT AGREE TO BE BOUND BY ITS TERMS



RISK MANAGEMENT POLICY AND PROCEDURE #RM-17

SUBJECT: VOLUNTEER RISK MANAGEMENT

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 volunteers.

4.0 Criteria

The following Best Practices are used to assess member achievement in addressing the risks associated with volunteers and volunteer programs.

Approved By Board of Directors - _____



Volunteer Risk Management	
Each City has a comprehensive volunteer risk management program to include risk identification and appropriate risk transfer, control and mitigation techniques.	
	The City has adopted a resolution extending Workers' Compensation benefits to volunteers. Alternatively, the Council has considered and declined to extend benefits.
	Volunteer application and screening procedures are in place for all volunteers, including criminal background checks for those working with children, the elderly or disabled.
	Written orientation and training procedures are in place, and volunteers are provided clear direction regarding the scope of their duties for or on behalf of the city.
	A Release and Waiver form is obtained from each volunteer, explaining the scope of services, safety precautions, insurance coverage, and release of liability.
	Volunteers who operate vehicles are screened for their driving record, with no more than four points in the last three years allowed. Volunteers who operate their own vehicles provide proof of adequate auto insurance (minimum limits 100/300/50) and advised their own insurance is primary in the event of an accident.
	Volunteers working with children have been trained regarding requirements for mandatory reporting of suspected abuse or neglect.

General Release and Waiver for Volunteer Certificated Water and Sewer Systems Operator

We live in an age of litigation. Therefore, before you can volunteer to serve as the City of Anytown's certificated water and sewer systems operator, our lawyers require us to require you to read the following information and then sign the Release and Waiver on the other side of this page. The Release and Waiver imposes obligations on you and limits your legal rights, so you must understand it fully before you sign. If you should have any questions, please ask us before you sign.

Scope of Services – The scope of services you will perform serving as the City's certificated water and sewer systems operator may include, without limitation, responsibility for and oversight of the operation of the City's water and sewer systems in compliance with applicable law, daily inspection and testing of water quality and the water and sewer systems, oversight of City employees operating, servicing, maintaining and repairing the water and sewer systems, operating wells, pumps, valves and driving to and from the various water and sewer system facilities.

Safety -- In performing the scope of your services, you may be using tools and equipment, operating water and/or sewer systems, using testing equipment and chemicals and other equipment. Mishandling or misusing these items could cause you injury. You may also be working in and around heavy equipment, electric services, water wells and pumps, sewer treatment plant and ponds, pipes, valves and other system components and streets where cars are moving, and you will likely be leaning over, stepping on and off curbs, etc. Please use the care and safety practices and procedures utilized by the City's employees, including those utilized by you when you were a City employee. Ultimately responsibility for safety is yours.

Personal Injury -- If you are injured while a volunteer for the City, you will be covered by Workers Compensation, as authorized by California Labor Code Sec. 3363.5 and City Anytown resolution. Workers Compensation is 'no fault'. This means you will receive benefits no matter who was at fault for the accident. These benefits include medical care, temporary disability benefits, and permanent disability benefits, if necessary. The City pays for this coverage; there is no cost to you as a volunteer.

However, because you are covered by Workers Compensation, should you be injured, state law does not allow you to sue the City for your injury. You also agree to release the City of Anytown and all its employees and officers, and you waive all claims against them for personal injury (including death) incurred as a result of the negligence of any employee, agent or servant of the City of Anytown during the time that serve as the certificated operator of the City's water and sewer systems.

Liability Insurance and Expenses – Because you are volunteering your services without compensation to assist the City with a critical need, the City agrees that you will be covered by the City's liability insurance while you are providing the services as the certificated operator of the water and sewer systems. The City also agrees to reimburse you for your actual and

necessary expenses incurred in providing the services, such as reimbursement for mileage at the same rate that City employees are reimbursed and the costs to keep your water and sewer operator's certificates current. Reimbursement will be made within 30 days of the date that you submit a request for reimbursement together with reasonable supporting documentation for such expenses. No documentation is required for reimbursement of mileage expenses.

General Release and Waiver

I have read the information sheet and the above background to the Volunteer's Release and Waiver and each paragraph contained therein. I understand all the provisions in the Release and Waiver. I understand that I am eligible for Worker's Compensation benefits, but I will not under any circumstances receive any other type of compensation. I further understand that accidents and injuries can arise out of the event. Knowing the risks, nevertheless, I hereby agree to assume those risks and to release and to hold harmless all of the persons or agencies mentioned below who, through negligence or carelessness, might otherwise be liable to me or my heirs or assigns for damages. I hereby release the City of Anytown and all its employees and officers and waive all claims against them for personal injury (including death), including such injury and/or damage incurred as a result of the negligence of any employee, agent, volunteer, or servant of the City of Anytown. It is further understood and agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns.

Date _____

Signature of Volunteer

Print Name

Street Address

Daytime phone number



MEMBER CITY SAFETY DAY AGENDA DEVELOPMENT

ACTION ITEM

ISSUE: The Board is asked to review and provide direction regarding the attached draft agenda for a half-day training session on risk management for each member. This is based on a recommendation from the Risk Management Committee to pilot test the idea with two to four members prior to deciding whether to include it in the budget for next fiscal year.

The goal is to train managers and supervisors across the various departments in how their city's risk management program is structured, where the claims and costs are coming from, how the city's operations compare on the Best Practices Scorecard, how to report claims and how to investigate them afterward, using root-cause analysis and the city's own IIPP (Injury and Illness Prevention Program) Investigation Section for guidance. The agenda will include a review of the resources available through NCCSIF and participants can be given a small binder with reference to resources, training, claim reporting, their IIPP, and other information.

RECOMMENDATION: Review and provide direction regarding the pilot program and draft agenda.

FISCAL IMPACT: TBD. The cost for the time associated with the pilot program should be absorbed in the current budget, but the budget and/or service plan for FY 18/19 will need to be revised if all members receive this training.

BACKGROUND: The Risk Management Committee and Board have previously discussed the idea of a "Safety Ambassador" program to gather and train at least one member employee to be a resource and advocate for risk management in their city. After further discussion it was recommended that the training go to the member to make it more accessible, focused, and able to train more people across departments in each city. To do so will take an additional commitment of time and/or a restructuring of the current risk management service plan, so members have suggested a pilot program first to gauge interest.

ATTACHMENT(S): Half-day Safety Training for Supervisors and Managers - Draft Agenda

RISK MANAGEMENT FOR SUPERVISORS & MANAGERS

PROPOSED AGENDA

Time	Topic	Speaker
8:00 – 8:30 am	Registration, pick-up hand-outs, continental breakfast	Bickmore
8:30 – 9:20 am	Risk Pooling – <i>what’s covered, what’s not, and how</i> <ul style="list-style-type: none"> • NCCSIF, self-insurance, pooling, and limits • Types of coverage available and not available Claims – <i>what they’re costing you and where they’re coming from</i> <ul style="list-style-type: none"> • Severity and frequency (Work Comp & Liability) • New emerging risks 	Alliant & York
9:20 – 9:30 am	Break	
9:30 – 10:20 am	Resources to ASSESS & ASSIST <ul style="list-style-type: none"> • Best Practices – <i>how do your operations compare?</i> <ul style="list-style-type: none"> ○ Risk Assessment ○ Scorecard • Risk Management Resources <ul style="list-style-type: none"> ○ Bickmore - service days, training, policies, OSHA issues ○ Alliant – contract review, insurance and risk mgmt. consulting ○ York – claim and litigation management, training and reports ○ CSAC-EIA - Target Solutions, Crisis Incident Management ○ DKF Solutions – sewer and public works risk management ○ ACI - Employee Assistance Program ○ CJPRMA – regional training and resources 	Bickmore
10:20 - 10:30 am	Break	
10:30 – 11:30 am	Accident Reporting and Investigation – <i>what happened and why?</i> <ul style="list-style-type: none"> ○ Claim Reporting ○ Root Cause Analysis ○ Supervisor’s Report of Incident 	York & Bickmore
11:30 am – Noon	Roundtable Discussion and Lunch	Alliant, Bickmore & York

Proposed handout to include:

- Resources from Bickmore, York, CJPRMA, CSAC-EIA and ACI including contacts for each resource.
- Upcoming Regional trainings
- City’s IIPP, Supervisors’ Report of Incident (Root Cause Analysis) and Work Comp reporting procedures
- Employee Assistance Program flier



BACK TO AGENDA

Northern California Cities Self Insurance Fund
Board of Directors Meeting
December 14, 2017

Agenda Item J.4.

ROUND TABLE DISCUSSION

INFORMATION ITEM

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

RECOMMENDATION: None.

FISCAL IMPACT: None.

BACKGROUND: This item is added to each agenda for any topics or ideas that members would like to discuss.

ATTACHMENT(S): None.



INFORMATION ITEMS

ISSUE: The following items are being presented as information for NCCSIF members.

RECOMMENDATION: None. This item is offered as information only.

FISCAL IMPACT: None.

BACKGROUND: None

ATTACHMENT(S):

1. PARMA 2018 Conference (February 14-16, 2018) in Monterey, CA
2. Glossary of Terms
3. NCCSIF Organizational Chart
4. NCCSIF 2018 Meeting Calendar
5. NCCSIF Vendor Services Matrix
6. NCCSIF Resource Contact Guide
7. NCCSIF Travel Reimbursement Form

Mission de PARMA

public agency risk management association

44th Conference & Expo

FEBRUARY 14 - 16, 2018
MONTEREY CONFERENCE CENTER
MONTEREY, CA

Welcome Message



Dear Colleagues,
 On behalf of the Public Agency Risk Management Association (PARMA), I am proud to present our 44th Annual Risk Management Conference! Themed Mission de PARMA, the annual meeting will be held at the newly redesigned Monterey Conference Center, February 14-16, 2018. Join risk management colleagues from across the state for what is sure to be a high-quality educational experience.

We hope that this year's theme reminds you of the California of old where goods and ideas came through the great town of Monterey, a hub of early California!

