



**MINUTES OF THE
NCCSIF RISK MANAGEMENT COMMITTEE MEETING
ROCKLIN EVENT CENTER, ROCKLIN, CA
APRIL 28, 2016**

COMMITTEE MEMBERS PRESENT

Juanita Barnett, City of Anderson
Shari Harris, City of Auburn
Tom Watson, City of Corning
Jim Ramsey, City of Elk Grove
Kristine Haile, City of Folsom
Paula Islas, City of Galt
Matt Michaelis, City of Gridley
Astrida Trupovnieks, City of Lincoln

Corey Shaver, City of Nevada City
Liz Ehrenstrom, City of Oroville
Crystal Peters, Town of Paradise
Dave Warren, City of Placerville
Sandy Ryan, City of Red Bluff
Kimberly Sarkovich, City of Rocklin
Natalie Springer, City of Yuba City

OTHER MEMBERS PRESENT

George Silva, City of Dixon

DeeAnne Gillick, City of Rocklin

COMMITTEE MEMBERS ABSENT

City of Colusa (tbd)
Michelle Pellegrino, City of Dixon
Jon Hanken, City of Ione
Dalacie Blankenship, City of Jackson

Satwant Takhar, City of Marysville
Marni Rittburg, City of Rio Vista
Wayne Peabody, City of Willows

GUESTS & CONSULTANTS

Marcus Beverly, Alliant Insurance Services
Raychelle Maranan, Alliant Insurance Services

Henri Castro, Bickmore
Tom Kline, Bickmore
Jeff Johnston, Bickmore

A. CALL TO ORDER

Ms. Liz Ehrenstrom called the meeting to order at 10:08 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: Kristine Haile

Second: Dave Warren

Motion Carried

Ayes: Barnett, Harris, Watson, Ramsey, Michaelis, Trupovnieks, Shaver, Ehrenstrom, Peters, Ryan, Sarkovich, Springer

Nays: None



F2. Risk Control Services Update

Ms. Henri Castro from Bickmore Risk Services presented the Risk Control Summary Report to the Risk Management Committee and reviewed the services Bickmore has provided during the 2015/16 program year. 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. Two regional training was held on Traffic Control and Flagger Training and Sexual Harassment & Code of Conduct. Ms. Castro encouraged members to continually check the Bickmore website as it has wealth of information including pre-recorded webinars on various topics.

Information only, no action was taken.

F3. FY 16/17 Risk Control Proposed Service Plan and Contract

Mr. Jeff Johnston indicated as with the request of the Program Administrator the proposed risk control service plan and budget for FY 16/17 has two options: first, a more focused risk assessment to the current scope of services at an additional cost of \$750 per member for adding one day of service day, and the other option the same as the current scope with no change in the budget.

The Board had a lengthy discussion as to what constitute a service day. Ms. Henri Castro explained that a service day is not necessarily an on-site training, but more so an all-encompassing of services provided to the members from actual delivery of assessment to processes, tracking and updating of assessment to re-assessment. Bickmore tracks hours of service provided to each member to calculate the hours which in turn used towards the three service days included in the scope of service.

Ms. Henri Castro handed out an updated Scorecard for each member with the 35 categories from the initial assessments. However, the focus for the upcoming fiscal year is to pinpoint the main loss driver and exposures of the pool collectively to prioritize the risk management efforts and start implementing solution based approach with all the assessments that have been done over the years.

A motion was made to approve option 1 of the Risk Control Renewal Proposal for an additional service day for Hazard & Safety Assessment which cost \$750 per member for a budget increase of \$16,500.

Motion: Paula Islas

Second: Kristine Haile

Motion Carried

Ayes: Barnett, Harris, Watson, Ramsey, Michaelis, Trupovnieks, Shaver, Ehrenstrom, Warren, Ryan, Sarkovich, Springer

Nays: Peters



F4. FY 16/17 Risk Control Services Budget

Mr. Marcus Beverly presented the Risk Control Services Budget and noted it is the same items as last year. The \$16,500 increase on Bickmore's contract for the additional service day is included in the proposed budget. Mr. Beverly noted Alliant received the Lexipol renewal couple of days prior to the meeting and seeking price increase of 25%. It was noted it has been years since Lexipol have had price increase.

The Committee had a lengthy discussion on Occu-Med services and felt this is under-utilized.

Mr. George Silva mentioned that City of Dixon uses Occu-Med services extensively for pre-employment screening and fit for duty evaluation.

Ms. Natalie Springer indicated that City of Yuba City uses Occu-Med for QA2 service which is separate from the standard scope of job analysis and pre-employment screening service. QA2 service is an additional cost for the member which includes medical evaluation.

The Committee tabled this item for further review and evaluation of Lexipol and Occu-Med's services.

F5. Risk Management Policy and Procedure Reviews

F5a. RM-7 Aquatics Programs

F5b. RM-14 Urban Forest Management

Mr. Marcus Beverly reported both the Risk Management Policy RM-7 Aquatics Program and RM-14 Urban Forest Management were both reviewed at the November 19, 2015 Board meeting , but were tabled for further review by member staff.

The RM-7 Aquatics Programs (formerly Pool Operation) was reviewed by and revised with the assistance of aquatics safety consultant Jim Wheeler and the City of Folsom's Senior Recreation Coordinator, Chad Gunther.

The RM-14 Urban Forest Management is a new policy and was drafted based on feedback from certified arborist and reviewed by a staff arborist at the City of Oroville.

A motion was made to approve RM-7 Aquatics Programs and RM-14 Urban Forest Management Policy and Procedure as presented.

Motion: Kristine Haile

Second: Natalie Springer

Motion Carried

Ayes: Barnett, Harris, Watson, Ramsey, Islas, Michaelis, Trupovnieks, Shaver, Ehrenstrom, Peters, Warren, Ryan, Sarkovich

Nays: None



F6. Sidewalk Repair Services - Precision Concrete Cutting

Mr. Marcus Beverly indicated the Precision Concrete Cutting, a sidewalk trip hazard removal contractor, are being utilized by a number of members and other JPA risk pools for members to be aware of this vendor. Precision provide free inspection services with mapping of location per the member's criteria and unique sidewalk cutting method that cost an average of \$35 to \$50 per repair. A group pricing discount can be obtained if enough members are interested to utilize their services. Mr. Beverly noted Precision will be added to the NCCSIF Vendor Services Matrix.

F7. Round Table Discussion

Ms. Liz Ehrenstrom mentioned that the City of Oroville is holding a Job Analysis Regional Training on May 12th and 13th at the Oroville City Hall. The cost for the training is \$350. Anyone interested are welcome to attend.

G. INFORMATION ITEMS

1. NCCSIF Travel Reimbursement Form

H. ADJOURNMENT

The meeting was adjourned at 11:50 a.m.

Respectfully Submitted,



Corey Shaver, Secretary
7/6/16
Date