



**NCCSIF  
Risk Management Committee Meeting  
AGENDA**

**Date:** Thursday, January 16, 2014  
**Time:** 10:30 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 – October 10, 2013
- E. RISK MANAGEMENT BUSINESS**
- pg. 05 1. **Risk Control Services Summary as of December 31, 2013** **I 2**  
*Ms. Henri Castro will provide the Committee with an update on the services Bickmore has provided NCCSIF members for the 2013/2014 program year to date.*
- pg. 07 2. **Police Risk Management Committee Meeting Summary** **I 1**  
*Ms. Liz Ehrenstrom will provide the Committee with a summary of the December 04, 2013 NCCSIF Police Risk Management Committee Meeting.*
- pg. 08 3. **Discussion of Police Risk Management Budget for 2014/2015** **A 1**  
*The Committee will be asked to discuss and consider the possibility of a Police Risk Management Committee Budget for the 2014/2015 program year.*



pg. 09      4. **Use of Risk Management Training Funds Request** **A 1**  
*The Committee will be asked to discuss and consider approval of the request for utilization of Risk Management Funds for CPR/Refresher courses.*

**F.            INFORMATION ITEMS** **I 1**

- pg. 10      1. PARMA Conference  
pg. 12      2. NCCSIF Travel Reimbursement Form

**G.            ADJOURNMENT**

**UPCOMING MEETINGS**

- Police Risk Management Committee Meeting – February 19, 2014
- Executive Committee Meeting – March 13, 2014
- Claims Committee Meeting – March 13, 2014
- Board of Directors Meeting – April 24, 2014
- Risk Management Committee Meeting – April 24, 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  
January 9, 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 – October 10, 2013



**MINUTES OF THE  
NCCSIF RISK MANAGEMENT COMMITTEE MEETING  
LINCOLN CITY HALL, LINCOLN, CA  
OCTOBER 10, 2013**

**MEMBERS PRESENT**

Juanita Barnett, City of Anderson  
Steve Johnson, City of Dixon  
Brad Koehn, City of Elk Grove  
Bruce Cline, City of Folsom  
Karin Helvey, City of Gridley  
John Lee, City of Lincoln  
Matt Michaelis, City of Marysville  
Catrina Olson, City of Nevada City  
Liz Ehrenstrom, City of Oroville  
Dave Warren, City of Placerville  
Sandy Ryan, City of Red Bluff  
Russell Hildebrand, City of Rocklin  
Tim Sailsbery, City of Willows  
Steve Kroeger, City of Yuba City  
Gina Will, Town of Paradise

**MEMBERS ABSENT**

City of Auburn  
City of Colusa  
City of Corning  
City of Galt  
City of Ione  
City of Jackson  
City of Rio Vista

**GUESTS & CONSULTANTS**

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

**A. CALL TO ORDER**

The meeting was called to order at 10:49 a.m.



**B. PUBLIC COMMENTS**

Ms. Liz Ehrenstrom introduced Mr. Brad Koehn as the NCCSIF representative for the City of Elk Grove who just joined NCCSIF's Workers' Compensation program effective September 1, 2013.

**C. APPROVAL OF AGENDA AS POSTED**

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

**MOTION:** Bruce Cline      **SECOND:** Dave Warren      **MOTION CARRIED**

**D. CONSENT CALENDAR**

1. Minutes of the Risk Management Committee Meeting – June 13, 2013.

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

**MOTION:** Bruce Cline      **SECOND:** Dave Warren      **MOTION CARRIED**

**E. RISK MANAGEMENT BUSINESS**

**E1. Risk Control Service as of October 10, 2013**

Ms. Henri Castro explained Assessments have been completed and that two days have been allocated to each member to address those Assessments. She is currently in the process of implementing an action plan for each member. Ms. Castro also advised that she has met with the City of Elk Grove and will conduct an Assessment shortly.

Ms. Castro then noted that the next Police Risk Management Committee meeting is scheduled for November and it will be focused on Officer Involved Shootings.

There was discussion on how the Risk Control Services should be reported to the Committee. Mr. Simmons suggested that projects stay on the report for longer than a 12 month time frame. The Committee suggested that a report be provided for a 12 month time frame and projects are captured on a separate document.

Ms. Castro then asked if the committee has any topics to receive Safety Communication on which lead to a brief discussion on the possibility of web based training. She proceeded to advise that at the recent Regional Workshop for CalOSHA training there were 32 participants. She then advised that a workshop is being planned for Certificate Pool Operators.



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

Ms. Ehrenstrom explained that the next Police Risk Management Committee will be focused on Officer Involved Shootings as Ms. Castro touched on earlier. She advised that at the August PRMC meeting there was a mixed crowd of departments for the Fitness for Duty Evaluation Training.

### **F. INFORMATION ITEMS**

#### **F1. Parma Conference**

#### **F2. NCCSIF Travel Reimbursement Form**

Ms. Castro advised that member have inquired about who is required to take the CalOSHA training and explained that only those who handle waste water, public works, utilities and janitorial staff are required to take the training. She noted that all employees who deal with chemicals are required.

