



**President**  
Ms. Elizabeth Ehrenstrom  
City of Oroville

**Vice President**  
Ms. Kristine Haile  
City of Folsom

**Treasurer**  
Mr. Tim Sailsbery  
City of Willows

**Secretary**  
Ms. Gina Will  
Town of Paradise

## **NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND RISK MANAGEMENT COMMITTEE MEETING AGENDA**

**DATE/TIME:** Thursday, April 23, 2020 at 10:00 am

**A - Action**  
**I - Information**

**LOCATION:** Zoom Teleconference  
Call-in Number: (669) 900-6833  
Meeting ID: 537 321 702

**1 - Attached**  
**2 - Hand Out**  
**3 - Separate Cover**  
**4 - Verbal**

### **MISSION STATEMENT**

*The Northern California Cities Self Insurance Fund, or NCCSIF, is an association of municipalities joined to protect member resources by stabilizing risk costs in a reliable, economical and beneficial manner while providing members with broad coverage and quality services in risk management and claims management.*

#### **A. CALL TO ORDER**

#### **B. ROLL CALL**

#### **C. PUBLIC COMMENTS**

*This time is reserved for members of the public to address the Committee on matters pertaining to NCCSIF that are of interest to them.*

#### **pg. 3 D. CONSENT CALENDAR**

**A 1**

*All matters listed under the consent calendar are considered routine with no separate discussion necessary. Any member of the public or Risk Management committee may request any item to be considered separately.*

#### **pg. 4 1. Minutes of the Risk Management Committee Meeting - October 24, 2019**

#### **E. COMMITTEE BUSINESS**

#### **pg. 8 1. Risk Management Services, Assessments and Recommendations**

**I 1**

*Sedgwick Risk Control will present an overview of the risk control services provided over the last year and plans for 2020, including an updated scorecard of member assessments for committee review.*

#### **2. Police Risk Management Committee (PRMC)**

#### **pg. 30 a. PRMC Update**

**I 1**

*Tom Kline from Sedgwick Risk Control will provide a summary of the last two Police Risk Management Committee Meetings.*



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- |        |   |          |          |
|--------|---|----------|----------|
| pg. 31 | <b>b. PRM Grant Fund Usage Report and Request</b><br><i>The Program Administrators will provide an update of grant usage by police agencies and funding request for FY 20/21.</i> | <b>I</b> | <b>1</b> |
| pg. 46 | <b>3. Strategic Plan Update</b><br><i>The Committee will discuss the future needs for service and provide recommendations to the Board of Directors.</i>                          | <b>I</b> | <b>1</b> |
| pg. 50 | <b>4. FY 20/21 Risk Control Services Budget</b><br><i>Marcus Beverly will present the draft budget for risk services for review and recommendation to the Board of Directors.</i> | <b>A</b> | <b>1</b> |
| pg. 53 | <b>5. Round Table Discussion</b><br><i>This is an opportunity for Committee members to ask questions or raise issue on risk exposures common to the members.</i>                  | <b>I</b> | <b>4</b> |

## **F. ADJOURNMENT**

### **UPCOMING MEETINGS**

Police Risk Management Committee Meeting - May 7, 2020

Claims Committee Meeting - May 28, 2020

Executive Committee Meeting - May 28, 2020

Board of Directors Meeting - June 25, 2020

*Per Government Code 54954.2, persons requesting disability related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, are requested to contact Raychelle Maranan at Alliant Insurance Services at (916) 643-2712.*

*The Agenda packet will be posted on the NCCSIF website at [www.nccsif.org](http://www.nccsif.org). Documents and material relating to an open session agenda item that are provided to the NCCSIF Risk Management Committee less than 72 hours prior to a regular meeting will be available for public inspection and copying at 2180 Harvard Street, Suite 460, Sacramento, CA 95815.*

*Access to some buildings and offices may require routine provisions of identification to building security. However, NCCSIF does not require any member of the public to register his or her name or to provide other information, as a condition to attendance at any public meeting and will not inquire of building security concerning information so provided. See Government Code section 54953.3.*



BACK TO AGENDA

**Northern California Cities Self Insurance Fund  
Risk Management Committee Meeting  
April 23, 2020**

**Agenda Item D.**

**CONSENT CALENDAR**

**ACTION ITEM**

**ISSUE:** The Risk Management Committee (RMC) reviews and approves items on the Consent Calendar as a whole. If an item requires clarification or amendment it may be pulled for separate discussion and the Committee may approve the remainder of the Consent Calendar. Any item removed from Consent will be agendaized later during the meeting as recommended by the Chair and approved by the Committee.

**RECOMMENDATION:** Review and approve the Consent Calendar.

**FISCAL IMPACT:** None

**BACKGROUND:** The Committee regularly places the minutes of previous meetings on the Consent Calendar for approval, as well as any other routine items that generally do not require discussion.