I am also proud to announce that PARMA launched a completely redesigned website this year. The new website offers features that will allow for additional growth in member resources. This will help PARMA meet its strategic goals of advancing professional development for the risk management community.

Furthermore, this past April, PARMA leadership met to continue its efforts to review and develop its strategic goals. These efforts will guide the activities of the association over the next three years.

Our strategic plan started in a unique way during our 2017 Annual Conference. Sixty PARMA members participated in a mini planning session. And, we are truly excited that this plan captures members' input into the future of PARMA! Check out our strategic plan on the new website.

Our strategic plan and our mission to promote, develop, and facilitate educational and leadership training, have been incorporated into our 2018 conference. We have developed an outstanding list of interactive sessions that are taught by renowned speakers with immense knowledge of the risk management industry. Attend in-depth sessions on liability, safety, workers' compensation, risk management, and professional development.

Don't miss out on this exciting educational experience at this scenic location! I look forward to seeing you in February.

Sam Mann, PARMA President

Board of Directors & Conference Planning Committee

Officers

- Sam Mann President
- Catherine Jones Vice President
- Jeff Rush Secretary/Treasurer
- Kim Hunt Immediate Past President

Directors

- Larry Costello
- Karen Bianchini
- Chuck PODE
- Paul Zeglovitch

Planning Committee

- | | | |
|----------------------|-------------------|-------------------|
| Tani Bragg | Heather Davidson | Melissa Delaney |
| Keith Epstein | Candice Fisher | Janet Hamilton |
| Pamela Heron | Agnes Hoerberling | Gabriella Hubbard |
| Brad Keenan | Richard McAbee | Alex Mellor |
| Janie Xiong Mutchler | Steven Schwartz | DeAnna Soria |
| Kathy Thomas | Tanisha Welch | |

Staff

- Gloria Peterson Executive Director
- Becky McGuire Events Manager
- Stacey Siqueiros Exhibit & Sponsor
- Ellyse Dill Membership
- Brenda Johnson Golf Tournament Manager

PARMA Identity Statement

PARMA is a professional community of California public agency personnel with responsibility for risk management, and a network of risk management service providers.

Mission Statement

PARMA is dedicated to providing relevant, career-long educational opportunities, information on the latest risk management trends and best practices, and the resources public entities need to manage a broad spectrum of risk in an ever-changing environment.

PARMA Social Media Links

Facebook page: <https://www.facebook.com/PublicAgencyRiskManagementAssociation/>

PARMA 2018 Conference Hashtags: #MissiondePARMA, #MissiondePARMA2018, #PARMAConf2018

LinkedIn: <https://www.linkedin.com/in/parma2762>

Vimeo: <https://vimeo.com/parmavideos>

Twitter: <https://twitter.com/PARMA2762>

Instagram: <https://www.instagram.com/parma2762/>

How to Register

Three Ways to Register!

ONLINE:
www.PARMA.com

MAIL TO:
PARMA
One Capitol Mall, Suite 800
Sacramento, CA 95814

FACSIMILE:
(916) 444-7462

Registration Pricing

	MBR EARLY	MBR REGULAR	MBR ONSITE	NON MBR EARLY*	NON MBR REGULAR*	NON MBR ONSITE*
Public Entity Registration - 1st Person	\$350.00	\$450.00	\$550.00	\$500.00	\$600.00	\$700.00
Public Entity Registration - 2nd and Additional Registrations	\$320.00	\$420.00	\$520.00	\$380.00	\$480.00	\$580.00
Associate Registration	\$800.00	\$900.00	\$1,000.00	\$1,000.00	\$1,100.00	\$1,200.00
Sponsor Additional Registrants	\$425.00	\$425.00	\$525.00	\$425.00	\$425.00	\$525.00
Guest	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00
Exhibitor Registration (<i>Additional Registrations After First Two Comps</i>)	\$425.00	\$425.00	\$525.00	\$425.00	\$425.00	\$525.00

Attendee Pricing for Non-PARMA Members

*Registration includes a one-year, non-refundable membership (public entity only) to PARMA. Only one person from each company needs to register at the nonmember rate. All others from the same company/entity can use the additional member pricing above.

Important Deadlines

12/1/2017 Early Bird Pricing End Date (register on or before this date)
12/2/2017 Regular Pricing Start Date
2/9/2018 Onsite Registration Fees Apply

Refund Policy

Requests for refunds must be received in writing. Cancellations postmarked on or before December 5, 2017 will receive a full refund. Membership dues will not be refunded if registering as a nonmember. Cancellations postmarked after December 5, 2017 will be subject to a \$100 service charge. No reimbursement will be given after January 16, 2018 but substitutions will be accepted. Please allow 60 days after the close of the conference for refund processing.

No refunds on golf fees or membership dues.

If PARMA must cancel this conference for any reason, liability is limited to the registration fees paid only. PARMA is not responsible for any other expenses incurred, including travel and accommodation fees.

Special Needs

If for any reason, you require assistance or special accommodations, please indicate so on the registration form. PARMA conference management will contact you to ensure proper accommodations are made.

When registering online, please check the appropriate box to indicate the requirement of vegetarian meals.

PARMA Social Media Links

Facebook page: <https://www.facebook.com/PublicAgencyRiskManagementAssociation/>

PARMA 2018 Conference Hashtags: #MissiondePARMA, #MissiondePARMA2018, #PARMAConf2018

LinkedIn: <https://www.linkedin.com/in/parma2762>

Vimeo: <https://vimeo.com/parmavideos>

Twitter: <https://twitter.com/PARMA2762>

Instagram: <https://www.instagram.com/parma2762/>

Conference Location & Accommodations



Conference Location

Monterey Conference Center | One Portola Plaza | Monterey, CA 93940

Hotel Reservations

Upon completion of and payment of your registration, you will receive a confirmation email with details on reserving a hotel room.

Room Rates

Monterey Marriott or Portola Plaza \$225.00 / night

Prices do not include room fees or taxes. Cancellation Policy: 14 days prior to arrival. Final day to book hotel is January 23, 2018. PARMA requires a one night non-refundable deposit.

Parking at the Portola Plaza

Self-parking \$17.00 / night Valet parking \$20.00 / night

Parking at the Monterey Marriott

Valet parking \$25.00 / night

Keynote Speaker Will Gadd, Athlete, Speaker, Guide

Blatant Hype for Will Gadd

"Nobody ever died wishing they had spent more time behind a desk."

Will Gadd is one of the top outdoor adventure athletes in the world (*Outside*, *Men's Journal* and *Explore*). He is best known for wild outdoor adventures in multiple different sports, but he's most proud of his ability to complete those adventures safely and share them with others. He has appeared in, hosted or produced more than 100 global television projects. He is an award-winning writer (*New York Times*, *Men's Journal*, etc.), film maker, and dad (no awards yet). His book on ice climbing is the top publication in its field, and has been translated into five languages. Gadd's presentations on "Risk and Reward" and related topics take him all over the world to speak to audiences ranging from Nike and Enbridge to at-risk youth. He is a *National Geographic* "Adventurer of the Year" and recently became the first person to climb a frozen Niagara Falls. Last winter he used his ice climbing skills to find new life forms under a glacier, a world first. He is an ACMG guide, and uses way too much spice in his cooking.

Sports Rap Sheet:

Ice and Mixed Climbing. First person to climb Niagara Falls, and recently returned from climbing the last ice on top of Africa's highest peak, Mt. Kilimanjaro, and winning the 2015 Ouray Invitational against a field mostly half his age. Climbed his first waterfall at age 12, and has won the Ice Climbing World Cup, multiple gold medals at the X Games and numerous other international competitions since then. Climbed icebergs in Labrador and underground ice in Sweden. He's waiting for Hell to freeze over with excitement.



PARMA Social Media Links

Facebook page: <https://www.facebook.com/PublicAgencyRiskManagementAssociation/>

PARMA 2018 Conference Hashtags: #MissiondePARMA, #MissiondePARMA2018, #PARMAConf2018

LinkedIn: <https://www.linkedin.com/in/parma2762>

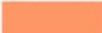
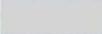
Vimeo: <https://vimeo.com/parmavideos>

Twitter: <https://twitter.com/PARMA2762>

Instagram: <https://www.instagram.com/parma2762/>

Conference at a Glance

Session Color Codes

	General		Risk Management		Liability		Insurance
	Wellness/Safety		Workers' Compensation		Leadership		

Sessions are color coded by their educational focus.

Tuesday, February 13, 2018

8:00 am - 2:00 pm 2018 PARMA Annual Golf Tournament at Bayonet Black Horse (Separate Fee \$150.00)

1:00 pm - 6:00 pm Conference Registration

Wednesday, February 14, 2018

6:30 am - 7:15 am Morning Walk

7:00 am - 5:00 pm Conference Registration

7:30 am - 8:45 am Continental Breakfast in the Exhibit Hall

9:00 am - 10:00 am Keynote Speaker - Will Gadd (Exhibit Hall to be Closed)

10:00 am - 10:30 am Networking Break in the Exhibit Hall

10:30 am - Noon	A1 Seeing is Believing - The Increasing Importance of Visual Presentations in Trial	A2 Out Front Ideas Live: Biggest Risk Management Challenges Facing Public Entity Employers	A3 Shots Fired - Police Officer Psyche Injury Claims	A4 Adaptive Workplace Wellness Programs CE	A5 California Model Programs for Managing Municipal Tree Risk CE	A6 No More Deep Pockets! Defending Your Dangerous Condition of Public Property Claims CE/MCLE
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12:15 pm - 1:15 pm Lunch, PARMA Annual Membership Meeting and Sponsor Appreciation

1:15 pm - 1:45 pm Dessert in the Exhibit Hall

2:00 pm - 3:15 pm	B1 My Cup Runneth Over - Risk Management Lessons Learned from the Oroville Spillway	B2 CalOsha Reportings: Obligations and Best Practices	B3 The Care and Feeding of Excess Insurance Carriers: Litigation Communication and Coordination CE/MCLE	B4 The Return of Psyche, Sex, and Sleep to Workers' Compensation CE	B5 Legal and Ethical Limits of Surveillance CE/MCLE	B6 The Reinvention of Organizations
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3:15 pm - 3:45 pm Networking Break in the Exhibit Hall

