



**MINUTES OF THE  
NCCSIF RISK MANAGEMENT COMMITTEE MEETING  
ROCKLIN EVENT CENTER, ROCKLIN, CA  
OCTOBER 27, 2016**

**COMMITTEE MEMBERS PRESENT**

Liz Cottrell, City of Anderson  
Nita Wracker, City of Auburn  
Toni Benson, City of Colusa  
Tom Watson, City of Corning  
Michelle Pellegrino, City of Dixon  
Jim Ramsey, City of Elk Grove  
Kristine Haile, City of Folsom

Paula Islas, City of Galt  
Dalacie Blankenship, City of Jackson  
Corey Shaver, City of Nevada City  
Liz Ehrenstrom, City of Oroville (**Chair**)  
Dave Warren, City of Placerville  
Kimberly Sarkovich, City of Rocklin

**OTHER MEMBERS PRESENT**

Kim Stalie, City of Dixon  
Julie Rucker, City of Elk Grove  
Michael Daly, City of Jackson

Michael Green, City of Rocklin  
Spencer Morrison, City of Yuba City  
Sheleen Edward, City of Yuba City

**COMMITTEE MEMBERS ABSENT**

Juanita Barnett, City of Anderson  
Matt Michaelis, City of Gridley  
Jon Hanken, City of Ione  
Astrida Trupovnieks, City of Lincoln  
Satwant Takhar, City of Marysville

Crystal Peters, Town of Paradise  
Sandy Ryan, City of Red Bluff  
Marni Rittburg, City of Rio Vista  
Wayne Peabody, City of Willows  
Natalie Springer, City of Yuba City

**CONSULTANTS & GUESTS**

Marcus Beverly, Alliant Insurance Services  
Raychelle Maranan, Alliant Insurance Services  
Henri Castro, Bickmore  
Tom Kline, Bickmore

Dori Zumwalt, York Risk Services  
Cameron Dewey, York Risk Services  
Alex Davis, York Risk Services

**A. CALL TO ORDER**

Chair Liz Ehrenstrom called the meeting to order at 10:06 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:** Tom Watson                      **Second:** Jim Ramsey                      **Motion Carried**  
**Ayes:** Cottrell, Wracker, Benson, Watson, Pellegrino, Ramsey, Haile, Islas, Blankenship, Shaver,  
Ehrenstrom, Warren, Sarkovich  
**Nays:** None

**D. PUBLIC COMMENTS**

There were no public comments.

**E. CONSENT CALENDAR**

1. Minutes of the Risk Management Committee Meeting - June 9, 2016

**A motion was made to approve the item in the Consent Calendar as presented.**

**Motion:** Dave Warren                      **Second:** Paula Islas                      **Motion Carried**  
**Ayes:** Cottrell, Wracker, Benson, Watson, Pellegrino, Ramsey, Haile, Islas, Blankenship, Shaver,  
Ehrenstrom, Warren, Sarkovich  
**Nays:** None

**F. COMMITTEE BUSINESS**

**F1. Bickmore Risk Management Services, Assessments and Recommendations**

Ms. Henri Castro updated the Board on the services Bickmore provided to the members during 2016/17 program year to date. Ms. Castro handed out the Member Services Summary Report that shows members' status on specific activities. Ms. Castro also handed out the Scorecard format that she developed to track member's progress throughout the year specific to the seven focused Hazard and Safety Assessment as follows:

1. Risk Management Framework
2. Injury & Illness Prevention Program Implementation
3. Americans with Disabilities Act (ADA) Compliance
4. Driver & Vehicle Use Safety
5. Ergonomic Injury Management
6. Sidewalk Liability Management
7. Urban Forest Management

This is a work in progress that shows the implementation level of each member in various categories. The Board likes this new format as it can easily identify each member's progress and pinpoint the areas to focus their risk management efforts on.