Ms. Castro also provided a presentation of Bickmore's website and the resources available.

Mr. Bruce Cline explained that an IRIC Training Flyer is available at today's meeting and advised that this is a very beneficial training provided by Marylin Kelley and members should review it.

### **G. ADJOURNMENT**

The meeting was adjourned at 11:31 a.m.



**RISK CONTROL SERVICES SUMMARY AS OF  
DECEMBER 31, 2013**

**INFORMATION ITEM**

**ITEM:** Ms. Henri Castro will provide the Committee with an update on the services Bickmore has provided NCCSIF members during the 2013/2014 program year to date. Services provided were as follows:

**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 will be provided during the meeting.

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:
  - 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  
January 9, 2014**

**Training Resources**

Members have access to all the Bickmore resources which include on-line streaming videos, safety publications, and webinars. An important safety publication on electronic cigarettes is currently under development.

**Regional Safety Training Workshops**

The next regional workshop will be scheduled in February/March. The topic is Flagger and Temporary Work Zone Safety.

**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 7/1/13 – 01/09/14 (Handout)



**Risk Management Committee Meeting  
January 9, 2014**

**Agenda Item E.2.**

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

### **INFORMATION ITEM**

**ITEM:** Ms. Liz Ehrenstrom will provide the Committee with a summary of the August 15, 2013 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. 12/04/13 Police Risk Management Committee Meeting Minutes (Draft) - Handout



**Risk Management Committee Meeting  
January 9, 2014**

**Agenda Item E.3.**

**DISCUSSION OF POLICE RISK MANAGEMENT BUDGET FOR 2014/2015**

**ACTION ITEM**

**ITEM:** The Committee will be asked to review the possibility of establishing a Police Risk Management Budget to assist members' police department in reducing losses. Through various claims analysis and discussions the Committee has expressed interest in purchasing uniform 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 \$75 - \$350 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.

**FISCAL IMPACT:** TBD.

**RECOMMENDATION:** It is the recommendation of staff that the Risk Management Committee discuss the possible allocation of Risk Management funds specifically designed to assist members' police departments in reducing losses. If the Committee agrees, staff will perform a loss analysis to see where exactly these losses are coming from and provide a recommendation amount of funding at the next Risk Management Committee meeting for approval of the Risk Management Budget.

**BACKGROUND:** 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:** None.



**Risk Management Committee Meeting  
January 9, 2014**

**Agenda Item E.4.**

## **USE OF RISK MANAGEMENT TRAINING FUNDS REQUEST**

### **INFORMATION ITEM**

**ITEM:** Staff has received inquiries from two members who asked if CPR/Refresher courses can be reimbursed by the Risk Management Funds.

**FISCAL IMPACT:** Approximately \$47.50 per person. This would amount to \$3,000 - \$4,000 for the two members requesting utilization of the Risk Management Funds.

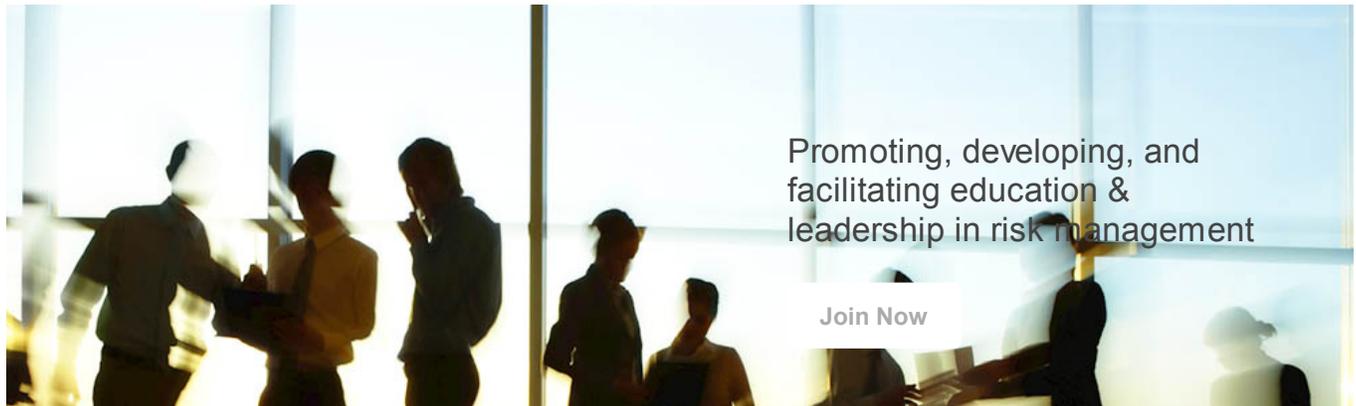
**RECOMMENDATION:** Staff would like to leave this item for the Committee to decide.

**BACKGROUND:** The Risk Management budget allocation is approved by the Risk Management Committee in April and then by the Board of Directors along with NCCSIF's budget at the June Board of Directors meeting. In June of 2013, the Board of Directors approved \$25,000 to be allocated to Risk Management Services & Trainings for various Risk Management Services and Trainings for the organization.