**ATTACHMENT(S):**

1. Minutes of the Risk Management Committee Meeting - October 24, 2019



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND  
RISK MANAGEMENT COMMITTEE MEETING MINUTES  
ROCKLIN POLICE DEPARTMENT EOC, ROCKLIN, CA  
OCTOBER 24, 2019**

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**COMMITTEE MEMBERS PRESENT**

Liz Cottrell, City of Anderson  
Tom Watson, City of Corning  
Rachel Ancheta, City of Dixon  
Jim Ramsey, City of Elk Grove  
Kristine Haile, City of Folsom (**Vice Chair**)  
Joanne Narloch, City of Galt  
Elisa Arteaga, City of Gridley  
Yvonne Kimball, City of Jackson

Ruthann Codina, City of Lincoln (Alternate)  
Loree McCay, City of Nevada City  
Liz Ehrenstrom, City of Oroville (**Chair**)  
Crystal Peters, Town of Paradise  
Dave Warren, City of Placerville  
Andy Schiltz, City of Rocklin (Alternate)  
Sheleen Loza, City of Yuba City

**OTHER MEMBERS PRESENT**

Julie Rucker, City of Elk Grove (Alternate)

Kathryn Bandy, City of Folsom

**COMMITTEE MEMBERS ABSENT**

Shari Harris, City of Auburn  
Toni Benson, City of Colusa  
Jon Hanken, City of Ione  
Jennifer Styczynski, City of Marysville  
Veronica Rodriguez, City of Lincoln

Sandy Ryan, City of Red Bluff  
Jose Jasso, City of Rio Vista  
Kimberly Sarkovich, City of Rocklin  
Wayne Peabody, City of Willows

**CONSULTANTS & GUESTS**

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

Dori Zumwalt, Sedgwick  
Dave Beal, Sedgwick

**A. CALL TO ORDER**

Chair Liz Ehrenstrom called the meeting to order at 9:04 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:** Dave Warren

**SECOND:** Jim Ramsey

**MOTION CARRIED  
UNANIMOUSLY**

**Ayes:** Cottrell, Watson, Ancheta, Ramsey, Haile, Narloch, Arteaga, Kimball, Codina, McCay, Ehrenstrom, Warren, Schiltz, Loza

**Nays:** None



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND  
RISK MANAGEMENT COMMITTEE MEETING MINUTES  
ROCKLIN POLICE DEPARTMENT EOC, ROCKLIN, CA  
OCTOBER 24, 2019**

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**D. PUBLIC COMMENTS**

There were no public comments.

**E. CONSENT CALENDAR**

1. Minutes of the Risk Management Committee Meeting - April 25, 2019

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

**MOTION:** Andrew Schiltz

**SECOND:** Liz Cottrell

**MOTION CARRIED  
UNANIMOUSLY**

**Ayes:** Cottrell, Watson, Ancheta, Ramsey, Haile, Arteaga, Kimball, Codina, McCay, Ehrenstrom, Warren, Schiltz, Loza

**Nays:** None

*Julie Rucker arrived at 9:06 a.m.*

**F. GENERAL RISK MANAGEMENT ISSUES**

The Committee had an in-depth discussion on the ever-evolving issues with cybersecurity and the urgent need to be better prepared. Cybersecurity is one of the most important challenges faced by governmental agencies today and the visibility and public awareness remains limited. Committee members shared the risk mitigation strategies they have in place to combat cybersecurity such as IT sending random test phishing emails to employees and a phishing button added to Office 365 for immediate reporting. The socio technical challenges are just as important to mitigate cyber risks. Mr. Beverly indicated that CJPRMA, Excess Liability provider, is hosting a Cyber Risk Management Training workshop on November 6, 2019, presented by Maze & Associates. Printed training flyer was on-hand for members.

Mr. Beverly briefly reviewed the CAJPA Key Bill List to the Committee and encouraged members to read the list to keep informed on a broad spectrum of issues affecting members and for legislative awareness.

Mr. Beverly mentioned that Alliant received a pricing quote from Cordico for the six members who expressed interest in the Cordico Wellness mobile app for first responders. Cities of Dixon and Elk Grove are two members currently using Cordico. Alliant is working on a group pricing structure to include all members into one contract. It was noted that Elk Grove's long-time contracted psychologist is the same practitioner that Cordico uses for counseling services in coordination with the mobile app.

Mr. Jim Ramsey shared that the City of Elk Grove is using STOPit Solutions where citizens can report incidents anonymously and securely via a mobile app. It is a two-way communication and



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facilitates community engagement due to its assurance of anonymity reporting. The cost is nominal, around \$200 annual fee for Elk Grove's 367 employees. There has been 55 activations within the past month. Mr. Ramsey encouraged members to look into this app as an added risk control tool.