4:00 pm - 4:45 pm	C1 Liability 101	C2 Improving Safety by Changing Behavior	C3 Alternative Dispute Resolution - ADR for Workers' Compensation - the New Paradigm CE/MCLE	C4 Millennials 2.0 - Attracting and Developing Your Eventual Replacement	C5 Recent Verdicts & Settlements that Make you Go Hmmm!	C6 Black Swans, Predictable Surprise and Complexity, Thinking in an Exponentially Evolving World CE
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6:30 pm Reception at the Monterey Bay Aquarium (Bus loading begins at 6:00 pm with Departure at 6:15 pm)

Thursday, February 15, 2018

6:30 am - 7:15 am Morning Walk

7:30 am - 8:30 am Chapter Breakfast

8:00 am - 5:00 pm Conference Registration

8:00 am - 2:00 pm Exhibit Hall Open

8:30 am - 10:00 am	D1 Beating the Odds: Ways to Reduce Workers' Compensation Injuries and Costs CE	D2 Transportation Liability: Smoothing the Road for Transit Agencies, Cities, and Other Public Entities	D3 The Litigation Process for Public Entities: From Discovery to Done	D4 Light Duty Programs in the Context of an IDR Claim	D5 Seven Habits of Highly Successful Safety Coordinators	D6 Workers' Compensation 102
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Conference at a Glance

Thursday, February 15, 2018 continued

10:00 am - 10:30 am	Networking Break in the Exhibit Hall					
10:45 am - 12:15 pm	E1 When FEHA, ADA, and Workers' Compensation Collide: Reconciling California's Disability Accommodation and Workers' Compensation Requirements CE/MCLE	E2 Law Enforcement and Risk Management Synergy for Liability Claims	E3 Tomorrow's Ergonomics: Workplace of the Future CE	E4 Workers' Compensation Bingo 2018	E5 Risk Management 101: 'Where Are the Alligators?' CE	E6 ERM: Adding Value to Your Public Agency
12:15 pm - 2 pm	Lunch in the Exhibit Hall and Exhibitor Prize Drawings					
2:00 pm - 3:15 pm	F1 Got a Full Plate? You Need a Quick Table-Top!	F2 UR or UR Not: Utilization Review Revisited CE/MCLE	F3 Defending High Exposure Design Defect and Dangerous Roadway Condition Lawsuits CE/MCLE	F4 Advanced GeoSocial Investigations for Risk Management	F5 Risk Transfer Update	F6 Effective Governing and the First Amendment
3:15 pm - 3:30 pm	Networking Break					
3:30 pm - 4:45 pm	G1 Cost Allocation 101 CE	G2 US Homeland Security Consulting Services for Government Cyber Security	G3 The Challenge of Making Everything Old New Again	G4 Workers' Compensation Issues to Watch in 2018	G5 Risk Transfer Update	G6 Education Interchange
6:30 pm - 7:30 pm	Reception					
7:30 pm - 11:00 pm	PARMA Banquet					

Friday, February 16, 2018

6:30 am - 7:15 am	Morning Walk
8:00 am - 8:45 am	Continental Breakfast
9:00 am - 10:00 am	General Session
10:15 am - 11:30 am	Closing Speaker - Dave Dravecky

Dave Dravecky

My story is one of finding hope, courage and perseverance in the midst of dark and overwhelming uncertainty. In 1988, I was at the top of my game and my life. Not only did I have a wonderful family but I was also at the peak of my career, playing the game of my childhood dreams. My opening day victory over the Dodgers was overshadowed later that fall by the discovery of cancer and the removal of half of the deltoid muscle in my pitching arm. After battling cancer in my pitching arm, I came back a year later to defy the odds and pitch once again in the Major Leagues. Despite being told by my doctors, "Short of a miracle, you'll never pitch again," I pitched a 4-3 win for the San Francisco Giants that day.

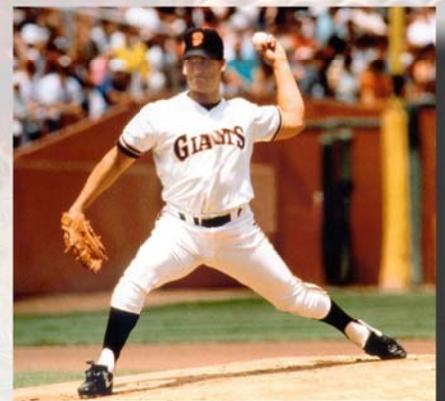
Sadly, my comeback was short-lived. Five days later, I threw "...the pitch that could be heard round the world." My arm had split in two. As I tumbled to the ground, my mind filled with doubt and fear.

After my comeback and fall from the mound, the cancer returned, yet again. The arm refused to get better so I decided to retire from my dream, the game of baseball, in November of 1989. Finally, the arm along with my shoulder blade and the left side of my collarbone had to be amputated for fear the cancer would spread and take my life. Little did I know that the loss of my childhood dream would become a platform to share hope with the suffering around the world.

The challenges I've faced in the years following have taught me volumes and I now travel the country sharing the lessons I've learned—lessons on how to

navigate loss and suffering, and how to experience encouragement and hope. More recently I've been exploring how we define our true worth, learning that it's not what you do that matters most—it's who you are. The experiences of my life have drawn me to discover and share about the value and significance of relationships—relationships with co-workers, family members and anyone else on 'my team.' My personal experiences have also taught me to evaluate life—challenging myself as well as others to press on towards our future goals.

Currently, my busy schedule takes me all over the country, sharing my story and what I've learned to groups of all ages and sizes. My motivational messages are straight from my own experiences with loss and suffering as I seek to powerfully inspire through the encouragement and hope I've discovered along the way.



Registrant Information

Company/Public Entity _____

Main Contact _____

Contact Address _____

City / State / Zip _____

Phone _____

Fax _____

Email _____

Three Ways to Register!

ONLINE:
www.PARMA.com

MAIL TO:
PARMA
One Capitol Mall
Suite 800
Sacramento, CA, 95814

FACSIMILE:
(916) 444-7462

Hotel Reservations

Upon completion of and payment of your registration you will receive a confirmation email with details on reserving a hotel room.

Important Deadlines

12/1/2017 Early Bird Pricing Last Date
12/2/2017 Regular Pricing Start Date
2/9/2018 Onsite Registration Only

Attendee Pricing for Non-PARMA Members

*Registration includes a one-year, non-refundable membership to PARMA.

Only one person from each company needs to register at the nonmember rate.

All others from the same company/entity can use the additional member pricing.

Check here to opt-out of the PARMA membership.

Registration Pricing

	MEMBER EARLY	MEMBER REGULAR	NON MBR EARLY*	NON MBR REGULAR*
Public Entity (1st Person)	\$350.00	\$450.00	\$500.00	\$600.00
Public Entity (2nd and Further Registrations)	\$320.00	\$420.00	\$380.00	\$480.00
Associate Registration	\$800.00	\$900.00	\$1,000.00	\$1,100.00
Sponsor Additional Registrants	\$425.00	\$425.00	\$425.00	\$425.00
Guest	\$350.00	\$350.00	\$350.00	\$350.00
Exhibitor Registration <i>(Additional Registrations After First Two Comps)</i>	\$425.00	\$425.00	\$425.00	\$425.00

Attendees

Type (see chart above)	Fee (see chart above)	Name	Email
Total \$	Upon completion of and payment of your registration you will receive a confirmation email with details on reserving a hotel room.		

Payment Information

Credit Card Check (Check Number _____)

Credit Card Number _____ Exp. Date _____ Security Code _____ Billing Address (include postal code) _____

Name on Card _____ Signature _____

Refund Policy

Requests for refunds must be received in writing. Cancellations postmarked on or before December 5, 2017, will receive a full refund. Membership dues will not be refunded if registering as a nonmember. Cancellations postmarked after December 5, 2017, will be subject to a \$100 service charge. No reimbursement will be given after January 16, 2018 but substitutions will be accepted. Please allow 60 days after the close of the conference for refund processing.

Special Needs? Diet Restrictions? Let us know:

GLOSSARY OF TERMS

Term	Definition
4850	Labor Code Section 4850 provide a special benefit for certain public employees who are essentially in safety and law enforcement positions.
AB 1234	Ethics Education for Local Officials
AB 1825	Harassment Prevention Training for Supervisors
Active Negligence	The party that was negligent took an active part in doing whatever caused the damage. For example, a city digging a hole and someone falls in
ACV (Actual Cash Value)	The amount equal to the replacement cost minus depreciation of a damaged or stolen property at the time of the loss. It is the actual value for which the property could be sold, which is always less than what it would cost to replace it.
Adhesion	When one party has greater power over the other party in drafting the contract (i.e. the provisions of the contract are prepared by one party --the insurer. The other party the insured does not take part in the preparation of the contract).
ATD (Aerosol Transmissible Diseases)	An epidemiologically significant disease that is transmitted via droplet or airborne route.
Aggregate	The term used to describe the cumulative amount of all losses for a period of time.
Aggregate Stop Loss	A financial arrangement with a JPA's excess carrier that caps the aggregate to a predetermined limit at which point the excess carrier would "drop down" and pay losses within the JPIA's SIR, or pooled layer.
AME (Agreed Upon Medical Examiner)	A medical provider who has been certified by the Division of Workers' Compensation by passing an administrative exam. An AME is selected (or agreed upon) by two parties in order to help resolve a dispute about a WC claim.
Aleatory	An insurance contract is aleatory meaning it is contingent on an uncertain event (a loss) that provides for unequal transfer of value between the parties.
ACIP (Alliant Crime Insurance Program)	Program offered by Alliant that created to bring the advantages of group purchase to public entities seeking very broad coverage for illegal acts committed by their employees while on the job.
APIP (Alliant Property Insurance Program)	The largest single property insurance placement in the world. Formed by Alliant Insurance Services in 1993 to meet the unique property insurance needs faced by public entities.
ADA (American Disability Act)	A federal law that prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities. The ADA also establishes requirements for telecommunications relay services. For the U.S. Equal Employment Opportunity Commission office (EEOC office) in your area, call 1-800-669- 4000 or 1-800-669-6820 (TTY).
Assessment company	Providing primarily fire and windstorm insurance for small towns and farmers (charge members a pro rata share of losses at the end of each policy period)
AIS (Associate in Insurance Services)	Professional designation awarded by the Insurance Institute of America (IIA) upon successful completion of four national exams, one specifically designed for this program and the three examinations in the IIA Program in General Insurance.
AGRIP (Association of Governmental Risk Pools)	A national organization of JPA's and public agency insurance pools. Formed for educational, information gathering and political lobbying purposes. Affiliated with PRIMA

