



**MINUTES OF THE
NCCSIF BOARD OF DIRECTORS MEETING
ROCKLIN EVENT CENTER, ROCKLIN, CA
JUNE 13, 2019**

BOARD OF DIRECTORS PRESENT

Rachel Ancheta, City of Dixon
Brad Koehn, City of Elk Grove
Kristine Haile, City of Folsom (**Vice Chair**)
Cora Hall, City of Galt
Yvonne Kimball, City of Jackson
Veronica Rodriguez, City of Lincoln
Kristy Herbert, City of Marysville (Alternate)

Liz Ehrenstrom, City of Oroville (**Chair**)
Gina Will, Town of Paradise
Dave Warren, City of Placerville
Jose Jasso, City of Rio Vista
Kimberly Sarkovich, City of Rocklin
Tim Sailsbery, City of Willows

OTHER MEMBERS PRESENT

Tom Haglund, City of Galt (Alternate)
Joanne Narloch, City of Galt

Andy Schiltz, City of Rocklin (Alternate)

BOARD OF DIRECTORS ABSENT

Liz Cottrell, City of Anderson
Cristina Shafer, City of Auburn
Toni Benson, City of Colusa
Kristina Miller, City of Corning
Jim Francis, City of Folsom
City of Gridley (primary Board vacant)

Jon Hanken, City of Ione
Jennifer Styczynski, City of Marysville
Loree McCay, City of Nevada City
Sandy Ryan, City of Red Bluff
Natalie Springer, City of Yuba City

CONSULTANTS & GUESTS

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

James Marta, James Marta & Company
Dori Zumwalt, York Risk Services Group
Jill Petrarca, York Risk Services Group

A. CALL TO ORDER

Meeting opened at 10:13 a.m. Chair Liz Ehrenstrom declared the absence of a quorum noting that no motions or voting will occur until a quorum is recognized.

B. INTRODUCTIONS

Introduction was made.



F. GENERAL RISK MANAGEMENT ISSUES

The Board discussed the various training platforms for harassment training. Mr. Marcus Beverly indicated one option offered by the group's excess liability coverage provider, CJPRMA, is the online training portal developed by DKF Solutions for the CA Sanitation Risk Management Authority (CSRMA). CSRMA recently partnered with Target Solutions to add all of their unique training material to the Target Solutions portal, offering one-stop shopping for a wide variety of training topics. Program Administrators will send an e-mail to the members to gauge interest in the group offering subscription to CSRMA/TargetSolutions platform.

Tim Sailsbery arrived at 10:16 a.m.

Chair Ehrenstrom confirmed that a quorum is present and officially called the meeting to order.

The Board discussed the topic of Roundup/glyphosate containing herbicides. Mr. Beverly forewarned members to be prepared to address the risk and questions on the coverage renewal application about exposure to glyphosate. AB Bill 916 seeks to ban the use of glyphosates (RoundUp) by changing the Health and Safety Code. Mr. Beverly noted to avoid using RoundUp.

Mr. Beverly indicated that couple of pending bills that would expand the risk exposures for members including a recent request from CAJPA to send an email opposing AB 218, regarding extending the statute of limitations for up to 22 years for damages associated with sexual abuse or assault. The link to CAJPA's website opposing the bill will be sent out to the members including the City of Sunnyvale's letter opposing SB 542, extending Work Comp benefits for PTSD for public safety personnel which would have a much more direct impact on NCCSIF. Members are encouraged to send notice of opposition to SB 542.

C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

MOTION: Dave Warren

SECOND: Gina Will

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Ancheta, Koehn, Haile, Hall, Kimball, Herbert, Ehrenstrom, Will, Warren, Jasso, Sarkovich, Sailsbery

Nays: None

D. PUBLIC COMMENTS

There were no public comments.