*Crystal Peters arrived at 9:21 a.m.*

Mr. Beverly noted that two of NCCSIF members have been part of California landmark cases:

1. City of Jackson v. WCAB (Workers' Compensation Appeals Board) - apportionment to genetic factors is appropriate under the law.
2. City of Oroville v. Superior Court - stemming from a sewer backup case which sets the landscape of inverse condemnation law for public entities.

**G. COMMITTEE BUSINESS**

**G.1. Sedgwick Acquisition of York Risk Services Group, Inc.**

Mr. Dave Beal stated that Bickmore Risk Services (Bickmore) has gone through yet another name change. Bickmore was privately owned for thirty (30) years and about six (6) years ago the company was acquired by York Risk Services Group (York). It was just last year when Bickmore officially went through rebranding as York. As of September 2019, Sedgwick, an international company, acquired York. The Risk Control team will remain intact and there will be no significant changes to services from Sedgwick's acquisition. The only immediate change is the rebranding of emails and website, these changes will be made as early as next month.

**G.2. Sedgwick Risk Management Services, Assessments and Recommendations**

Mr. Beal updated the Committee on the services Sedgwick provided to the members during 2019/20 program year to date. The 2019/20 Focused Risk Assessment is underway and scheduling dates for the on-site visits with the members. The on-site visit takes about two hours to complete which includes progress made from the prior year's recommendation and setting priorities to complete deficiencies found during the assessment process. Mr. Beal reminded members to utilize their service days, encourage attendance to regional trainings and to utilize the resources available on Sedgwick Risk Control website.

**G.3. NCCSIF Safety and Risk Control Regional Trainings**

Mr. Beal indicated that the pool can schedule up to four regional workshops annually. The Committee discussed the various topics from the list that Sedgwick Risk Control provided. Discussion ensued on disadvantages of in-person trainings for some members. It was not lack of



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND  
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interest that prevented most members to send employees to offsite trainings, but limited resources, taking into account that travel time translates to a half-day or full day away from work.

*Joanne Narloch arrived at 10:09 a.m.*

The general consensus of the Committee is to offer some trainings via webinar. The main focus is to identify common problems for all members and prevalent issues such as Cybersecurity and Gender Neutral restrooms. The Committee directed the Program Administrators and Risk Control Consultant to survey members of training needs. Also, identify which topics can be conducted by webinar or a series of webinars broken into 1-2 hour increments and those that must be done in person.

#### **G.4. Police Risk Management Committee Update**

Mr. Beverly reviewed the recent and planned activities of the Police Risk Management Committee (PRMC) meeting. Chair Ehrenstrom stated that hot topic trainings are offered at each PRMC meeting. Members are encouraged to send police representatives to attend the meetings and it does not have to be the Chief. The PRMC meeting is a good information sharing platform for law enforcement agencies.

#### **G.5. Trending Reports for Workers' Compensation and Liability Claims**

Ms. Dori Zumwalt of Sedgwick presented an overview of NCCSIF 2014-2019 claim trends and an analysis of the top loss exposures for both the Workers' Compensation (WC) and Liability Programs.

### **H. INFORMATION ITEMS**

#### **1. NCCSIF Travel Mileage Reimbursement Form**

Provided as information only.

### **I. ADJOURNMENT**

The meeting was adjourned at 10:35 a.m.

**Next Meeting Date:** April, 2020

Respectfully Submitted,

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Gina Will, Secretary

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Date





BACK TO AGENDA

**Northern California Cities Self Insurance Fund  
Risk Management Committee Meeting  
April 23, 2020**

**Agenda Item E.1.**

**RISK MANAGEMENT SERVICES,  
ASSESSMENTS AND RECOMMENDATIONS**

**INFORMATION ITEM**

**ISSUE:** Dave Beal will present an update on the services Sedgwick has provided to NCCSIF members during the 2019/2020 program year to date.

**Hazard & Safety Assessment**

Staff has completed the FY 2019/20 Risk Management Focused Assessments for all members. Discussion will include comparisons to the prior year's recommendations and setting priorities to complete deficiencies found during the assessment process.

**Member Services**

Members receive two days of risk control services to help implement recommendations from the Focused Assessments. The focus of services for the remainder of the program year will be to provide members with draft policies, programs, and resolutions that were identified in the Focused Assessments that should require minimal input on their part. Due to the COVID-19 stay at home orders in place at this time, member outreach will be done by phone, email and WebEx. Once the stay at home orders are lifted, staff will resume normal on-site visits when requested.