Topics for the 2016/17 regional training workshops were discussed and the Committee expressed interest in the following topics:

Operational Training:

1. Forklift Train-the-Trainer

A question was asked whether a certified forklift trainer was required to renew their certification every two years. Ms. Castro is unsure and noted she will find out with another colleague at Bickmore whom is a subject-matter expert. The City of Dixon volunteered to host one of the sessions.

2. Traffic Control and Flagger Training

A question was asked if recertification is needed for the traffic control and flagger training. Ms. Castro indicated that there is no specific law on the training requirements, but she will research and report back to the Committee.

3. Certified Pool Operator Training

Ms. Castro indicated that an outside trainer will be utilized to conduct this training.

4. Confined Space Training

A question was asked regarding the different level of confined space training requirements. Ms. Castro noted that Bickmore is not a subject-matter expert on confined spaces and stated she will find out what the training requirement.

5. Playground Maintenance Inspections

Management Training:

1. AB1825 (Sexual Harassment) and AB1234 (Ethics) Trainings

Chair Ehrenstrom volunteered to host both trainings in Oroville. Ms. Paula Islas also volunteered to host AB1825 training in Galt.

2. Understanding Legal Marijuana

Ms. Castro noted that an outside trainer will be utilized to conduct this training. The highly sought after trainer is Chris Halsor, founder of Understanding Legal Marijuana and attorney from Colorado. Chris presented this same training to the Police Risk Management Committee.

3. Contractual Risk Transfer

Information only.



## **F2. Police Risk Management Committee Update**

Mr. Tom Kline provided a summary of the Police Risk Management Committee (PRMC) meeting held on August 4, 2016. The training topic was Introduction to Legal Marijuana for Law Enforcement. He noted that he keeps track of all police related Legislative Bills and keeps the PRMC informed on the outcome of those bills at every meeting.

Information only.

## **F3. Policy and Procedure Reviews**

### **F3a. RM-1 Risk Management Policy & Framework**

Mr. Beverly indicated that the current risk management assessments conducted by Bickmore contained a section regarding a member city's commitment to risk management and thus an assessment criteria and best practices were developed that needs to be incorporated into the sets of NCCSIF Risk Management Policies.

The RM-1 Risk Management Policy and Framework sets the foundation for each of the member's risk management program. Mr. Beverly noted that it is more appropriate to label the RM-1 as Risk Management Policy and Framework, than the current RM-1 Compliance with Risk Management Standards. Some of the provisions in the current RM-1 will be integrated in the RM-11 Risk Management Committee Review of Member Risk Assessments.

**A motion was made to recommend RM-1 Risk Management Policy and Framework to the Board as presented.**

**Motion:** Corey Shaver

**Second:** Kristine Haile

**Motion Carried**

**Ayes:** Cottrell, Wracker, Benson, Watson, Pellegrino, Ramsey, Haile, Islas, Blankenship, Shaver, Ehrenstrom, Warren, Sarkovich

**Nays:** None

### **RM-11 Risk Management Committee Review**

Mr. Beverly noted that RM-11 will be renamed as Review of Members Risks and Compliance with Recommendations. This policy outlines the review process and timeline in enforcing risk management best practices.

The Committee discussed in length the best approach in mandating and reviewing the process in enforcing the policies.

The Committee tabled this item for further review and directed Alliant and Bickmore to work together to come up with a systematic approach in enforcing the policy.



### **F3b. RM-5 Unlawful Harassment Policy - Employment Liability**

Mr. Beverly indicated the old policy is out of date and being replaced with a set of Employment Liability Best Practices. The revision includes the new regulations regarding the Fair Employment and Housing Act, effective April 1, 2016. Mr. Beverly noted that Gerry Preciado from Bickmore reviewed the proposed RM-5 Employment Liability Best Practices. Mr. Beverly handed out the redline version of the policy with Gerry Preciado's suggested revisions.

The Employment Liability Best Practices covers not only the Harassment Policy but a variety of other personnel related items, including orientation and training, performance evaluation and discipline procedures, leave policies, and consultation with legal counsel prior to serious adverse employment actions. Mr. Beverly asked if any members could provide a sample Harassment Policy as attachment to RM-5.

