



**NCCSIF  
Risk Management Committee Meeting  
AGENDA**

**Date:** Thursday, April 24, 2014  
**Time:** 10:00 a.m.  
**Location:** Lincoln City Hall (Third Floor Conference Room)  
 600 Sixth Street  
 Lincoln, CA  
 (530) 894-6699

**A – Action**  
**I – Information**  
  
 1 – Attached  
 2 – Hand Out  
 3 – Separate Cover  
 4 – Verbal  
 5 – Previously Mailed

**MISSION STATEMENT**

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

- A. CALL TO ORDER**
- B. PUBLIC COMMENTS**
- C. APPROVAL OF AGENDA AS POSTED** **A 1**
- pg. 01 **D. CONSENT CALENDAR** **A 1**  
*All matters listed under the consent calendar are considered routine with no separate discussion necessary. Any member of the public or Risk Management committee may request any item to be considered separately.*
- pg. 02 1. Minutes of the Risk Management Committee Meeting – January 16, 2014
- E. RISK MANAGEMENT BUSINESS**
- pg. 06 1. **Risk Control Services Summary as of March 31, 2014** **I 1**  
*Mr. Tom Kline will provide the Committee with an update on the services Bickmore has provided NCCSIF members for the 2013/2014 program year to date.*
- pg. 22 2. **Police Risk Management Committee Meeting Summary** **I 1**  
*Mr. Tom Kline will provide the Committee with a summary of the January 10, 2014 NCCSIF Police Risk Management Committee Meeting.*
- pg. 26 3. **Update on Police Risk Management Budget for 2014/2015** **I 2**  
*The Committee will receive an update of a Police Risk Management Committee Budget for the 2014/2015 program year.*



**F. INFORMATION ITEMS**

**I 1**

pg. 27 1. NCCSIF Travel Reimbursement Form

**G. ADJOURNMENT**

**UPCOMING MEETINGS**

Police Risk Management Committee Meeting – May 15, 2014

Executive Committee Meeting – May 29, 2014

Claims Committee Meeting – May 29, 2014

Risk Management Committee Meeting – June 12, 2014

Board of Directors Meeting – June 12, 2014

*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 Johnny Yang at Alliant Insurance at (916) 643-2712.*

*The Agenda packet will be posted on the NCCSIF website at [www.nccsif.org](http://www.nccsif.org). Documents and material relating to an open session agenda item that are provided to the NCCSIF Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at 1792 Tribute Road, Suite 450, 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*



**Risk Management Committee Meeting  
April 24, 2014**

**Agenda Item D.**

## **CONSENT CALENDAR**

### **ACTION ITEM**

**ISSUE:** The Risk Management Committee should review items on the Consent Calendar and, if there is any item requiring clarification or amendment, such item(s) should be pulled from the agenda for separate discussion. The Risk Management Committee should approve the Consent Calendar excluding those items pulled. Any items removed from Consent will be agendized later during the meeting as recommended by the Chair and approved by the Committee.

**RECOMMENDATION:** It is the recommendation of Staff to approve the Consent Calendar after review by the Risk Management Committee.

**FISCAL IMPACT:** None

**BACKGROUND:** The Committee places the following items on the Consent Calendar for approval. The Committee may approve the Consent Calendar items as presented, or any individual may request that an item be pulled for discussion and separate action during the meeting. Remaining items would then be approved by action of the Committee.

### **ATTACHMENTS:**

1. Minutes of the Risk Management Committee Meeting – January 16, 2014



**MINUTES OF THE  
NCCSIF RISK MANAGEMENT COMMITTEE MEETING  
LINCOLN CITY HALL, LINCOLN, CA  
JANUARY 16, 2014**

**MEMBERS PRESENT**

George Silva, City of Dixon  
Jim Ramsey, City of Elk Grove  
Michael Daly, City of Jackson  
John Lee, City of Lincoln  
Matt Michaelis, City of Marysville  
Corey Shaver, City of Nevada City  
Liz Ehrenstrom, City of Oroville  
Crystal Peters, Town of Paradise  
Tom Watson, City of Placerville  
Sandy Ryan, City of Red Bluff  
Russell Hildebrand, City of Rocklin

**MEMBERS ABSENT**

City of Anderson  
City of Auburn  
City of Colusa  
City of Corning  
City of Folsom  
City of Galt  
City of Ione  
City of Jackson  
City of Rio Vista  
City of Willows  
City of Yuba City

**GUESTS & CONSULTANTS**

Johnny Yang, Alliant Insurance Services, Inc.  
Henri Castro, Bickmore

**A. CALL TO ORDER**

The meeting was called to order at 10:37 a.m.



**B. PUBLIC COMMENTS**

There were no public comments made.

**C. APPROVAL OF AGENDA AS POSTED**

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

**MOTION:** Michael Daly    **SECOND:** Russell Hildebrand    **MOTION CARRIED UNANIMOUSLY**

**D. CONSENT CALENDAR**

1. Minutes of the Risk Management Committee Meeting – October 10, 2013

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

**MOTION:** Russell Hildebrand    **SECOND:** Jim Ramsey    **MOTION CARRIED UNANIMOUSLY**

**E. RISK MANAGEMENT BUSINESS**

**E1. Risk Control Service as of December 31, 2013**

Ms. Henri Castro provided the Committee with an update on the services Bickmore has provided NCCSIF members during the 2013/2014 program year to date. She explained that this year has been very busy with many IIPP reviews and great process with respects to the Member Assessments and Action Plans being implemented. She noted that Bickmore has hired additional staff to assist in the increased projects received from all pools they service and asked the feedback be provided with respects to their additional staff. Bickmore currently has seven total trainers to assist their pools.

Ms. Castro advised that there is an upcoming Confined Space Rescue Training being scheduled which is an eight hour class and if any members have interest in this training to contact her for a copy of the flyer. She is also working to host a Regional Training on February 24<sup>th</sup>, 2014 regarding Flagger Safety which will most likely be held at Lincoln and/or Red Bluff.

Another project she is working on is a safety communication on electronic cigarettes. Some counties have drafted their own laws on electronic cigarettes. She advised that California Senate Bill 648 is attempting to include electronic cigarettes within the existing tobacco law. There has been no progress as the FDA has still not made a decision on this item. There has been no study suggesting second hand exposure contains nicotine so CalOSHA has still not yet made any suggestions regarding the use of electronic cigarettes in the workplace.



## **E2. Police Risk Management Committee Meeting Summary**

Ms. Liz Ehrenstrom provided the Committee with a summary of the August 15, 2013 Police Risk Management Committee meeting. She explained that the Police Risk Management Committee had an officer involved shootings training session with discussion on lessons learned from cases in the past. The Police Risk Management Committee also requested to have training on a Physical Fitness for Duty. She advised there was also discussion on the most frequent causes of losses within the Police Department which were Civil Rights Violations, False Arrest and Officer Involved Shootings. This led to the discussion of the purchasing cameras for members' police departments. She also advised that there has been an increase in small property loss claims and mentioned that auto liability was also a large loss leader.

Mr. Jim Ramsey expressed his interest in obtaining cameras for members' police departments. Ms. Ehrenstrom advised that staff was directed to look into the costs of cameras which will be brought back to the Police Risk Management Committee for discussion. Mr. George Silva advised that the City of Dixon has some cameras being utilized and their officers have expressed a lot of satisfaction in the usage of these cameras.

Henri discussion regarding CalOSHA has sent out enforcement officers to review ATD regulations.

## **E3. Discussion of Police Risk Management Budget for 2014/2015**

Mr. Johnny Yang explained that the Police Risk Management Committee did address the idea of the purchase of cameras in the past but the item was never brought to the Board of Directors for approval. Mr. Yang suggested the appointment of an Ad Hoc committee to discuss and draft a budget for approval by the Risk Management Committee.

