



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

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

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

**Secretary**  
Ms. Astrida Trupovnieks  
City of Lincoln

**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND  
RISK MANAGEMENT COMMITTEE MEETING  
AGENDA**

**Date:** Thursday, April 26, 2018  
**Time:** 10:00 a.m.  
**Location:** Rocklin Event Center - Garden Room  
2650 Sunset Boulevard  
Rocklin, CA 95677

**A - Action**  
**I - Information**  
  
**1 - Attached**  
**2 - Hand Out**  
**3 - Separate Cover**  
**4 - Verbal**

**MISSION STATEMENT**

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

- A. CALL TO ORDER**
- B. INTRODUCTIONS**
- C. 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 - October 19, 2017
  - pg. 9 2. TargetSolutions Usage Report 2017-18 as of April 12, 2018
- F. COMMITTEE BUSINESS**
  - pg. 10 1. **Risk Management Services, Assessments and Recommendations** **I 1**  
*Bickmore will present an overview of the risk control services provided over the last year and discuss the progress made on the member risk assessments and update the scorecard for committee review.*
  - 2. **Police Risk Management Committee (PRMC)** **I**
    - pg. 29 a. **PRMC Update** **4**  
*Tom Kline from Bickmore will provide the Committee with a summary of the last two Police Risk Management Committee Meetings.*



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pg. 30	b. <b>PRM Grant Fund Usage Report</b> <i>The Program Administrators will provide an update of where grants are used by police agencies.</i>		<b>1</b>
pg. 32	3. <b>RM-16 Special Event Risk Management</b> <i>The Committee will review and may recommend or provide direction on the proposed Special Event policy.</i>	<b>A</b>	<b>1</b>
pg. 36	4. <b>FY 18/19 Risk Control Services Plan and Budget</b> <i>Marcus Beverly will present the draft budget for risk services for review and recommendation to the Board of Directors.</i>	<b>A</b>	<b>1</b>
pg. 39	5. <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</b>	<b>4</b>
pg. 40	<b>G. INFORMATION ITEMS</b> NCCSIF Travel Reimbursement Form	<b>I</b>	<b>1</b>

**H. ADJOURNMENT**

**REMINDER: Lunch will be served at 11:30 a.m.**

**LUNCHTIME PRESENTATION - CSAC EIA/GSRMA Employee Benefits**  
*Sidney DiDomenico with CSAC EIA and Naomi Whatley with Golden State Risk Management Authority will present the Board with information about CSAC EIA/GSRMA Group Benefits Program.*

**UPCOMING MEETINGS**

- Police Risk Management Committee Meeting - May 2, 2018
- Claims Committee Meeting - May 17, 2018
- Executive Committee Meeting - May 17, 2018
- Risk Management Committee Meeting - June 14, 2018
- Board of Directors Meeting - June 14, 2018

*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):**

1. Minutes of the Risk Management Committee Meeting - October 19, 2017
2. TargetSolutions Usage Report 2017-18 as of April 12, 2018



**MINUTES OF THE  
NCCSIF RISK MANAGEMENT COMMITTEE MEETING  
ROCKLIN EVENT CENTER, ROCKLIN, CA  
OCTOBER 19, 2017**

**COMMITTEE MEMBERS PRESENT**

Liz Cottrell, City of Anderson  
Tom Watson, City of Corning  
Rachel Ancheta, City of Dixon  
Kristine Haile, City of Folsom  
Cora Hall, City of Galt  
Elisa Arteaga, City of Gridley  
Jon Hanken, City of Ione

Astrida Trupovnieks, City of Lincoln  
Loree McCay, City of Nevada City  
Liz Ehrenstrom, City of Oroville (**Chair**)  
Crystal Peters, Town of Paradise  
Dave Warren, City of Placerville  
Steven Rudolph, City of Rocklin  
Natalie Springer, City of Yuba City

**OTHER MEMBERS PRESENT**

Julie Rucker, City of Elk Grove  
Kim Stalie, City of Dixon

Eugene Palazzo, City of Galt  
DeeDee Cutler, City of Rocklin

**COMMITTEE MEMBERS ABSENT**

Shari Harris, City of Auburn  
City of Colusa (vacant)  
Jim Ramsey, City of Elk Grove  
Yvonne Kimball, City of Jackson

City of Marysville (vacant)  
Sandy Ryan, City of Red Bluff  
City of Rio Vista (vacant)  
Wayne Peabody, City of Willows

**CONSULTANTS & GUESTS**

Marcus Beverly, Alliant Insurance Services  
Raychelle Maranan, Alliant Insurance Services  
Dori Zumwalt, York Risk Services

Henri Castro, Bickmore  
Gail Zeigler, Bickmore  
Tom Kline, Bickmore

**A. CALL TO ORDER**

Chair Liz Ehrenstrom called the meeting to order at 10:05 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:** Dave Warren                      **Second:** Jon Hanken                      **Motion Carried**  
**Ayes:** Cottrell, Watson, Ancheta, Haile, Hall, Arteaga, Hanken, McCay, Ehrenstrom, Peters,  
Warren, Rudolph  
**Nays:** None



**D. PUBLIC COMMENTS**

None

There were no public comments made.

**E. CONSENT CALENDAR**

1. Minutes of the Risk Management Committee Meeting - June 15, 2017

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

**Motion:** Tom Watson                      **Second:** Jon Hanken                      **Motion Carried**  
**Ayes:** Cottrell, Watson, Ancheta, Haile, Hall, Arteaga, Hanken, McCay, Ehrenstrom, Peters, Warren, Rudolph  
**Nays:** None

**F. COMMITTEE BUSINESS**

**F.1. Policy and Procedure Reviews**

**F.1.a. RM-16 Special Event Risk Management Draft**

Mr. Marcus Beverly reviewed the draft RM-16 Special Event Risk Management to the Committee. Special Events represent common exposures to loss that can be prevented and mitigated by appropriate risk management controls. It is advisable to obtain a hold harmless agreement and permit for any city-sponsored events; specifically events requiring road closures must obtain a traffic management plan approved by a qualified engineer for affirmative defense of design immunity. The city should require all vendors holding event at city properties to provide proof of insurance and/or issue the appropriate additional insured endorsement adding the city as an additional insured per the contract requirements. It is best practice to have participants sign a waiver specifically for sport related events.

Ms. Henri Castro noted that Concussion Protocols in Youth Sports are not just for schools anymore. Assembly Bill 2007 (AB) that went into effect January 1, 2017, expanded the existing law to include local governmental agencies to have New Concussion Protocol in Youth Sports in which athletes 17 years of age or younger participate in the list of sports referred in the AB 2007.

**A motion was made to recommend RM-16 Special Event Risk Management to the Board as presented.**

**Motion:** Jon Hanken                      **Second:** Rachel Ancheta                      **Motion Carried**  
**Ayes:** Cottrell, Watson, Ancheta, Haile, Hall, Arteaga, Hanken, McCay, Ehrenstrom, Peters, Warren, Rudolph  
**Nays:** None

### **F.1.b. RM-17 Volunteer Risk Management Draft**

Mr. Beverly indicated that volunteers present loss exposures to NCCSIF members for practically every risk they face. Workers' Compensation coverage can be extended to volunteers as long as the city adopted a resolution providing the coverage. The best practices are: the application and screening procedures; release and waiver forms; orientation and training procedures; vehicle operation screening; and mandatory reporting of suspected abuse or neglect. It was noted that all employees who require driving in their course of employment, including management and city officials, are subject to the Employer Pull Notice. The employee's auto insurance is primary and the city coverage is excess and it's important to note that any employees with more than four points on their driving records for the last three years are not covered in city's coverage. The recommended limit of insurance is (100/300/50) \$100,000 limit for Bodily Injury each person, \$300,000 limit for Bodily Injury each accident, and \$50,000 limit for Property Damage each accident, above the state-required minimum of (15/30/50), for those who drive their personal vehicle on city business.

