



**NCCSIF**  
**Risk Management Committee Meeting**  
**AGENDA**

**Date:** Thursday, April 25, 2013  
**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 – January 24, 2013
- pg. 07 2. ADA Safety Grant Funds Utilization

**F. RISK MANAGEMENT BUSINESS**

- pg. 08 1. **Risk Control Services Summary as of March 31, 2013** I 2  
*Henri Castro will address the Committee will receive an update regarding the Risk Control Services provided by Bickmore as of December 31, 2012.*

- pg. 10 2. **Upcoming Risk Control Services** I 1  
*The Committee will receive an update on Upcoming Services from Bickmore.*



## **G. INFORMATION ITEMS**

I 1

- pg. 11            1. CAJPA 2013 Fall Conference September 10 – 13, 2013  
pg. 12            2. NCCSIF Travel Reimbursement Form

## **H. ADJOURNMENT**

### **UPCOMING MEETINGS**

- Executive Committee Meeting – May 9, 2013
- Claims Committee Meeting – May 9, 2013
- Board of Directors Meeting – June 13, 2013
- Risk Management Meeting – June 13, 2013

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

*The Agenda packet will be posted on the NCCSIF website at [www.nccsif.org](http://www.nccsif.org). Documents and material relating to an open session agenda item that are provided to the NCCSIF Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at 1792 Tribute Road, Suite 450, Sacramento, CA 95815.*

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



**Risk Management Committee Meeting  
April 25, 2013**

**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 agendaized later during the meeting as recommended by the Chair and approved by the Committee.

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

**FISCAL IMPACT:** None

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

### **ATTACHMENTS:**

1. Minutes of the Risk Management Committee Meeting – January 24, 2013
2. ADA Safety Grant Funds Utilization



**MINUTES OF THE  
NCCSIF RISK MANAGEMENT COMMITTEE MEETING  
PEACH TREE GOLF AND COUNTRY CLUB, MARYSVILLE, CA  
JANUARY 24, 2013**

**MEMBERS PRESENT**

Jeff Kiser, City of Anderson  
Steve Johnson, City of Dixon  
Bruce Cline, City of Folsom  
Karin Helvey, City of Gridley  
Ed Pattison, City of Ione  
Michael Daly, City of Jackson  
Sheila VanZandt, 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  
Natalie Walter, City of Yuba City  
Crystal Peters, Town of Paradise

**MEMBERS ABSENT**

City of Auburn  
City of Colusa  
City of Corning  
City of Galt  
City of Rio Vista  
City of Rocklin  
City of Willows

**GUESTS & CONSULTANTS**

George Silva, City of Dixon  
John Lee, City of Lincoln  
Michael Simmons, Alliant Insurance Services  
Susan Adams, Alliant Insurance Services  
Johnny Yang, Alliant Insurance Services  
Henri Castro, Bickmore  
Jeff Johnston, Bickmore

**A. CALL TO ORDER**

The meeting was called to order at 10:04 a.m.



**B. PUBLIC COMMENTS**

There were no public comments made.

**C. APPROVAL OF AGENDA AS POSTED**

A motion was made to approve the Agenda as posted.

**MOTION:** Bruce Cline      **SECOND:** Steve Johnson      **MOTION CARRIED**

**D. CONSENT CALENDAR**

1. Minutes of the Risk Management Committee Meeting – October 18, 2012
2. ADA Safety Grant Funds Utilization

A motion was made to approve the consent calendar.

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

**F. RISK MANAGEMENT BUSINESS**

**F1. Risk Control Services Summary as of December 31, 2012**

Ms. Susan Adams explained that staff has met with Bickmore regarding their scope of services with respects to their contract. Bickmore has since exceeded their contracted services. One of the extra services provided was coordination of risk management training sessions. Funds were allocated to a training budget but were not included in Bickmore’s contract. Staff and Bickmore will be drafting a revision of the contract to be proposed at the next Risk Management Committee meeting. Staff also discussed extending the current contract to renew on July 1 and correspond with all of NCCSIF’s vendor contracts.