Ms. Ehrenstrom then recommended that the Risk Management Committee appoint an ad hoc committee to discuss, review and submit a Budget for the Police Risk Management committee for 2014/2015. Ms. Liz Ehrenstrom and Mr. John Lee volunteered to be on the Ad Hoc committee. Ms. Ehrenstrom suggested Mr. John Ruffcorn, Chair of the Police Risk Management Committee, is asked to participate in the Ad Hoc committee as well as Mr. Tom Kline.

Ms. Castro explained that Bickmore is currently working on an analysis for all the pools serviced by Bickmore which will be compared to one another relative to their size. Bickmore is also working on a series of best practices specific to the police department exposure.

**A motion was made to appoint those mentioned above on an Ad Hoc committee to discuss and develop a Police Risk Management Committee budget to be brought back to the Risk Management Committee for approval.**

**MOTION:** Russell Hildebrand      **SECOND:** George Silva      **MOTION CARRIED UNANIMOUSLY**

**E4. Use of Risk Management Training Funds Request**

Ms. Castro explained that in prior years NCCSIF had funds to assist individual members for training. There have been three members requesting reimbursement for CPR training for their city. Mr. Yang explained that there has been \$25,000 remaining in a Risk Management Fund designed for Regional Training Sessions for NCCSIF members. As there was not a plan to include individual member trainings, staff wanted to reach out to the Risk Management Committee for direction. Mr. Yang explained that with respects to Training Sessions which are opened up to all members, the expenses of the training session are reimbursements through the Risk Management Fund. Ms. Ehrenstrom expressed concern that in approving these reimbursements it will open up the floor for other cities to request reimbursement for their individual trainings.

Mr. Hildebrand suggested the idea of a training fund going towards a trainer that will be made available to all NCCSIF members. Ms. Ehrenstrom also suggested sending an e-mail out to members requesting if they have specific trainers they would like.

Mr. Hildebrand also suggested the idea of training trainers for the NCCSIF organization that can made available upon member requests.

Staff was directed to deny the reimbursement of the use of Risk Management Funds for individual member training sessions and to research the ideas discussed above.

**F. INFORMATION ITEMS**

**F1. Parma Conference**

**F2. NCCSIF Travel Reimbursement Form**

**G. ADJOURNMENT**

The meeting was adjourned at 11:45 p.m.



**Risk Management Committee Meeting  
April 24, 2014**

**Agenda Item E.1.**

## **RISK CONTROL SERVICES SUMMARY AS OF MARCH 31, 2014**

### **INFORMATION ITEM**

**ITEM:** Mr. Tom Kline will provide the Committee with an update on the services Bickmore has provided NCCSIF members during the 2013/2014 program year to date:

#### **Member Services**

Each member has a customized risk control action plan to assist with Cal/OSHA compliance, liability exposures, loss drivers, and unique exposures. The Member Services Summary report outlines member specific services. It is attached to this agenda item.

The following is a general outline of risk control services provided to date.

- Unlimited phone and email consultation
- Program development:
  - Aerosol Transmissible Diseases for police and fire
  - Bloodborne Pathogens Exposure Control Plan
  - Hazard Communication
  - Hearing Conservation
  - Heat Illness Prevention
  - Injury and Illness Prevention Program (IIPP)
  - IIPP webinar development
  - Mandated Reporter
  - Respiratory Protection
- On-Site Services:
  - Police ATD training
  - City-wide hazard inspections
  - IIPP training
  - Hazardous materials inventory
  - Safety Committee training and participation
  - Ergonomic individual and department evaluations
  - Playground CPSI inspections
  - Driver Training





**Risk Management Committee Meeting  
April 24, 2014**

**Regional Training Workshops**

- Hazard Communication Training - New Cal/OSHA requirements, October 2013
- Traffic Control and Flagger Training, March, 2014
- Certified Pool Operator Training, May, 2014

**Monthly Safety Training Resource Series**

- February – Back Safety
- March – Heat Illness

**Webinars**

Members are invited to attend all Bickmore webinars. Webinars are conducted live and recorded for future viewing. During the 2013/2014 program year there have been eight webinars to date.

Upcoming webinars:

- Heat Illness, April
- ADA Compliance, May
- Aerial Lift Safety, June
- Lockout/Tagout, August
- Confined Space, September
- Forklift Safety, October

**Website Resources**

Members have access to over 300 online streaming videos, sample programs, development guides, and safety publications

**FISCAL IMPACT:** None

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

**BACKGROUND:** NCCSIF contracted with Bickmore on January 1, 2012 to provide risk control services. Ms. Henri Castro is NCCSIF's consultant for these services.

**ATTACHMENTS:**

1. Member Services Summary Report 7/1/13 – 3/27/14

# NCCSIF Risk Control Member Services Report

## July 1, 2013 – March 27, 2014

Owner	Work Status	App't Date	Activity	Description	Notes	Project start date	Project end date
<b>Anderson, City of</b>							
Enriqueta Castro	In Progress		Program Development	IIPP 13/14 - Action Plan	7/15/13 - Draft completed. Sent for review.	7/1/13	
Enriqueta Castro	In Progress		Training	Auto, Fleet and Driver Risk 13/14 Action Plan	11/14/13 - Request for driver training	7/1/13	
Enriqueta Castro	Completed		Training	AB1825	10/30/13 - AB1825 conducted for employees by Gerry Preciado	10/30/13	10/30/13
Enriqueta Castro	Completed		Phone & E-mail Consultation	BBP	9/6/13 - Received request for BBP training resources	9/6/13	9/6/13
Enriqueta Castro	Completed		Phone & E-mail Consultation	BBP	11/14/13 - provided resources for BBP training.	7/1/13	11/14/13
<b>Auburn, City of</b>							
Enriqueta Castro	Not Started		Other	13/14 - Action Plan TBD		7/1/13	
James Szymanski	Completed	2/4/14	Training	Ergonomics Public Works Back Safety	2/4/14 - Training delivered as scheduled. Went well! js. 1/13/14 - Scheduled appointment for Tuesday, February 4, 2014 @ 7:00 a.m. 1/10/14 - Left a voice message for Shari Conley to schedule ergonomic training and to speak with her about how we can tailor the presentation to their specific needs. 1/9/14 - Assigned a one hour back safety training session for public works employees to Jim.	1/9/14	2/4/14
James Szymanski	Completed	2/25/14	Training	Police Department Operations	2/27/14 - Completed two ergonomic back safety trainings for City of Auburn PD on 2/25/14, and on 2/27/14. js 1/30/14 - Traded emails with Shari Conley. Dates for PD ergonomic training were rescheduled.js 1/14/14 - Appointments scheduled for 6:00 a.m. on March 4 and 6. 1/13/14 - After speaking with Shari Conley of the City of Auburn tentative dates were scheduled for delivering ergonomic training to the police department on 2/11 and 2/13. I am waiting to hear back from Shari to confirm those dates and to set the times for these trainings. Shari mentioned two dates were needed due to shift rotations. After confirming with Henri Castro that I should proceed with scheduling the training I emailed Shari while continuing progress on this assignment. 1/13/14 - Assigned per Henri Castro	1/9/14	2/27/14
<b>Colusa, City of</b>							
Enriqueta Castro	In Progress		Program Development	IIPP 13/14 - Action Plan	12/16/13 - Talked to Toni Benson to develop the city's action plan. Plan to review the IIPP and develop a customized employee training matrix to help comply with Cal/OSHA training requirements.	12/16/13	