**A motion was made to recommend the RM-17 Volunteer Risk Management to the Board as presented.**

**Motion:** Jon Hanken

**Second:** Rachel Ancheta

**Motion Carried**

**Ayes:** Cottrell, Watson, Ancheta, Haile, Hall, Arteaga, Hanken, McCay, Ehrenstrom, Peters, Warren, Rudolph

**Nays:** None

### **F.2. Bickmore Risk Management Services, Assessments and Recommendations**

Ms. Henri Castro updated the Board on the services Bickmore provided to the members during 2017/18 program year to date. Members have received risk control services with implementing recommendations from the Hazard & Safety Assessments and ongoing support for various customized services as requested by members including on-site trainings, Cal/OSHA written program development for liability exposures, hazard and playground inspections and ergonomic evaluations.

*Astrida Trupovnieks arrived at 10:36 a.m.*

Ms. Castro indicated the recommended topics for regional workshops this year is as follows:

- Aquatics Risk Management
- Asbestos Cement Pipe Exposure Management
- Traffic Control & Flagger Training
- Commercial Driver Safety
- Implementation of Training for Supervisors and Managers.

Ms. Castro noted that Bickmore issues Safety Publications on a range of topics from OSHA regulatory updates to current events and emerging health and safety issues. The Hepatitis A will be published soon in response to the outbreak in Southern California.

Discussion ensued under what circumstances it is required to get Hepatitis A and B vaccine. The municipality service employees are subject to many screening and vaccination requirement specifically those with risk exposure to bloodborne pathogens as part of their regular job duties or assigned tasks. The employee has the right to decline vaccination in that case, the city must require the employee to sign a declination form as best practice.

Ms. Castro indicated she recently shared Bickmore's model Bloodborne Pathogens Exposure Control Plan to all the members.

### **F.3. Police Risk Management Committee Update**

Mr. Tom Kline provided a summary of the Police Risk Management Committee (PRMC) meeting held on August 3, 2017. The training topic was Community Policing presented by former Sacramento Police Chief, Rick Braziel. He noted that five Assembly/Senate bills relating to police agencies became law.

Information only.

### **F.4. Trending Reports for Workers' Compensation and Liability Claims**

Ms. Dori Zumwalt from York Risk Services presented an overview of NCCSIF claim trends for the past five years and analysis of the top loss exposures related to the Workers' Compensation (WC) and Liability Programs. The top occupation for WC injury is police officer and second is fire fighter due to entitlement of presumptive on-duty injuries for safety personnel. The big driver of liability claims are public works and police.

### **F.5. Development of Safety Ambassador Program**

Mr. Beverly indicated the development of Safety Ambassador Program has been bounced around in couple of meetings to appropriately launch a training for Supervisors and Managers that is conducive to all members. Some members felt a pool-wide Safety Ambassador program was not necessary and assigning another body to the role is not feasible to some members who have limited staff on hand due to budget constraint.

*Natalie Springer arrived at 11:27 a.m.*

The Committee discussed a range of potential forms for the program and reached a consensus to test pilot a Safety Training day at city location as opposed to creating a program. Topics can be wide-ranging to bring the safety awareness to city employees that everybody should be responsible when it comes to managing risk and control procedures within their functions. Cities of Folsom and Galt volunteered to test pilot the training.



**F.6. Round Table Discussion**

Ms. Astrida Trupovnieks indicated that the cities of Lincoln and Rocklin shared a fire department and both cities are interested in using Lexipol Fire services, but the cost is significant and asked if the pool may consider funding for this service. Mr. Beverly noted that Alliant will poll the members to gauge if there is enough interest to enter into a master contract with Lexipol to negotiate a group discount.

Mr. Beverly noted that the City of Elk Grove requested an alternate representative on the NCCSIF Risk Management Committee (RMC). Currently, the policy states one representative from each member city is allowed. The Program Administrator reviewed the policy and since the Committee has no approval authority, the RMC may be removed from the list of those designated positions to file form 700s. The Program Administrators will confirm with Board Counsel on that regard and will set forth a change to the Conflict of Interest Code at the next Board meeting.

**G. INFORMATION ITEMS**

1. NCCSIF Travel Reimbursement Form

**H. ADJOURNMENT**

The meeting was adjourned at 12:04 p.m.

**Next Meeting Date:** April 26, 2018

Respectfully Submitted,

\_\_\_\_\_  
Astrida Trupovnieks, Secretary

\_\_\_\_\_  
Date

NCCSIF 2017-18 YTD

Type: EIA Report  
 Run Date: 4/12/2018  
 Shares: Not Shared  
 Filters: Date Range From 07/01/2017 To 04/02/2018

Site Name	EIA Member Affiliation	Total users completing 1+ TargetSolutions course	Total users completing 1+ course (Fire/EMS CEU's only)	Total users completing 1+ course (Water/Wastewater CEU's only)	Total users completing 1+ custom activity
City of Auburn	NCCSIF	1			
City of Dixon	NCCSIF	2			
City of Folsom	NCCSIF	125		4	1
City of Galt	NCCSIF	53			2
City of Oroville	NCCSIF	16	1		52
City of Red Bluff	NCCSIF	43			
City of Rocklin	NCCSIF	1			1
City of Willows	NCCSIF	3			
City of Yuba City	NCCSIF	165		1	
Folsom Fire Department	NCCSIF	66	57		64
Nevada City Fire Department	NCCSIF	2	2		
Rio Vista Fire Department	NCCSIF	14	7		2
Town of Paradise	NCCSIF	36			
		527	67	5	122



## RISK MANAGEMENT SERVICES, ASSESSMENTS AND RECOMMENDATIONS

### INFORMATION ITEM

**ISSUE:** Enriqueta Castro and Gail Zeigler will provide the Committee with an update on the services Bickmore has provided NCCSIF members during the 2017/2018 program year to date:

#### Hazard & Safety Assessment (HSA)

This program year the RMC has approved two additional assessment categories:

- Risk Management Framework
- Injury & Illness Prevention Program Implementation
- Americans with Disabilities Act (ADA) Compliance
- Driver & Vehicle Use Safety
- Ergonomic Injury Management
- Sidewalk Liability Management
- Urban Forest Management
- Volunteer Risk Management (*NEW*)
- Special Events Risk Management (*NEW*)

Staff began scheduling Hazard & Safety Assessment appointments and meeting with members in March of 2018. The appointments include following-up on the progress made on prior year assessment recommendations and to assess members on the two new categories.

#### Member Services

Members receive two days of risk control services to help implement recommendations from the HSA. Examples of service include written program development for Cal/OSHA compliance and liability exposures, assistance with program implementation, participation in safety committee meetings, inspections, and customized employee training. One additional day of service is provided to each member for additional requested services, such as ergonomic evaluations, playground inspections, participating in safety committee meetings, etc.

At the October, 2017 RMC meeting a proposal was presented and a consensus reached wherein NCCSIF/Bickmore/York would develop a half day on-site risk management orientation to City management and supervisors (Risk Management 101 for Managers and Supervisors). The purpose of the orientation is to educate staff about pooling and losses, share available resources that City employees can access with the goal of having managers and supervisors more engaged and involved in reducing losses.



**Northern California Cities Self Insurance Fund  
Risk Management Committee Meeting  
April 26, 2018**

**Agenda Item F.1. *continued***

The first orientation is scheduled for the City of Folsom on April 18<sup>th</sup>, 2018 (renamed Safety & Risk Management Tools Managers & Supervisor Training). Staff is in the process of scheduling training for the cities of Galt, Oroville, Ione and Jackson. Staff will schedule additional trainings at member cities request.