Mr. Bruce Cline asked how the contracted hours are structured and allocated among members. He then advised that he would be interested in participating in the Ad Hoc Committee that will be reviewing Bickmore’s contract. Ms. Natalie Walter would also like to be involved in the Committee as well.

Ms. Henri Castro provided the Committee with an update them on the services that BRS has provided to NCCSIF members through December 31, 2012.

**F2. Member Risk Assessment Update and Discussion**

Ms. Henri Castro gave an update regarding the Member Hazard and Risk Assessments explaining that the Assessments address all 35 areas that were addressed in member audits. She explained that NCCSIF, as a collective group, showed strong results in the following areas:



Police Department Operations; Fire Department Operations; Information Technology; Sewers Liability Management; Traffic Engineering; and Workers' Compensation Claims Administration. Ms. Castro also reminded members of the upcoming Wastewater Sewer Training for NCCSIF members. She also noted that, with respects to Workers' Compensation Claims Administration, NCCSIF as a group averages a 15 day difference between the Date of Loss and the Date the claims are reported to York. She advised that she is currently brainstorming ways to assist members in improving claims reporting.

The areas NCCSIF showed good results in are: Employment Practices Liability; Automobile & Fleet Liability; Injury & Illness Prevention Program; and Emergency Response & Management.

Mr. Cline recommended that members take a look at their Hearing Conservation Program as the City of Folsom had a few hearing losses in the city that could have been easily prevented at a minimal cost.

There was discussion regarding members' Return to Work programs. Ms. Castro advised that she found most members have great Return to Work philosophies but lack a written procedure on their Return to Work program.

Mr. Johnston mentioned CompanyNurse assists in timely claims reporting. He then advised that there are a few vendors who can assist members in a structured return to work program.

The remaining cities that have yet to have their Hazard and Safety Assessments are Paradise, Ione, Oroville, Auburn, Placerville and Nevada City.

### **F3. Upcoming Risk Control Services**

Ms. Henri Castro went over Bickmore's upcoming services as shown below:

- Complete the remaining Hazard & Safety Assessments
- Contact each member to develop a 2013 action plan based on the assessment recommendations and individual member requests
- Assist members with action plan implementation such as:
  - Developing Cal/OSHA required programs
  - Developing codes of safe practices
  - Conducting inspections
  - Conducting training
- Discuss ATD regional training (follow up on discussion from the Police RMC meeting)
- Develop Volunteer Risk Management policy
- Continue to deliver phone/email consultative services
- Continue to develop and provide safety publications and resources
- Continue to conduct ergonomic evaluations as requested



Mr. Jeff Johnston then mentioned that Bickmore is in the process of updating their website and will be adding updates and resources as well as integrating quizzes upon completion of online training videos. Ms. Castro will also be offering personalized webinars for employee orientations.

Mr. Bruce Cline suggested a possible e-mail correspondence for upcoming trainings or services available to NCCSIF members.

Ms. Castro noted that she has also been trying to get members to utilize Bickmore's website for training videos but should members have any trouble locating videos on the website then they should contact Ms. Castro.

#### **F4. NCCSIF Long Range Planning Meeting – Risk Management Training**

Ms. Adams explained that at the NCCSIF Long Range Planning Meeting, a few Training Topics were suggested as follows:

1. Ms. Paula Islas, City of Galt, suggested providing training to the Police Chiefs and Lieutenants regarding the claims process.
2. Mr. Kevin Bibler suggested Employment Practices Training as these types of losses can grow sever very quickly. There was further discussion of purchasing EPL through ERMA as EPL training is provided through ERMA's program. Ms. Adams advised that two types of Employment Practices training sessions are available through Bickmore which are Ethics and Harassment. The Hazard and Risk Assessments will be completed soon and will show great information.
3. Members advised that they would like to receive a list of upcoming trainings and webinars available through CSAC EIA at no additional cost.

She then discussed the upcoming webinars currently available through the CSAC EIA website.

Ms. Castro asked for clarification regarding who the first point of contact should be for risk management training requests. The Committee agreed that the first point of contact will be Ms. Henri Castro at Bickmore and requests will be forwarded to Alliant if needed.

A motion was made to direct staff to develop a risk management training calendar on NCCSIF's website with all the training sessions and webinars available to NCCSIF members.

