



**MINUTES OF THE
NCCSIF RISK MANAGEMENT COMMITTEE MEETING
LINCOLN CITY HALL, LINCOLN, CA
JUNE 13, 2013**

MEMBERS PRESENT

Juanita Barnett, City of Anderson
Tom Watson, City of Corning
Bruce Cline, City of Folsom
Paula Islas, City of Galt
Ed Pattison, City of Ione
Michael Daly, City of Jackson
John Lee, City of Lincoln
Matt Michaelis, City of Marysville
Liz Ehrenstrom, City of Oroville
Sandy Ryan, City of Red Bluff
Russell Hildebrand, City of Rocklin
Tim Sailsbery, City of Willows
Crystal Peters, Town of Paradise

MEMBERS ABSENT

City of Auburn
City of Colusa
City of Dixon
City of Gridley
City of Nevada City
City of Rio Vista
City of Yuba City

GUESTS & CONSULTANTS

George Silva, City of Dixon
Susan Adams, Alliant Insurance Services
Johnny Yang, Alliant Insurance Services
Henri Castro, Bickmore

A. CALL TO ORDER

The meeting was called to order at 9:54 a.m.

B. PUBLIC COMMENTS

There were no public comments.



C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

MOTION: Russell Hildebrand **SECOND:** Sandy Ryan **MOTION CARRIED**

D. CONSENT CALENDAR

1. Minutes of the Risk Management Committee Meeting – April 25, 2013

A motion was made to approve the consent calendar.

MOTION: Bruce Cline **SECOND:** Catrina **MOTION CARRIED**

E. RISK MANAGEMENT BUSINESS

E1. New Additional Insured Forms Require Revised Contract Wording – Webinar from CSAC - EIA

The Risk Management Committee joined the hosted by CSAC-EIA and presented by Mr. Robert Marshburn regarding the new Additional Insured Forms Requiring Revised Contract Wording.

E2. Risk Control Services Summary as of May 31, 2013

Ms. Castro gave a brief summary of the Risk Control Services provided to members as of May 31, 2013. She also advised that the Risk Assessments Report will be provided to member cities at the end of June.

Ms. Castro explained that a few members have reached out to her regarding notices from vendors about Hazard Communications are required to be updated as soon as possible. Ms. Castro advised that the regulations start in December and continues on through 2016.

E3. Hazard & Safety Assessments Update

Ms. Castro advised that all NCCSIF members have received their Hazard & Safety Assessment.

E4. 2013/2014 Regional Training Survey Results

Ms. Castro advised that at the April 25th Risk Management Committee meeting the Committee discussed the option of providing regional training sessions for the 2013/2014 program year. A survey was provided to the Committee members to help determine the most requested topics. The Top Four Topics were Sidewalk Liability, ADA Compliance, Public Entity Leader, and Traffic Control. Each training topic will receive two sessions for members further north and those further south.



E5. Upcoming Services

Ms. Castro addressed the Committee regarding the following services to be provided to members within the next few months:

- Work on finalizing 2012/2013 open projects
- Contact each member to develop the 2013/2014 action plans (two days of service) based on the assessment recommendations and member requests
- Contact each member to discuss potential plans for their service day in 2013/2014
- Continue to deliver phone/email consultative services
- Continue to develop and provide safety publications and resources
- Discuss new additions to the Bickmore Risk Control website
 - Enhanced Streaming Video service available July 1, 2013
 - Recorded Webinars
 - Confined Space
 - Cal/OSHA Update webinar
 - Playground Safety
 - Storm Water Pollution

E6. Police Risk Management Committee Meeting Summary

Ms. Adams advised that the Draft Police Risk Management Committee Meeting is included in the Agenda packet and explained that at the last PRMC Meeting Mr. Bruce Kilday and Ms. Carrie Frederickson from the Law Firm of Angelo, Kilday and Kilduff, LLP presented the Committee with a Use of Force Lessons Learned presentation which the Committee found very insightful. Ms. Liz Ehrenstrom then reached out to the Board to encourage member attendance at future PRMC meetings.

E7. NCCSIF 2013/2014 Risk Management Budget

Ms. Adams advised that annually the NCCSIF Risk Management Committee reviews and approves the Risk Management Budget for the next fiscal year. She noted an error in the Agenda write up which should show the decrease of Risk Management Services & Trainings from \$30,000 to \$25,000 rather than \$300,000 to \$25,000. With that correction the major changes from the prior year for Risk Management Expenses are as follows:

- Decreased Injury and Prevention Training from \$40,000 to \$25,000
- Decreased Risk Management Services & Trainings from \$30,000 to \$25,000
- Increased Police Risk Management Committee Training Budget from \$5,000 to \$12,000
- Increased Bickmore Risk Control Services from \$115,000 to \$155,000
- Decreased Occu-Med Health Consulting from \$23,000 to \$18,000
- Increased ACI/Wellness Optional from \$12,100 to \$13,840



The overall Risk Management Budget is \$433,300, which is an increase of \$24,000 over the prior year.

A motion was made to approve the NCCSIF 2013/2014 Risk Management Budget.

MOTION: Bruce Cline **SECOND:** Russell Hildebrand **MOTION CARRIED**

F. INFORMATION ITEMS

F1. CAJPA 2013 Fall Conference September 10 – 13, 2013

F2. NCCSIF Travel Reimbursement Form

G. ADJOURNMENT

The meeting was adjourned at 12:17 p.m.