Regional Training Workshops

During the October 2017 RMC staff received feedback from the committee to identify preferred regional training workshops for the 2017/2018 program year. The following topics were selected:

- Aquatics Risk Management
- Asbestos Cement Pipe Exposure Management
- Traffic Control & Flagger Training
- Commercial Driver Safety
- Risk Management 101 for Managers and Supervisors (by request)

Aquatics Risk Management Regional Training has been scheduled and registration is currently open:

- City of Galt on May 15<sup>th</sup>, 2018
- City of Yuba City on May 16<sup>th</sup>, 2018

Asbestos Cement Pipe Exposure Management has not yet been scheduled. ***Staff requests feedback from the committee to identify Cities that would like to host this training.***

Traffic Control & Flagger Training has been scheduled, e-mail announcements for registration will be sent to members approximately six weeks prior to training:

- City of Corning on July 10<sup>th</sup>, 2018
- City of Dixon on July 11<sup>th</sup>, 2018

Commercial Driver Safety has been scheduled, e-mail announcements for registration will be sent to members approximately six weeks prior to training:

- City of Red Bluff on Jun 12<sup>th</sup>, 2018
- City of Rocklin on June 13<sup>th</sup>, 2018

Additional Services and Resources

In addition to unlimited phone and email consultation, members have access to the following Bickmore Risk Control website resources <http://riskcontrol.bickmore.net/>:

- ***On-line Streaming Videos*** - Members have access to over 300 on-line streaming videos to help comply with OSHA and other regulatory training requirements. Bickmore-produced videos are also developed on key safety topics.



**Agenda Item F.1. *continued***

- **Safety Publications** - We develop customized safety publications that provide guidance on a range of topics from OSHA regulatory updates to safety training resources for employees. The publications are written in an interesting and informative manner, nicely designed, and ready for distribution.
- **Webinars** - We conduct live webinars on a range of safety and risk management topics. All of our webinars are recorded and our library contains over 40 topics to choose from.
- **Sample Programs, Forms, and Checklists** - Our up to date sample safety programs, forms, and checklists are written in a streamlined yet comprehensive manner.

**WHAT'S NEW!**

**Safety Publications**

- April Distracted Driving Awareness Month
- Workplace Violence in Healthcare - New Written Program Requirements
- DOT Drug Testing Changes for 2018
- Silica Requirements (*coming soon*)

**Videos**

- Handling Reasonable Suspicion in the Workplace
- Marijuana in the Workplace
- Mobile Work Zone Safety

**Model programs and forms**

- Workplace Violence Prevention Program for Fire
- Workplace Violence Incident Log
- Vehicle Backing Policy
- Alternate & Non-Permit Confined Space Entry Program
- Volunteer Program (*coming soon*)
- Silica Model Program (*coming soon*)

**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. Henri Castro and Gail Zeigler are NCCSIF's Risk Control Consultants for these services.

**ATTACHMENTS:**

1. Member Services Summary Report July 1, 2017 - April 3, 2018
2. Risk Management Assessment Scorecard Summary as of April 6, 2018



## NCCSIF Member Services Report July 1, 2017 – April 3, 2018

Client	Activity	Project Status
Anderson, City of	Assessment 2017/18 Focused Risk Assessment	In Progress
	Phone & E-mail Consultation Drug & Alcohol Policy	Completed
	Program Development Auto, Fleet and Driver Risk	In Progress
	Program Development Ergonomics	In Progress
	Assessment 2017.18 Focused Risk Assessment	In Progress
Auburn, City of	Program Development Auto, Fleet and Driver Risk	Awaiting Member Availability
	Program Development Ergonomics	Awaiting Member Availability
	Assessment 2017.18 Focused Risk Assessment	In Progress
Colusa, City of	Phone & E-mail Consultation Sexual Harassment Training	Completed
	Program Development Develop IIPP Training Matrices and Train City on New IIPP	Completed
	Program Development IIPP Develop new IIPP and Training Matrices	Completed
	Training IIPP Training	In Progress
	Assessment 2017.18 Focused Risk Assessment	In Progress
	Consulting Safety Committee Facilitate new Safety committee	In Progress
	Phone & E-mail Consultation BBP Vaccinations	Completed
Corning, City of	Program Development Auto, Fleet and Driver Risk	In Progress
	Program Development Emergency Response Management Emergency Action Plan	In Progress
	Assessment 2017.18 Focused Risk Assessment	In Progress
	Consulting Intro to Bickmore RC Services	Completed
	Phone & E-mail Consultation Risk Control Web Site	Completed
	Physical Inspection Facility Inspections	Awaiting Member Availability
Dixon, City of	Program Development Ergonomics	In Progress



**NCCSIF Member Services Report  
July 1, 2017 – April 3, 2018**

Client	Activity	Project Status
Elk Grove, City of	Assessment Ergonomics Ergo Evaluation	In Progress
	Assessment 2017.18 Risk Assessment	Completed
	Phone & E-mail Consultation Auto, Fleet and Driver Risk Carbon Monoxide	Completed
	Phone & E-mail Consultation BBP MRSA Exposure	Completed
	Assessment Ergonomics	Completed
	Assessment 2017.18 Focused Risk Assessment	In Progress
Folsom, City of	Training Confined Space Awareness Level Training	Completed
	Training Ergonomics	Completed
	Assessment 2017.18 Focused Risk Assessment	In Progress
	Phone & E-mail Consultation Medical Waiver Form	Completed
Galt, City of	Program Development Auto, Fleet and Driver Risk	Completed
	Program Development Volunteer Program	In Progress
	Incidental Medical Services Program Review	Completed
	Assessment 2017.18 Focused Risk Assessment	In Progress
	Consulting Orientation New Board Rep	Completed
Gridley, City of	Program Development Auto, Fleet and Driver Risk	In Progress
	Program Development Ergonomics	In Progress
	Training Auto, Fleet and Driver Risk Defensive Driving	Completed
	Assessment 2017.18 Focused Risk Assessment	In Progress
	Program Development Auto, Fleet and Driver Risk	Awaiting Member Availability
	Program Development Ergonomics	Awaiting Member Availability
Ione, City of	Assessment 2017.18 Focused Risk Assessment	In Progress
	Program Development Auto, Fleet and Driver Risk	Awaiting Member Availability
	Program Development Ergonomics	Awaiting Member Availability



**NCCSIF Member Services Report**  
**July 1, 2017 – April 3, 2018**

Client	Activity	Project Status	
Jackson, City of	Assessment 2017.18 Focused Risk Assessment	In Progress	
	Phone & E-mail Consultation Bickmore Risk Control Services	Completed	
	Program Development Confined Space	In Progress	
	Program Development Confined Space	Completed	
	Training Confined Space	Completed	
	Training Ergonomics Police	In Progress	
	Training Ergonomics Public Works	In Progress	
	Lincoln, City of	Assessment 2017.18 Focused Risk Assessment	In Progress
Phone & E-mail Consultation Aerial & Fork Lifts		Completed	
Phone & E-mail Consultation Auto, Fleet and Driver Risk Merging Lincoln and Rocklin Fire		Completed	
Phone & E-mail Consultation Hazard Communication Asbestos		Completed	
Phone & E-mail Consultation Hazard Communication Asbestos Exposure		Completed	
Phone & E-mail Consultation Ladders		Completed	
Program Development Emergency Response Management		In Progress	
Training Ergonomics Police/Fire		Completed	
Marysville, City of		Assessment 2017.18 Focused Risk Assessment	In Progress
		Phone & E-mail Consultation Services Overview	Completed
	Nevada City, City of	Assessment 2017.18 Focused Risk Assessment	In Progress
Program Development Confined Space		In Progress	
Program Development Ergonomics		In Progress	
Program Development IIPP		In Progress	



## NCCSIF Member Services Report July 1, 2017 – April 3, 2018

Client	Activity	Project Status
Nevada City, City of	Program Development Volunteer Program	Completed by PARSAC
	Training Confined Space Awareness/Entrant	Awaiting Member Availability
	Orientation Bickmore Orientation	Completed
Northern California Cities Self Insurance Fund	Assessment Develop 17/18 focused assessment	Completed
	Regional Training Auto, Fleet and Driver Risk Commercial Driver	In Progress
	Regional Training Parks and Recreation Aquatics Risk Management	In Progress
	Regional Training Traffic Control & Flagging	In Progress
	Regional Training Risk Mgt for Mgrs and Sups	Completed
	Regional Training Asbestos Cement Pipe	In Progress
	Police Department Operations Police RC Meeting	Completed
	Prep for NCCSIF RC meeting	Completed
	Risk Control Committee Meeting	Completed
	NCCSIF RM Committee	In Progress
	Police RM Meeting	Completed
Oroville, City of	Assessment 2017.18 Focused Risk Assessment	In Progress
	Phone & E-mail Consultation Sidewalks Samples of ordinances	Completed
	Program Development Auto, Fleet and Driver Risk	Completed
	Program Development Return to Work	In Progress
Paradise, Town of	Assessment 2017.18 Focused Risk Assessment	In Progress
	Program Development IIPP Finalize 2013 Draft IIPP and Train Staff	Completed
	Training Aerial & Fork Lifts Public Works Training Day	In Progress
	Training Hazard Communication PW Safety Training Day	In Progress