Other examples of service may include written program development for Cal/OSHA compliance and liability exposures, assistance with program implementation, participation in safety committee meetings, office ergonomic evaluations, inspections, on-site employee training, and more.

One additional day of service is provided to each member for additional requested services such as ergonomic evaluations, playground inspections, program development, on-site training, etc.

Members can also receive a half day on-site risk management orientation (Risk Management 101 for Managers and Supervisors). This orientation is jointly led by the NCCSIF Program Administrator, Sedgwick Account Manager (TPA) and Sedgwick Risk Control Account Manager. Sedgwick will continue to work with NCCSIF staff to reach out and schedule training at the member's request.

**Regional Training Workshops:**

Conducting effective regional training workshops has been challenging due to lack of participation. Members cited travel distance and scheduling conflicts as the reasons why it was difficult to attend the workshops. As such, when a member requests on-site training, Sedgwick staff will invite other nearby members when it is appropriate, and the host member agrees.





BACK TO AGENDA

**Northern California Cities Self Insurance Fund  
Risk Management Committee Meeting  
April 23, 2020**

**Agenda Item E.1. (continued)**

**Additional Services and Resources**

In addition to unlimited phone and email consultation, members have access to the following Sedgwick Risk Control website resources at: <http://riskcontrol.sedgwick.com>

- ***On-line Streaming Videos*** - Members have access to over 400 on-line streaming videos to help comply with OSHA and other regulatory training requirements. Sedgwick-produced videos are also developed on key safety topics.
- ***Safety Publications*** - Sedgwick Risk Control has developed customized safety publications that provide guidance on a range of topics from OSHA regulatory updates to safety training resources for employees. The publications are written in an interesting and informative manner, nicely designed, and ready for distribution.
- ***Webinars*** - Sedgwick Risk Control conducts live webinars on a range of safety and risk management topics. All webinars are recorded, and the library has 25 topics to choose from.
- ***Sample Programs, Forms, and Checklists*** - Up to date sample safety programs, forms, and checklists are available in a streamlined, yet comprehensive manner. These documents are in Word or Excel format so that they can be easily customized by each member.

**FISCAL IMPACT:** None.

**RECOMMENDATION:** None. This is provided as information only.

**ATTACHMENTS:**

1. 2019/20 Risk Management Focused Assessment Summary
2. Member Services Summary Report July 1, 2019 – April 8, 2020



## 2019/2020 Risk Management Assessment Scorecard Summary

As of date: 3/31/20

	Risk Management Framework	Injury & Illness Prevention Program	ADA Compliance	Driver & Vehicle Use Safety	Ergonomics Injury Management	Sidewalk Liability Management	Urban Forest Management	Volunteer Risk Management	Special Events Management
Anderson	●	●	●	●	●	●	●	●	●
Auburn	●	●	●	●	●	●	●	●	●
Colusa	●	●	●	●	●	●	●	●	●
Corning	●	●	●	●	●	●	●	●	●
Dixon	●	●	●	●	●	●	●	●	●
Elk Grove	●	●	●	●	●	●	●	●	●
Folsom	●	●	●	●	●	●	●	●	●
Galt	●	●	●	●	●	●	●	●	●
Gridley	●	●	●	●	●	●	●	●	●
Ione	●	●	●	●	●	●	●	●	●
Jackson	●	●	●	●	●	●	●	●	●
Lincoln	●	●	●	●	●	●	●	●	●
Marysville	●	●	●	●	●	●	●	●	●
Nevada City*	●	●	●	●	●	●	●	●	●
Oroville	●	●	●	●	●	●	●	●	●
Paradise	●	●	●	●	●	●	●	●	●
Placerville	●	●	●	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●	●	●	●
Rio Vista	●	●	●	●	●	●	●	●	●
Rocklin	●	●	●	●	●	●	●	●	●
Willows	●	●	●	●	●	●	●	●	●
Yuba City	●	●	●	●	●	●	●	●	●

\*Nevada City is PARSAC member for liability and did not answer questions regarding Sidewalk Liability or Urban Forest. Volunteered answers in other liability exposures were scored.

### Implementation Level

In Place/Effective ● In Progress/Needs work ● Absent/Ineffective ● Minimal Exposure Exists ● Not completed/discussed ●

1 RISK MANAGEMENT FRAMEWORK	
1-1	Executive Management has developed a Risk Management Policy that supports an effective risk management structure designed to protect employees and reduce costs associated with liability and workers' compensation losses.
1-2	The City Council has adopted a resolution supporting the Risk Management Policy.
1-3	The NCCSIF Board and Risk Management Committee members have reviewed the updated NCCSIF Risk Management Policies & Procedures Manual.
1-4	A Safety/Risk Management Committee has been formed to assist with effectively implementing the City's Injury & Illness Prevention program and risk management program. The committee provides regular progress reports to Senior Management.
1-5	The City conducts an analysis of liability and workers' compensation losses to identify trends and loss reduction measures.
1-6	A risk control plan is developed with measurable loss reduction goals.
1-7	A system is in place to immediately report and investigate workers' compensation and liability claims to control claims costs.
1-8	Return-To-Work program is in place to aid in employee recovery and reduce claim costs.
1-9	The City utilizes the available NCCSIF risk management and safety resources.