E. CONSENT CALENDAR

1. Board of Directors Meeting Minutes - April 25, 2019
2. Check Register from March 1, 2019 to April 30, 2019
3. Investment Reports
 - a. Chandler Asset Management Short/Long Term - March 2019 to April 2019
 - b. Local Agency Investment Fund (LAIF) Report as of March 31, 2019
 - c. Treasurer's Report as of March 31, 2019
4. Actuarial Services Engagement Letter - FY 19/20, FY 20/21 and FY 21/22
5. NCCSIF 2019 Workers' Compensation Program Claims Audit and York's Response
6. York Risk Services Workers' Compensation Quarterly Claims Report
7. Amendment Five effective July 1, 2019 to the NCCSIF Workers' Compensation Claims Administration Agreement dated July 1, 2010
8. Amendment Three effective July 1, 2019, to the NCCSIF Liability Claims Administration Agreement dated July 1, 2013

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

MOTION: Tim Sailsbery

SECOND: Kimberly Sarkovich

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Ancheta, Koehn, Haile, Hall, Kimball, Herbert, Ehrenstrom, Will, Warren, Jasso, Sarkovich, Sailsbery

Nays: None

G. ADMINISTRATION REPORTS

G.1. President's Report

Chair Ehrenstrom reminded members about the upcoming NCCSIF Regional Training Workshops on Homeless Encampment Clean-Up. The training is offered on June 26, 2019 in Oroville, and June 27, 2019 in Dixon. All employees who may be part of the clean-up process are encouraged to attend.

G.2. CJPRMA Update

Chair Ehrenstrom updated the Board on the following:

- Challenges that CJPRMA is facing with the rising cost of general liability losses particularly litigated cases.
- Laura Cole of Cole Pro Media has begun a new venture, Critical Incident Videos, LLC, to assist agencies in responding to requests for critical incident or related videos subject to Public Records Act requests.



- Upcoming CJPRMA University training on July 18, 2019 to be held at their offices in Livermore. The training is designed to familiarize members with programs and services available through CJPRMA and procedures for filing claims.

Mr. Beverly added CJPRMA sponsors trainings throughout the year on various topics. The 12 Steps to Avoiding Liability & Nuts & Bolts training was just held last week, June 6th in Rocklin.

G.3. Program Administrator's Report

Mr. Beverly indicated that the NCCSIF's Fortieth Anniversary Celebration will be held in conjunction with the October 24, 2019 Board of Directors meeting. One hour luncheon is planned for that day with some adventure time at the City of Rocklin's Quarry Park Adventures after the Board meeting. All current and former member representatives and service providers will be invited.

G.4. Summary of the May 30, 2019 Executive Committee Meeting

Mr. Beverly briefly reviewed the summary report and the Board had no questions.

Information only, no action taken.

H. FINANCIAL REPORTS

H.1. Quarterly Financial Report for Period Ending March 31, 2019

Mr. James Marta reviewed the Quarterly Financial Report for period ending March 31, 2019. Mr. Marta presented the highlights of the report.

Veronica Rodriguez arrived at 10:38 a.m.

A motion was made to accept and file the Quarterly Financial Report for the period ending March 31, 2019.

MOTION: Dave Warren

SECOND: Cora Hall

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Ancheta, Koehn, Haile, Hall, Kimball, Rodriguez, Herbert, Ehrenstrom, Will, Warren, Jasso, Sarkovich, Sailsbery

Nays: None

H.2. Budget-to-Actual as of March 31, 2019

Mr. Beverly indicated that NCCSIF administrative expenses year-to-date are currently right on track with the FY 18/19 Budget. Total expenses are \$1,139,919, or 88% of the budgeted amount, with 12% of the budget remaining for fourth quarter expenses. One category under budget is



Member Training and Risk Management. Members are encouraged to assess their training needs and submit requests for these funds prior to June 30, 2019. It is a use it or lose it fund.

Ms. Raychelle Maranan indicated that a reminder e-mail will be sent to the members regarding remaining balance and notice of deadline to submit for reimbursement.

Information only, no action taken.

