



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND  
BOARD OF DIRECTORS AND STRATEGIC MEETING  
MINUTES  
ROCKLIN EVENT CENTER – BALL ROOM  
DECEMBER 12, 2024**

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**BOARD OF DIRECTORS PRESENT**

Joey Forseth-Deshais, City of Anderson  
Ishrat Aziz-Khan, City of Colusa  
Rachel Ancheta, City of Dixon  
Allison Garcia, City of Folsom  
Martin Pineda, City of Gridley  
Veronica Rodriquez, City of Lincoln  
Cleve Morris, City of Placerville  
Jen Lee, City of Rio Vista  
Marti Brown, City of Willows

Jennifer Leal, City of Auburn  
Brant Mesker, City of Corning  
Melissa Rojas, City of Elk Grove  
Tricia Cobey, City of Galt  
Carl Simpson, City of Jackson  
Crystal Peters, Town of Paradise  
Paul Young, City of Red Bluff  
Tameka Usher, City of Rocklin  
Spencer Morrison, City of Yuba City

**BOARD OF DIRECTORS ABSENT**

Sean Grayson, City of Nevada City

**CONSULTANTS & GUESTS**

Marcus Beverly, Alliant Insurance Services  
Conor Boughey, Alliant Insurance Services  
Sedgwick, Brian Davis  
Jim Ramsey, City of Elk Grove  
Michael Ormsby, City of Ione

Jenna Wirkner, Alliant Insurance Services  
Evan Washburn, Alliant Insurance Services  
James Marta, James Marta and Company  
Megan Williams, City of Oroville

**A. CALL TO ORDER**

Chair Rachel Ancheta called the meeting to order at 10:03 a.m.

**B. ROLL CALL**

Roll call was made, and a majority of the members were present constituting a quorum.

**C. PUBLIC COMMENTS**

There were no public comments.



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**D. 2024 Strategic Planning Follow up**

**D.1. Mission Statement and Strategic Plan**

Mr. Beverly provided a welcome and discussed the Mission Statement and Strategic Plan. We will discuss SIR options in the liability program to reduce our retained layer risk. Mr. Beverly discussed the Board Member Academy.

**D.2 Introduction: Focusing on the Task**

Mr. Rick Brush discussed the focus for the day the member surveys.

- Session focus and outcomes
- Session format and ground rule
- Warm up Activity

**D.3. Succession Planning**

**D.3.a. What are your ideas to build a succession plan for NCC Leadership?**

Mr. Brush discussed mentor programs and bringing alternates and newer staff to the Board Meetings. Members share main points and report back to alternates and other key staff.

Mr. Brush suggested sending an Executive Summary after the Board Meetings for members to share with department heads. Continue training on Board Member Training Academy and Handbook. A series of presentations for Board Meetings on various topics. Peer to peer training and training from program administration.

**D.3.b. What should be expected from leadership in terms of engagement?**

Mr. Brush discussed what should be expected from leadership in terms of engagement.

Members discussed this field (risk management/liability) it's a lot of information.

More in depth session of specific topics (example cyber) would be helpful.

Members discussed being active on the committees. Hearing the topics during the Executive Committee and before the Board of Directors is helpful. Claims Committee is helpful to understand claims and what is being paid out, what to look for regarding risk at the city.



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**D.3.c. How can we cultivate future Committee members and leaders?**

Members discussed having alternate members attend Board Meeting with you. Mr. Beverly discussed prepping member for the Executive Committee one year in advance and participating on the Claims Committee.

Member are struggling to wear multiple hats. Having zoom capability so others at the city can listen would be beneficial.

Members discussed breaking down topics into smaller pieces with specific information.

Members discussed taking action after the Claims Committee Meetings regarding claims and updating policies and procedures.

Members discussed training topics for every board meeting (liability, WC, cyber, finance, programs).

How can you get this information back to your council and other staff members?

- Making the CC participation at one point mandatory (this could be your city and shows how money is spent)
- Use micro videos for learning (10 minutes or less soundbites)
- Micro video for City Managers discussed being engagement and why being active on the board is important and can impact your bottom line (financially)
- Get people to the why (case studies, bring in litigation and go over the process and cost of a claim).
- Claims can be traced back to mistakes (important to put the effort in ahead of time). Some are simple fixes.
- Executive summary from meetings (sent out after so they can share with council, city manager and other staff).
- Management and how to engage other managers (so they can be aware of police, procedures, trainings). Exercises to make risk management more engaging.
- Peer to peer calls/ad hoc meetings.
- Micro calls (have questions after and confirm that they watched it. Learning management solution.
- In-person training (you can use vector solutions to record the training).
- Program Administrators visits (engage public works or other department heads to participate in the meetings).