	1-1	1-2	1-3	1-4	1-5	1-6	1-7	1-8	1-9
Anderson	●	●	●	●	●	●	●	●	●
Auburn	●	●	●	●	●	●	●	●	●
Colusa	●	●	●	●	●	●	●	●	●
Corning	●	●	●	●	●	●	●	●	●
Dixon	●	●	●	●	●	●	●	●	●
Elk Grove	●	●	●	●	●	●	●	●	●
Folsom	●	●	●	●	●	●	●	●	●
Galt	●	●	●	●	●	●	●	●	●
Gridley	●	●	●	●	●	●	●	●	●
Ione	●	●	●	●	●	●	●	●	●
Jackson	●	●	●	●	●	●	●	●	●
Lincoln	●	●	●	●	●	●	●	●	●
Marysville	●	●	●	●	●	●	●	●	●
Nevada City	●	●	●	●	●	●	●	●	●
Oroville	●	●	●	●	●	●	●	●	●
Paradise	●	●	●	●	●	●	●	●	●
Placerville	●	●	●	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●	●	●	●
Rio Vista	●	●	●	●	●	●	●	●	●
Rocklin	●	●	●	●	●	●	●	●	●
Willows	●	●	●	●	●	●	●	●	●
Yuba City	●	●	●	●	●	●	●	●	●

## Implementation Level

In Place/Effective ● In Progress/Needs work ● Absent/Ineffective ● Minimal Exposure Exists ● Not completed/discussed ●

2 INJURY & ILLNESS PROGRAM IMPLEMENTATION	
2-1	A current program has been developed that contains the Cal/OSHA required elements
2-2	An IIPP Administrator, who has the authority to implement the program, has been designated.
2-3	Responsibilities have been identified for managers, supervisors, and employees.
2-4	All employees are held accountable for the completion of their safety duties as part of their performance review.
2-5	A system for communicating hazards to employees and receiving employee feedback on safety concerns is in place. Examples include training, postings, communication, hazard reporting procedures, and safety committees.
2-6	Methods to enforce safety rules and regulations are in place and utilized.
2-7	Procedures for identifying workplace hazards are in place, including hazard assessments, documented inspections, and observation of work practices.
2-8	A system to correct unsafe conditions is in place.
2-9	A documented accident investigation process is in place that includes root cause analysis, manager review, and corrective action follow-up.
2-10	Training or other effective methods are used to ensure employees are aware of safety policies, programs, procedures, and tasks.
2-11	All IIPP activities are documented and records are maintained as required by Cal/OSHA.

	2-1	2-2	2-3	2-4	2-5	2-6	2-7	2-8	2-9	2-10	2-11
Anderson	●	●	●	●	●	●	●	●	●	●	●
Auburn	●	●	●	●	●	●	●	●	●	●	●
Colusa	●	●	●	●	●	●	●	●	●	●	●
Corning	●	●	●	●	●	●	●	●	●	●	●
Dixon	●	●	●	●	●	●	●	●	●	●	●
Elk Grove	●	●	●	●	●	●	●	●	●	●	●
Folsom	●	●	●	●	●	●	●	●	●	●	●
Galt	●	●	●	●	●	●	●	●	●	●	●
Gridley	●	●	●	●	●	●	●	●	●	●	●
Ione	●	●	●	●	●	●	●	●	●	●	●
Jackson	●	●	●	●	●	●	●	●	●	●	●
Lincoln	●	●	●	●	●	●	●	●	●	●	●
Marysville	●	●	●	●	●	●	●	●	●	●	●
Nevada City	●	●	●	●	●	●	●	●	●	●	●
Oroville	●	●	●	●	●	●	●	●	●	●	●
Paradise	●	●	●	●	●	●	●	●	●	●	●
Placerville	●	●	●	●	●	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●	●	●	●	●	●
Rio Vista	●	●	●	●	●	●	●	●	●	●	●
Rocklin	●	●	●	●	●	●	●	●	●	●	●
Willows	●	●	●	●	●	●	●	●	●	●	●
Yuba City	●	●	●	●	●	●	●	●	●	●	●

## Implementation Level

In Place/Effective ● In Progress/Needs work ● Absent/Ineffective ● Minimal Exposure Exists ● Not completed/discussed ●

3 ADA COMPLIANCE	
3-1	A self-evaluation of programs and facilities has been conducted per ADA requirements.
3-2	A transition plan has been completed to bring noncompliant programs and facilities into compliance.
3-3	There is a process in place to ensure all new construction, alterations, and additions meet current accessibility standards.
3-4	A procedure is in place for filing complaints related to compliance with ADA requirements.
3-5	A qualified individual has been assigned to coordinate ADA compliance requirements.
3-6	Budget and development plans include budgeting for ADA compliance projects.

