



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

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

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

**Secretary**  
Ms. Corey Shaver  
City of Nevada City

## NCCSIF RISK MANAGEMENT COMMITTEE MEETING AGENDA

**Date:** Thursday, June 15, 2017  
**Time:** 10:00 a.m.

**Location:** Rocklin Event Center - Garden Room  
2650 Sunset Blvd.  
Rocklin, CA 95677  
(916) 625-5200

**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. INTRODUCTIONS**
- C. APPROVAL OF AGENDA AS POSTED** **A 1**
- D. PUBLIC COMMENTS**  
*This time is reserved for members of the public to address the Committee on matters pertaining to NCCSIF that are of interest to them.*
- pg. 3 **E. CONSENT CALENDAR** **A 1**  
*All matters listed under the consent calendar are considered routine with no separate discussion necessary. Any member of the public or Risk Management committee may request any item to be considered separately.*
- pg.4 1. Minutes of the Risk Management Committee Meeting - April 27, 2017
- F. COMMITTEE BUSINESS**
- pg. 10 1. **Focused Risk Assessment Additions - Volunteers & Special Events** **I 1**  
*Henri Castro from Bickmore Risk Services will present an overview of the risk control services scheduled for next fiscal year and proposed additions to the risk assessment best practices, for volunteers and special events.*



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pg. 15	2. <b>Development of Safety Ambassador Program</b> <i>Provide direction to establish the program, including mission, meeting date and frequency, designating a representative, and meeting agenda topics.</i>	<b>I 1</b>
pg. 16	3. <b>Round Table Discussion</b> <i>The floor will be open to Committee members for any topics or ideas that members would like to address.</i>	<b>I 4</b>
pg. 17	<b>G. INFORMATION ITEMS</b>	<b>I 1</b>
pg. 18	1. NCCSIF 2017 Meeting Calendar	
	2. NCCSIF Travel Reimbursement Form	

**H. ADJOURNMENT**

**UPCOMING MEETINGS**

- Police Risk Management Committee Meeting - August 3, 2017
- Claims Committee Meeting - September 21, 2017
- Executive Committee Meeting - September 21, 2017
- Risk Management Committee Meeting - October 19, 2017
- Board of Directors Meeting - October 19, 2017

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

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

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



## **CONSENT CALENDAR**

### **ACTION ITEM**

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

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

**FISCAL IMPACT:** None

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

**ATTACHMENT(S):** Minutes of the Risk Management Committee Meeting - April 27, 2017



**MINUTES OF THE  
NCCSIF RISK MANAGEMENT COMMITTEE MEETING  
ROCKLIN EVENT CENTER, ROCKLIN, CA  
APRIL 27, 2017**

**COMMITTEE MEMBERS PRESENT**

Liz Cottrell, City of Anderson  
Shari Harris, City of Auburn  
Tom Watson, City of Corning  
Kim Stalie, City of Dixon  
Jim Ramsey, City of Elk Grove  
Kristine Haile, City of Folsom  
Matt Michaelis, City of Gridley  
Jon Hanken, City of Ione

Dalacie Blankenship, City of Jackson  
Astrida Trupovnieks, City of Lincoln  
Corey Shaver, City of Nevada City  
Liz Ehrenstrom, City of Oroville (**Chair**)  
Dave Warren, City of Placerville  
Sandy Ryan, City of Red Bluff  
Donna Lee, City of Rio Vista

**OTHER MEMBERS PRESENT**

Julie Rucker, City of Elk Grove  
Andrew Schiltz, City of Rocklin

Spencer Morrison, City of Yuba City  
Sheleen Edwards, City of Yuba City

**COMMITTEE MEMBERS ABSENT**

City of Colusa (vacant)  
City of Galt (vacant)  
Satwant Takhar, City of Marysville  
Crystal Peters, Town of Paradise

Kimberly Sarkovich, City of Rocklin  
Wayne Peabody, City of Willows  
Natalie Springer, City of Yuba City

**CONSULTANTS & GUESTS**

Marcus Beverly, Alliant Insurance Services  
Raychelle Maranan, Alliant Insurance Services

Jeff Johnston, Bickmore  
Tom Kline, Bickmore  
Gail Zeigler, Bickmore

**A. CALL TO ORDER**

Chair Liz Ehrenstrom called the meeting to order at 10:07 a.m.