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- Motivate members to have Risk Management in place.
- Important for JPA to give the tools to educate others in the organization. Understanding where we have been and why. Tools to educate stakeholders

Members discussed a three deep initiative for every organization.

**Succession plans**

- Planning at cities and have alternate members. Video explaining how engagement helps. Lack of engagement can hurt you.

**D.4. How Do We Incentivize Members to Manage Their Risk?**

**D.4.a. How can we build a better understanding of our value with members?**

**D.4.b. What tangible benefits do you get with NCCSIF?**

**D.4.b. What communication strategy components are most effective, e.g, email campaign, white papers, attending city council or staff meetings.**

Members discussed making presentations to City Council and City Attorneys following an election.

- Make Risk Management a part of your cities strategic plan (could use information on where to start).
- Informational videos/handout for City Council meetings
- Specific training/challenging topics for City Council meetings
- Claims Trend Analysis (provide workers' compensation /liability claims analysis when we visit cities)
- Alliant attend safety fairs and discuss our program/bring some SWAG. WC 101, claims 101.

I wish NCCSIF did:

- Board Member Handbook and Academy
- Role as Board Member. How to offer specific training so they can more effectively training staff on what we can provide.
- Resource folder in Alliant Connect

**D.4.c. What incentives would create greater participation from members?**



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Members discussed sending a short quiz prior to the meeting and offering a gift card.

Members discussed Sedgwick being pro-active.

Member discussed having resources for members to solve issues when you send them a template.

**D.4.d. Should there be a requirement to use certain services? Penalty if not?**

Members discussed utilizing Sedgwick for more resources. Members discussed incentivizing members. Members discussed greater incentive for a break on premium. Higher threshold incentive.

- Possible incentive for service utilization
- Consider different ways of basing the training fund or adding to risk management reserves

No penalties for members not utilizing services.

*Allison Garcia joined the meeting at 10:50a.m.*

**D.5. Blue Sky Conversations- Where do we go from here?**

D.5.a. What are the future risks that need to be considered now?

Mr. Rick Brush discussed AI, cyber security, education. Etc.

Member discussed drones as first responders. Helps eliminate some of the risk to the human body. Eyes in the sky so they know where people are.

Economic impact of a wildfire is significant. Even if your communities.

- Vetting of AI products
- Creation of policy and procedures/ best practices
- Managing wildfire risk
- Electric vehicle fleet (hot fires)
- Staffing (new mandate)
- Infrastructure Roadways
- Should we expand membership?

Expanding membership – worried about special districts not having the resources.

Members discussed staying city pool.



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**D.5.b. What areas of value not currently a part of NCCSIF membership should be explored?**

Mr. Rick Brush discussed the survey results for Q8.

**D.6. Establishing Priorities – What do we start doing, keep doing and what should we stop doing?**

**Break- Lunch and Presentation State of the Market**

**D.7. Wrap Up- Meeting Member Needs**

Mr. Rick Brush discovered topics covered during the Strategic Planning Meeting.

**Section 1:**

- Heightened sense of awareness on Risk and best practices on how to mitigate risk.
  - \*Stakeholders buy-in
  - \* Create a great understanding of NCCSIF and expertise on how to mitigate/what are risks
- Greater access to knowledge and resources
- Think tank/ knowledge and knowledge sharing so we can all contribute in a greater way

**Section 2:**

- Increase knowledge and expertise by building a relationship so people accept it, promote and use it.
  - \* How to develop relationships with other cities, administration and council
- Getting staff to present to city council or provide a video

**E. Consent Calendar**

1. Board of Directors Meeting Minutes – October 27, 2024
2. Check Register October 2024 - November 2024
3. Investment Reports
  - a) Chandler Asset Management Short/Long Term – October 2024
  - b) Local Agency Investment Fund (LAIF) Report as of September 30, 2024
  - c) Treasurer's Report as of September 30, 2024
4. FY 25/26 EIA PRISM Excess Workers' Compensation Premium Estimate v1
5. Alliant Commission Disclosure Letter
6. CAJPA Analytics Project
7. Public Entity Insurance Marketplace, Trends, Industry Issues and Outlook Presentation

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



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**MOTION:** Ishrat Aziz Khan      **SECOND:** Spencer Morrison

**MOTION CARRIED  
UNANIMOUSLY**

**Ayes:** Forseth-Deshais, Leal, Aziz-Khan, Mesker, Ancheta, Rojas, Garcia, Cobey, Pineda, Simpson, Rodriguez, Peters, Morris, Young, Lee, Usher, Brown, Morrison

**Nays:** None

## **F. GENERAL RISK MANAGEMENT ISSUES**

Members discussed fixed asset policies. If members have policy for fixed assets, please send to Program Administrators.