	3-1	3-2	3-3	3-4	3-5	3-6
Anderson	●	●	●	●	●	●
Auburn	●	●	●	●	●	●
Colusa	●	●	●	●	●	●
Corning	●	●	●	●	●	●
Dixon	●	●	●	●	●	●
Elk Grove	●	●	●	●	●	●
Folsom	●	●	●	●	●	●
Galt	●	●	●	●	●	●
Gridley	●	●	●	●	●	●
Ione	●	●	●	●	●	●
Jackson	●	●	●	●	●	●
Lincoln	●	●	●	●	●	●
Marysville	●	●	●	●	●	●
Nevada City	●	●	●	●	●	●
Oroville	●	●	●	●	●	●
Paradise	●	●	●	●	●	●
Placerville	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●
Rio Vista	●	●	●	●	●	●
Rocklin	●	●	●	●	●	●
Willows	●	●	●	●	●	●
Yuba City	●	●	●	●	●	●

## Implementation Level

4 DRIVER & VEHICLE USE SAFETY	
4-1	The City has a written program in place that establishes vehicle use, vehicle maintenance, use of personal vehicles during City business, driver selection criteria, and defensive driver requirements.
4-2	All employees who are required to drive in the course of their employment are placed in the Department of Motor Vehicles' Employee Pull Notice Program.
4-3	Acceptable driver criterion mirrors the requirements in RM-2.
4-4	Maintenance records are maintained to meet relevant standards and warranties.
4-5	The program includes defensive driver techniques and safe practices on the use of hands free electronic devices and distracted driving.
4-6	Employees and supervisors who regularly drive on City business are trained on the City's program and procedures at hire and annually thereafter.

	4-1	4-2	4-3	4-4	4-5	4-6
Anderson	●	●	●	●	●	●
Auburn	●	●	●	●	●	●
Colusa	●	●	●	●	●	●
Corning	●	●	●	●	●	●
Dixon	●	●	●	●	●	●
Elk Grove	●	●	●	●	●	●
Folsom	●	●	●	●	●	●
Galt	●	●	●	●	●	●
Gridley	●	●	●	●	●	●
Ione	●	●	●	●	●	●
Jackson	●	●	●	●	●	●
Lincoln	●	●	●	●	●	●
Marysville	●	●	●	●	●	●
Nevada City	●	●	●	●	●	●
Oroville	●	●	●	●	●	●
Paradise	●	●	●	●	●	●
Placerville	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●
Rio Vista	●	●	●	●	●	●
Rocklin	●	●	●	●	●	●
Willows	●	●	●	●	●	●
Yuba City	●	●	●	●	●	●

## Implementation Level

5 ERGONOMIC INJURY MANAGEMENT	
5-1	The City has developed an ergonomics program to assist in the identification, prevention, and control of exposure to ergonomic risk factors (awkward postures, repetitive motion, forceful exertion, contact stress, and vibration). <a href="https://www.dir.ca.gov/title8/5110.html">https://www.dir.ca.gov/title8/5110.html</a>
5-2	High risk positions are identified by utilizing worksite evaluations, job hazard analyses, employee input, and loss data.
5-3	Once the risk factors are identified the City works at developing controls measures.
5-4	A system is in place for employees to report discomfort and/or symptoms of musculoskeletal problems and for the City to identify ergonomic solutions.
5-5	All employees are trained to recognize work-related ergonomic risk factors. High-risk employees are trained on their specific ergonomic risk factors and control measures.

	5-1	5-2	5-3	5-4	5-5
Anderson	●	●	●	●	●
Auburn	●	●	●	●	●
Colusa	●	●	●	●	●
Corning	●	●	●	●	●
Dixon	●	●	●	●	●
Elk Grove	●	●	●	●	●
Folsom	●	●	●	●	●
Galt	●	●	●	●	●
Gridley	●	●	●	●	●
Ione	●	●	●	●	●
Jackson	●	●	●	●	●
Lincoln	●	●	●	●	●
Marysville	●	●	●	●	●
Nevada City	●	●	●	●	●
Oroville	●	●	●	●	●
Paradise	●	●	●	●	●
Placerville	●	●	●	●	●
Red Bluff	●	●	●	●	●
Rio Vista	●	●	●	●	●
Rocklin	●	●	●	●	●
Willows	●	●	●	●	●
Yuba City	●	●	●	●	●