**ATTACHMENTS:** None.



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## PARMA 2014 CONFERENCE REGISTRATION IS NOW OPEN

### New at PARMA

#### PARMA SCHOLARSHIPS FOR THE ANNUAL CONFERENCE

If you would like to attend the PARMA Conference, February 9-12, 2014 in San Jose, CA, but your entity does not have the funding to allow it, consider applying for a PARMA Scholarship. Information on how to apply can be found in the PARMA Community. Just log in with your email address and passcode, go to the Resource Pages and download an application. Don't miss out on a fabulous educational opportunity - let us help you get there!

To find the Resource pages simple look on the left side of the PARMA Community pages for Resources. Click on that link and then scroll down to find the PARMA Conference Scholarship Application. Click on that link and then download the application by clicking on the green Download Resource Button on the right side of the page. Open the document, print it out and fill in the application. Instructions on where to send it are on the form.

#### REGISTER FOR THE PARMA GOLF TOURNAMENT

You can register for the annual PARMA Golf Tournament to be held at the Coyote Creek Golf Course in Morgan Hill, CA on Sunday, February 9, 2014. Just go to [www.parma.com](http://www.parma.com) and click on Events. Then close the 2014 PARMA Golf Tournament, log in and follow the prompts. No need to be a good golfer - you just need to want to have fun!

If you want to sponsor a tee box you can click on the PARMA Store and choose the event you would like to sponsor by clicking on it and adding it to your shopping cart. A receipt will be sent to you once you have paid for it.

#### NEW FOR THE 2014 CONFERENCE

PARMA is offering **Continuing Education Certificates** and **MCLE Credits** for Attorneys and Paralegals for attending selected sessions. These sessions are noted with a comment in the title field, so be sure to look for these when you register. This is part of PARMA's Strategic Plan to address requests from and meet the needs of its members.

#### EVENTS WORTH NOTING

Attendees at the 2014 PARMA Conference are in for a real treat this year. They will be hosted for a networking opportunity at the San Jose Tech Museum on Monday evening from 6-10 pm thanks to the sponsorship from **Alliant Insurance Services** and **Carl Warren & Company**. For those without plans for later in the evening the IMAX Theater at the Museum will have an 8 pm showing of the movie "Everest". All attendees are welcome to attend this event.

A 40th Anniversary deserves a special celebration and PARMA's banquet intends to be just that. This is that event where you can dress up -

bring along the cocktail dress and guys, wear a jacket. Of course you can come in business attire if you prefer but be a part of this Ruby Celebration. With a menu of Surf & Turf, dancing with your favorite band from last year and prizes generously sponsored by **Mullen & Filippi**, you can be guaranteed an evening to remember.

**PARMA EXHIBIT BOOTH INFORMATION**

Exhibit booths are available for sale for the PARMA Conference. The exposition will be at the San Jose Convention Center with set up on Sunday, February 9 from 1-6pm. The show is Monday, February 10 from 7:30 - 4:00 pm and Tuesday, February 11 from 7:30 - 1:30pm. Tear down can begin at 1:45 following lunch which will be served both days in the exhibit hall. For a booth contract please click [HERE](#). For a diagram of the expo hall, please click [HERE](#). Please note that there are a large number of booths already sold for this show. For an updated list of booth availability please email [exhibit@parma.com](mailto:exhibit@parma.com) and request a listing so you do not choose booths that are already sold.

**PARMA COMMUNITY**

The Community is a place to find not only chapter information for PARMA, updates about the conference and resources to make your life easier, but also a place to allow other PARMA members to post their meetings and white papers. Speakers can promote the sessions they will be presenting at both Chapter Meetings and the Annual Conference, AND it will be easier than before to actually reach out and make connections with other PARMA members. It also provides a forum for group discussions, news feeds and messaging.

**PARMA Members** have full access to everything in the Community. You can post meetings, make contacts, participate in group discussions, send/receive messages, take surveys and access/download/post resources. **Non Members** can view posted meetings, group discussions, resources and surveys. Non Members can view posted meetings, group discussions, resources and surveys.

**What to do First?**

Click on the Community link, log in and create a profile for yourself. Then explore. Look up other members with the search box and invite them to link to you. Set your permissions so that you have set up when you want to get notifications. **This is the NEW LOOK of PARMA!**

**Membership:** PARMA's membership runs from January 1 - December 31 each year. For public agency employees the cost is \$100 for an entity and for associates/non-public agency employees the cost is \$275. Your employer/agency becomes the member and covers as many people from your location as would like to be a PARMA member. (If you have additional branches each must become their own member but will also have the ability to have multiple employees under the umbrella of the membership.)

**Our Platinum Sponsors**



**PARMA 2014 Annual Conference**

February 9-12, 2014  
San Jose, CA Convention Center



**PARMA Chapters**

Bay Area  
Sacramento

# 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 \_\_\_\_\_