# NCCSIF Risk Control Member Services Report

## July 1, 2013 – March 27, 2014

Owner	Work Status	App't Date	Activity	Description	Notes	Project start date	Project end date
Enriqueta Castro	Not Started		Physical Inspection	13/14 - Action Plan	12/16/13 - Once the IIPP is complete we will conduct on-site physical hazard inspections of City facilities.	12/16/13	
<b>Corning, City of</b>							
Enriqueta Castro	Completed		Training	Ergonomics 13/14 - Action Plan	7/11/13 - Conducted two ergonomics training sessions for police dispatch and city hall employees.	7/11/13	7/11/13
<b>Dixon, City of</b>							
Enriqueta Castro	Completed		Program Development	Confined Space Assessment Action Item	7/5/13 - Program complete per Steve Johnson 4/24/13 - Scheduled to review the draft confined space program.	4/24/13	7/5/13
Lee Sorenson	Appointment Set	3/31/14	Training	Auto, Fleet and Driver Risk 13/14 - Action Plan - Defensive Driver Training	3/25/14 - Kim has stated the class will be about 25 persons. 2/21/14 - Set appointment date of March 31st with Kim Stalie 2/18/14 - Talked to Steve Johnson HR Director. He is on board with the training content and has referred me to Kim Stalie for event coordination. She is supposed to call me to schedule an April date. 2/18/14 - Assigned training to Lee. Sent an email to Steve and Lee to coordinate. 10/10/13 - Defensive driver training planned in May	7/1/13	
Enriqueta Castro	Completed		Phone & E-mail Consultation	Hazard Communication	10/13/13 - Provided guidance on hazcom training requirements. My suggestion is to conduct documented train within each department/division because the hazardous materials used may be different. I think everyone should watch the streaming video "Hazard Communication: Global Harmonization Standard Compliance" on the Bickmore Risk Control site at <a href="http://riskcontrol.brsrisk.com/">http://riskcontrol.brsrisk.com/</a> and then use the desired training handouts. Training doesn't need to include each specific chemical found in the workplace, but may be conducted by category of hazard (e.g., carcinogens, sensitizers, acutely toxic agents). It's not enough to simply distribute the training material, the employer must explain how the employee might use the labels and Safety Data Sheets in the workplace. Take a look at the employer instructions on the attached Haz Comm GHS Training Handout for more information. The exception is office/administrative staff. According to OSHA, office workers are not typically covered by the regulation. OSHA considers most office products (such as pens, pencils, adhesive tape) to be exempt under the regulation. In addition, consumer products, unless quantities used are greater than ordinary home consumer use, are excluded from the regulation. My interpretation is based on following resources: • Cal/OSHA's Guide to the California Hazard Communication Regulation, Section I, Exclusions <a href="http://www.dir.ca.gov/dosh/dosh_publications/hazcom.pdf">http://www.dir.ca.gov/dosh/dosh_publications/hazcom.pdf</a> , OHA's Frequently Asked Questions #10 "What is the application of HAZCOM to an office environment?" <a href="https://www.osha.gov/html/faq-hazcom.html#faq10">https://www.osha.gov/html/faq-hazcom.html#faq10</a>	10/11/13	10/13/13
Enriqueta Castro	Completed		Training	IIPP 13/14 Action Plan	10/22/13 - Conducted IIPP training during the city's supervisor training session. Included resources available to NCCSIF members.	10/22/13	10/22/13
Enriqueta Castro	Completed		Phone & E-mail Consultation	Mandated Reporter Question	1/6/14 - Responded to an email requesting information about mandated reporter policy requirements.	1/6/14	1/6/14
Enriqueta Castro	Completed		Phone & E-mail Consultation	ATD	1/22/14 - Call from George Silva needing clarification about ATD program requirements for police and fire. Provided direction.	1/1/14	1/22/14

## NCCSIF Risk Control Member Services Report July 1, 2013 – March 27, 2014

Owner	Work Status	App't Date	Activity	Description	Notes	Project start date	Project end date
Enriqueta Castro	Completed		Phone & E-mail Consultation	ATD Respiratory Protection Program	1/23/14 - Conference call with Police Chief Jon Cox, Tom Cordova, Steve Johnston and George Silva to discuss the development of the ATD and Respiratory Protection programs.	1/23/14	1/23/14
Tom Kline	Completed	9/26/13	Physical Inspection	Parks and Recreation 13/14 - Action Plan - Playground Inspection	12/10/13 - Sent playground inspection report to Janet Koster 10/9/13 - Received surfacing material report from Janet Koster 10/8/13 - Spoke with Janet Koster about surfacing material report 9/26/13 - Playground inspection conducted of Hall Park 8//1/13 - Spoke with Janet Koster and scheduled playground inspection at Hall Park for 9/26/13. Expect the on-site playground inspection and report to take a full day. 7/17/13 - Assigned the Hall Park South playground inspection project to Tom Kline. Once Tom discusses the scope with Janet we will determine if this is a half or full service day.	7/17/13	12/10/13
Enriqueta Castro	Completed		Assessment	Ergonomics 13/14 - Action Plan - Fire Ergonomics	9/1/13 - Reports submitted 8/6/13 - On-site visit scheduled 8/13/13	7/17/13	9/1/13
Enriqueta Castro	Completed		Assessment	Ergonomics 13/14 - Action Plan - Police Ergonomics	9/1/13 - Report submitted 8/6/13 - On-site visit conducted 8/6/13. Report to follow	7/17/13	9/1/13
Enriqueta Castro	Completed		Assessment	Ergonomics 13/14 - Action Plan - City Hall Ergonomics	9/1/13 - Report submitted. 8/6/13 - On-site visit conducted 8/6/13. One individual evaluation completed. Report to follow	7/17/13	9/1/13
<b>Folsom, City of</b>							
Enriqueta Castro	In Progress		Assessment	Ergonomics Ruth Adams	5/20/13 - No request to date. Will close until TBD 2/21/13 - Ruth's evaluation was postponed because specific equipment is needed. Ruth is currently using a laptop which makes it virtually impossible to adjust her workstation for optimum neck, back, arm, and leg neutral postures. Sent an email outlining the recommended equipment. Await response to reschedule.	4/10/13	
Enriqueta Castro	Completed		Training	Safety Committee Environmental Water Resources	5/20/13 - Attended the first committee meeting. Provided feedback on suggested committee activities and available resources. 4/15/13 - Environmental Water Resources (Todd Eising and Brian Conyer) would like safety committee training once the committee is developed.	4/15/13	
Enriqueta Castro	Completed		Program Development	IIPP 13/14 - Action Plan - IIPP Webinar	9/19/13 - IIPP webinar was recorded for the City.	7/1/13	9/19/13
Enriqueta Castro	In Progress		Other	13/14 - Action Plan TBD	8/12/13 - Teleconference with Bruce, John, and Chief Phillips to develop 13/14 action plan. Several services were discussed. Summary email sent. All will review and provide feedback.	7/1/13	