## **G. ADMINISTRATION REPORTS**

### **1. President's Report**

Ms. Ancheta discussed updated plans for Workplace Violence Prevention Plans. You can laminate your floor plans/evacuation plans.

### **2. CJPRMA Update**

Mr. Beverly provided an update on CJPRMA. We do have early estimates for 25/26.

### **3. Program Administrator's Report**

- CAJPA and PRISM Data Request

Mr. Beverly discussed the data request from CAJPA.

- Spencer Morrison Recognition

Spencer Morrison was recognized for his commitment to NCCSIF and serving as the Vice Chair.

## **H. Service Provider Proposals**

### **H.1a. James Marta and Co**

Mr. Beverly discussed the proposed agreement for James Marta and Company. James Marta and Company is requesting an increase of 13% and annual increase of 3.5% over a 3-year period. The intact software has a yearly increase.



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**A motion was made to approve the James Marta and Company’s Contract**

**MOTION:** Spencer Morrison      **SECOND:** Melissa Rojas      **MOTION CARRIED  
UNANIMOUSLY**

**Ayes:** Forseth-Deshais, Leal, Aziz-Khan, Mesker, Ancheta, Rojas, Garcia, Cobey, Pineda, Simpson, Rodriguez, Peters, Morris, Young, Lee, Usher, Brown, Morrison

**Nays:** None

**H.1.b. Sedgwick Risk Control**

Ms. Washburn discussed the proposed renewal contract for Sedgwick Risk Control Services.

**A motion was made to approve the Sedgwick Risk Control contract.**

**MOTION:** Spencer Morrison      **SECOND:** Israt Aziz-Khan      **MOTION CARRIED  
UNANIMOUSLY**

**Ayes:** Forseth-Deshais, Leal, Aziz-Khan, Mesker, Ancheta, Rojas, Garcia, Cobey, Pineda, Simpson, Rodriguez, Peters, Morris, Young, Lee, Usher, Brown, Morrison

**Nays:** None

**H.1.c. Bickmore Actuarial**

Mr. Beverly discussed the Bickmore Actuarial Engagement Letter.

**A motion was made to approval the Bickmore Actuarial Engagement Letter.**

**MOTION:** Crystal Peters      **SECOND:** Marti Brown      **MOTION CARRIED  
UNANIMOUSLY**

**Ayes:** Forseth-Deshais, Leal, Aziz-Khan, Mesker, Ancheta, Rojas, Garcia, Cobey, Pineda, Simpson, Rodriguez, Peters, Morris, Young, Lee, Usher, Brown, Morrison

**Nays:** None

**H.2. Resolution 24-01 Authorizing Treasurer to Invest and Reinvest Funds**

**A motion was made to approve to receive and file the statement.**

Ms. Wirkner discussed Resolution 24-01.

**MOTION:** Marti Brown      **SECOND:** Ishrat Aziz Khan      **MOTION CARRIED  
UNANIMOUSLY**

**Ayes:** Forseth-Deshais, Leal, Aziz-Khan, Mesker, Ancheta, Rojas, Garcia, Cobey, Pineda, Simpson, Rodriguez, Peters, Morris, Young, Lee, Usher, Brown, Morrison



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**Nays:** None

**H.3. Policy and Procedure RM-BP2 Revision: Driving Standards**

Ms. Washburn discussed the proposed revisions to RM-BP2 Driving Standards.

**A motion was made to approve to revised policy and procedure.**

**MOTION:** Cleve Morris

**SECOND:** Ishrat Aziz-Khan

**MOTION CARRIED  
UNANIMOUSLY**

**Ayes:** Forseth-Deshais, Leal, Aziz-Khan, Mesker, Ancheta, Rojas, Garcia, Cobey, Pineda, Simpson, Rodriguez, Peters, Morris, Young, Lee, Usher, Brown, Morrison

**Nays:** None

**H.4. NCCSIF Bylaws Amendment**

Ms. Wirkner discussed the amendment to the Bylaws to change NCC's business address.

**A motion was made to approve the amendment to the Bylaws.**

**MOTION:** Ishrat Aziz Khan

**SECOND:** Marti Brown

**MOTION CARRIED  
UNANIMOUSLY**

**Ayes:** Forseth-Deshais, Leal, Aziz-Khan, Mesker, Ancheta, Rojas, Garcia, Cobey, Pineda, Simpson, Rodriguez, Peters, Morris, Young, Lee, Usher, Brown, Morrison

**Nays:** None

**H.5. Workers' Compensation Claims Audits**

Ms. Stacey Bean discussed the Workers' Compensation Claims Audit and the plan moving forward to improve performance and the claims audit score.