**NCCSIF Member Services Report  
July 1, 2017 – April 3, 2018**

Client	Activity	Project Status	
Placerville, City of	Assessment Sidewalks Assess City Sidewalks for Trip Hazards	In Progress	
	Assessment 2017.18 Focused Risk Assessment	Completed	
	Phone & E-mail Consultation Police Department Operations Narcans Research	Completed	
	Program Development Auto, Fleet and Driver Risk	Awaiting Member Availability	
	Program Development Ergonomics	Awaiting Member Availability	
	Red Bluff, City of	Assessment 2017.18 Focused Risk Assessment	In Progress
		Program Development BBP Develop City BBP program	In Progress
		Program Development Confined Space Develop Confined Space Program	In Progress
Program Development Hearing Conservation Develop Hearing Conservation Program		In Progress	
Program Development LOTO Develop Program		In Progress	
Program Development Respiratory Protection Program Develop Citywide Respiratory Protection Program		In Progress	
Program Development Lead Exposure Program		In Progress	
Rio Vista, City of		Assessment 2017.18 Focused Risk Assessment	In Progress
		Consulting Orientation New Member Orientation	Completed
		Phone & E-mail Consultation Parks and Recreation Skate and dog park signage	Completed
		Program Development Auto, Fleet and Driver Risk	In Progress
		Program Development Ergonomics Develop Written Program	In Progress
		Training Confined Space	Awaiting Member Availability



**NCCSIF Member Services Report**  
**July 1, 2017 – April 3, 2018**

Client	Activity	Project Status	
Rocklin, City of	Assessment Ergonomics Police Dispatch	Completed	
	Assessment Ergonomics Conduct on site evaluations	In Progress	
	Assessment 2017.18 Focused Risk Assessment	In Progress	
	Phone & E-mail Consultation BBP/Sharps Log	Completed	
	Phone & E-mail Consultation BBP BBP/ATD Question	Completed	
	Phone & E-mail Consultation Heat Illness	Completed	
	Phone & E-mail Consultation Parks and Recreation Safety Training Schedule	Completed	
	Phone & E-mail Consultation Respiratory Protection Program	Completed	
	Phone & E-mail Consultation Workplace Violence	Completed	
	Training Ergonomics Police	Completed	
	Willows, City of	Assessment 2017.18 Focused Risk Assessment	In Progress
		Phone & E-mail Consultation Concussion Protocol	Completed
		Program Development Auto, Fleet and Driver Risk	Awaiting Member Availability
		Program Development Ergonomics	Awaiting Member Availability
		Yuba City, City of	Assessment 2017.18 Focused Risk Assessment
Phone & E-mail Consultation BBP	Completed		
Phone & E-mail Consultation Hazard Communication	Completed		
Phone & E-mail Consultation Respiratory Protection Program	Completed		
Phone & E-mail Consultation Safety Officer Monthly Touch Base	Completed		
Phone & E-mail Consultation 300 Log	Completed		
Training Calendar	In Progress		



# Risk Management Assessment Scorecard Summary

As of April 6, 2018

	Risk Management Framework	Injury & Illness Prevention Program	ADA Compliance	Driver & Vehicle Use Safety	Ergonomics Injury Management	Sidewalk Liability Management	Urban Forest Management	Volunteer Risk Management	Special Events Management
Anderson	●	●	●	●	●	●	●		
Auburn	●	●	●	●	●	●	●		
<b>Colusa (draft)</b>	●	●	●	●	●	●	●	●	●
Corning	●	●	●	●	●	●	●		
Dixon	●	●	●	●	●	●	●		
<b>Elk Grove</b>	●	●	●	●	●	●	●	●	●
Folsom	●	●	●	●	●	●	●		
Galt	●	●	●	●	●	●	●		
Gridley	●	●	●	●	●	●	●		
<b>Ione</b>	●	●	●	●	●	●	●	●	●
Jackson	●	●	●	●	●	●	●		
<b>Lincoln (draft)</b>	●	●	●	●	●	●	●	●	●
Marysville	●	●	●	●	●	●	●		
Nevada City	●	●	●	●	●	●	●		
Oroville	●	●	●	●	●	●	●		
Paradise	●	●	●	●	●	●	●		
<b>Placerville</b>	●	●	●	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●	●		
Rio Vista	●	●	●	●	●	●	●		
<b>Rocklin (draft)</b>	●	●	●	●	●	●	●	●	●
Willows	●	●	●	●	●	●	●		
<b>Yuba City (draft)</b>	●	●	●	●	●	●	●	●	●

### Implementation Level

In Place/Effective ●

In Progress/Needs work ●

Absent/Ineffective ●

Minimal Exposure Exists ●

1 RISK MANAGEMENT FRAMEWORK	
1-1	Executive Management has developed a Risk Management Policy that supports an effective risk management structure designed to protect employees and reduce costs associated with liability and workers' compensation losses.
1-2	The City Council has adopted a resolution supporting the Risk Management Policy.
1-3	The NCCSIF Board and Risk Management Committee members have reviewed the updated NCCSIF Risk Management Policies & Procedures Manual.
1-4	A Safety/Risk Management Committee has been formed to assist with effectively implementing the City's Injury & Illness Prevention program and risk management program. The committee provides regular progress reports to Senior Management.
1-5	The City conducts an analysis of liability and workers' compensation losses to identify trends and loss reduction measures.
1-6	A risk control plan is developed with measurable loss reduction goals.
1-7	A system is in place to immediately report and investigate workers' compensation and liability claims to control claims costs.
1-8	Return-To-Work program is in place to aid in employee recovery and reduce claim costs.
1-9	The City utilizes the available NCCSIF risk management and safety resources.

	1-1	1-2	1-3	1-4	1-5	1-6	1-7	1-8	1-9
Anderson	●	●	●	●	●	●	●	●	●
Auburn	●	●	●	●	●	●	●	●	●
Colusa	●	●	●	●	●	●	●	●	●
Corning	●	●	●	●	●	●	●	●	●
Dixon	●	●	●	●	●	●	●	●	●
Elk Grove	●	●	●	●	●	●	●	●	●
Folsom	●	●	●	●	●	●	●	●	●
Galt	●	●	●	●	●	●	●	●	●
Gridley	●	●	●	●	●	●	●	●	●
Ione	●	●	●	●	●	●	●	●	●
Jackson	●	●	●	●	●	●	●	●	●
Lincoln	●	●	●	●	●	●	●	●	●
Marysville	●	●	●	●	●	●	●	●	●
Nevada City	●	●	●	●	●	●	●	●	●
Oroville	●	●	●	●	●	●	●	●	●
Paradise	●	●	●	●	●	●	●	●	●
Placerville	●	●	●	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●	●	●	●
Rio Vista	●	●	●	●	●	●	●	●	●
Rocklin	●	●	●	●	●	●	●	●	●
Willows	●	●	●	●	●	●	●	●	●
Yuba City	●	●	●	●	●	●	●	●	●

2 INJURY & ILLNESS PROGRAM IMPLEMENTATION	
2-1	A current program has been developed that contains the Cal/OSHA required elements
2-2	An IIPP Administrator, who has the authority to implement the program, has been designated.
2-3	Responsibilities have been identified for managers, supervisors, and employees.
2-4	All employees are held accountable for the completion of their safety duties as part of their performance review.
2-5	A system for communicating hazards to employees and receiving employee feedback on safety concerns is in place. Examples include training, postings, communication, hazard reporting procedures, and safety committees.
2-6	Methods to enforce safety rules and regulations are in place and utilized.
2-7	Procedures for identifying workplace hazards are in place, including hazard assessments, documented inspections, and observation of work practices.
2-8	A system to correct unsafe conditions is in place.
2-9	A documented accident investigation process is in place that includes root cause analysis, manager review, and corrective action follow-up.
2-10	Training or other effective methods are used to ensure employees are aware of safety policies, programs, procedures, and tasks.
2-11	All IIPP activities are documented and records are maintained as required by Cal/OSHA.