GLOSSARY OF TERMS

ALCM (Associate in Loss Control Management)	A professional designation earned after the successful completion of five national examinations given by the Insurance Institute of America (IIA).
ARM (Associate in Risk Management)	A nationally recognized educational program for dedicated risk management professionals, developed by the Insurance Institute of America.
Attachment Point	The dollar amount of a loss where the next layer of insurance begins to pay for the loss.
Automobile Liability	Designed to afford bodily injury and property damage liability coverage associated with owned, non-owned and hired vehicles. May include medical payments, uninsured/underinsured motorists' liability coverages.
Automobile Physical Damage	Usually a first party coverage; however, some entities have "Bailment" or "care, custody and control" liability exposures such as garages, maintenance facilities that service vehicles of others, and parking lots
Best's Rating	A rating system that indicates the operating and financial condition of insurance companies. Information is developed and published annually by the A. M. Best company. Generally one looks for a company with a rating of A VII or better.
BOD/BD (Board of Directors)	Body of elected or appointed members who jointly oversee the activities of a company or organization.
BI (Business Interruption)	A form of insurance coverage that replaces business income lost as a result of an event that interrupts the operations of the business, such as fire or a natural disaster.
CAJPA (California Association of Joint Powers Authorities)	Performs regulatory and legislative lobbying as well as accreditation of Joint Powers Authorities to promote the financial stability of JPAs.
CIPRA (California Institute for Public Risk Analysis)	Organized to develop, analyze and disseminate information on risk management in California's public sector, especially self-insured entities and Joint Powers Authorities
CJPRMA (California Joint Powers Risk Management Authority)	CJPRMA provides the excess coverage to NCCSIF's Liability Program
CSAC (California State Association of Governments)	CSAC is a lobbying, advocacy and service organization representing the state's 58 counties at the state and federal level. Areas of focus include the state budget, health-care reform, corrections reform, transportation funding, water and climate change
CSAC-EIA (California State Association of Governments - Excess Insurance Authority)	CSAC-EIA is a member directed insurance risk sharing pool. The EIA has developed effective risk management solutions to help California public entities proactively control losses and prepare for different exposures. CSAC-EIA provides excess coverage to NCCSIF's workers' compensation pool.
CalTIP (California Transit Insurance Pool)	In 1986 the California Transit Association formed an insurance committee and authorized the preparation of a study of alternative methods of providing liability insurance coverage and began providing liability coverage in 1987.
Catastrophic Loss Reserve	A separate JPIA reserve account designated to pay losses without additional premium assessments to members.
CIC (Certified Insurance Counselor)	An insurance agent professional certification designation

GLOSSARY OF TERMS

CIH (Certified Industrial Hygienist)	CIH is a professional whose job it is to protect the health of workers and the general public. A CIH is educated, trained and certified to recognize health hazards, test the environment for those hazards and determine when they pose a risk to those who might be exposed to them.
CPCU (Chartered Property Casualty Underwriter)	CPCU is a professional designation in property-casualty insurance and risk management
Claim	A demand of a right. In general a demand for compensatory damages, resulting from the actions of another.
Claims Made	A provision of an insurance policy that requires it to pay only for claims presented during the policy period with no regard for when the action causing the claim took place. Typically, a claims-made form also includes a retroactive date setting the earliest date for which a covered occurrence can happen. (Also see "Occurrence")
C&R (Compromise and Release)	A type of settlement in which you receive a lump sum payment and become responsible for paying for your future medical care. A settlement like this must be approved by a workers' compensation judge.
Conditional	An insurance policy includes a number of conditions that both the insured and the insurer must comply with. (i.e. a covered loss occurs, the insured must notify the insurer about the loss and the insurer must use the valuation methods specified in the policy to settle the loss- thus the contract is conditional)
Conditions	Describe the responsibilities and the obligations of both the insured and the insurance company.
CL (Confidence Level)	An estimated probability that a given level of funding will be sufficient to pay actual claim costs. The higher a CL the greater the certainty the actuary has that losses will not exceed the dollar value used to attain the CL.
Contract	A legal agreement between two competent parties that promises a certain performance in exchange for a certain consideration.
Contract of Utmost Good Faith	As the insurance company relies on the truthfulness and integrity of the applicant when issuing a policy. In return, the insured relies on the company's promise and ability to provide coverage and pay claims.
CSP (Certified Safety Professional)	CSP's are qualified persons that are competent and trained to detect and appraise hazardous materials, procedures and activities of workers, materials and work environments. They are highly educated, trained and experienced in the field of safety.
Cumis Counsel	Cumis refers to a lawsuit against the Cumis Insurance Society in which they were found to have controlled the defense attorney to the detriment of their insured. The court determined that the Society should have assigned separate counsel to represent the exclusive interests of the insured. The need for <i>cumis counsel</i> arises in situations where there are significant coverage issues and defense counsel is conflicted between his duty to his client and the obligations to the insurance carrier.
DE9	Quarterly Contribution Return and Report of Wages
Declarations	Contain information such as the name of the insured, the address, the amount of coverage provided, a description of property, and the cost of the policy
Deductible	It is that portion of each claim that is paid by the member at the time of loss. It is in addition to any premium already paid
Defense	A defendant's denial to a complaint or cause of action

GLOSSARY OF TERMS

Definitions	Clarify the meaning of certain terms used in the policy
Deposit Premium	Premium required at the beginning of a policy period based on estimated costs
DIC (Difference In Conditions)	A specialized property insurance policy written to provide coverage for perils not covered in a standard property policy or in the JPIA's Memorandum of Property Coverage. In particular, it is most often used to provide coverage for earthquake and/or flood losses.
D&O (Directors and Officers)	Liability insurance payable to the directors and officers of a company, or to the organization(s) itself, as indemnification (reimbursement) for losses or advancement of defense costs in the event an insured suffers such a loss as a result of a legal action brought for alleged wrongful acts in their capacity as directors and officers.
Directors, Officers and Trustees Liability	Intended to protect nonprofit board members, officers, and directors for faulty decisions, which imperil the entity. Usually written to include entity reimbursement for legal actions and personal liability of specific wrongdoers
DOL (Date of Loss)	Regarding property claims this is usually the date of occurrence of physical damage to property. In WC claims this is usually the date a physical injury occurred to an employee.
Doctrine of reasonable expectations	a policy includes coverages that an average person would reasonably expect it to include regardless of what the policy actually provides
EQ (Earthquake)	a sudden and violent shaking of the ground, sometimes causing great destruction, as a result of movements within the earth's crust or volcanic action
Employers' Liability	Included as part of a worker's compensation insurance policy. Covers liability for losses arising out of injuries to employees that are not covered by statutory workers' compensation benefits
EPL (Employment Practices Liability)	Written to protect an entity from liabilities arising from allegations of discrimination, failure to promote or hire, harassment, ADA responsibilities, wrongful termination, etc.
Endorsement	Any change to the original policy (attached to the policy itself)
Environmental Impairment Liability	Also referred to as "Pollution" and "Pollution Legal" Liability; can be written to protect an entity from actions resulting from contamination of air, water, property. First party (damage to owned property) and third party (liability for damage to others) protections are often provided on the same policy
E&O (Errors and Omissions Insurance)	Professional liability insurance that protects companies and individuals against claims made by clients for inadequate work or negligent actions, usually includes both court costs and any settlements up to the amount specified on the insurance contract.
Errors and Omissions Liability	Excludes bodily injury and property damage; intended to afford protection for the "misfeasance, malfeasance or non-feasance" of public officials, employees and volunteers. May also include incidental medical personnel (paramedics), police and fire personnel, architects and plan checkers, engineers, and on-staff attorneys
Excess Insurance	Insurance that is purchased to provide higher limits than the primary policy or coverage provides
Excess Loss	The portion of a loss that is allocated to, or paid by, excess coverage
Exclusions	Describe the losses for which the insured is not covered
EC (Executive Committee)	Committee within that organization which has the authority to make decisions and ensures that these decisions are carried out.