**A motion was made to receive and file the statement.**

**MOTION:** Melissa Rojas

**SECOND:** Jen Leal

**MOTION CARRIED  
UNANIMOUSLY**

**Ayes:** Forseth-Deshais, Leal, Aziz-Khan, Mesker, Ancheta, Rojas, Garcia, Cobey, Pineda, Simpson, Rodriguez, Peters, Morris, Young, Lee, Usher, Brown, Morrison

**Nays:** None

**H.6. DKF Training Link**



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Ms. Washburn discussed the DKF Training Link agreement.

**A motion was made to approve the DKF training link agreement.**

<b>MOTION:</b> Marti Brown	<b>SECOND:</b> Tricia Cobey	<b>MOTION CARRIED UNANIMOUSLY</b>
<b>Ayes:</b> Forseth-Deshais, Leal, Aziz-Khan, Mesker, Ancheta, Rojas, Garcia, Cobey, Pineda, Simpson, Rodriguez, Peters, Morris, Young, Lee, Usher, Brown, Morrison		
<b>Nays:</b> None		

**H.7. CAJPA Re-Accreditation with Excellence**

Mr. James Marta discussed NCC again achieving CAJPA re-accreditation with excellence. We have been participating in this program since the mid-1990s.

**A motion was made to approve to receive and file the statement.**

<b>MOTION:</b> Marti Brown	<b>SECOND:</b> Ishrat Aziz Khan	<b>MOTION CARRIED UNANIMOUSLY</b>
<b>Ayes:</b> Forseth-Deshais, Leal, Aziz-Khan, Mesker, Ancheta, Rojas, Garcia, Cobey, Pineda, Simpson, Rodriguez, Peters, Morris, Young, Lee, Usher, Brown, Morrison		
<b>Nays:</b> None		

**H.8. Appointment of Vice-Chair and Secretary**

Ms. Wirkner discussed the nominees for Vice Chair and Secretary.

**A motion was made to nominate Jen Leal City of Auburn as Vice-Chair and Tricia Cobey as the Secretary.**

<b>MOTION:</b> Melissa Rojas	<b>SECOND:</b> Spencer Morrison	<b>MOTION CARRIED UNANIMOUSLY</b>
<b>Ayes:</b> Forseth-Deshais, Leal, Aziz-Khan, Mesker, Ancheta, Rojas, Garcia, Cobey, Pineda, Simpson, Rodriguez, Peters, Morris, Young, Lee, Usher, Brown, Morrison		
<b>Nays:</b> None		

**H.9. AllOne Health Walking Challenge**



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Members discussed hosting a walking challenge in the spring.

**A motion was made to approve the contract and start on March 17<sup>th</sup>.**

**MOTION:** Crystal Peters

**SECOND:** Jen Leal

**MOTION CARRIED  
UNANIMOUSLY**

**Ayes:** Forseth-Deshais, Leal, Aziz-Khan, Mesker, Ancheta, Rojas, Garcia, Cobey, Pineda, Simpson, Rodriguez, Peters, Morris, Young, Lee, Usher, Brown, Morrison

**Nays:** None

**I.1. Quarterly Financial Report for Period Ending September 30, 2024**

**I.2. Budget-to-Actual as of September 30, 2024**

Mr. Marta discussed the quarterly financial report for period ending September 30, 2024.

**A motion was made to approve to receive and file the report.**

**MOTION:** Spencer Morrison

**SECOND:** Marti Brown

**MOTION CARRIED  
UNANIMOUSLY**

**Ayes:** Forseth-Deshais, Leal, Aziz-Khan, Mesker, Ancheta, Rojas, Garcia, Cobey, Pineda, Simpson, Rodriguez, Peters, Morris, Young, Lee, Usher, Brown, Morrison

**Nays:** None

**J. INFORMATION ITEMS**

1. PARMA Conference, February 23-26, 2024, Anaheim, CA
2. Virtual Training: AB1234 and AB1825: February 6, 2024
3. Virtual Training Risk Management 101: December 19, 2024
4. Virtual Training: Insurance Requirements in Contracts (IRIC): February 19, 2025
5. Recommended System Security Standard Guidelines for Cyber Liability Insurance
6. Glossary of Terms
7. NCCSIF Organizational Chart
8. NCCSIF 2024-25 Meeting Calendar
9. NCCSIF Resource Contact Guide
10. LWP Workers' Compensation Claims Contacts
11. Sedgwick Liability Who's Who in Claims
12. Certificate Request form
13. NCCSIF Travel Mileage Reimbursement Form

These items were provided as information only.



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**K. ADJOURNMENT**

The meeting was adjourned at 2:41p.m.

**Next Meeting Date:**

Respectfully Submitted,

*Tricia Cobey*

Tricia Cobey, Secretary

5/9/2025

Date