I. JPA BUSINESS

I.1. FY 19/20 NCCSIF Memorandum of Coverage (MOC)

I.1.a. Liability MOC

Mr. Beverly indicated that NCCSIF annually reviews the Liability MOC and the changes are from CJPRMA (California Joint Powers Risk Management Authority) MOC. The NCCSIF is underlying coverage and follows the form of CJPRMA, excess Liability carrier. One particular change to NCCSIF's MOC is noted on the endorsement for transit systems. The City of Folsom is removed from the endorsement as their transit operations was transferred to Sacramento Regional Transit District effective January 1, 2019.

Mr. Michael Simmons indicated that CalTIP (California Transit Indemnity Pool) does not cover Employment Practices Liability.

A motion was made to approve the FY 19/20 NCCSIF Liability Memorandum of Coverage as presented.

MOTION: Kim Sarkovich

SECOND: Tim Sailsbery

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Ancheta, Koehn, Haile, Hall, Kimball, Rodriguez, Herbert, Ehrenstrom, Will, Warren, Jasso, Sarkovich, Sailsbery

Nays: None

I.1.b. Workers' Compensation MOC

Mr. Beverly indicated that there is one change to the MOC for FY 19/20, an endorsement enabling members to extend benefits to off-duty police officers injured while out of state, if member choose to do so by passing a resolution. The endorsement uses the language from the excess MOC, CSAC EIA, to maintain consistency. The endorsement provides coverage for members who have adopted a Resolution that provides for workers' compensation benefits. The Board had lengthy discussion on the pros and cons of extending WC coverage out of state. Mr. Beverly indicated that if any members intend to pass a resolution to provide the pool a copy of the resolution.



Mr. Simmons clarified that the resolution pertains to public safety personnel only and a member must have a resolution in place before an event occurs for coverage to apply. Alliant does not have a recommendation as each agency must address at their discretion.

Mr. Beverly noted that NCCSIF does not cover 4850 benefits, including Salary Continuation and Temporary Disability although, the Claims Administrator tracks that information and adjusts the coordination of benefits accordingly.

A motion was made to approve the FY 19/20 NCCSIF Workers' Compensation Memorandum of Coverage as presented.

MOTION: Brad Koehn

SECOND: Tim Sailsbery

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Ancheta, Koehn, Haile, Hall, Kimball, Rodriguez, Herbert, Ehrenstrom, Will, Warren, Jasso, Sarkovich, Sailsbery

Nays: None

I.2. FY 19/20 Property Program Renewal

I.2.a. Property Renewal Proposal

Mr. Beverly indicated that due to the recent Property Appraisals and various changes throughout the year the Total Insurable Values increased by 28% representing both Real and Personal Property Values. The All Risk property rate increased by 58% from the prior year. Due to hard property market, rate increases are across the board. Mr. Beverly reviewed the three Property renewal options at \$5,000, \$10,000 and \$25,000 deductible to the Board and the coverage changes highlighted in the Executive Summary. New members, Cities of Jackson and Rio Vista were quoted.

Mr. Simmons warned members that APIP (Alliant Property Insurance Program) would not allow any members to go back to a lower deductible once the group move up to a higher deductible. The general consensus of the Board is to remain at the \$5,000 all-risk property deductible for FY 19/20.

After review and discussion, a motion was made to approve the FY 19/20 Property Program renewal through Alliant Property Insurance Program at \$5,000 all-risk property deductible and authorize the President to sign the renewal documents.

MOTION: Kimberly Sarkovich

SECOND: Gina Will

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Ancheta, Koehn, Haile, Hall, Kimball, Rodriguez, Herbert, Ehrenstrom, Will, Warren, Jasso, Sarkovich, Sailsbery

Nays: None

A motion was made to reject TRIA coverage and authorize the President to sign the declination of TRIA.



MOTION: Gina Will **SECOND:** Kimberly Sarkovich **MOTION CARRIED UNANIMOUSLY**
Ayes: Ancheta, Koehn, Haile, Hall, Kimball, Rodriguez, Herbert, Ehrenstrom, Will, Warren, Jasso, Sarkovich, Sailsbery
Nays: None

I.2.b. Time Element Coverage Special Notice

Mr. Beverly provided a review of the letter that was sent to NCCSIF Board members in May reminding them of the difference between Business Interruption, Rental Interruption and Tax Interruption Coverages.