**MOTION:** Steve Johnson    **SECOND:** Crystal Peters    **MOTION CARRIED**

#### **F5. Police Risk Management Committee Meetings**

Ms. Liz Ehrenstrom gave an overview of the Police Risk Management Committee meeting on January 10, 2013. She explained that at the meeting, the Committee discussed the Police Liability and Workers' Compensation losses and asked staff to drill down further. Ms. Adams



suggested an allocation of funds specific for Police Risk Management. Mr. Bruce Cline felt that any allocation of NCCSIF funds should be authorized at a City Manager level.

Mr. Johnston mentioned that the training session regarding Aerosol Transmissible Diseases would be more valuable to Command Staff personnel who are writing the procedures. An overview of the training may be more suitable to the Police Risk Management Committee for the Police Chief's thoughts and approval of the training topic.

**F6. Training – Sanitary Sewer Overflows and Backups: *New State water Resources Control Board Requirements and the Latest Risk Management Strategies***

Ms. Adams explained that NCCSIF has scheduled two training seminars on Sanitary Overflows and Backups by David Patzer. There will be two training sessions in Yuba City and Redding. Mr. George Silva explained that there will be many changes in the program and urges members to encourage their staff to attend.

Ms. Ehrenstrom asked that staff send a follow-up to members who have not yet responded.

**G. INFORMATION ITEMS**

**G1. PARMA Conference at Rancho Mirage, CA on February 13 – 16, 2013**

**G2. NCCSIF Travel Reimbursement Form**

The Information Items are provided as an update only.

**G. ADJOURNMENT**

The meeting was adjourned at 11:36 a.m.



<b>Member</b>	<b>ADA Grants Declared in FY 2009 Board Meeting 4/24/2009</b>	<b>Risk Management Grants elected to be retained in WC admin by members from their WC shared refund FY 2010</b>	<b>Risk Management Grants elected to be retained in WC admin by members from their WC shared refund FY 2011</b>	<b>Risk Management Grants elected to be retained in WC admin by members from their WC shared refund FY 2012</b>	<b>Total funds available FY 2009 - FY 2012 for ADA grants and Risk Management Grants</b>	<b>Total Disbursements Paid through Last Update</b>	<b>Funds Available</b>
Anderson	\$ 6,496	8,039.00	7,650.00	7,540.00	29,725.00	22,185.00	7,540.00
Auburn	6,397	-	-	8,098.00	14,495.00	6,397.00	8,098.00
Colusa	6,258	-	-	5,817.00	12,075.00	6,258.00	5,817.00
Corning	6,157	6,149.00	5,788.00	5,678.00	23,772.00	23,772.00	-
Dixon	6,592	-	-	-	6,592.00	6,592.00	-
Folsom	16,732	62,977.00	-	61,737.00	141,446.00	27,037.35	114,408.65
Galt	7,613	14,375.00	14,135.00	14,171.00	50,294.00	36,123.00	14,171.00
Gridley	6,144	6,391.00	-	6,507.00	19,042.00	6,144.00	12,898.00
Ione	-	-	-	-	-	-	-
Jackson	5,627	3,510.00	3,487.00	-	12,624.00	5,500.00	7,124.00
Lincoln	6,303	8,638.00	10,028.00	-	24,969.00	24,969.00	-
Marysville	6,758	-	-	-	6,758.00	-	6,758.00
Nevada City	5,665	-	-	-	5,665.00	5,665.00	-
Oroville	7,633	-	-	-	7,633.00	7,633.00	-
Placerville	6,883	-	-	-	6,883.00	6,883.00	-
Paradise	7,182	-	-	-	7,182.00	7,182.00	-
Red Bluff	7,339	12,860.00	12,493.00	12,290.00	44,982.00	44,982.00	-
Rio Vista	5,818	-	4,770.00	4,766.00	15,354.00	5,818.00	9,536.00
Rocklin	9,178	24,019.00	25,254.00	25,419.00	83,870.00	58,451.00	25,419.00
Willows	5,856	4,618.00	4,412.00	-	14,886.00	8,656.00	6,230.00
Yuba City	8,607	-	-	22,184.00	30,791.00	30,791.00	-
	<b>\$ 145,238</b>	<b>151,576.00</b>	<b>88,017.00</b>	<b>174,207.00</b>	<b>559,038.00</b>	<b>341,038.35</b>	<b>217,999.65</b>

\*\*\*SEE DETAIL BELOW\*\*\*



**RISK CONTROL SERVICES SUMMARY AS OF APRIL 18, 2013**

**INFORMATION ITEM**

**ISSUE:** Ms. Henri Castro from Bickmore Risk Services will address the Committee to update them on the services that BRS has provided the NCCSIF members from January 1, 2013 through April 18, 2013.