**B. INTRODUCTIONS**

Introduction was made and the majority of the members were present constituting a quorum.

**C. APPROVAL OF AGENDA AS POSTED**

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

**Motion:** Jim Ramsey

**Second:** Dave Warren

**Motion Carried**

**Ayes:** Cottrell, Harris, Watson, Stalie, Ramsey, Haile, Hanken, Shaver, Ehrenstrom, Warren, Ryan, Lee

**Nays:** None





progress/needs work, for the Driver & Vehicle Use Safety as NCCSIF just recently developed this policy that incorporated defensive driver training.

Information only, no action was taken.

## **F2. Police Risk Management Committee (PRMC)**

### **F2.a. PRMC Update**

Mr. Tom Kline from Bickmore Risk Services indicated that trainings are held at each Police Risk Management Committee (PRMC) meetings. Topics recently covered were Workers' Compensation for Police at the February 2, 2017 meeting; Police Liability on how to mitigate use of force at the November 3, 2016 meeting; and Proposition 64 training in law enforcement perspective at the August 4, 2016 meeting. The planned trainings for the next several meetings are: Community Policing by former Sacramento Police Chief Rick Braziel and Lexipol Refresher and Update by Ken Wallentine. Mr. Kline noted he is also tracking various bills specific to law enforcement agencies.

Mr. Kline indicated that more agencies are now using drones. CHUBB presented drone coverage at the December 2016 Board meeting, and Mr. Kline suggested that it would be prudent for the pool to conduct drone safety training. Mark Hazelwood from Allen, Glaessner, Hazelwood & Werth law firm can provide training in legal perspective as there are pressing concerns in using drones in police surveillance and it is important to set a parameters for usage.

Information only, no action was taken.

### **F2.b. PRMC Grant Fund Usage Report**

Mr. Beverly indicated that for the last three fiscal years the members have funded grants totaling \$50,000 per year for the police departments mainly to provide funding to purchase and implement body-worn camera program. To date, most members have implemented body-camera program except for two members: City of Anderson and City of Galt. Some member agencies have used the grant to purchase additional cameras or video storage. Mr. Beverly noted than an e-mail was sent out to the police risk management committee to solicit feedback from the police department as to the need to continue the grant for next year. To date, three responded and noted they would want for the grant to continue.

*Matt Michaelis arrived at 10:37 a.m.*

The general consensus of the Committee is to continue the \$50,000 grant for next fiscal year. The grant can be used for any risk management related use such as upgrade to newer body-worn cameras, upgrade to duty vest which in turn mitigate the special presumption to duty belt related injury, and towards purchase of drone within reasonable policing use.









**G. INFORMATION ITEMS**

1. NCCSIF Travel Reimbursement Form

**H. ADJOURNMENT**

The meeting was adjourned at 11:38 a.m.

Respectfully Submitted,

\_\_\_\_\_  
Corey Shaver, Secretary

\_\_\_\_\_  
Date

DRAFT



**NCCSIF FOCUSED RISK ASSESSMENT  
PROPOSED CATEGORY ADDITIONS IN FY 17/18**

**INFORMATION ITEM**

**ITEM:** Ms. Enriqueta Castro, Bickmore Risk Control Manager will provide the Committee with an overview of activities planned for the next fiscal year and proposed additions to the Risk Management Policies used in the NCCSIF Focused Risk Assessments.

The Program Administrators have asked Bickmore to include assessments of member special event and volunteer programs as part of the FY 17/18 risk management service plan. The goal is to establish a baseline assessment of member practices, obtain feedback on the attached draft risk management policies, and collect and share samples of best practice policies and procedures from members.

The two new categories for the assessment are Volunteer Risk Management and Special Events Risk Management. Attached are *draft* sample policies that will be used to establish a baseline of current practices and for feedback and revision before recommending to the Board.

In addition the focused risk assessments for FY 17/18 will emphasize completion of the Risk Management Framework, particularly support from the Council and City Manager in passing a resolution in support of risk management and establishing annual goals and objectives to be distributed to all employees, with an annual report to Council.

**FISCAL IMPACT:** None

**RECOMMENDATION:** Review and provide direction and feedback regarding best practices and sample policies and procedures to share with other members.