I.2.c. APIP Claims Reporting Acknowledgments

Mr. Beverly reiterated the importance of promptly reporting claims. All members that have coverage in APIP will be asked to sign and return the claims reporting acknowledgment form. Members were also reminded that we will be switching Pollution Carriers effective July 1, 2019, so any and all claims will need to be reported by June 30, 2019 to ensure coverage.

Information only.

I.2.d. APIP Breach Response Endorsement Option

Mr. Beverly reviewed the coverage provided by the Beazley Breach Response program and other Excess Cyber Liability Options. Individual members can request quote if interested.

A motion was made to have the President sign the request for quote.

MOTION: Kimberly Sarkovich **SECOND:** Rachel Ancheta **MOTION CARRIED UNANIMOUSLY**
Ayes: Ancheta, Koehn, Haile, Hall, Kimball, Rodriguez, Herbert, Ehrenstrom, Will, Warren, Jasso, Sarkovich, Sailsbery
Nays: None

I.2.e. Alliant Deadly Weapon Response Program (ADWRP)

Mr. Beverly reviewed the renewal proposal and coverages provided by ADWRP. It was noted that the covered locations are based on members' schedule of values and the event must occur on a scheduled location. The renewal quote applies only to current members of APIP. Individual members can request quote if interested.

A motion was made to approve the FY 19/20 Alliant Deadly Weapon Response Program renewal as presented.



MOTION: Kimberly Sarkovich **SECOND:** Jose Jasso

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Ancheta, Koehn, Haile, Hall, Kimball, Rodriguez, Herbert, Ehrenstrom, Will, Warren, Jasso, Sarkovich, Sailsbery

Nays: None

The Board break for lunch at 12:05 pm

LUNCHTIME PRESENTATION - Pollution Insurance Overview

Marcus Beverly presented an overview of Pollution Insurance through APIP v. EIA v. stand-alone policy. Mr. Beverly informed members to notify Alliant immediately when closing down facility with hazardous materials as additional coverage is required than the standard APIP Pollution coverage.

The meeting resumed at 12:48 p.m.

I.3. FY 19/20 Crime Coverage Renewal

Mr. Beverly reviewed the ACIP Crime Insurance proposal with the Board. Quotes are provided for the current limit at \$3M and options at \$5M and \$10M limit. The standard coverage includes faithful performance of duty and anyone who needs to be bonded. It was noted a new member, City of Willows was quoted.

The City of Dixon, City of Willows and Town of Paradise questioned the number of employees reflected on the premium allocation worksheet. Mr. Beverly indicated that it includes the number of volunteers. Ms. Maranan confirmed the number of employees were taken from the renewal application and it clearly described in the application to provide a full-time equivalent for volunteers.

Mr. Tim Sailsbery directed the Program Administrators to reconfirm the number of volunteers with the members in question to ensure the number provided on the application is in fact full-time equivalent.

A motion was made to approve the FY 19/20 Crime Coverage Renewal at \$3M limit and to reconfirm number of employees with the members.

MOTION: Tim Sailsbery **SECOND:** Kimberly Sarkovich

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Ancheta, Koehn, Haile, Hall, Kimball, Rodriguez, Herbert, Ehrenstrom, Will, Warren, Jasso, Sarkovich, Sailsbery

Nays: None



I.4. FY 19/20 Identity Fraud Expense Reimbursement Coverage Renewal

Mr. Beverly noted the Identity Fraud Expense Reimbursement is the same coverage as last year. The coverage is for employees including family members. The limit of liability is \$25,000 per insured person for reimbursement of expenses associated with resolving a fraud event, including resolving and replacing documents. There is no deductible and the premium is based on group as a whole. Mr. Beverly noted the cost of this coverage is included in the Administrative Budget. The premium increase was due to a 15% increase in the number of employees from 3,203 to 3,687.