## NCCSIF Risk Control Member Services Report July 1, 2013 – March 27, 2014

Owner	Work Status	App't Date	Activity	Description	Notes	Project start date	Project end date
Enriqueta Castro	In Progress		Program Development	Hearing Conservation 13/14 Action Item	10/11/13 - The draft Hearing Conservation program was partially completed last program year. The City recently completed the noise testing and has forwarded the results for review and to complete the program. Scheduled to review and complete on 10/16.	10/11/14	
Enriqueta Castro	Completed		Phone & E-mail Consultation	Ergonomics	10/21/13 - Provided Joselyn Smelzter with back safety ergonomic resources and the website tutorial.	10/21/13	10/13/13
Enriqueta Castro	Completed		Phone & E-mail Consultation	Heat Illness	8/23/13 - Wendy Fox requested information on volunteers and Cal/OSHA requirements.	8/23/13	8/23/13
Enriqueta Castro	Completed		Phone & E-mail Consultation	Cal OSHA Reporting	7/9/13 - Received a call from Todd Eising and Jeff May requesting additional information about whether they should contact Cal/OSHA about an accident that occurred. We discussed the details and I provided feedback.	7/9/13	7/9/13
<b>Galt, City of</b>							
Enriqueta Castro	Completed	9/5/13	Training	IIPP Assessment Action Item	9/5/13 - Training complete 8/8/13 - Training scheduled for 9/5/13 4/14/13 - Manager, supervisor, and employee IIPP training will be conducted once IIPP is finalized.	4/24/13	9/5/13
Enriqueta Castro	In Progress		Program Development	BBP	8/8/13 - 13/14 action plan was developed and this project is not currently part of the BBP. Will close this deliverable at this time. 5/24/13 - Developed a draft city-wide BBP based on discussions with Sgt. Smith. Sent to Paula for review. BBP need to be customized. Await response from Paula to determine if I will be completing the program as part of the 2013/14 program year service days. Will f/u in late July.	5/24/13	8/8/13
Enriqueta Castro	Completed		Program Development	ATD Police	8/8/13 - Sgt. Smith is developing the program. I am providing feedback through email consultation. Closing this project at this time. 5/28/13 - Sgt. Smith requested additional training information. I referred him to the recorded webinar. 5/24/13 - Developed draft ATD Police procedures based on discussions with Sgt. Smith. Sent to Paula for review. The procedures need to be customized. Await response from Paula to determine if I will be completing the procedures as part of the 2013/14 program year service days. Will f/u in late July.	5/24/13	8/8/13
Enriqueta Castro	Completed		Phone & E-mail Consultation	Respiratory Protection Program	1/7/14 - Received request from Chris Smith on training requirements for Respiratory Protection program administrators. Conducted research and provided options.	1/7/14	1/7/14
Enriqueta Castro	Completed		Program Development	BBP Heat Illness OSHA visit	1/10/14 - Assisted City with a variety of programs.	7/1/13	
James Szymanski	Completed		Other	Hazard Communication Inventory List	03/05/14: Inventory list completed on 3/4/14 and link sent to Jane for formatting and clean up prior to distributing to Henri.	2/5/14	

## NCCSIF Risk Control Member Services Report July 1, 2013 – March 27, 2014

Owner	Work Status	App't Date	Activity	Description	Notes	Project start date	Project end date
Enriqueta Castro	Not Started		Program Development	Hazard Communication 13/14 Action plan	1/15/14 - Draft program provided. 1/9/14 - Assigned the development of an inventory spreadsheet to Jim 11/19/13 - On-site visit to take inventory of hazardous materials throughout the City. 8/8/13 - Project: Develop the city's hazard communication written program. Meet with all departments and develop an inventory of all hazardous materials used.	8/8/13	
Enriqueta Castro	Not Started		Program Development	13/14 Action Plan-Mandated Reporter	8/8/13 - Project: Develop the city's written mandated reporter policy and training handout.	8/8/13	
Enriqueta Castro	Completed		Phone & E-mail Consultation	Chemical Hygiene Plan	9/6/13 - Received a request from Galt Waste Water Sup for a sample Chemical Hygiene Plan. Sent the sample.	9/6/13	9/6/13
Enriqueta Castro	Completed		Program Development	ATD Respiratory Protection Program Police	3/24/14 - Provided City with model ATD and Respiratory protection programs for police in January. Have provided telephone consultation and an on-site visit to help customize the programs.	1/1/14	
Enriqueta Castro	Appointment Set		Phone & E-mail Consultation	Respiratory Protection Program Police	8/5/13 - Paula/Chris requested resources on developing a police respiratory protection program. Sent the model.	8/5/13	8/5/13
<b>Gridley, City of</b>							
Enriqueta Castro	Not Started		Program Development	ATD 13/14 Action plan	4/24/13 - Action plan email sent. Will assist police with developing the required ATD written procedures.	8/1/13	
Terrie S. Norris	In Progress	7/11/13	Physical Inspection	Parks and Recreation Playground	8/8/13 - Made a minor change to the report, received final from Jane and sent it to Malanee Montero at the City of Gridley. She acknowledged receipt. 7/19/13 - Completed report, sent draft to Malanee Montero at Gridley and submitted report to Jane for proofing and delivery of final report. 7/17/13 - Worked on report. 7/9/13 - Met with Malanee Mantero and conducted the inspections of the Upper and Lower Playgrounds. 7/1/13 - Connected with Melanee at Gridley and set time and location for the inspection to begin on 7/11/13. Start time 8 a.m. at Melanee's office. 6/28/13 - Called and emailed Melanee at Gridley. 6/21/13 - Received request from Henri to conduct the playground inspections.	6/24/13	8/8/13
Enriqueta Castro	Not Started		Program Development	IIPP 13/14 Action Plan	3/4/14 - Reviewed the IIPP. Sent Eliza questions and feedback.	7/1/13	

# NCCSIF Risk Control Member Services Report

## July 1, 2013 – March 27, 2014

Owner	Work Status	App't Date	Activity	Description	Notes	Project start date	Project end date
Enriqueta Castro	Not Started		Training	IIPP 13/14 Action Plan	7/1/13 - Once IIPP is complete, will conduct employee training	7/1/13	
Enriqueta Castro	Completed		Phone & E-mail Consultation	Police Department Operations Light Duty Assignment	3/4/14 - Gary Keeler requested a sample policy on Police light duty assignments. I forward the Central Marin Police Authority policy as an example.	3/4/14	
<b>Ione, City of</b>							
Enriqueta Castro	Completed		Assessment	City Wide	8/1/13 - Report complete. Submitted for charts and technical review. 7/8/13 - On-site assessment completed. Report under development	3/1/13	8/1/13
Enriqueta Castro	In Progress		Physical Inspection	13/14 - Service plan	12/5/13 - Plan to conduct physical hazard inspections of City Hall, Corporation yard, Evelyn Bishop Hall, and City parks. The inspection will also include identifying playgrounds that may need a CPSI inspection. Target date Jan. 2014	12/5/13	
Enriqueta Castro	In Progress		Other	Create Wellness Tutorial	12/5/13 - Research the available resources through ACI Wellness and develop a tutorial. Target date Dec 2013	12/5/13	
Enriqueta Castro	Not Started		Training	13/14 - Service Plan	12/5/13 - Attend an on-site meeting to meet with new staff to provide an overview of available resources and to identify specific needs for police and fire, such as ATD, Bloodborne pathogens, respiratory protection, etc. Target Date TBD	12/5/13	
Dave Beal	Completed	1/2/14	Phone & E-mail Consultation	Hearing Conservation Waiver	1/2/14: received call from Janis Traverso at City of Ione. She was looking for a sample waiver that could be used for someone wishing to remove fallen trees/branches from city park. Persons would not be compensated, however they would receive benefit of wood to burn or sale. I spoke with Rebecca and Mike Groff and they suggested sending Janis the athletic waiver and having her modify it for their needs. I forwarded the sample waiver to Janis with instructions to modify form to reflect the operations the gentlemen would be doing and to run it by their city atty. before having it signed.	1/2/14	1/2/14
Enriqueta Castro	Completed		Phone & E-mail Consultation		2/4/14 - Sent Janice requested information on the Family Leave Act	2/4/14	2/4/14
<b>Jackson, City of</b>							
Enriqueta Castro	Completed		Training	Hazard Communication	12/13/13 - Sent hazard communication training materials for e3mployee training requirements.	12/11/13	12/13/13
Enriqueta Castro	In Progress		Program Development	IIPP 13/14 Action Plan	1/13/14 - Sent customized IIPP draft with training matrices. Await review. 12/12/13 - Develop written IIPP.	7/1/13	
Enriqueta Castro	Not Started		Training	IIPP 13/14 Action Plan	12/10/13 - once IIPP complete will schedule employee training.	7/1/13	
Enriqueta Castro	Not Started		Physical Inspection	13/14 Action plan	12/10/13 - Plan to conduct physical inspections for all city facilities.	7/1/13	
Enriqueta Castro	Not Started		Program Development	Hazard Communication 13/14 Action Plan	12/13/13 - plan to complete program development.	12/10/13	