GLOSSARY OF TERMS

Expected liabilities	Outstanding reserves plus Incurred But Not Reported (IBNR) and Loss Adjustment Expense, discounted at the “Expected” Confidence Level (CL).
Exposure	A condition or situation that presents a possibility of loss (i.e. home built on flood plain is exposed to the possibility of flood damage).
FASB (Financial Accounting Standards Board)	FASB standards, known as generally accepted accounting principles (GAAP), govern the preparation of corporate financial reports and are recognized as authoritative by the Securities and Exchange Commission.
Fidelity Bonds	Written as financial guarantees of employees’ honesty. Personnel with money-handling responsibilities are considered exposures to loss.
Fiduciary Liability	Covers board members, executives and other decision-making personnel with responsibilities for pension funds, retirement plans and employee benefit monies for negligent decisions that result in losses to such funds.
GAAP (Generally Accepted Accounting Principles)	GAAP refers to the standard framework of guidelines for financial accounting used in any given jurisdiction; generally known as accounting standards or standard accounting practice
GASB (Governmental Accounting Standards Board)	GASB is the source of generally accepted accounting principles (GAAP) used by State and Local governments in the United States. As with most of the entities involved in creating GAAP in the United States, it is a private, non- governmental organization.
General Liability	Written to protect the member's assets against liability for property damage of or bodily injury to third parties (see definition of parties).
Hazard	Anything that increases the chance of loss (also see Physical Hazard, Morale Hazard and Moral Hazard).
HIPAA (Health Insurance Portability and Accountability Act)	A federal law enacted in 1996 that protects continuity of health coverage when a person changes or loses a job, that limits health-plan exclusions for preexisting medical conditions, that requires that patient medical information be kept private and
IBNR (Incurred But Not Reported)	It is that part of the total claims that is unknown at any point in time. At any time, NCCSIF has claims that have not been reported or recognized by NCCSIF or has claims recognized by NCCSIF but without knowledge of the cost when such claim is finally closed. NCCSIF uses an actuary to project the costs of these unknown liabilities to NCCSIF - the estimate of funds needed to pay for covered losses that have occurred but have not been reported to the member and/or NCCSIF and expected future development on claims already reported
Incurred Loss	This is the ultimate expected total value of any claim. It includes the amount already paid, plus the estimated amount yet to be paid (reserves)
IIPP (Injury Illness Prevention Program)	Proactive process of assessing workplace hazards prior to an injury being reported
Insurable Interest	Before you can benefit from insurance; you must have a chance of financial loss or a financial interest in the property
Insurance	A contract or device for transferring risk from a person, business, or organization to an insurance company that agrees, in exchange for a premium, to pay for losses through an accumulation of premiums
IRIC (Insurance Requirements in Contracts)	In insurance, the insurance policy is a contract (generally a standard form contract) between the insurer and the insured, known as the policyholder, which determines the claims which the insurer is legally required to pay.

GLOSSARY OF TERMS

ISO (Insurance Services Office, Inc.)	An insurance industry association that collects statistical data for rate making and develops standard insurance policy forms. ISO is the organization that drafted the standard commercial general liability (CGL) commonly used by insurers
Insuring agreements	State in general what is to be covered, also includes a description of what type of property is covered and the perils against which it is insured (i.e. the losses for which the insured will be indemnified)
Inverse Condemnation	Both the United States Constitution and the California Constitution require that a private citizen be compensated if property is "taken" by a public entity. When the property is taken proactively it is called eminent domain. When the property is taken "accidentally," without due course, it is called inverse condemnation. Negligence need not be proven. The claimant's legal expenses are payable in addition to actual damages.
Limit	The most that will be paid in a loss
LRP (Long Range Planning)	Exercise aimed at formulating a long-term plan, to meet future needs estimated usually by extrapolation of present or known needs. It begins with the current status and charts out a path to the projected status, and generally includes short- term (operational or tactical plans) for achieving interim goals.
LAE (Loss Adjustment Expense)	Administrative expense to manage a claim to conclusion - Allocated LAE (ALEA) are expenses attributable to a specific claim such as attorney fees - Unallocated LAE (ULAE) are overhead expenses not attributable to a specific claim such as salaries or office rental.
Loss Ratio	The amount of loss divided by the amount of premium, contributions, payroll or property values.
Master Plan Documents	A document issued by a JPA defining the structure, rights and obligations of the participants and procedures of an insurance or self- funded program
MMI (Maximum Medical Improvement)	When an injured employee's condition is well stabilized and unlikely to change substantially in the next year, with or without medical treatment. Once an employee reaches MMI, a doctor can assess how much, if any, permanent disability resulted from the work injury. See also P&S
MOC (Memorandum of Coverage)	A document issued by a JPA defining the coverage provided to the members
Moral Hazard	A person might create a loss situation on purpose just to collect from the insurance company (i.e. a pre-arranged faked theft of an older vehicle so the owner could collect insurance money and buy something new).
Morale Hazard	An individual, through carelessness or by irresponsible actions, can increase the possibility for a loss (i.e. a person who drives a car carelessly because he knows a loss will be insured if an accident occurs).
Mutual interest company	The insureds are also owners of the company and so they can vote to elect the management of the company (profits are returned to the insureds in the form of dividends or reductions in future premiums)
Named Insured	Any person, firm, or corporation, or any of its members specifically designated by name as insured(s) in the policy as distinguished from others who, although unnamed, are protected by the policy definition. A named insured under the policy has rights and responsibilities not attributed to additional insureds, such as premium payment, premium return, notice of cancellation, and dividend participation

GLOSSARY OF TERMS

Net Assets	(Equity, surplus or Net Position) Total assets less Expected liabilities- the amount of funds remaining after subtracting liabilities at the actuarially determined "Expected" Confidence Level (approx. 50% CL)
Net Contribution	A total contribution for losses less excess insurance costs
Non Vacant land	Refers to land that is occupied and used, and/or has structures on it (i.e. shack, building, park with benches).
Obligee	Is an individual, partnership, corporation, or a government entity which requires the guarantee that an action or service will be performed. If not properly performed, the surety pays the obligee for any damages or fulfills the obligation.
Occurrence	A) In order for NCCSIF to pay a liability claim, it must arise out of an occurrence. This is an accident, event, act or omission to act which results in "damages," "bodily injury," or "property damage" neither expected nor intended from the covered parties' conduct. B) A provision of an insurance policy that requires it to pay for a claim caused during the policy period regardless of when it is presented.
Passive Negligence	The party that was negligent did not take part in the action that caused the damage, but was responsible for somehow allowing it to take place. For example, a city allowed a contractor to dig a hole on city property and someone fell in.
Peril	Cause of a loss
P&S (Permanent and Stationary)	When an employee's medical condition has reached maximum medical improvement. Once an employee is declared P&S, a doctor can assess how much, if any, permanent disability resulted from the work injury. If the disability is rated under the 2005 schedule you will see the term maximal medical improvement (MMI) used in place of P&S. See also MMI
PD (Permanent Disability)	Any lasting disability that results in a reduced earning capacity after maximum medical improvement is reached.
PPE (Personal Protective Equipment)	PPE refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury.
Physical Hazard	A hazard that arises from the condition, occupancy, or use of the property itself (i.e. skateboard left on the porch steps).
Plaintiff	The party who complains or sues in a personal action. A claimant becomes a plaintiff by filing suit.
Pooled Loss	The portion of a loss that is allocated to, or paid by, the self-insured pool. NCCSIF's Liability Program pools, or self-insures, the first \$500,000 of each occurrence. Loss costs exceeding this amount are paid by excess insurance.
Principal	Is an individual, partnership, or corporation who offers an action or service and is required to post a bond. Once bonded, the surety guarantees that he will perform as promised.
Principle of Indemnity	When a loss occurs an individual should be restored to the approximate financial condition he was in before the loss no more and no less.
Property Insurance	This covers the member for damage to its own property, sometimes called first- party coverage.
PARMA (Public Agency Risk Managers Association)	A statewide association for risk managers in the public sector. Educational and lobbying activities.

GLOSSARY OF TERMS

PRIMA (Public Risk Management Association)	A national association for risk managers in the public sector. Formed for educational, information gathering and political lobbying purposes.
Pure Risk	Involves only the possibility of loss
QME (Qualified Medical Examiner)	A medical provider who has been certified by the Division of Workers' Compensation by passing an administrative exam.
Reciprocal company	(to give/take), a member of a reciprocal agrees to share the insurance responsibilities with all other members of the unincorporated group (all members insure each other and share the losses with each other) NOTE: managed by an attorney-in-fact who is empowered to handle all of the business of the reciprocal.
RC (Replacement Cost)	The cost to replace damaged property with like kind and quality, with no deduction for depreciation, but still subject to a "limit"
Reserve	In order to budget for its expected costs and to know when a claim must be reported to the excess coverage, NCCSIF estimates the ultimate expected total value of each claim and "reserves" part of the not paid. As moneys are paid out for a claim, the reserve amount is decreased
Retrospective Premium Adjustment	At the beginning of each policy period, NCCSIF collects a deposit premium representing the estimated costs for that year. Each year a calculation of expenses associated with the policy period are subtracted from the deposit premium. At some point the excess funds will be returned, or shortage of funds will be charged. This process is repeated annually for each coverage year until all claims for that year are closed out and there is no IBNR allocated to that policy year.
Risk	The chance or uncertainty of loss (also see Speculative Risks and Pure Risks)
RIMS (Risk and Insurance Management Society)	National professional organization to promote principles of risk management and assist risk managers in their daily activities
Risk Control	Those risk management techniques designed to minimize the frequency and/or severity of claims. Risk control techniques include exposure avoidance, loss prevention, loss reduction, segregation of loss exposures, and contractual transfer to shift losses to others
Risk Financing	Techniques for generating funds to pay for losses that risk control methods do not entirely eliminate. There are two types of risk financing techniques -- retention and transfer. Retention involves paying for losses using an organization's own assets; transfer involves covering losses by an unrelated entity for a consideration (such as a payment of a premium)
Risk Management	One of the specialties within the general field of management, the process of managing an organization's activities to minimize the adverse effects of accidental losses on a cost-effective basis. Risk management has two components -- risk control and risk financing.
Self-Insured	Coverage of losses from the insured's own funds, rather than an insurance policy. Generally refers to a planned program for financing or otherwise recognizing losses
SIR (Self-Insured Retention)	The maximum amount of exposure to a single loss retained by NCCSIF