A motion was made to renew the FY 19/20 Identity Fraud Expense Reimbursement coverage as presented.

MOTION: Dave Warren **SECOND:** Gina Will **MOTION CARRIED UNANIMOUSLY**
Ayes: Ancheta, Koehn, Haile, Hall, Kimball, Rodriguez, Herbert, Ehrenstrom, Will, Warren, Jasso, Sarkovich, Sailsbery
Nays: None

I.5. Lexipol Fire Subscription Services Memorandum of Understanding

Mr. Beverly reviewed the Lexipol Memorandum of Understanding (MOU) for FY 19/20 Fire Training Subscription Services renewal. Lexipol extended the same price as expiring. Members realized 50% savings of the retail price. Mr. Jose Jasso stated he would like to add the City of Rio Vista to the Lexipol subscription.

A motion was made to approve the Memorandum of Understanding for the Lexipol Fire Subscription Services for FY 19/20 with the addition of City of Rio Vista and authorize the President to sign the MOU

MOTION: Jose Jasso **SECOND:** Tim Sailsbery **MOTION CARRIED UNANIMOUSLY**
Ayes: Ancheta, Koehn, Haile, Hall, Kimball, Rodriguez, Herbert, Ehrenstrom, Will, Warren, Jasso, Sarkovich, Sailsbery
Nays: None

I.6. FY 19/20 NCCSIF Administrative and Group Purchase Program Budget

Mr. Beverly indicated the only change from the preliminary budget for FY 19/20 since the last Board meeting in April was the new Claims Administration contracts with York Risk Services Group that no longer have an admin fee. The Program Administrators included a new line for revenue to account for other Group Purchase coverage.

A motion was made to approve the FY 19/20 NCCSIF Administrative and Group Purchase Program Budget as presented.



MOTION: Brad Koehn **SECOND:** Kimberly Sarkovich **MOTION CARRIED UNANIMOUSLY**
Ayes: Ancheta, Koehn, Haile, Hall, Kimball, Rodriguez, Herbert, Ehrenstrom, Will, Warren, Jasso, Sarkovich, Sailsbery
Nays: None

I.7. Adoption of FY 19/20 Program Budget

I.7.a. Liability

Mr. Beverly reviewed the Liability Program Budget at the 80% Confidence Level to the Board.

Michael Simmons left the meeting at 1:00 p.m.

A motion was made to approve the FY 19/20 Liability Program Budget as presented.

MOTION: Tim Sailsbery **SECOND:** Rachel Ancheta **MOTION CARRIED UNANIMOUSLY**
Ayes: Ancheta, Koehn, Haile, Hall, Kimball, Rodriguez, Herbert, Ehrenstrom, Will, Warren, Jasso, Sarkovich, Sailsbery
Nays: None

I.7.b. Workers' Compensation

Mr. Beverly reviewed the Workers' Compensation Program Budget at the 80% Confidence Level to the Board.

A motion was made to approve the FY 19/20 Workers' Compensation Program Budget as presented.

MOTION: Dave Warren **SECOND:** Cora Hall **MOTION CARRIED UNANIMOUSLY**
Ayes: Ancheta, Koehn, Haile, Hall, Kimball, Rodriguez, Herbert, Ehrenstrom, Will, Warren, Jasso, Sarkovich, Sailsbery
Nays: None

J. INFORMATION ITEMS

1. CAJPA Conference - September 10-13, 2019 in South Lake Tahoe, CA
2. Glossary of Terms
3. NCCSIF Organizational Chart
4. NCCSIF 2019 Meeting Calendar
5. NCCSIF Resource Contact Guide
6. York Who's Who in Claims - WC and Liability Contacts



7. NCCSIF Travel Reimbursement Form

These items were provided as information only.

K. ADJOURNMENT

The meeting was adjourned at 1:15 p.m.

Next Meeting Date: October 24, 2019 in Rocklin, CA

BOD Approval Date of Minutes: 10/24/2019

Respectfully Submitted,



Gina Will, Secretary

11/26/19
Date