## NCCSIF Risk Control Member Services Report July 1, 2013 – March 27, 2014

Owner	Work Status	App't Date	Activity	Description	Notes	Project start date	Project end date
<b>Lincoln, City of</b>							
Enriqueta Castro	Not Started		Program Development	IIPP 13/14 Action Plan	7/1/13 - plan to review current IIPP and update.	7/1/13	
Enriqueta Castro	Not Started		Training	IIPP 13/14 Action Plan	7/1/13 - once IIPP is complete, plan to conduct employee training	7/1/13	
Enriqueta Castro	In Progress		Program Development	Heat Illness 13/14 Action Plan	7/1/13 - Sent draft heat illness prevention program for review to Shiela	7/1/13	
Enriqueta Castro	Not Started		Program Development	Sidewalks 13/14 Action Plan	7/1/13 - Sidewalk Inspection & Maintenance, Analyze sidewalk losses to identify problem areas and current claims costs, review the current procedures in place, provide potential solutions	7/1/13	
<b>Marysville, City of</b>							
Enriqueta Castro	Completed		Assessment	City Wide	7/9/13 - Report complete. Submitted for charts and technical review. 7/8/13 - On-site assessment completed. report under development	1/1/13	7/9/13
Terrie S. Norris	In Progress	3/25/14	Physical Inspection	Parks and Recreation Playground Inspection	3/6/14 - Marysville requested a second inspection for both playgrounds to qualify for grant reimbursement. This project has been added to the 2013/14 Risk Control Services Action Plan. 8/6/13 - Emailed the final playground inspection reports to Dave Lamon at the City of Marysville. 7/14/13 - Completed report, sent draft to David Lamon at Marysville and submitted the report to Jane for proofing and delivery of final report. 7/12/13 - Worked on reports for Veterans park playground and Motor Park playground. I was going to do a combined report, but determine during the Veterans' Park report that it would be best to provide a separate report for each park. 7/11/13 - Started report for Veterans' Park playground. 7/9/13 - Completed inspections of playgrounds at Veterans', Motor Park and Gavin park, and then stopped to provide Dave with a verbal report. 7/1/13 - Connected with Dave and set time and schedule for the inspections. Only two playgrounds, Veterans and Motor Park, need the CPSI inspection; I will look at Gavin, but it will still need a CPSI inspection after the resurfacing is completed. I will stop by City Hall and provide Dave with a verbal report after visiting the parks. 6/28/13 - Called and emailed Dave at Marysville to set appointment start time and location. 6/24/13 - The inspection has been reassigned to Terrie Norris. It is scheduled for 7/9/13. 6/21/13 - Received request from Henri to conduct the playground inspection. 6/7/13 - Planning to conduct playground inspections of Veterans Park and Motor Park on 6/20/13 and 6/21/13 4/8/13 - Spoke with David Lamon about playground inspection logistics	3/6/14	



## NCCSIF Risk Control Member Services Report July 1, 2013 – March 27, 2014

Owner	Work Status	App't Date	Activity	Description	Notes	Project start date	Project end date
					4/8/13 - David Lamon to provide overview pictures and previous reports on Veterans Park and Motor Park 3/26/13 - Left voice message for Dave Lamon to call 3/11/13 - Left voice message for Dave Lamon to call 3/11/13 - Left voice message for Dave Lamon to call 3/6/13 - Left voice message for Dave Lamon to call		
Enriqueta Castro	Completed		Phone & E-mail Consultation		8/27/13 - Request by Matt to review their administrative code and compare it to the IIPP. Provided recommendations.	8/27/13	8/27/13
Enriqueta Castro	In Progress		Program Development	IIPP 13/14 Action Plan	8/30/13 - Provided draft IIPP and sample matrices for Matt's review.	8/30/13	
Enriqueta Castro	Not Started		Program Development	ATD BBP Respiratory Protection Program 13/14 Action Plan (Police)	8/30/13 - Plan to meet with new chief to develop ATD, BBP, and Respiratory Protection programs	8/30/13	
Enriqueta Castro	Not Started		Program Development	Hazard Communication 13/14 Action Plan	8/30/13 - Plan to meet with public works to develop the city's hazard communication program.	8/30/13	
Enriqueta Castro	Completed		Phone & E-mail Consultation	City Festival - Zip Line	7/11/13 - Provided feedback to Matt Michaelis about Zip Line exposures	7/11/13	7/11/13
<b>Nevada City, City of</b>							
Enriqueta Castro	In Progress		Program Development	Hazard Communication 13/14 - Action Plan	12/13/14 - working with Corey Shaver to develop the program. Sent an email with steps on developing a hazardous inventory.	1/1/14	
Enriqueta Castro	Completed		Training	Hazard Communication	12/10/13 - Sent hazard communication training materials to Corey.	12/10/13	12/10/13
Enriqueta Castro	Not Started		Program Development	IIPP 13/14 Action Plan	12/10/13 - Develop written IIPP, planned after hazard communication program is complete.	12/10/13	
Enriqueta Castro	Not Started		Training	IIPP 13/14 Action Plan	12/10/13 - Conduct employee IIPP training once program is complete.	12/10/13	

# NCCSIF Risk Control Member Services Report

## July 1, 2013 – March 27, 2014

Owner	Work Status	App't Date	Activity	Description	Notes	Project start date	Project end date
<b>Northern California Cities Self Insurance Fund</b>							
Enriqueta Castro	Completed		Regional Training	ATD Police ATD Regional Training	5/2/13 - Carol Barake conducted an ATD for Police Regional Training session in Red Bluff.	5/2/13	5/2/13
Carol Barake	Completed	7/11/13	Regional Training	ATD Police		7/11/13	7/18/13
Enriqueta Castro	Completed		Phone & E-mail Consultation	Safety Communication	1/6/14 - Sent safety communication on new bills passed in 2013 that are relevant to public entities.	1/6/14	1/6/14
Enriqueta Castro	In Progress		Regional Training	Flagger/Work zone Safety	1/16/14 - Coordinating regional workshop.	1/16/14	
Tom Kline	Completed	7/11/13	Regional Training	ATD ATD for Police	7/11/13 - ATD training workshop for the Southern region conducted at the City of Lincoln by Carol Barake 7/10/13 - Registration information finalized 7/2/13 - Reminder training announcement 6/4/13 - Email draft ATD training announcement to Johnny Yang	6/4/13	7/11/13
Dave Beal	Completed	3/11/14	Training	Traffic Control & Flagging	Regional traffic control and flagger training for NCCSIF in Lincoln	3/3/14	
Dave Beal	Completed	3/13/14	Training	Traffic Control & Flagging	regional traffic control and flagger training in Red Bluff	3/3/14	
<b>Oroville, City of</b>							
Enriqueta Castro	Project Canceled		Training	BBP	7/8/13 - Need to follow up with Liz to determine if training is still requested. Diary 7/18 11/19/12 - Received request for BBP training. Will contact Liz after Thanksgiving holiday.	1/16/14	1/16/14
Enriqueta Castro	In Progress		Program Development	BBP 13/14 Action Plan	1/13/17 - Developed model BBP. Planning to meet with city to customize.	1/3/2017	
John Kirk	In Progress		Program Development	13/14 - Action Plan (Fall Protection/BBP Program Development)	3/10/14 - Finalized the BBP draft with Liz and returned; no further feedback inputs edits on the FPP 03/03/14 - After receiving BBP and FPP on 02/28, Liz called to set time to discuss. We agreed upon 03/03 at 0830. Called and left voicemail as she did not plan phone conference. 02/28/14 - After completing draft programs emailed to Liz. 1/16/14 - Developed draft programs.	1/23/14	3/1/14
Enriqueta Castro	Project Canceled		Program Development	13/14 Action Plan (Electrical Safety Program)	2/1/14 - Cancelled deliverable. 1/13/14 - developed draft high and low voltage electrical safety programs. Plan to meet with staff to customize.	1/13/14	
Enriqueta Castro	In Progress		Training	CPR/First Aid	1/16/14 - CPR/First Aid training requested. Wait for RMC meeting to determine if will be paid.	1/16/14	
Dave Beal	In Progress		Training	13/14 Action Plan - Forklift Training		1/23/14	2/23/14