GLOSSARY OF TERMS

Severability of Interests Clause	An insurance policy provision clarifying that the word “insured,” as it appears within various parts of a policy, applies severally and not collectively. When there is more than one insured, the effect is as though a separate policy is issued to each insured. Thus, a policy containing such a clause will cover a cross liability claim – a claim made by one insured against another insured. The one exception to the separate application to each insured of a policy containing a severability of interest clause is that the limits are not cumulative; that is, one set of limits applies to all insureds collectively
Special Events	Designed to cover your sponsorship of events, such as fireworks shows, festivals, community/entity celebrations; often written to protect other policies’ loss integrity. Another type of special event coverage, known as a “tenants and permittees” policy, can be issued for third parties who rent or use your owned facilities.
Speculative Risk	Risks in which there exists both the possibility of gain and the possibility of loss (i.e. poker game)
Spread of Risk	The greater the spread of risk the less likely that there will be a catastrophic loss for the insurance company (i.e. NOT insuring every person in a single town that could be hit by a fire which destroys the town= catastrophic loss for the insurance company vs. insuring several people in MANY towns to spread out the risk of a catastrophic loss)
Stock company	Sells stock to stockholders to raise the money necessary to operate the business (profits attributed to the operation of the company are returned as dividends to the stockholders, not the insureds)
Subrogation	The insurer’s right to proceed against a third person if that third person was responsible for a claim paid by the insurer. Employee dishonesty can be subrogated by the insurance company against a dishonest employee
Surety	Is usually a corporation which determines if an applicant (principal) is qualified to be bonded for the performance of some act or service. If so, the surety issues the bond. If the bonded individual does not perform as promised, the surety performs the obligation or pays for any damages.
TD (Temporary Disability Benefits)	Payments an employee receives if they lose wages because of a work related injury which prevents them from doing their usual job while recovering.
TPA (Third Party Administrator)	TPA is a person or organization that processes claims and performs other administrative services in accordance with a service contract, usually in the field of employee benefits.
TIV (Total Insured Values)	The values shown on a member city’s schedule or appraisal for property coverage. Only those items shown on the schedule are covered for loss.
TRIA (Terrorism Risk Insurance Act)	TRIA is a United States federal law signed into law by President George W. Bush on November 26, 2002. The Act created a federal “backstop” for insurance claims related to acts of terrorism.
Vacant land	Refers to land that is unoccupied and unused, and/or has no structures on it.
VIN (Vehicle Identification Number)	Unique code including a serial number, used by the automotive industry to identify individual motor vehicles, towed vehicles, motorcycles, scooters and mopeds as defined in ISO 3833.

2017 NCCSIF Organizational Chart

MEMBER ENTITY	BOARD OF DIRECTORS	BOARD ALTERNATES	RISK MANAGEMENT COMMITTEE	POLICE RISK MANAGEMENT COMMITTEE
City of ANDERSON	EC / CC Liz Cottrell	Jeff Kiser	Liz Cottrell	Chief Michael Johnson
City of AUBURN	Nita Wracker	<i>Vacant</i>	Shari Harris	Chief John Ruffcorn (Chair)
City of COLUSA	EC Toni Benson	<i>Vacant</i>	<i>Vacant</i>	Chief Josh Fitch
City of CORNING	EC Kristina Miller	Tom Watson	Tom Watson	Chief Jeremiah Fears
City of DIXON	Rachel Ancheta	Kim Stalie	Rachel Ancheta	Chief Robert Thompson
City of ELK GROVE	Brad Koehn	Kara Reddig	Jim Ramsey	Lieutenant Jeff Scott
City of FOLSOM	Jim Francis	Kristine Haile	Kristine Haile	Chief Cynthia Renaud
City of GALT	Cora Hall	Eugene Palazzo	Cora Hall	Chief Tod Sockman
City of GRIDLEY	<i>Vacant</i>	Elisa Arteaga	<i>Vacant</i>	Chief Dean Price
City of IONE	Jon Hanken	Lori McGraw	Jon Hanken	Chief Tracy Busby
City of JACKSON	Yvonne Kimball	Dalacie Blankenship	Yvonne Kimball	Chief Scott Morrison
City of LINCOLN	EC / CJPRMA Rep. Astrida Trupovnieks	Ruthann Codina	Astrida Trupovnieks	Chief Doug Lee
City of MARYSVILLE	EC <i>Vacant</i>	Walter Munchheimer	<i>Vacant</i>	<i>Vacant</i>
City of NEVADA CITY	Loree' McCay	Catrina Olson	Loree McCay	Chief Tim Foley
City of OROVILLE	VP / EC / CC Liz Ehrenstrom (Vice-Chair)	<i>Vacant</i>	Liz Ehrenstrom (Chair)	Asst. Chief Allen Byers
Town of PARADISE	Gina Will	Crystal Peters	Crystal Peters	Lieutenant Eric Reinbold
City of PLACERVILLE	P / EC / CC Dave Warren (Chair)	Cleve Morris	Dave Warren	Chief James Ortega
City of RED BLUFF	EC Sandy Ryan	Anita Rice	Sandy Ryan	Chief Kyle Sanders (Vice-Chair)
City of RIO VISTA	<i>Vacant</i>	Robert Hickey	<i>Vacant</i>	Chief Dan Dailey
City of ROCKLIN	Steven Rudolph	Kimberly Sarkovich	Steven Rudolph	Chief Chad Butler
City of WILLOWS	T / EC / CC Tim Sailsbery	<i>Vacant</i>	Wayne Peabody	Chief Jason Dahl
City of YUBA CITY	EC / CC Natalie Springer	Robin Bertagna	Sheleen Loza	Chief Robert Landon

OFFICERS

P = President **VP = Vice President**
S = Secretary **T = Treasurer**
CJPRMA Board Rep.

EC = Executive Committee
CC = Claims Committee

PROGRAM ADMINISTRATORS (Alliant Insurance Services)
Marcus Beverly
Michael Simmons
Raychelle Maranan

CLAIMS ADMINISTRATORS (York Risk Services)
Dorienne Zumwalt
Cameron Dewey (Liability)
Steven Scott (Workers' Comp)

RISK CONTROL CONSULTANTS (Bickmore)
Enriqueta (Henri) Castro
Tom Kline
Jeff Johnston
Gail Zeigler

ADVISORS
Byrne Conley (Legal)
James Marta (Accounting)
Alana Theiss (Accounting)



2018 MEETING CALENDAR

- Thursday, February 1, 2018 **Police Risk Management Committee** at 10:00 a.m.

- Thursday, March 22, 2018 *Executive Committee* at 10:00 a.m.
Claims Committee at 11:30 a.m.

- Thursday, April 26, 2018 **Risk Management Committee** at 10:00 a.m.
Board of Directors at 12 noon

- Thursday, May 3, 2018..... **Police Risk Management Committee** - 10:00 a.m.

- Thursday, May 17, 2018..... **Claims Committee** at 10:00 a.m.
Executive Committee at 11:30 a.m.

- Thursday, June 14, 2018..... **Risk Management Committee** at 10:00 a.m.
Board of Directors at 12 noon

- Thursday, August 2, 2018 **Police Risk Management Committee** at 10:00 a.m.

- Thursday, September 27, 2018..... **Claims Committee** at 10:00 a.m.
Executive Committee at 11:30 a.m.

- Thursday, October 25, 2018..... **Risk Management Committee** at 10:00 a.m.
Board of Directors at 12:30 p.m.

- Thursday, November 1, 2018..... **Police Risk Management Committee** at 10:00 a.m.

- Thursday, December 13, 2018 **Board of Directors** at 10:00 a.m.

Meeting Location: Rocklin Event Center - Garden Room (except February - Ballroom)
 2650 Sunset Boulevard, Rocklin, CA 95677

Note: *Additional Claims Committee Meetings may be scheduled as needed for Claims Authority approval which will be held via teleconference.*



RISK MANAGEMENT VENDOR SERVICES MATRIX

As a member of NCCSIF, your City/Town has many risk management resources available. This Vendor Services Matrix is designed to assist you with identifying and locating these resources. Vendor names and service categories are hyperlinked, so you can easily navigate through the matrix for specific resources and contact information. The **BACK** button will bring you back to this home page. If you have any questions, contact Henri Castro at Bickmore Risk Services, 800.541.4591, ext. 4614, or hcastro@brsrisk.com.

SERVICE CATEGORY*		BRS	CSAC-EIA	TARGET SOLUTIONS	OCCU - MED	APIP	LEXIPOL	ACI EAP	CAL-TIP	DKF SOLUTIONS GROUP
Page:										
1	Telephone Hotline - Questions & Guidance	X								
1	Hazard & Safety Assessment	X								X
2	Program/Policy Development	X	X				X			X
	Safety Materials/Web-based Courses/Videos	X	X	X						X
2	On-Site Training	X	X							X
3	Ergonomic Evaluations	X								
3	Risk Management Webinars	X	X			X				
3	Employer Pull Notice Program		X							
4	Pre-Employment Medical Services				X					
5	Employee Assistance Program - Health & Wellness							X		
5	Transit Resources (available to CalTIP members)								X	

* Services and resources are available at no additional cost unless specifically noted.



RISK MANAGEMENT VENDOR SERVICES MATRIX

Vendor Contact Information

Vendor Name	Contact Information	Services Provided
BRS - Bickmore Risk Services Risk Management Services Provider	Enriqueta Castro (Henri) Office: 800.541.4591, ext. 4614 Email: hcastro@brsrisk.com Website: http://riskcontrol.brsrisk.com/	<ul style="list-style-type: none"> ▪ Telephone Hotline - Questions & Guidance ▪ Hazard & Safety Assessment ▪ Program/Policy Development ▪ Ergonomic Evaluations ▪ On-site Training ▪ Safety Materials ▪ On-line Streaming Videos ▪ Webinars - WC and Liability Risk Management Topics
CSAC-EIA Excess Workers' Compensation Coverage	Travis Clemmer Kristen Calderon (video library) Office: 916.850.7300 Email: tclemmer@csac-eia.org Website: www.CSAC-EIA-eia.org	<ul style="list-style-type: none"> ▪ Program/Policy Development (additional member cost) ▪ On-site Training ▪ Safety Materials ▪ Video Library ▪ Webinars - WC Risk Management Topics
Target Solutions Web-based Resources available through CSAC-EIA	Website: http://www.targetsolutions.com/eia/	<ul style="list-style-type: none"> ▪ Web-based Courses* ▪ Records Management <p><i>*EIA members are able to access the standard course library at no cost. However, there is a cost to the member for the premium content listed under "Additional Courses"</i></p>
CJPRMA - California Joint Powers Risk Management Authority Excess Liability Coverage	David Clovis - General Manager Office: 925.290.1316 Email: david@cjprma.org Website: http://www.cjprma.org/	<ul style="list-style-type: none"> ▪ Regional Training provided on a variety of Liability-related Topics





