



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
RISK MANAGEMENT COMMITTEE MEETING MINUTES
ROCKLIN EVENT CENTER BALLROOM
APRIL 20, 2023**

COMMITTEE MEMBERS PRESENT

Liz Cottrell, City of Anderson
Kristina Miller, City of Corning
Jim Ramsey, City of Elk Grove
Elisa Arteaga, City of Gridley
Jennifer Styczynski, City of Marysville
Crystal Peters, Town of Paradise
Andy Schiltz, City of Rocklin
Sheleen Loza, City of Yuba City

Ishrat Aziz- Khan, City of Colusa
Rachel Ancheta, City of Dixon
Allison Garcia, City of Folsom
Veronica Rodriguez, City of Lincoln
Elizabeth Ehrenstrom, City of Oroville
Jennifer Schultz, City of Rio Vista
Lori Fahey, City of Willows

OTHER MEMBERS PRESENT

Kim Stalie, City of Dixon
Jodi Molinari, City of Gridley

Gaby Cousineau, City of Folsom
Amanda Tonks, City of Rocklin

COMMITTEE MEMBERS ABSENT

Nathan Bagwill, City of Auburn
Chris Hancock, City of Ione

Stephanie VanSteyn, City of Galt
Sean Grayson, City of Nevada City

CONSULTANTS & GUESTS

Marcus Beverly, Alliant Insurance Services
Evan Washburn, Alliant Insurance Services
Shane Baird, Sedgwick
Devora Brainard, Sedgwick

Jenna Wirkner, Alliant Insurance Services
Tom Kline, Sedgwick
Summer Simpson, Sedgwick

A. CALL TO ORDER

Chair Elizabeth Ehrenstrom called the meeting to order at 10:02a.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.

D. CONSENT CALENDAR

1. Minutes of the Risk Management Committee Meeting – October 20, 2022



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

MOTION: Jim Ramsey

SECOND: Ishrat Aziz Khan

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Cottrell, Aziz-Khan, Miller, Ancheta, Ramsey, Garcia, Arteaga, Rodriguez, Styczynski, Ehrenstrom, Peters, Schultz, Schiltz, Fahey, Loza

Nays: None

E. COMMITTEE BUSINESS

E.1. Trending Reports for Workers' Compensation Claims

Ms. Devora Brainard from Sedgwick gave an overview of the Trending Reports for Workers' Compensation Claims for FY 2017-2022.

Information only. No motion was taken.

E.2. Sedgwick Risk Control Services Update

Mr. Shane Baird from Sedgwick gave an update of Sedgwick Risk Control Services. The service records went down in 2021 because of COVID and spiked up in 2022.

Most of the service requests were for phone and email consultation.

Members should reach out to Mr. Baird and utilize the resources available.

Information only. No motion was taken.

E.3. NCCSIF FY 23/24 Risk Control Service Plan

Mr. Baird discussed the FY 23/24 Risk Control Service Plan.

The contract for Risk Control Services provides focused risk assessments, member services, safety communication/resource development, training coordination, EAP and management training and additional services and resources.

Members discussed train the trainer CDL driver trainers. Some of the members send drivers to a local driving school.

The City of Oroville invited members to a playground safety inspection training on July 12th.



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Information only. No motion was taken.

A motion was made to approve the FY 23/24 Risk Control Service Plan.

MOTION: Liz Cottrell **SECOND:** Rachel Ancheta **MOTION CARRIED
UNANIMOUSLY**

Ayes: Cottrell, Aziz-Khan, Miller, Ancheta, Ramsey, Garcia, Arteaga, Rodriguez, Styczynski, Ehrenstrom, Peters, Schultz, Schiltz, Fahey, Loza

Nays: None

E.4. Safety Award

Mr. Baird gave an updated on the Safety Award Program and nominations for 22/23.

City of Yuba City, Town of Paradise and City of Dixon submitted applications for the Safety Award Program. Members discussed and like the idea of the Safety Award.