Chair Ehrenstrom stated that the City of Oroville is part of the Liebert Cassidy consortium. Chair Ehrenstrom indicated she will reach out to Liebert Cassidy for a sample Unlawful Harassment Policy and will share to the rest of the members once received.

**A motion was made to recommend RM-5 to the Board as revised.**

**Motion:** Jim Ramsey

**Second:** Dave Warren

**Motion Carried**

**Ayes:** Cottrell, Wracker, Benson, Watson, Pellegrino, Ramsey, Haile, Islas, Blankenship, Shaver, Ehrenstrom, Warren, Sarkovich

**Nays:** None

### **F3c. RM-2 Driving Standards**

Mr. Beverly noted that this policy is being revised to refer to the DMV website for details on the Pull Program and points for traffic violations, rather than attaching the list of violations. The substantive change is the addition of a recommended amount of insurance of (100/300/50) \$100,000 limit for Bodily Injury each person, \$300,000 limit for Bodily Injury each accident, and \$50,000 limit for Property Damage each accident, above the state-required minimum of (15/30/50), for those who drive their personal vehicle on city business. It was noted that all employees who require driving in their course of employment, including management and city officials, are subject to the Employer Pull Notice.

Ms. Castro mentioned that some clients use a verification form when the employee certifies that they have the required auto liability insurance coverage when driving personal vehicles for city business. Ms. Castro stated that she will share the form as a sample to the members.

**A motion was made to recommend RM-2 to the Board as presented.**



**Motion:** Dave Warren                      **Second:** Paula Islas                      **Motion Carried**  
**Ayes:** Cottrell, Wracker, Benson, Watson, Pellegrino, Ramsey, Haile, Islas, Blankenship, Shaver, Ehrenstrom, Warren, Sarkovich  
**Nays:** None

**F3d. RM-15 Vehicle Use and Operations**

Mr. Beverly noted that this policy includes recommended best practices for training, testing, and screening of employees and includes a recommendation for vehicle maintenance, use of vehicles, and distracted driving policies.

The Committee had considerable discussion regarding the legalization of marijuana for recreational use that may affect the workplace specifically how this affects public agency employers with in-place Drug Free Workplace Policies, and employers with drivers who are subject to DOT testing protocols. The challenges facing employers won't be maintaining their drug-free policies and practices, but rather communicating and enforcing these policies and practices if adults are permitted to use marijuana for recreational purposes.

**A motion was made to recommend RM-15 to the Board as presented.**

**Motion:** Kristine Haile                      **Second:** Tom Watson                      **Motion Carried**  
**Ayes:** Cottrell, Wracker, Benson, Watson, Pellegrino, Ramsey, Haile, Islas, Blankenship, Shaver, Ehrenstrom, Warren, Sarkovich  
**Nays:** None

Mr. Cameron Dewey introduced Alex Davis to the Committee. Mr. Dewey indicated that Alex Davis will spearhead the police related claims.

**F4. Trending Reports for Workers' Compensation and Liability Claims**

Ms. Dori Zumwalt from York Risk Services presented an overview of NCCSIF claim trends for the past five years and analysis of the top loss exposures related to the Workers' Compensation and Liability Programs. Ms. Zumwalt reiterated the importance of return to work program that would allow injured workers who are unable to perform their usual and customary job duties to return to work in a temporary, limited, or light duty capacity while they recover. Generally, the longer an injured worker is out of work due to disability, the less likely they are to return to work at all, and the more expensive the claim becomes.

Information only.



**F5. Risk Management Recognition**

*Due to time constraint, this item was tabled to the next Risk Management Committee meeting.*

**F6. Round Table Discussion**

*Due to time constraint, this item was tabled to the next Risk Management Committee meeting.*

**G. INFORMATION ITEMS**

1. NCCSIF Travel Reimbursement Form

**H. ADJOURNMENT**

The meeting was adjourned at 12:24 p.m.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Corey Shaver", is written over a horizontal line.

Corey Shaver, Secretary

5/2/17

Date