**BACKGROUND:** NCCSIF contracted with Bickmore in 2012 to provide risk control services. Ms. Henri Castro is NCCSIF's Risk Control Consultant for these services. The services include risk assessments based on NCCSIF Risk Management Policies and Procedures.

**ATTACHMENTS:**

1. RM-16: Special Events Risk Management *Draft*
2. RM-17: Volunteer Risk Management *Draft*



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## **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 - \_\_\_\_\_



<b>Special Events Risk Management</b>	
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, 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 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 utilizes NCCSIF's recommended insurance specifications and requires 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.
	Special events requiring road closures include a traffic management plan that is approved by a qualified engineer delegated such authority by the city.
	Participants and/or volunteers special events involving risk of injury, including sporting activities, are required to sign waivers before participation.



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## **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 - \_\_\_\_\_



<b>Volunteer Risk Management</b>	
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.
	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.





## DEVELOPMENT OF SAFETY AMBASSADOR PROGRAM

### INFORMATION ITEM

**ITEM:** Ms. Enriqueta Castro, Bickmore Risk Control Manager will facilitate a discussion with the committee on the development of a Safety Ambassador program. The safety ambassadors would meet on a regular basis to receive training and establish a forum to share ideas by those in the front line.

The Program Administrators would like additional feedback from committee members to assist with establishing and implementing the Safety Ambassador Program. Items to consider are developing the mission of the program, determining ambassador qualifications and designating a City representative, initial meeting date and frequency, training topics, and support for the program and individuals via promotional/incentive materials, etc.

**FISCAL IMPACT:** TBD, none expected beyond current risk management budget

**RECOMMENDATION:** Review and provide direction regarding the Program.

**BACKGROUND:** During the April 27, 2017 RMC meeting Mr. Beverly indicated that having an incentive program, as a way of recognizing members for meeting risk management best practices standards and/or improving their risk management programs, is a means for members to influence behavior for managing risks.

The RMC discussed the idea of implementing an incentive program either by monetary rewards, award plaque or premium discounts; however, the committee concluded an award system may create a disadvantage for smaller cities with limited resources. After further discussion, the Committee directed the Program Administrator and Bickmore to work on developing a Safety Ambassador Program where each member appoints a representative from a line staff to participate in the program.

**ATTACHMENTS:** None



BACK TO AGENDA

**Northern California Cities Self Insurance Fund  
Risk Management Committee Meeting  
June 15, 2017**

**Agenda Item F.3.**

## **ROUND TABLE DISCUSSION**

### **INFORMATION ITEM**

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

**RECOMMENDATION:** None.

**FISCAL IMPACT:** None.

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

**ATTACHMENT(S):** None.





**2017 MEETING CALENDAR**

- February 2, 2017..... **Police Risk Management Committee** - 10:00 a.m.
  
- March 23, 2017..... *Executive Committee* - 10:00 a.m.  
**Claims Committee** - 11:30 a.m.
  
- April 27, 2017..... **Risk Management Committee** - 10:00 a.m.  
**Board of Directors** - 12 noon
  
- May 4, 2017..... **Police Risk Management Committee** - 10:00 a.m. (*Canceled*)
  
- May 18, 2017..... **Claims Committee** - 10:00 a.m.  
*Executive Committee* - 11:30 a.m.
  
- June 15, 2017..... **Risk Management Committee** - 10:00 a.m.  
**Board of Directors** - 12 noon
  
- August 3, 2017 ..... **Police Risk Management Committee** - 10:00 a.m.
  
- September 21, 2017 ..... **Claims Committee** - 10:00 a.m.  
*Executive Committee* - 11:30 a.m.
  
- Thursday, October 19, 2017 ..... **Risk Management Committee** Expanded Meeting- 10:00 a.m.  
(Claims Analysis)  
**Board of Directors** - 12:30 p.m.  
(Finance Focus)
  
- November 2, 2017 ..... **Police Risk Management Committee** - 10:00 a.m.
  
- December 7, 2017..... **Board of Directors** - 10:00 a.m. - 3:00 p.m.  
(Long Range Planning)

MEETING LOCATION: Rocklin Event Center - Garden Room  
 2650 Sunset Boulevard, Rocklin, CA 95677

NOTE: All meetings are scheduled on Thursdays and will be held at the Rocklin Event Center, Garden Room, except for February and March, in the Ballroom.

# 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 \_\_\_\_\_