A motion was made to recommend to the Board of Directors for Most Outstanding (City of Dixon), Outstanding (City of Yuba City) and Good (Town of Paradise).

MOTION: Liz Cottrell **SECOND:** Ishrat Aziz-Khan **MOTION CARRIED
UNANIMOUSLY**

Ayes: Cottrell, Aziz-Khan, Miller, Ancheta, Ramsey, Garcia, Arteaga, Rodriguez, Styczynski, Ehrenstrom, Peters, Schultz, Schiltz, Fahey, Loza

Nays: None

E.5.a. Police Risk Management Committee Update

Mr. Tom Kline gave an update on The Police Risk Management Committee.

Members asked if other members are using guardian for background checks.

MOTION: Dave Warren **SECOND:** Ishrat Aziz-Khan **MOTION CARRIED
UNANIMOUSLY**

Ayes: Cottrell, Aziz-Khan, Miller, Ancheta, Ramsey, Garcia, Arteaga, Rodriguez, Styczynski, Ehrenstrom, Peters, Schultz, Schiltz, Fahey, Loza

Nays: None

E.5.b. PRMC Grant Fund Usage Report and Request

A Public Entity Joint Powers Authority

RMC Approved 10-19-23



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No discussion.

A motion was made to approve the PRMC Grant Fund Usage Report and Request.

**MOTION: Dave Warren SECOND: Ishrat Aziz-Khan MOTION CARRIED
UNANIMOUSLY**

Ayes: Ayes: Cottrell, Aziz-Khan, Miller, Ancheta, Ramsey, Garcia, Arteaga, Rodriguez, Styczynski, Ehrenstrom, Peters, Schultz, Schiltz, Fahey, Loza

Nays: None

E.6. FY 23/24 Risk Control Services Budget

Members discussed the FY23/24 Risk Control Services Budget.

A motion was made to recommend the Board approve the FY 23/24 Risk Control Services Budget.

**MOTION: Liz Cottrell SECOND: Rachel Ancheta MOTION CARRIED
UNANIMOUSLY**

Ayes: Ayes: Cottrell, Aziz-Khan, Miller, Ancheta, Ramsey, Garcia, Arteaga, Rodriguez, Styczynski, Ehrenstrom, Peters, Schultz, Schiltz, Fahey, Loza

Nays: None

Nays: None

E.7. Policy and Procedure Revisions

a. RM-2: Driving Standards

Mr. Beverly discussed revisions to the driving standards. Mr. Beverly is recommended added DUI citations.

A motion was made to recommend the Board approve updates to RM-2: Driving Standards.

**MOTION: Jennifer Styczynski SECOND: Jim Ramsey MOTION CARRIED
UNANIMOUSLY**

Ayes: Ayes: Cottrell, Aziz-Khan, Miller, Ancheta, Ramsey, Garcia, Arteaga, Rodriguez, Styczynski, Ehrenstrom, Peters, Schultz, Schiltz, Fahey, Loza

Nays: None



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b. RM-21: Park and Recreation Risk Management Best Practices

Mr. Beverly discussed the RM-21: Park and Recreation Risk Management Best Practices.

A motion was made to recommend the Board approve RM-21: Park and Recreation Best Practices.

MOTION: Dave Warren

SECOND: Liz Cottrell

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Cottrell, Aziz-Khan, Miller, Ancheta, Ramsey, Garcia, Arteaga, Rodriguez, Styczynski, Ehrenstrom, Peters, Schultz, Schiltz, Fahey, Loza

Nays: None

c. Risk Management Policies and Best Practices

Mr. Beverly discussed the Risk Management Policies and Procedures Table of Contents.
Risk Management Policies & Procedures Table of Contents

Information only. No motion was taken.

E.8. Round Table Discussion

Mr. Beverly discussed the OSHA Webinar for members and PRISM Risk Control Services available to members.

Information only. No motion was taken.

F. ADJOURNMENT

The meeting was adjourned at 11:30a.m.

Next Meeting Date: October 20, 2023

Respectfully Submitted,



Jennifer Styczynski, Secretary

11-1-23
Date