## NCCSIF Risk Control Member Services Report July 1, 2013 – March 27, 2014

Owner	Work Status	App't Date	Activity	Description	Notes	Project start date	Project end date
Dave Beal	Completed	2/3/14	Phone & E-mail Consultation	Aerial & Fork Lifts Training	2/3/14: spoke with Liz and sent her an email about our conversation regarding upcoming forklift training. Liz had sent me pictures of their forklift and man basket for prior to training on Feb. 13. Pictures revealed forks had been punched to accommodate a trailer hitch and man basket was missing midrail and back guard. I researched these areas and let her know by phone, and followed up with email, that I could not conduct training until they replaced fork extensions, forks and corrected deficiencies in basket.	2/3/14	2/3/14
Dave Beal	Completed	2/5/14	Assessment	Aerial & Fork Lifts	2/5/14: researched deficiencies in fork extensions and man basket used on forklift.	2/5/14	2/5/14
Enriqueta Castro	Completed		Phone & E-mail Consultation	Work Zone - Flagger Safety	2/5/14 - Reviewed the City's flagger safety policy	2/5/14	2/5/14
Enriqueta Castro	In Progress		Program Development	ATD	3/21/14 - Received request from Liz to review the city's Public Safety ATD program designed for both police and fire. Upon initial review the program needs major revisions to include all the requirements.	3/21/14	
Enriqueta Castro	Completed		Phone & E-mail Consultation	Ergonomics Sit-Stand Workstation	7/15/13 - Received an email from Liz requesting information about sit-stand workstations for Jamie. I spoke to Jamie and provided Liz with several options.	7/15/13	7/15/13
<b>Paradise, Town of</b>							
Enriqueta Castro	In Progress		Training	IIPP 13/14 - Service Plan	12/5/13 - Once the IIPP is finalized the IIPP training will be conducted. Target Jan/Feb 2014.	12/5/13	
Enriqueta Castro	In Progress		Physical Inspection	13/14 - Service Plan	12/5/13 - The physical hazard inspections for Town Hall, Police, Corp Yard, animal control shelter, and fleet will be conducted on the same day as the IIPP training. Target Jan/Feb	12/5/13	
Enriqueta Castro	In Progress		Program Development	ATD Respiratory Protection Program 13/14 - Service Plan	1/16/14 - Sent draft programs for review. 12/18/13 - Met with police to review current procedures and gather information to develop the ATD and ResPro programs. 12/5/13 - work with Crystal and police rep to develop Police specific ATD and respiratory protection programs. Target date Mar/Apr 14	12/5/13	
Dave Beal	In Progress		Training	Aerial & Fork Lifts 13/14 - Service Plan	12/5/13 - Training will be conducted by Dave Beal within the Feb/Mar timeframe. 12/5/13 - Conduct aerial and fork lift training for five employees. Target date TBD	12/5/13	
<b>Placerville, City of</b>							
Enriqueta Castro	Completed		Assessment	City Wide	8/1/13 - Report complete. Submitted for charts and technical review. 7/8/13 - On-site assessment completed. report under development 3/25/13; Working with city to schedule date. Nothing set yet. 1/10/13: left voice mail with Steve to call me back. 1/9/13: received email from Steve Youel to contact him to schedule visit 12/19/12 - Assigned to Dave	1/1/13	8/1/13
Enriqueta Castro	In Progress		Training	CPR/First Aid Training	1/10/14 - training budget will be discussed in next RMC meeting to determine if this is covered. 12/1/13 - Request from member for CPR/First Aid Training. I sent request to Johnny for payment authorization	12/1/13	

## NCCSIF Risk Control Member Services Report July 1, 2013 – March 27, 2014

Owner	Work Status	App't Date	Activity	Description	Notes	Project start date	Project end date
Enriqueta Castro	In Progress		Program Development	BBP	11/14/13 - Susan Zito requested model BBP. I provided and the City is in the process of customizing. I will review once completed.	11/14/13	
<b>Red Bluff, City of</b>							
Enriqueta Castro	In Progress		Other	13/14 Action Plan Development	1/16/14 - Have not developed action plan to date. Will contact Vi.	1/16/14	
Enriqueta Castro	Completed		Training	AB 1825	10/30/13 - AB 1825 training provided to employees	10/30/13	10/30/13
<b>Rio Vista, City of</b>							
Enriqueta Castro	Completed		Assessment	City Wide	7/16/13 - Report distributed with email, comments, and additional requested documents. 7/8/13 - On-site assessment completed. report under development	5/1/13	7/16/13
Enriqueta Castro	In Progress		Other	13/14 Action Plan Development	1/10/14 - Action plan development meeting scheduled 1/22/14	1/1/14	
Enriqueta Castro	Completed		Phone & E-mail Consultation	ATD BBP	1/29/14 - Provided vaccination information for police and fire to Marni	1/29/14	1/29/14
<b>Rocklin, City of</b>							
Enriqueta Castro	In Progress		Program Development	Workplace Violence	8/26/13 - Talked to Russell about workplace program. I provided a couple of sample programs to review. He will review and advise if he would like additional assistance.	8/26/13	
Enriqueta Castro	In Progress		Training	CPR/First Aid Training Request	1/10/14 - topic will be discussed during RMC meeting. 11/1/13 - Received request from Michael Green for first aid/CPR training. Sent request to Johnny Yang to determine if NCCSIF covers the cost of this training.	11/1/13	
Enriqueta Castro	Not Started		Program Development	IIPP 13/14 Action Plan (Training Matrices)	8/30/13 - Develop customized training matrices for all departments.	8/1/13	
Enriqueta Castro	Not Started		Program Development	ATD 13/14 Action Plan	8/30/13 - F/U on status of police and fire ATD.	8/1/13	
Enriqueta Castro	Not Started		Program Development	LOTO 13/14/ Action Plan	8/30/13 - Develop customized lockout/tagout program.	8/1/13	
Enriqueta Castro	Completed		Phone & E-mail Consultation	PPE ATD	9/16/13 - Received email requesting feedback on the vaccination requirements for daycare coordinators. Researched BBP and ATD regulations and sent email with recommendations.	9/16/13	9/16/13
Enriqueta Castro	Completed		Phone & E-mail Consultation	ATD Vaccinations	7/31/13 - Received an email from Michael Green requesting clarification about vaccination requirements for ATD and BBP based on Cal/OSHA requirements. I called and provided feedback by email. I also provided copies of relevant links, sample programs, and development guides.	7/31/13	7/31/13