	2-1	2-2	2-3	2-4	2-5	2-6	2-7	2-8	2-9	2-10	2-11
Anderson	●	●	●	●	●	●	●	●	●	●	●
Auburn	●	●	●	●	●	●	●	●	●	●	●
Colusa	●	●	●	●	●	●	●	●	●	●	●
Corning	●	●	●	●	●	●	●	●	●	●	●
Dixon	●	●	●	●	●	●	●	●	●	●	●
Elk Grove	●	●	●	●	●	●	●	●	●	●	●
Folsom	●	●	●	●	●	●	●	●	●	●	●
Galt	●	●	●	●	●	●	●	●	●	●	●
Gridley	●	●	●	●	●	●	●	●	●	●	●
Ione	●	●	●	●	●	●	●	●	●	●	●
Jackson	●	●	●	●	●	●	●	●	●	●	●
Lincoln	●	●	●	●	●	●	●	●	●	●	●
Marysville	●	●	●	●	●	●	●	●	●	●	●
Nevada City	●	●	●	●	●	●	●	●	●	●	●
Oroville	●	●	●	●	●	●	●	●	●	●	●
Paradise	●	●	●	●	●	●	●	●	●	●	●
Placerville	●	●	●	●	●	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●	●	●	●	●	●
Rio Vista	●	●	●	●	●	●	●	●	●	●	●
Rocklin	●	●	●	●	●	●	●	●	●	●	●
Willows	●	●	●	●	●	●	●	●	●	●	●
Yuba City	●	●	●	●	●	●	●	●	●	●	●

3 ADA COMPLIANCE	
<b>3-1</b>	A self-evaluation of programs and facilities has been conducted per ADA requirements.
<b>3-2</b>	A transition plan has been completed to bring noncompliant programs and facilities into compliance.
<b>3-3</b>	There is a process in place to ensure all new construction, alterations, and additions meet current accessibility standards.
<b>3-4</b>	A procedure is in place for filing complaints related to compliance with ADA requirements.
<b>3-5</b>	A qualified individual has been assigned to coordinate ADA compliance requirements.
<b>3-6</b>	Budget and development plans include budgeting for ADA compliance projects.

	3-1	3-2	3-3	3-4	3-5	3-6
Anderson	●	●	●	●	●	●
Auburn	●	●	●	●	●	●
Colusa	●	●	●	●	●	●
Corning	●	●	●	●	●	●
Dixon	●	●	●	●	●	●
Elk Grove	●	●	●	●	●	●
Folsom	●	●	●	●	●	●
Galt	●	●	●	●	●	●
Gridley	●	●	●	●	●	●
Ione	●	●	●	●	●	●
Jackson	●	●	●	●	●	●
Lincoln	●	●	●	●	●	●
Marysville	●	●	●	●	●	●
Nevada City	●	●	●	●	●	
Oroville	●	●	●	●	●	●
Paradise	●	●	●	●	●	●
Placerville	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●
Rio Vista	●	●	●	●	●	●
Rocklin	●	●	●	●	●	●
Willows	●	●	●	●	●	●
Yuba City	●	●	●	●	●	●

4 DRIVER & VEHICLE USE SAFETY	
4-1	The City has a written program in place that establishes vehicle use, vehicle maintenance, use of personal vehicles during City business, driver selection criteria, and defensive driver requirements.
4-2	All employees who are required to drive in the course of their employment are placed in the Department of Motor Vehicles' Employee Pull Notice Program.
4-3	Acceptable driver criterion mirrors the requirements in RM-2.
4-4	Maintenance records are maintained to meet relevant standards and warranties.
4-5	The program includes defensive driver techniques and safe practices on the use of hands free electronic devices and distracted driving.
4-6	Employees and supervisors who regularly drive on City business are trained on the City's program and procedures at hire and annually thereafter.

	4-1	4-2	4-3	4-4	4-5	4-6
Anderson	●	●	●	●	●	●
Auburn	●	●	●	●	●	●
Colusa	●	●	●	●	●	●
Corning	●	●	●	●	●	●
Dixon	●	●	●	●	●	●
Elk Grove	●	●	●	●	●	●
Folsom	●	●	●	●	●	●
Galt	●	●	●	●	●	●
Gridley	●	●	●	●	●	●
Ione	●	●	●	●	●	●
Jackson	●	●	●	●	●	●
Lincoln	●	●	●	●	●	●
Marysville	●	●	●	●	●	●
Nevada City	●	●	●	●	●	
Oroville	●	●	●	●	●	●
Paradise	●	●	●	●	●	●
Placerville	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●
Rio Vista	●	●	●	●	●	●
Rocklin	●	●	●	●	●	●
Willows	●	●	●	●	●	●
Yuba City	●	●	●	●	●	●

5 ERGONOMIC INJURY MANAGEMENT	
5-1	The City has developed an ergonomics program to assist in the identification, prevention, and control of exposure to ergonomic risk factors (awkward postures, repetitive motion, forceful exertion, contact stress, and vibration). <a href="https://www.dir.ca.gov/title8/5110.html">https://www.dir.ca.gov/title8/5110.html</a>
5-2	High risk positions are identified by utilizing worksite evaluations, job hazard analyses, employee input, and loss data.
5-3	Once the risk factors are identified the City works at developing controls measures.
5-4	A system is in place for employees to report discomfort and/or symptoms of musculoskeletal problems and for the City to identify ergonomic solutions.
5-5	All employees are trained to recognize work-related ergonomic risk factors. High-risk employees are trained on their specific ergonomic risk factors and control measures.

	5-1	5-2	5-3	5-4	5-5
Anderson	●	●	●	●	●
Auburn	●	●	●	●	●
Colusa	●	●	●	●	●
Corning	●	●	●	●	●
Dixon	●	●	●	●	●
Elk Grove	●	●	●	●	●
Folsom	●	●	●	●	●
Galt	●	●	●	●	●
Gridley	●	●	●	●	●
Ione	●	●	●	●	●
Jackson	●	●	●	●	●
Lincoln	●	●	●	●	●
Marysville	●	●	●	●	●
Nevada City	●	●	●	●	●
Oroville	●	●	●	●	●
Paradise	●	●	●	●	●
Placerville	●	●	●	●	●
Red Bluff	●	●	●	●	●
Rio Vista	●	●	●	●	●
Rocklin	●	●	●	●	●
Willows	●	●	●	●	●
Yuba City	●	●	●	●	●

## 6 SIDEWALK LIABILITY MANAGEMENT

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

	6-1	6-2	6-3	6-4	6-5	6-6	6-7
Anderson	●	●	●	●	●	●	●
Auburn	●	●	●	●	●	●	●
Colusa	●	●	●	●	●	●	●
Corning	●	●	●	●	●	●	●
Dixon	●	●	●	●	●	●	●
Elk Grove	●	●	●	●	●	●	●
Folsom	●	●	●	●	●	●	●
Galt	●	●	●	●	●	●	●
Gridley	●	●	●	●	●	●	●
Ione	●	●	●	●	●	●	●
Jackson	●	●	●	●	●	●	●
Lincoln	●	●	●	●	●	●	●
Marysville	●	●	●	●	●	●	●
*Nevada City	●	●	●	●	●	●	●
Oroville	●	●	●	●	●	●	●
Paradise	●	●	●	●	●	●	●
Placerville	●	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●	●
Rio Vista	●	●	●	●	●	●	●
Rocklin	●	●	●	●	●	●	●
Willows	●	●	●	●	●	●	●
Yuba City	●	●	●	●	●	●	●

\*Nevada City was not scored in this category

7 URBAN FOREST MANAGEMENT	
7-1	The City has a written urban forest management plan that includes selection and placement of trees and provides for identification and mitigation of hazards related to trees, shrubs, and vegetation. The plan also includes procedures for periodic inspection, care, maintenance, and complaint/emergency response.
7-2	Urban forest management is under the control and supervision of persons who have the expertise to qualify as urban foresters or arborists. Alternatively, the management plan was created by an expert and managed by the City.
7-3	Inspection and monitoring frequency is prioritized by degree of exposure of the public to vegetation hazards. (i.e.: obscured intersections, parks, playgrounds).
7-4	The City examines and, where feasible, budgets for the cost of tree maintenance, including trimming, removal and replacement as needed.
7-5	The City has adopted an ordinance defining ownership and maintenance responsibilities for trees.