## Implementation Level

In Place/Effective ● In Progress/Needs work ● Absent/Ineffective ● Minimal Exposure Exists ● Not completed/discussed ●



6 SIDEWALK LIABILITY MANAGEMENT	
6-1	Written sidewalk inspection and mitigation procedures are in place. Procedures include a schedule for routine, documented sidewalk inspection and repair.
6-2	A written process is in place to notify property owners to repair sidewalks as allowed by the Municipal Code.
6-3	Follow-up procedures are in place to ensure defects have been mitigated by the property owner within a reasonable period.
6-4	The City has a follow-up procedure to ensure defects have been addressed by marking, barricading, etc. within reasonable periods.
6-5	Photographs are taken and maintained to visually record action taken to guard against contact by the public within a hazardous sidewalk site.
6-6	The City maintains, where feasible, an annual budget to administer the program.
6-7	A sidewalk liability transfer ordinance has been adopted. Alternatively, the City Council has considered and declined to pass such an ordinance.

	6-1	6-2	6-3	6-4	6-5	6-6	6-7
Anderson	●	●	●	●	●	●	●
Auburn	●	●	●	●	●	●	●
Colusa	●	●	●	●	●	●	●
Corning	●	●	●	●	●	●	●
Dixon	●	●	●	●	●	●	●
Elk Grove	●	●	●	●	●	●	●
Folsom	●	●	●	●	●	●	●
Galt	●	●	●	●	●	●	●
Gridley	●	●	●	●	●	●	●
Ione	●	●	●	●	●	●	●
Jackson	●	●	●	●	●	●	●
Lincoln	●	●	●	●	●	●	●
Marysville	●	●	●	●	●	●	●
Nevada City	●	●	●	●	●	●	●
Oroville	●	●	●	●	●	●	●
Paradise	●	●	●	●	●	●	●
Placerville	●	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●	●
Rio Vista	●	●	●	●	●	●	●
Rocklin	●	●	●	●	●	●	●
Willows	●	●	●	●	●	●	●
Yuba City	●	●	●	●	●	●	●

## Implementation Level

In Place/Effective ● In Progress/Needs work ● Absent/Ineffective ● Minimal Exposure Exists ● Not completed/discussed ●

7 URBAN FOREST MANAGEMENT	
7-1	The City has a written urban forest management plan that includes selection and placement of trees and provides for identification and mitigation of hazards related to trees, shrubs, and vegetation. The plan also includes procedures for periodic inspection, care, maintenance, and complaint/emergency response.
7-2	Urban forest management is under the control and supervision of persons who have the expertise to qualify as urban foresters or arborists. Alternatively, the management plan was created by an expert and managed by the City.
7-3	Inspection and monitoring frequency is prioritized by degree of exposure of the public to vegetation hazards. (i.e.: obscured intersections, parks, playgrounds).
7-4	The City examines and, where feasible, budgets for the cost of tree maintenance, including trimming, removal and replacement as needed.
7-5	The City has adopted an ordinance defining ownership and maintenance responsibilities for trees.

	7-1	7-2	7-3	7-4	7-5
Anderson	●	●	●	●	●
Auburn	●	●	●	●	●
Colusa	●	●	●	●	●
Corning	●	●	●	●	●
Dixon	●	●	●	●	●
Elk Grove	●	●	●	●	●
Folsom	●	●	●	●	●
Galt	●	●	●	●	●
Gridley	●	●	●	●	●
Ione	●	●	●	●	●
Jackson	●	●	●	●	●
Lincoln	●	●	●	●	●
Marysville	●	●	●	●	●
Nevada City	●	●	●	●	●
Oroville	●	●	●	●	●
Paradise	●	●	●	●	●
Placerville	●	●	●	●	●
Red Bluff	●	●	●	●	●
Rio Vista	●	●	●	●	●
Rocklin	●	●	●	●	●
Willows	●	●	●	●	●
Yuba City	●	●	●	●	●

## Implementation Level

8 VOLUNTEER RISK MANAGEMENT	
8-1	The City has either 1) adopted a resolution extending Workers' Compensation benefits to volunteers or 2) the City Council has considered and declined to extend benefits.
8-2	Volunteers complete applications and undergo screening procedures. Volunteer screen includes criminal background checks if the volunteer works with children, the elderly or disabled.
8-3	Volunteers receive clear direction on the scope of their volunteering duties including a written orientation and training procedures.
8-4	The driving records of volunteers who operate vehicles while volunteering for the City are screened and have no more than four points in the last three years.
8-5	Volunteers who operate personal vehicles while volunteering for the City must provide proof of adequate auto insurance (NCCSIF recommended minimum limits of: 100k/300k/50k)
8-6	Volunteers are advised their own insurance is primary in the event of an accident.
8-7	Volunteers working with children have been trained regarding requirements for mandatory reporting of suspected abuse or neglect.