RISK MANAGEMENT VENDOR SERVICES MATRIX

Vendor Contact Information

Vendor Name	Contact Information	Services Provided
Occu-Med Pre-employment Medical Services	Bill Vogeler Office: 559.435.2800, ext. 101 Email: bvogeler@occu-med.com Website: www.occu-med.com	<ul style="list-style-type: none"> Review of Pre-placement Medical Exams Job Analysis <i>Additional Cost to Member</i>
APIP - Alliant Property Insurance Program	Contact Marcus Beverly, Alliant Insurance Services, for questions.	<ul style="list-style-type: none"> Webinars - Property Risk Management Topics
Lexipol Police risk management policies	Contact Marcus Beverly, Alliant Insurance Services, for policy updates.	<ul style="list-style-type: none"> Police Risk Management Policies and Procedures
ACI Employee Assistance Program	Colleen Shuster, Account Manager Office: 858.529.0171 Email: cshuster@acispecialtybenefits.com Website: www.acieap.com	<ul style="list-style-type: none"> Employee Assistance Program provided at an <i>Additional Cost to Member</i>
CalTIP - California Transit Insurance Pool Self-insurance program for public transit operators	Lee Sorenson, Bickmore Risk Services Office: 800.541.4516. ext. 1168 Email: lsorenson@brsrisk.com Website: http://www.caltiponline.org/	<ul style="list-style-type: none"> Transit Specific Risk Management Resources for Member Cities (Auburn, Dixon, and Folsom)
DKF Solutions Group, LLC	David Patzer Office: 707.373.9709 Email: dpatzer@dkfsolutions.com Website: http://www.dkfsolutions.com	<ul style="list-style-type: none"> Sewer Risk Management Additional cost to member



RISK MANAGEMENT VENDOR SERVICES MATRIX

Vendor Contact Information

Vendor Name	Contact Information	Services Provided
Total Aquatic Management	Jim Wheeler Office: 510.523.3155 Email: jim@totalaquaticmanagement.com swimnjim@hotmail.com Website: http://www.totalaquaticmanagement.webs.com	<ul style="list-style-type: none">▪ Aquatic Safety services▪ Certified Pool Operator (CPO) Trainings▪ Additional cost to member





RISK MANAGEMENT VENDOR SERVICES MATRIX

<p>Telephone Hot Line Questions/Guidance</p>	<p>BICKMORE RISK SERVICES BRS is NCCSIF’s risk control services provider. Henri is your point of contact for your risk management questions and guidance.</p> <p>Enriqueta Castro, CSP (Henri) 800.541.4591, ext. 4614 Email: hcastro@brsrisk.com</p>
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<p>Hazard & Safety Assessment</p>	<p>BICKMORE RISK SERVICES A comprehensive Hazard & Safety Assessment is completed for each city to help identify risk management strengths and improvement opportunities. The assessment is used as a tool to help prioritize risk management efforts. It includes best practices in the following areas:</p> <table border="0"> <tr> <td>1. Risk Management Program Overview</td> <td>12. Emergency Response & Management</td> <td>23. Lockout-Tagout</td> </tr> <tr> <td>2. Aerial Lift Operations</td> <td>13. Employment Practices Liability</td> <td>24. Parks & Recreation Operations</td> </tr> <tr> <td>3. Aerosol Transmissible Diseases (ATD) Control</td> <td>14. Ergonomic Injury Management</td> <td>25. Personal Protection Equipment</td> </tr> <tr> <td>4. ADA Compliance</td> <td>15. Fire Department Operations</td> <td>26. Police Department Operations</td> </tr> <tr> <td>5. Animal Control Services</td> <td>16. Fire Prevention Program</td> <td>27. Respiratory Protection Program</td> </tr> <tr> <td>6. Automobile & Fleet Liability</td> <td>17. Forklifts & Powered Industrial Trucks</td> <td>28. Return-to-Work & Transitional Duty</td> </tr> <tr> <td>7. Blood Borne Pathogens ECP</td> <td>18. Hazard Communication Program</td> <td>29. Sewers Liability Management</td> </tr> <tr> <td>8. Business Continuity Plan</td> <td>19. Hearing Conservation Program</td> <td>30. Sidewalks Liability Management</td> </tr> <tr> <td>9. Confined Space Entry Program</td> <td>20. Heat Illness Prevention Program</td> <td>31. Traffic Engineering</td> </tr> <tr> <td>10. Contractor Selection & Control</td> <td>21. Information Technology</td> <td>32. Trenching & Excavation Operations</td> </tr> <tr> <td>11. Contractual Transfer of Risk</td> <td>22. Injury & Illness Prevention Program</td> <td>33. Urban Forest Management</td> </tr> <tr> <td></td> <td></td> <td>34. Work Zone Safety</td> </tr> </table>	1. Risk Management Program Overview	12. Emergency Response & Management	23. Lockout-Tagout	2. Aerial Lift Operations	13. Employment Practices Liability	24. Parks & Recreation Operations	3. Aerosol Transmissible Diseases (ATD) Control	14. Ergonomic Injury Management	25. Personal Protection Equipment	4. ADA Compliance	15. Fire Department Operations	26. Police Department Operations	5. Animal Control Services	16. Fire Prevention Program	27. Respiratory Protection Program	6. Automobile & Fleet Liability	17. Forklifts & Powered Industrial Trucks	28. Return-to-Work & Transitional Duty	7. Blood Borne Pathogens ECP	18. Hazard Communication Program	29. Sewers Liability Management	8. Business Continuity Plan	19. Hearing Conservation Program	30. Sidewalks Liability Management	9. Confined Space Entry Program	20. Heat Illness Prevention Program	31. Traffic Engineering	10. Contractor Selection & Control	21. Information Technology	32. Trenching & Excavation Operations	11. Contractual Transfer of Risk	22. Injury & Illness Prevention Program	33. Urban Forest Management			34. Work Zone Safety
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RISK MANAGEMENT VENDOR SERVICES MATRIX

Program & Policy Development	<p>BICKMORE RISK SERVICES Our risk control service includes assistance with the development and implementation of Cal/OSHA required written programs such as Injury & Illness Prevention Program, Hazard Communication Program, Aerosol Transmissible Diseases Procedures for fire and police, Bloodborne Pathogens Exposure Control Plan, etc. Our website also includes sample programs and guides.</p> <p>CSAC-EIA (Additional Cost) CSAC-EIA loss prevention specialists are available to provide assistance with program development at an additional cost to NCCSIF members. Contact CSAC-EIA directly for assistance.</p> <p>LEXIPOL NCCSIF members have access to the police risk management policies offered through Lexipol.</p>
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On-Site Training	<p>BRS On-site training is available to members on a variety of workers' compensation, liability, and EPL exposures. Training topics include, but are not limited to, Cal/OSHA program requirements, hazard inspections, accident investigation, forklift certification, driver training, sexual harassment, CPR certification, various workplace safety topics, and more. Contact Henri Castro to discuss and schedule on-site training.</p> <p>CSAC-EIA CSAC-EIA is available to conduct a variety of workers' compensation related safety training at an additional cost to members. Contact Travis Clemmer to discuss available topics and scheduling.</p> <p>CJPRMA Every year CJPRMA conducts up to five regional training workshops throughout California. In the past, topics have included contractual risk transfer, police liability, parks and recreation liability, and sidewalk liability controls. CJPRMA will send the training announcement to Alliant, who will then forward to all NCCSIF members.</p>
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RISK MANAGEMENT VENDOR SERVICES MATRIX

Ergonomic Evaluations	<p>BRS BRS is available to conduct office and industrial ergonomic evaluations for all members. Contact Henri Castro to discuss and schedule ergonomic evaluations.</p>
Risk Management Webinars	<p>BRS Throughout the year, BRS risk control staff conducts webinars on a wide range of safety topics such as heat illness prevention, scaffold safety, disaster management, and new safety regulations. Our goal is to communicate relevant safety information in an all-inclusive and cost-effective way. NCCSIF members will receive webinar announcements via email. The one-hour webinars are recorded and available to view at any time on the BRS Risk Control website.</p> <p>CSAC-EIA CSAC-EIA conducts several workers' compensation related webinars throughout the year, which are available to all NCCSIF members. Contact Travis Clemmer to ensure your city is included in the announcement distribution.</p> <p>APIP NCCSIF members have access to all APIP property related webinars. Contact Marcus Beverly to ensure your city is included in the announcement distribution. Recorded webinars are also available on the BRS Risk Control website.</p>
Employer Pull Notice Program	<p>CSAC-EIA & TARGET SOLUTIONS (Additional cost to members) CSAC-EIA and Target Solutions have partnered with A-Check America to automate your Employer Pull Notice (EPN) program. Using this program, you can electronically monitor your employees' driving records and receive notification within hours of a reportable incident.</p> <p>You can access your driver roster and key data from a dashboard within Target Solutions. This data is accessible only to you and A-Check America and features a summary of the number of drivers added and removed from the system, an overview of the violations and accidents that have occurred, and a breakdown of your employees' license renewal status. For additional information go to www.CSAC-EIA-eia.org, Services/Loss Prevention/Target Solutions Platform.</p>



RISK MANAGEMENT VENDOR SERVICES MATRIX

Pre-Employment Medical Services

OCCU-MED

Services offered at an additional cost:

- Review of Pre-Placement Medical Exams
- Job Analysis
- Maintaining a network of qualified and trained medical providers and medical specialists for necessary exams
- Conducting job analyses and preparing job profiles and medical examination profiles
- Providing orientation of client staff in the legal/medical/risk management and human resources aspects of our service
- Scheduling and harvesting of pre-placement medical exams
- Organizing and managing return-to-work and fitness-for-duty exams
- Evaluating medical information in relation to the essential duties of jobs in a legally defensible manner (EXAMQA®)
- Communicating directly with applicants to obtain the confidential medical information that is needed for clearance for a particular job (RDQA)
- Developing “Occu-Panels” with a national laboratory that allows for the selection of only those tests for the blood chemistry panel that are compliant with state law for each job class
- Performing bill review for the medical exams performed by clinics
- Providing customized services such as OSHA Respirator Questionnaire Evaluations, Bloodborne Pathogen Programs, and clinic trainings