	7-1	7-2	7-3	7-4	7-5
Anderson	●	●	●	●	●
Auburn	●	●	●	●	●
Colusa	●	●	●	●	●
Corning	●	●	●	●	●
Dixon	●	●	●	●	●
Elk Grove	●	●	●	●	●
Folsom	●	●	●	●	●
Galt	●	●	●	●	●
Gridley	●	●	●	●	●
Ione	●	●	●	●	●
Jackson	●	●	●	●	●
Lincoln	●	●	●	●	●
Marysville	●	●	●	●	●
*Nevada City	●	●	●	●	●
Oroville	●	●	●	●	●
Paradise	●	●	●	●	●
Placerville	●	●	●	●	●
Red Bluff	●	●	●	●	●
Rio Vista	●	●	●	●	●
Rocklin	●	●	●	●	●
Willows	●	●	●	●	●
Yuba City	●	●	●	●	●

\*Nevada City was not scored in this category

## 8 VOLUNTEER RISK MANAGEMENT

<b>8-1</b>	The City has either 1) adopted a resolution extending Workers' Compensation benefits to volunteers or 2) the City Council has considered and declined to extend benefits.
<b>8-2</b>	Volunteers complete applications and undergo screening procedures. Volunteer screen includes criminal background checks if the volunteer works with children, the elderly or disabled.
<b>8-3</b>	Volunteers receive clear direction on the scope of their volunteering duties including a written orientation and training procedures.
<b>8-4</b>	The driving records of volunteers who operate vehicles while volunteering for the City are screened and have no more than four points in the last three years.
<b>8-5</b>	Volunteers who operate personal vehicles while volunteering for the City must provide proof of adequate auto insurance (NCCSIF recommended minimum limits of: 100k/300k/50k)
<b>8-6</b>	Volunteers are advised their own insurance is primary in the event of an accident.
<b>8-7</b>	Volunteers working with children have been trained regarding requirements for mandatory reporting of suspected abuse or neglect.

	8-1	8-2	8-3	8-4	8-5	8-6	8-7
Anderson	●	●	●	●	●	●	●
Auburn	●	●	●	●	●	●	●
Colusa	●	●	●	●	●	●	●
Corning	●	●	●	●	●	●	●
Dixon	●	●	●	●	●	●	●
Elk Grove	●	●	●	●	●	●	●
Folsom	●	●	●	●	●	●	●
Galt	●	●	●	●	●	●	●
Gridley	●	●	●	●	●	●	●
Ione	●	●	●	●	●	●	●
Jackson	●	●	●	●	●	●	●
Lincoln	●	●	●	●	●	●	●
Marysville	●	●	●	●	●	●	●
*Nevada City	●	●	●	●	●	●	●
Oroville	●	●	●	●	●	●	●
Paradise	●	●	●	●	●	●	●
Placerville	●	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●	●
Rio Vista	●	●	●	●	●	●	●
Rocklin	●	●	●	●	●	●	●
Willows	●	●	●	●	●	●	●
Yuba City	●	●	●	●	●	●	●

9 SPECIAL EVENTS	
9-1	The City has 1) a written process and 2) an application form for applicants who wish to use city facilities and/or host events on public property. (ex: classes, meetings, banquets, outdoor markets, block parties and parades)
9-2	The City requires a written contract and/or permit that includes language that the applicant agrees to defend, indemnify and hold harmless the city, its officials, agents and employees from any and all claims arising from the special event.
9-3	When appropriate, the City requires the applicant to provide proof of insurance including an additional insured endorsement in favor of the city, its officials, agents and employees for any covered claims arising from the event.
9-4	The City utilizes NCCSIF's recommended insurance specifications and requires liability limits of at least \$1 million per occurrence, increasing with the level of risk, with at least \$5 million dedicated limit for any fireworks display or demonstration.
9-5	Special events requiring road closures includes a traffic management plan that is approved by a qualified engineer.
9-6	The participants and/or volunteers of special events that involve risk of injury (ex: sporting activities) are required to sign waivers prior to participation.

	9-1	9-2	9-3	9-4	9-5	9-6
Anderson	●	●	●	●	●	●
Auburn	●	●	●	●	●	●
Colusa	●	●	●	●	●	●
Corning	●	●	●	●	●	●
Dixon	●	●	●	●	●	●
Elk Grove	●	●	●	●	●	●
Folsom	●	●	●	●	●	●
Galt	●	●	●	●	●	●
Gridley	●	●	●	●	●	●
Ione	●	●	●	●	●	●
Jackson	●	●	●	●	●	●
Lincoln	●	●	●	●	●	●
Marysville	●	●	●	●	●	●
*Nevada City	●	●	●	●	●	●
Oroville	●	●	●	●	●	●
Paradise	●	●	●	●	●	●
Placerville	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●
Rio Vista	●	●	●	●	●	●
Rocklin	●	●	●	●	●	●
Willows	●	●	●	●	●	●
Yuba City	●	●	●	●	●	●



## **POLICE RISK MANAGEMENT COMMITTEE - UPDATE**

### **INFORMATION ITEM**

**ISSUE:** Tom Kline of Bickmore Risk Services will provide an update on the recent and planned activities of the Police Risk Management Committee (PRMC).

The PRMC meetings continue to be well attended, with an average of twelve committee members per meeting and attendance by as many as twelve additional member representatives for certain training sessions. Trainings are held as part of each Police Risk Management Committee (PRMC) meeting. The training topic covered on November 2, 2017 was *Lexipol and Legal Update* by Ken Wallentine, Lexipol Senior Legal Advisor. At the February 1, 2018 meeting, the topic was *Below 100: A Common Sense Approach to Officer Safety* presented by Dale Stockton, Executive Director of Below 100. The 5 tenets of Below 100 are: Wear Your Belt, Wear Your Vest, Watch Your Speed, WIN – What’s Important Now, and Remember, Complacency Kills!

The planned training for the next PRMC meeting on May 2, 2018 is *Skelly Process, Peace Officer Bill of Rights, and Brady Obligations* presented by Carl Fessenden, who is a partner at Porter Scott. We continue to review and discuss potential topics for future police trainings.

Legislative bills expected to impact law enforcement agencies are also being monitored and will be summarized for discussion at the next meeting. A review of liability claim trends and “lessons learned” from recent claims are also on the agenda for the next meeting.

**FISCAL IMPACT:** None.

**RECOMMENDATION:** None - information only.

**BACKGROUND:** None.

**ATTACHMENT(S):** None



## **POLICE RISK MANAGEMENT GRANT FUND USAGE REPORT**

### **INFORMATION ITEM**

**ISSUE:** For the last four fiscal years NCCSIF members have funded grants totaling \$50,000 per year for their police departments to purchase and implement Body-Worn Cameras (BWC).

The attached Usage Report tracks the grant funds over the life of the program. All but four members have taken advantage of the grants and have BWCs in use. Galt has not used any funds so far but is working to implement a BWC program with Council approval. Willows recently outsourced their police department but plans to remain in the program to fund their Lexipol Fire Policy Service annual fee. Jackson plans to use the funds for BWCs but has yet to request. Anderson is taking a wait and see approach as management feels the drawbacks outweigh the benefits.

Overall the program has been a success, with numerous cases of claims being avoided based on video evidence and at least one claim settled promptly and for less than it would have if video had not been available. The Program Administrators regularly request feedback from the Police Risk Management Committee members regarding plans for any unused funds and suggestions for use of funds if the grant program is to continue next year.