## NCCSIF Risk Control Member Services Report July 1, 2013 – March 27, 2014

Owner	Work Status	App't Date	Activity	Description	Notes	Project start date	Project end date
<b>Willows, City of</b>							
Enriqueta Castro	Completed		Program Development	IIPP 13/14 Action Plan	7/17/13 - IIPP complete 7/1/13 - Sent draft IIPP to Skyler for review.	7/1/13	7/17/13
Enriqueta Castro	In Progress		Program Development	BBP	11/19/13 - Skyler requested assistance with developing BBP. I sent the initial draft.	11/19/13	
Enriqueta Castro	Not Started		Program Development	13/14 - Action Plan - Inspection Checklists		7/17/13	
Enriqueta Castro	Not Started		Physical Inspection	13/14 - Action Plan - On-site inspections		7/17/13	
Enriqueta Castro	In Progress		Webinar	IIPP 13/14 - Action Plan - Record City IIPP Webinar	7/17/13 - We discussed recording the city's IIPP webinar for employee training. I sent the webinar pages and script and advised of the process.	7/17/13	
<b>Yuba City, City of</b>							
Enriqueta Castro	In Progress		Training	Safety Committee 13/14 Action plan	8/12/13 - Conference call to develop 13/14 action plan. Once IIPP finalized training will be scheduled. 7/8/13 - No action to date. Will follow up with Natalie in mid-July 2/5/13 - Action Item: Meet with the safety committee to roll out the IIPP and discuss the committee's role and purpose.	2/5/13	10/30/13
Enriqueta Castro	Completed		Program Development	Heat Illness Assessment Action Item	8/12/13 - Sent written program to Natalie. City needs to enter positions with occupational exposure. Remainder of the program complete. 2/5/13 - Action Item: Assist with the development of a Heat Illness Prevention Program and provide training resources.	2/5/13	8/12/13
Enriqueta Castro	Completed		Program Development	ATD 13/14 Action plan	11/13/13 - Worked with Officer Davis and reviewed their ATD. The City did an excellent job of customizing the program. 8/12/13 - Developed 13/14 action and included this project. Natalie will discuss with both departments and advise when to start project. 2/5/13 Action Item: Assist with the development of the ATD Exposure Control Plan for fire and police.	2/5/13	11/13/13

# NCCSIF Risk Control Member Services Report

## July 1, 2013 – March 27, 2014

Owner	Work Status	App't Date	Activity	Description	Notes	Project start date	Project end date
Enriqueta Castro	Completed		Phone & E-mail Consultation	PPE Fire Department foot protection	<p>10/15/13 - Bill Fuller, Fire Department, would like to know if composite toed boots are adequate and provide the same level of protection as steel toed boots for non-firefighting operations; such as medical calls and typical station tasks. To answer the question I referenced the Cal/OSHA, Title 8, 3385, Foot Protection regulation. Based on the regulation, any footwear purchased after January 26, 2007 must meet the requirements and specifications in American Society for Testing and Materials (ASTM) F 2412-05, Standard Test Methods for Foot Protection and ASTM F 2413-05, Standard Specification for Performance Requirements for Foot Protection.</p> <p>My interpretation of the regulation is if the composite toed boot meets the specifications in ASTM F2412-05 and F2413-05 for the identified hazard(s), then it meets Cal/OSHA's definition in 3385. Based on 3385, appropriate foot protection is required for employees who are exposed to foot injuries from electrical hazards, hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions, which may cause injuries or who are required to work in abnormally wet locations.</p> <p>Based on our conversation, we are not including firefighting activities. There is a completely separate Cal/OSHA regulation for firefighters while engaged in structural firefighting activities.  <a href="http://www.dir.ca.gov/title8/3408.html">http://www.dir.ca.gov/title8/3408.html</a>.</p> <p>My suggestion is to identify the hazards and discuss the requirements with a preferred vendor and confirm the boot's level of protection. The boot's tongue provides important information about the level of protection.</p>	10/15/13	10/15/13
Enriqueta Castro	Completed		Phone & E-mail Consultation	ATD BBP	<p>10/22/13 - Received email from Amber Darrach requesting clarification about vaccination requirements for police dispatch and techs. My response: Urine would fall under the Bloodborne Pathogens regulation <a href="http://www.dir.ca.gov/title8/5193.HTML">http://www.dir.ca.gov/title8/5193.HTML</a> and to be safe I would offer the vaccination to the dispatchers and tech who handle urine samples. The flu shot and TB vaccinations would not be required for the dispatchers and techs. The Aerosol Transmissible Diseases regulation <a href="http://www.dir.ca.gov/title8/5199.html">http://www.dir.ca.gov/title8/5199.html</a> requires the City to offer field/sworn officers the vaccinations and I do not think the dispatchers and techs have an occupational exposure, based on Cal/OSHA's definition.</p>	10/22/13	10/22/13
Enriqueta Castro	Completed		Program Development	IIPP Training Matrices	<p>1/31/14 - Changed matrix format and customized for all departments.</p> <p>1/7/14 - Developing additional training matrices to ensure all departments are represented.</p>	1/7/14	1/31/14
Enriqueta Castro	Completed		Assessment	Ergonomics Multiple Evaluations	<p>1/18/14 - Conducted ergonomic evaluations for Dawn Cantrell, Cheryl Holt, Nichole Leonard, Kathy Magenheimer, Sue Schmidt</p>	10/18/13	1/18/14
Enriqueta Castro	Completed		Phone & E-mail Consultation	BBP	<p>10/22/13 - email request from Amber asking about vaccination requirements for dispatchers and/or Techs at the Police Department. My response: Urine would fall under the Bloodborne Pathogens regulation <a href="http://www.dir.ca.gov/title8/5193.HTML">http://www.dir.ca.gov/title8/5193.HTML</a> and I recommended offering the vaccination to the dispatchers and tech who handle urine samples. The flu shot and TB vaccinations would not be required for the dispatchers and techs. The Aerosol Transmissible Diseases regulation <a href="http://www.dir.ca.gov/title8/5199.html">http://www.dir.ca.gov/title8/5199.html</a> requires the City to offer field/sworn officers the vaccinations and I do not think the dispatchers and techs have an occupational exposure, based on Cal/OSHA's definition...</p>	10/22/13	10/22/13

**NCCSIF Risk Control Member Services Report  
July 1, 2013 – March 27, 2014**

Owner	Work Status	App't Date	Activity	Description	Notes	Project start date	Project end date
Enriqueta Castro	Completed		Phone & E-mail Consultation	Fall Protection	<p>1/31/14 - Received call from Gary Marler and Ken Reische. Inquiring about whether fall protection is required for employees while working on street sweepers, sewer jets, fire engines, and other mobile equipment. I reviewed the applicable Cal/OSHA regulations and reviewed a letter of interpretation from OSHA. My interpretation is that fall protection is not required as long as there are sufficient steps and attached handholds or structural members which allow the user to have a secure hand grasp. I called the Sacramento Cal/OSHA Consultation office and spoke to a consultant named John who confirmed my interpretation is correct. I recommended that the City ensure the exposed employees are trained on the manufacturer's recommended safe practices, which should include the three points of contact rule. (Both feet on steps and one hand on the handhold, or both hands on the handholds and one foot on the step). I also recommend reviewing your footwear requirements to ensure the employee must wear anti-slip footwear while working in wet conditions.</p> <p>Supporting Information: Cal/OSHA Title 8, 3210, subsection (b) 9 <a href="http://www.dir.ca.gov/title8/3210.html">http://www.dir.ca.gov/title8/3210.html</a> exception OSHA letter of interpretation at <a href="https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=INTERPRETATIONS&amp;p_id=27032">https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=INTERPRETATIONS&amp;p_id=27032</a></p>	1/31/14	1/31/14
Enriqueta Castro	Completed		Phone & E-mail Consultation	Workplace Violence	2/5/14 - Natalie requested information about anger management and workplace violence.	2/5/14	2/5/14
Enriqueta Castro	Not Started		Program Development	BBP 13/14 Action Plan	8/12/13 - Developed the 13/14 action plan with Natalie. Development of a city-wide BBP ECP is planned.	8/12/13	



**Risk Management Committee Meeting  
April 24, 2014**

**Agenda Item E.2.**

## **POLICE RISK MANAGEMENT COMMITTEE MEETING SUMMARY**

### **INFORMATION ITEM**

**ITEM:** Mr. Tom Kline will discuss the February 12, 2014 Police Risk Management Committee meeting. Minutes of the meeting have been provided for the Committee's review and discussion.