Below is a summary of the risk control services and resources provided to members from January 1 through December 31, 2013. The Member Services Report is included.

<b>SERVICES PROVIDED</b>	<b>4/18</b>	<b>6/6</b>	<b>Total</b>
Phone & Email Consultation	27		
Hazard & Safety Assessments	40		
Assessment Action Plan Development meetings	8		
Ergonomic Evaluations	36		
Playground CPSI Inspections (two inspections in progress)	2		
On-site Training (conducted by Bickmore)	12		
Safety Program Review & Development	58 <sup>a</sup>		
Safety Communications	2 <sup>b</sup>		
<b>Subtotal:</b>	185		
<b>ACCOUNT MANAGEMENT</b>			
Member services database maintenance and report development	12		
RMC – preparation and participation	22 <sup>c</sup>		
Police RMC preparation and participation	17 <sup>d</sup>		
<b>Subtotal:</b>	51		
<b>TOTAL HOURS:</b>	236		

- a. Includes on-site meetings, written programs, forms, checklists, city customized webinars, and any time spent while developing customized programs.
- b. Safety Communications topics include defensive driver safety and heat illness prevention
- c. January and April RMC meetings
- d. January Police RMC meeting



**Risk Management Committee Meeting  
April 25, 2013**

**RECOMMENDATION:** None.

**FISCAL IMPACT:** None.

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

**ATTACHMENT:** NCCSIF Risk Control Member Services Report (Handout)



## **UPCOMING SERVICES**

### **INFORMATION ITEM**

**ITEM:** Ms. Henri Castro will address the committee regarding the following services to be provided to members within the next few months:

- Complete the remaining Hazard & Safety Risk Assessments
  - Placerville
  - Rio Vista
- Contact each member to develop a 2013/2014 action plan based on the assessment recommendations and individual member requests
- Assist members with completing their action plan elements. Staff has started working with several members on their action plan deliverables. Areas include:
  - IIPP development and implementation
  - Department specific training matrices
  - Inspection checklists
  - Hazard reporting forms
  - Hazard Communication program
  - Hearing conservation program
  - Confined Space program
  - Aerosol Transmissible Disease procedures
  - Safety committee development
  - Sidewalk inspection program
- Continue to deliver phone/email consultative services
- Continue to develop and provide safety publications and resources
- Continue to deliver on-site service requests such as ergonomic evaluations, playground inspections, etc.

**FISCAL IMPACT:** None

**RECOMMENDATION:** None

**BACKGROUND:** None

**ATTACHMENTS:** None.



# **California Association of Joint Powers Authorities**

California Association of Joint Powers Authorities

## **2013 Fall Conference & Training Seminar**



### **2013 Fall Conference & Training Seminar**

**Tuesday, September 10, 2013 8:00 am - 5:00 pm**

#### ***Passport to Innovation***

Room reservations at the Embassy Suites South Lake Tahoe are available.

Exhibitors & Sponsorship Packet

Exhibitors & Sponsorship Registration Form

2012 Fall Conference Presentations

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#### **Platinum Sponsors**





[2011 Fall Conference information is available here](#)

## **2013 Annual Conference**

[Conference Home](#)

[Housing Information](#)

"Great conference overall. I enjoyed it and learned a great deal. It's great to get out of the office and spend some quality time with my peers." *Jeffrey Price* **PERMA**

## **Fall Conference**

Sept. 10-13, 2013

[Exhibitors & Sponsorship Packet](#)

[Reserve a Room!](#)

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## **CONTACT**

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# 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 \_\_\_\_\_