**RECOMMENDATION:** Review usage and member feedback to recommend funding for FY 18/19.

**FISCAL IMPACT:** TBD - \$50,000 has been allocated to the preliminary draft FY 18/19 budget.

**BACKGROUND:** The Board approved a FY 14/15 budget of \$50,000 for the purchase of body cameras for NCCSIF's police agencies. The funds were used to purchase a total of 58 cameras directly from VieVu at a quantity discount. A VieVu rep distributed the cameras and provided training to the members. Two members used the funds to purchase different cameras and two have yet to take advantage of the funds. The \$50,000 Grant Funds in FY 15/16 and FY 16/17 were allocated to members to fund their body camera programs. If a member agency's body camera program is fully funded the grant can be used for other risk management functions.

**ATTACHMENT(S):** Police Risk Management Grant Funds Usage Report

NCCSIF POLICE RISK MANAGEMENT GRANT FUNDS HISTORIC USAGE REPORT

Member	FY 14/15 \$50,000 Grant (Camera Allocation)	FY 15/16 \$50,000 Grant (Fund Allocation)	FY 16/17 \$50,000 Grant (Fund Allocation)	FY 17/18 \$50,000 Grant (Fund Allocation)	GRAND TOTAL	YTD Reimbursements Made	REMAINING FUNDS	Reimbursement Notes/Usage
1 Anderson	2	\$1,515.00	\$1,515.00	\$1,515.00	\$4,545.00		\$4,545.00	
2 Auburn	4	\$3,030.00	\$3,030.00	\$3,030.00	\$9,090.00	\$9,090.00		4/25/17 \$6,280.56 (12 VieVu LE4 mini body worn cameras) 9/8/17 \$2,809.44 (4 VieVu LE4mini & 1 multi-dock LE4)
3 Colusa	2	\$1,515.00	\$1,515.00	\$1,515.00	\$4,545.00	\$3,030.00	\$1,515.00	7/27/17 \$3,030 (concealable vests with load bearing carriers)
4 Corning	2	\$1,515.00	\$1,515.00	\$1,515.00	\$4,545.00	\$3,291.26	\$1,253.74	9/6/16 \$3,291.26 (4 VieVu LE4 body cameras)
5 Dixon	4	\$3,030.00	\$3,030.00	\$3,030.00	\$9,090.00	\$6,060.00	\$3,030.00	4/20/17 \$6,060 (30 Wolfcom Vision 1080p body camera with rotatable camera head and 32GB memory)
6 Elk Grove*	4	\$3,030.00	\$3,030.00	\$3,030.00	\$9,090.00	\$9,090.00		1/11/18 \$9,090 (WatchGuard Vista HD body cameras)
7 Folsom	5	\$3,787.50	\$3,787.50	\$3,787.50	\$11,362.50	\$7,575.00	\$3,787.50	10/5/16 \$7,576 (8 VieVu LE4 body camera and 1 multi-dock network station)
8 Galt	4	\$3,030.00	\$3,030.00	\$3,030.00	\$9,090.00		\$9,090.00	1/25/18 Plan to use fund /BWC program under consideration
9 Gridley	2	\$1,515.00	\$1,515.00	\$1,515.00	\$4,545.00	\$4,543.26	\$1.74	3/28/18 \$1,252 (one VieVu LE5 camera and seven Public Safety Vests) 9/6/16 \$3,291.26 (4 VieVu LE4 body cameras) 11/2/16 \$1,655.23 (2 VieVu LE4 body camera)
10 Ione	2	\$1,515.00	\$1,515.00	\$1,515.00	\$4,545.00	\$3,310.86	\$1,234.14	9/8/17 \$1,655.63 balance (2 VieVu LE4 body cameras and 2 LE4 Cradle)
11 Jackson	2	\$1,515.00	\$1,515.00	\$1,515.00	\$4,545.00		\$4,545.00	
12 Lincoln	4	\$3,030.00	\$3,030.00	\$3,030.00	\$9,090.00	\$6,548.50	\$2,541.50	10/5/16 \$6,060 (8 VieVu LE4 body cameras)
13 Marysville	3	\$2,272.50	\$2,272.50	\$2,272.50	\$6,817.50	\$4,919.87	\$1,897.63	8/18/17 \$4,919.87 (6 VieVu LE4 body cameras)
14 Nevada City	2	\$1,515.00	\$1,515.00	\$1,515.00	\$4,545.00	\$4,545.00		2/6/18 \$4,545 (Body Camera Storage and Equipment cost for 2015-2017)
15 Oroville	4	\$3,030.00	\$3,030.00	\$3,030.00	\$9,090.00	\$7,234.00	\$1,856.00	9/23/16 \$3,010 (Video Storage Buffalo Terastation) 10/5/16 \$3,050 (5 VieVu LE4 body cameras) 11/20/17 \$1,174.00 (1 Tactical Armor-Ballistic Vest)
16 Paradise	3	\$2,272.50	\$2,272.50	\$2,272.50	\$6,817.50	\$4,545.00	\$2,272.50	11/15/16 \$762.14 (5 flashlights) + \$1,477.28 (1 VieVu LE4 multi-dock station) 3/14/17 \$2,305.58 (Ballistic Vests)
17 Placerville*	2	\$1,515.00	\$1,515.00	\$1,515.00	\$4,545.00	\$3,970.32	\$574.68	12/28/17 \$3,970.32 (4 Tactical Armor-Ballistic Vests) 2/17/17 \$1,473.74 (Apex Body cam storage remediation) 10/18/17 \$3,071.26 (5 VieVu LE4 body cameras)
18 Red Bluff	3	\$2,272.50	\$2,272.50	\$2,272.50	\$6,817.50	\$4,545.00	\$2,272.50	1/25/18 Plan to use to purchase more BWC & future funds to replace old cameras
19 Rio Vista	2	\$1,515.00	\$1,515.00	\$1,515.00	\$4,545.00	\$4,241.15	\$303.85	11/16/17 \$4,241.15 (9 VieVu LE5 body cameras)
20 Rocklin	4	\$3,030.00	\$3,030.00	\$3,030.00	\$9,090.00	\$6,516.24	\$2,573.76	10/5/16 \$6,516.24 (4 VieVu LE4 body cameras, 1 LE4 multi-dock, 1 LE3 multi-dock)
21 Willows	2	\$1,515.00	\$1,515.00	\$1,515.00	\$4,545.00		\$4,545.00	Plan to use for Lexipol-Fire Policy Service annual fee.
22 Yuba City	4	\$3,030.00	\$3,030.00	\$3,030.00	\$9,090.00	\$6,060.00	\$3,030.00	5/5/17 \$6,060 (Data911 body-worn cameras)
<b>TOTAL</b>	<b>58</b>	<b>\$49,995.00</b>	<b>\$49,995.00</b>	<b>\$49,995.00</b>	<b>\$149,985.00</b>	<b>\$99,115.46</b>	<b>\$50,869.54</b>	

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



**Agenda Item F.3.**

**POLICY AND PROCEDURE REVIEWS  
RM-16 SPECIAL EVENT RISK MANAGEMENT**

**ACTION ITEM**

**ISSUE:** Special Events represent common exposures to loss that can be prevented and mitigated by appropriate risk management controls. The Program Administrators, working with NCCSIF members and consultants, have prepared the attached set of Best Practices for Special Events (Risk Management Policy and Procedure RM-16) to be added to the current group of Risk Management Policies.

These Best Practices have been circulated in draft form as part of the ongoing risk assessments and consulting services provided by Bickmore Risk Services. The Special Events Best Practices were presented to the Board at their meeting on December 14, 2017. The Board requested a change in the last recommendation to obtain waivers from participants only for City-sponsored events.

The Board also questioned the ability for members to obtain a traffic management plan approved by a qualified engineer, since many of them don't have one on staff or regularly on contract. They asked the Program Managers to follow up on whether or not the Police Chief or Public Works Director could sign off on the plan. A check with legal counsel revealed that review and approval from someone other than a qualified engineer will not provide the design immunity sought for the plan. Perhaps members could share an engineer on retainer to review and approve such plans, and/or members could be encouraged to pay for such review from risk management reserve funds.