**FISCAL IMPACT:** None.

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

**BACKGROUND:** None.

#### **ATTACHMENTS:**

1. 02.12.14 Police Risk Management Committee Meeting Minutes (Draft)





**MINUTES OF THE  
POLICE RISK MANGEMENT COMMITTEE MEETING  
FEBRUARY 12, 2014**

**MEMBERS PRESENT**

John Ruffcorn, City of Auburn  
Ross Stark, City of Colusa  
Tom Cordova, City of Dixon  
Art Olson, City of Elk Grove  
Jason Browning, City of Folsom  
Bill Bowen, City of Galt  
Dean Price, City of Gridley  
Tracy Busby, City of Ione  
David Baker, City of Marysville  
Steve Rowe, Town of Paradise  
Paul Nanfito, City of Red Bluff  
Chad Butler, City of Rocklin

**GUESTS & CONSULTANTS**

Tom Kline, Bickmore Risk Services  
Johnny Yang, Alliant Insurance Services  
Josh Fitch, City of Colusa  
Kristine Wilfong, City of Folsom  
Aaron Easton, City of Marysville  
Ed Pattison, City of Ione  
Jared Kaji, Occu-Med

**A. CALL TO ORDER**

The meeting was called to order at 10:05 a.m.

**B. PUBLIC COMMENTS**

There were no public comments.

**C. CONSENT CALENDAR**

**C1. 12.04.13 Draft Police Risk Management Committee Meeting Minutes**

Mr. Johnny Yang advised that a correction to the minutes should be made to reflect that under item D.3. of the minutes Chief Bowen advised that recently CalOSHA was out to the City of Galt and not the City of Yuba City.



A motion was made to approve the December 4, 2013 Draft Police Risk Management Committee Meeting Minutes with the corrected member city.

**MOTION:** Dean Price

**SECOND:** Jason Browning

**MOTION CARRIED  
UNANIMOUSLY**

## **D. RISK MANAGEMENT**

### **D1. Risk Management Committee Meeting Summary**

Mr. Yang advised that at the last Risk Management Committee meeting on January 16, 2014, the idea of a Police Risk Management Committee budget was suggested for the possible funding of Police Body Cameras for member cities. Staff was directed to put together an Ad Hoc Committee to draft a budget and bring it back to the Risk Management Committee for review and approval. The Ad Hoc Committee will be asked to meet prior to the next Risk Management Committee meeting in April to discuss a draft budget for approval. Currently the Ad Hoc Committee consists of Liz Ehrenstrom, Tom Watson and John Ruffcorn. Mr. Yang asked if anyone would like to volunteer to serve on the Ad Hoc Committee. Mr. Jason Browning volunteered and Mr. Tom Kline advised that he will also be involved.

### **D2. Police Workers' Compensation Claims Analysis**

Mr. Kline provided the Committee with a Workers' Compensation Claims Analysis for Police. He explained that the first graph in the handout shows that Physical Altercation, Strain and Training losses are the top three most frequent Workers' Compensation claims for the Police Department. With respects to severity, Strain, Cumulative Trauma and Physical Altercation are among the top three. The handout also shows losses ascending by the numbers of days off duty with Physical Altercation, Sprain and Strain being the top three. Mr. Tom Kline advised that there may be some cases where fitness for duty could assist in limiting the amount of days out.

### **D3. Round Table Discussion**

Mr. Ed Pattison, City of Ione, asked for the introduction of those in attendance. Mr. Dean Price asked how fitness for duty would assist with limited the amount of days out which lead to a brief discussion on how the Fitness for Duty Evaluations works. Mr. Jared Kaji provided a brief explanation of Fitness for Duty Evaluations and several ways to assist in bringing an employee back to work.

Mr. Yang advised that NCCSIF has decided to move to a new Medical Provider Network provided by York Risk Services and should be implemented in the upcoming months.

Mr. Tom Kline explained that at prior meetings training sessions were provided for the Assessment of Police Departments, Aerosol Transmissible Diseases, Use of Force, Psychological Fitness for Duty Training, Officer Involved Shootings and today the Committee will receive a

training session on Physical Fitness for Duty Training. He advised that at a previous Round Table discussion the Committee talked about having a Wellness Training, possibly with Ron Berryhill, and a Loss Analysis of wellness involved claims. There was also discussion on Skelly Hearings and Police Officer Bill of Rights. Mr. Kline also suggested ergonomics for police. The Committee agrees with Mr. Kline's recommendation for the upcoming meetings.

Mr. Bowen updated the Committee regarding CalOSHA's visit to the City of Galt.

#### **E. OFFICER INVOLVED SHOOTINGS – LESSONS WE HAVE LEARNED**

Mr. Kaji, Occu-Med's Director of Business Development presented the following material to the Police Risk Management Committee.

1. Pre-Placement Fitness-For-Duty Evaluations
  - Introduction to the POST Medical Screening Manual
  - Pre-Employment Medical Screening and the Law
  - The Presumptive Clause
2. Fitness-For-Duty and Return-To-Work Evaluations
  - What is a Fitness-For-Duty / Return-To-Work Evaluation?
  - Fundamental differences in the legal requirements between job candidates and employees
  - When can / should a Fitness-For-Duty / Return-To-Work Evaluation be requested / performed?
  - How is a Fitness-For-Duty / Return-To-Work Evaluation performed?
3. Lessons Learned from Common Medical Findings
  - Color vision deficiency
  - Hearing loss and the use of hearing aids
  - Diabetes mellitus and simulated on-duty testing
4. Case Studies

#### **F. INFORMATION ITEMS**

- F1. NCCSIF Organizational Chart**
- F1. NCCSIF 2014 Meeting Calendar**
- F2. NCCSIF Resource Contact Guide**

These items were provided as information only.

#### **G. ADJOURNMENT**

The meeting was adjourned at 12:10 p.m.



**UPDATE ON POLICE RISK MANAGEMENT BUDGET FOR 2014/2015**

**INFORMATION ITEM**

**ITEM:** The Committee will be provided with an update on the draft Police Risk Management Budget to assist members' police department in reducing losses.

**FISCAL IMPACT:** \$15,000 has been placed in the Risk Management Budget for the estimated cost of a Police Risk Management Committee budget.

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

**BACKGROUND:** Through various claims analysis and discussions the Committee has expressed interest in purchasing body cameras for member departments to help lower liability losses as well as pursue wellness options to help lower workers' compensation losses. The cost of these units varies from \$200 - \$1,000 on average per unit. There seems to be a consistent trend in lack of funding and the Police Risk Management Committee asked staff to reach out to NCCSIF for assistance. A survey was sent to member police departments and staff has met with a Body Camera supplier.

The Police Department is one of NCCSIF's loss leaders contributing \$28.6 million in losses within July 1, 2002 – June 30, 2012. In July 1, 2012 – June 30, 2013 the Police Department incurred nearly \$2 million in losses. Police Risk Management Committee meetings are held four times a year to address and discuss possible solutions to help control losses.

**ATTACHMENTS:** Police Risk Management Body Camera Survey Results (Handout)

# Northern California Cities State 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 \_\_\_\_\_