RISK MANAGEMENT VENDOR SERVICES MATRIX

<p>Employee Assistance Program</p>	<p>ACI Services offered at an additional cost:</p> <ul style="list-style-type: none"> – Employee Assistance Program (Additional cost to members) Employees and their family members can receive up to three counseling visits per year. The family members do not need to be within the same residence. The visits are considered short-term resolution. If the person needs additional counseling, ACI will help them transition into their private insurance plan. – Legal and Financial Services (Additional cost to members) Employees and their family members have unlimited access to telephonic legal and financial services.
<p>Transit Resources</p>	<p>CalTIP - California Transit Insurance Pool Self-insurance program for public transit operators. Member cities include Auburn, Dixon, and Folsom.</p> <p>Programs and Safety Materials</p> <ul style="list-style-type: none"> – System Safety Program Plan (SSPP) Development – SSPP Implementation Assessment & Follow-up Process – SAMPA Fleet Watch Paperless DMV EPN Program – Bus Operator Selection Survey (BOSS) – CalTIP Risk Profile – APTA Membership – Bus Stop Location & Design Evaluation Program – Digital Video Event Recorder System – Mobility Device Marking & Tethering Program – APTA Safety Standards – Best Practices – Bus Stop Toolkit – Pedestrian Safety Guide for Transit Agencies – Safety Posters and Flyers

NCCSIF RESOURCE CONTACT GUIDE

<p><u>PROGRAM ADMINISTRATION</u> Alliant Insurance Services, Inc. 2180 Harvard Street, Suite 460 Sacramento, CA 95815 Main: (916) 643-2700 Fax: (916) 643-2750 www.alliant.com</p>	
SUBJECT	MAIN CONTACT
<p>JPA MANAGEMENT ISSUES</p> <ul style="list-style-type: none"> ➤ Governance - policies and procedures, program budget/funding, financial analysis, program management, personnel, contracts, consultants. ➤ Coverage - coverage questions, quotations, new members, development of shared risk program coverage agreements, RFPs for services, actuary liaison, excess insurance/additional coverage marketing (Crime coverage, etc.), program development. ➤ Risk Management - Insurance Requirements in Contracts (IRIC), third party contract review, hold harmless and indemnification clauses, risk management program planning, RFPs for JPA payment approval of budgeted funds. 	<p>Marcus Beverly Michael Simmons Raychelle Maranan</p>
<p>JPA ADMINISTRATIVE ISSUES</p> <ul style="list-style-type: none"> ➤ Meetings & Compliance - agendas; minutes; development/maintenance of governing documents, development/interpretation of policies & procedures, JPA state compliance, Form 700, changes in Board members, website updates. ➤ Certificates - certificates of coverage, additions/deletions of coverages, special events liability coverage, automobile identification cards, auto/mobile equipment physical damage programs. 	<p>Raychelle Maranan Michelle Minnick Marcus Beverly</p>
<p>Michael Simmons (415) 403-1425 / (925) 708-3374 cell Marcus Beverly (916) 643-2704 / (916) 660-2725 cell Raychelle Maranan (916) 643-2712</p>	<p>msimmons@alliant.com Marcus.Beverly@alliant.com Raychelle.Maranan@alliant.com</p>
<p style="text-align: center;"><u>ACCOUNTING SERVICES</u> James Marta & Company CPAs 701 Howe Avenue, Suite E3 Sacramento, CA 95825 Main: (916) 993-9494 · Fax: (916) 993-9489 www.jpmpca.com</p> <p style="text-align: center;">Jim Marta, CPA - jmarta@jpmpca.com Alana Theiss, CPA - atheiss@jpmpca.com - ext. 12</p>	<p style="text-align: center;"><u>SAFETY & RISK CONTROL SERVICES</u> Bickmore 1750 Creekside Oaks Drive, Suite 200 Sacramento, CA 95833 Main: (800) 541-4591 Fax: (855) 242-8919 www.bickmore.net</p> <p>Henri Castro - hcastro@bickmore.net - (916) 244-1107 Gail Zeigler - gzeigler@bickmore.net - (916) 244-1108 <i>Police Risk Management</i> Tom Kline - tkline@bickmore.net - (916) 244-1121</p>

NCCSIF RESOURCE CONTACT GUIDE

<p style="text-align: center;"><u>CLAIMS ADMINISTRATION</u> York Risk Services Group, Inc. P.O. Box 619079 Roseville, CA 95661-9058 Main: (916) 783-0100 · Fax (866) 548-2637 www.yorkrsg.com</p>	<p style="text-align: center;"><u>EMPLOYEE ASSISTANCE PROGRAM</u> ACI Specialty Benefits Corporation 6480 Weathers Place, Suite 300 San Diego, CA 92121 Main: (800) 932-0034 · Fax: (858) 452-7819 www.acispecialtybenefits.com Colleen Shuster, Account Manager cshuster@acispecialtybenefits.com (858) 529-0171 Direct</p>								
<p>CLAIMS LIABILITY CONTACTS Report Claims To: NCalYorkLiabilityClaims@yorkrsg.com</p>	<p>CLAIMS WORKERS' COMPENSATION CONTACTS</p>								
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Alex Davis, Claims Analyst (925) 349-3890 alex.davis@yorkrsg.com <i>Handles All Cities As Needed</i></p> <p>Gianna Polli, Subrogation Specialist (916) 580-2452 gianna.polli@yorkrsg.com <i>Handles All Cities As Needed</i></p> <p>John Tucker, Senior Adjuster (209) 320-0804 john.tucker@yorkrsg.com <i>Dixon, Galt, Ione, Rio Vista</i></p> <p>Kelley Winters, Senior Adjuster (916) 960-1024 kelley.winters@yorkrsg.com <i>Auburn, Lincoln, All Cities As Needed</i></p> <p>Erica Nichols, Adjuster (916) 960-1026 erica.nichols@yorkrsg.com <i>Folsom, Rocklin, All Cities As Needed</i></p> <p>Dan Lamb, Senior Adjuster (209) 795-0742 dan.lamb@yorkrsg.com <i>Jackson</i></p> </td> <td style="width: 50%; vertical-align: top;"> <p>Irina Ganchenko, Adjuster (916) 746-8856 irina.ganchenko@yorkrsg.com <i>Handles All Cities As Needed</i></p> <p>Sarah Briasco, Recovery Specialist (916) 960-0920 sarah.briasco@yorkrsg.com <i>Handles All Cities As Needed</i></p> <p>Kenneth Sloan, Senior Adjuster (916) 960-0927 ken.sloan@yorkrsg.com <i>Galt, Rio Vista</i></p> <p>Craig Nunn (530) 768-4801 craig.nunn@yorkrsg.com <i>Red Bluff, All Cities As Needed</i></p> <p>D'Ana Seivert, Adjuster/Subro Unit Mgr (916) 960-0980 dana.seivert@yorkrsg.com <i>Handles All Cities As Needed</i></p> <p>Shawn Millar, Senior Adjuster (530) 345-5998 shawn.millar@yorkrsg.com <i>Colusa, Gridley, Marysville, Oroville, Paradise, Willows, Yuba City</i></p> </td> </tr> </table> <p style="text-align: center;">Cameron Dewey, AIC, PCLA, Unit Manager (530) 243-3249 cameron.dewey@yorkrsg.com</p> <p style="text-align: center;"><u>RESOURCES</u></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; 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<p>Alex Davis, Claims Analyst (925) 349-3890 alex.davis@yorkrsg.com <i>Handles All Cities As Needed</i></p> <p>Gianna Polli, Subrogation Specialist (916) 580-2452 gianna.polli@yorkrsg.com <i>Handles All Cities As Needed</i></p> <p>John Tucker, Senior Adjuster (209) 320-0804 john.tucker@yorkrsg.com <i>Dixon, Galt, Ione, Rio Vista</i></p> <p>Kelley Winters, Senior Adjuster (916) 960-1024 kelley.winters@yorkrsg.com <i>Auburn, Lincoln, All Cities As Needed</i></p> <p>Erica Nichols, Adjuster (916) 960-1026 erica.nichols@yorkrsg.com <i>Folsom, Rocklin, All Cities As Needed</i></p> <p>Dan Lamb, Senior Adjuster (209) 795-0742 dan.lamb@yorkrsg.com <i>Jackson</i></p>	<p>Irina Ganchenko, Adjuster (916) 746-8856 irina.ganchenko@yorkrsg.com <i>Handles All Cities As Needed</i></p> <p>Sarah Briasco, Recovery Specialist (916) 960-0920 sarah.briasco@yorkrsg.com <i>Handles All Cities As Needed</i></p> <p>Kenneth Sloan, Senior Adjuster (916) 960-0927 ken.sloan@yorkrsg.com <i>Galt, Rio Vista</i></p> <p>Craig Nunn (530) 768-4801 craig.nunn@yorkrsg.com <i>Red Bluff, All Cities As Needed</i></p> <p>D'Ana Seivert, Adjuster/Subro Unit Mgr (916) 960-0980 dana.seivert@yorkrsg.com <i>Handles All Cities As Needed</i></p> <p>Shawn Millar, Senior Adjuster (530) 345-5998 shawn.millar@yorkrsg.com <i>Colusa, Gridley, Marysville, Oroville, Paradise, Willows, Yuba City</i></p>								
<p>Mike Berndt Assistant Vice President Liability (925) 349-3891 mike.berndt@yorkrsg.com</p>	<p>Dori Zumwalt Senior Account Manager Client Services (916) 960-1017 dorienne.zumwalt@yorkrsg.com</p>								
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Northern California Cities Self Insurance Fund

Travel Reimbursement Expense Form

Member Representative: _____

Entity: _____

Payee Address: _____

Meeting or Committee: _____

Date of Meeting: _____

Location of Meeting: _____

Total Mileage: _____

Payment Made to:

Signature _____ Date _____