**RECOMMENDATION:** Review the attached draft policy and provide recommendation to the Board.

**FISCAL IMPACT:** None.

**BACKGROUND:** NCCSIF maintains a set of Risk Management Best Practices to assist members in identifying and managing a number of their most common risk exposures. NCCSIF regularly reviews the existing policies to keep up to date with legislative changes, case law, and emerging risk exposures to pool members. Currently we are working to update the policies as needed and condensing and customizing the assessment criteria currently in use. The goal is to achieve a unified set of policies and best practices that will provide a framework for member risk management programs and assessments.

**ATTACHMENTS:**

1. RM-16 Special Event Risk Management *Draft*
2. *Sample* Event Release Form



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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, weddings, banquets, outdoor markets, block parties, parades, and similar events.
	A written contract and/or permit is required for any special event that includes an agreement to defend, indemnify, and hold harmless the city, its officials, agents and employees from any and all claims arising from or connected to the special event.
	Where appropriate, the third party is required to provide proof of liability insurance and additional insured endorsement in favor of the city, its officials, agents and employees for any covered claims arising from the event. The city uses NCCSIF's recommended insurance specifications, with limits of at least \$1 million per occurrence, increasing with the level of risk, with at least \$5 million dedicated limit for any fireworks display or demonstration. Coverage includes liquor liability if event involves the sale of alcohol.
	Special events requiring road closures include a traffic management plan that is approved by a <b>qualified engineer</b> delegated such authority by the city.
	Participants <del>or volunteers</del> in <b>City-sponsored</b> special events involving risk of injury, including sporting activities, are required to sign waivers before participation.



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

Participant's Name: _____	Age: _____
EVENT: _____	

**READ CAREFULLY BEFORE SIGNING – THIS LIMITS OUR LIABILITY**

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

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

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

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

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

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

PRINT NAME OF PARTICIPANT \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF PARTICIPANT \_\_\_\_\_ DATE \_\_\_\_\_

PARTICIPANT'S DATE OF BIRTH \_\_\_\_\_

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

**PRINT NAME OF PARENT/LEGAL GUARDIAN** \_\_\_\_\_

**RELATION** \_\_\_\_\_

**SIGNATURE OF PARENT/LEGAL GUARDIAN** \_\_\_\_\_

**DATE** \_\_\_\_\_

**THIS IS A RELEASE OF LIABILITY**

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



## FY 18/19 RISK CONTROL SERVICES PLAN AND BUDGET

### ACTION ITEM

**ISSUE:** Each year the Committee reviews the attached preliminary Risk Management Services Budget and makes a recommendation regarding the types and amounts of funding. The attached budget is presented with certain items highlighted. The Police and Training Funds have already been discussed and are presented with amounts for FY 18/19, pending any direction from the Committee.

**RECOMMENDATION:** Review and recommend budget for FY 18/19.

**FISCAL IMPACT:** TBD - Total proposed as presented is \$518,034.

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

### ATTACHMENT(S):

1. Proposed Risk Management Services Budget for FY 18/19
2. FY 17/18 Member Training Fund Usage Report

**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND  
PROPOSED ADMIN BUDGET  
July 1, 2018 to June 30, 2019**

				2018-19	2017-18		
EXPENSES:		WORK COMP	LIABILITY	TOTAL	PRIOR YEAR	\$ CHANGE	% CHANGE
<b>Administrative Expenses:</b>							
Safety Services:							
52204	Bickmore Onsite Risk Assessments	\$41,250	\$41,250	\$82,500	\$84,000	(\$1,500)	-2%
52203	Bickmore Police Risk Mgmt Comm Training	\$6,200	\$6,200	\$12,400	\$7,900	\$4,500	57%
52204	Bickmore Risk Control Service Days	\$16,500	\$16,500	\$33,000	\$36,460	(\$3,460)	-9%
52204	Bickmore Phone Consultation	\$9,530	\$9,530	\$19,060	\$18,600	\$460	2%
52204	Bickmore Newsletter	\$2,790	\$2,790	\$5,580	\$5,580	\$0	0%
52204	Bickmore SafetyTraining Coordination	\$7,440	\$7,440	\$14,880	\$14,880	\$0	0%
52204	Bickmore Meeting Preparation	\$4,650	\$4,650	\$9,300	\$9,300	\$0	0%
52214	OCCUMED Occupational Health Consulting			n/a	n/a	n/a	n/a
52215	Online Risk Management Services			n/a	n/a	n/a	n/a
52217	ACI - Wellness Optional			n/a	n/a	n/a	n/a
52201	Outside Training	\$15,000	\$15,000	\$30,000	\$30,000	\$0	0%
52202	Risk Mgmt Comm Mtg Expense	\$750	\$750	\$1,500	\$1,500	\$0	0%
52207	Member Training and Risk Management	\$50,000	\$38,000	\$88,000	\$88,000	\$0	0%
52208	Lexipol Police Manual Updates & DTBs	\$15,903	\$127,247	\$143,150	\$132,546	\$10,604	8%
52209	Police Risk Management Funds	\$25,000	\$25,000	\$50,000	\$50,000	\$0	0%
	<b>Total Safety Services Expenses</b>	<b>\$195,013</b>	<b>\$294,357</b>	<b>\$518,034</b>	<b>\$478,766</b>	<b>\$10,604</b>	<b>2%</b>

Per 2016-19 contract

Direct Bill

Formerly Seminars and PARMA

Pending RMC recommendation

**NCCSIF**  
**MEMBER TRAINING AND RISK MANAGEMENT FUND**  
(formerly Seminars/Conference Reimbursement)

Member	FY 17/18 Training Funds	YTD Reimbursements Made	Reimbursement Notes/Usage	Remaining Funds
Anderson	\$4,000			\$4,000.00
Auburn	\$4,000			\$4,000.00
Colusa	\$4,000			\$4,000.00
Corning	\$4,000	\$1,433.21	4/18/18 - 2018 Liebert Cassidy Whitmore Conference Kristina Miller	\$2,566.79
Dixon	\$4,000	\$4,065.47	3/12/18 - 2017 CalPELRA Conference Rachel Ancheta 3/12/18 - 2017 CalPELRA Conference Kim Stalie	-\$65.47
Elk Grove	\$4,000			\$4,000.00
Folsom	\$4,000	\$1,049.74	3/28/18 - 2018 Liebert Cassidy Whitmore Conference Susan Walter	\$2,950.26
Galt	\$4,000			\$4,000.00
Gridley	\$4,000			\$4,000.00
Ione	\$4,000			\$4,000.00
Jackson	\$4,000	\$1,660.00	12/28/17 - 2017 CalPELRA Conference Yvonne Kimball	\$2,340.00
Lincoln	\$4,000	\$573.32	12/20/17 - 2017 CalPELRA Conference Astrida Trupovnieks	\$3,426.68
Marysville	\$4,000			\$4,000.00
Nevada City	\$4,000	\$1,717.12	3/12/18 - 2018 PARMA Conference Loree McCay	\$2,282.88
Oroville	\$4,000	\$3,186.81	3/8/18 - 2017 CalPELRA Conference Liz Ehrenstrom 3/8/18 - 2018 PARMA Conference Liz Ehrenstrom	\$813.19
Paradise	\$4,000			\$4,000.00
Placerville	\$4,000			\$4,000.00
Red Bluff	\$4,000			\$4,000.00
Rio Vista	\$4,000			\$4,000.00
Rocklin	\$4,000			\$4,000.00
Willows	\$4,000			\$4,000.00
Yuba City	\$4,000	\$3,292.45	2/14/18 - 2017 CalPELRA Conference Nicole Moe & Ciara Wakefield	\$707.55
<b>Total</b>	<b>\$88,000</b>	<b>\$16,978.12</b>		<b>\$71,021.88</b>

NOTE: Beginning FY 17/18 each member city is allotted \$4,000 from the Admin budget 52207 - also renamed as **Member Training and Risk Management** formerly known as **Seminars and PARMA** (Conference Reimbursements: CAJPA, PARMA, CalPELRA)  
This is a Use-It-or-Lose-It and request for reimbursement must be submitted within the fiscal year.



BACK TO AGENDA

**Northern California Cities Self Insurance Fund  
Risk Management Committee Meeting  
April 26, 2018**

**Agenda Item F.5.**

## **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.

# 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 \_\_\_\_\_