	8-1	8-2	8-3	8-4	8-5	8-6	8-7
Anderson	●	●	●	●	●	●	●
Auburn	●	●	●	●	●	●	●
Colusa	●	●	●	●	●	●	●
Corning	●	●	●	●	●	●	●
Dixon	●	●	●	●	●	●	●
Elk Grove	●	●	●	●	●	●	●
Folsom	●	●	●	●	●	●	●
Galt	●	●	●	●	●	●	●
Gridley	●	●	●	●	●	●	●
Ione	●	●	●	●	●	●	●
Jackson	●	●	●	●	●	●	●
Lincoln	●	●	●	●	●	●	●
Marysville	●	●	●	●	●	●	●
*Nevada City	●	●	●	●	●	●	●
Oroville	●	●	●	●	●	●	●
Paradise	●	●	●	●	●	●	●
Placerville	●	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●	●
Rio Vista	●	●	●	●	●	●	●
Rocklin	●	●	●	●	●	●	●
Willows	●	●	●	●	●	●	●
Yuba City	●	●	●	●	●	●	●

## Implementation Level

In Place/Effective ●

In Progress/Needs work ●

Absent/Ineffective ●

Minimal Exposure Exists ●

Not completed/discussed ●

9 SPECIAL EVENTS	
9-1	The City has 1) a written process and 2) an application form for applicants who wish to use city facilities and/or host events on public property. (ex: classes, meetings, banquets, outdoor markets, block parties and parades)
9-2	The City requires a written contract and/or permit that includes language that the applicant agrees to defend, indemnify and hold harmless the city, its officials, agents and employees from any and all claims arising from the special event.
9-3	When appropriate, the City requires the applicant to provide proof of insurance including an additional insured endorsement in favor of the city, its officials, agents and employees for any covered claims arising from the event.
9-4	The City utilizes NCCSIF's recommended insurance specifications and requires liability limits of at least \$1 million per occurrence, increasing with the level of risk, with at least \$5 million dedicated limit for any fireworks display or demonstration.
9-5	Special events requiring road closures includes a traffic management plan that is approved by a qualified engineer.
9-6	The participants and/or volunteers of special events that involve risk of injury (ex: sporting activities) are required to sign waivers prior to participation.

	9-1	9-2	9-3	9-4	9-5	9-6
Anderson	●	●	●	●	●	●
Auburn	●	●	●	●	●	●
Colusa	●	●	●	●	●	●
Corning	●	●	●	●	●	●
Dixon	●	●	●	●	●	●
Elk Grove	●	●	●	●	●	●
Folsom	●	●	●	●	●	●
Galt	●	●	●	●	●	●
Gridley	●	●	●	●	●	●
Ione	●	●	●	●	●	●
Jackson	●	●	●	●	●	●
Lincoln	●	●	●	●	●	●
Marysville	●	●	●	●	●	●
*Nevada City	●	●	●	●	●	●
Oroville	●	●	●	●	●	●
Paradise	●	●	●	●	●	●
Placerville	●	●	●	●	●	●
Red Bluff	●	●	●	●	●	●
Rio Vista	●	●	●	●	●	●
Rocklin	●	●	●	●	●	●
Willows	●	●	●	●	●	●
Yuba City	●	●	●	●	●	●

## Implementation Level

In Place/Effective ●

In Progress/Needs work ●

Absent/Ineffective ●

Minimal Exposure Exists ●

Not completed/discussed ●



## NCCSIF Member Services Report July 1, 2019 – April 8, 2020

Client	Activity	Status	Staff
Anderson, City of	Assessment 2019/20 Focused Assessment	Completed	Dave Beal
Anderson, City of	Physical Inspection Urban Forest Management Liability Transfer Ordinance	In Progress	Dave Beal
Anderson, City of	Program Development Auto, Fleet and Driver Risk	In Progress	Dave Beal
Anderson, City of	Program Development Ergonomics	In Progress	Dave Beal
Anderson, City of	Program Development IIPP	In Progress	Dave Beal
Anderson, City of	Program Development NCCSIF Risk Management Policy	In Progress	Dave Beal
Anderson, City of	Program Development Return to Work Program	In Progress	Dave Beal
Anderson, City of	Program Development Risk Management Resolution	In Progress	Dave Beal
Anderson, City of	Program Development Sidewalk Liability Transfer Ordinance	In Progress	Dave Beal
Anderson, City of	Program Development Sidewalk Program	In Progress	Dave Beal
Anderson, City of	Program Development Urban Forest Management	In Progress	Dave Beal
Auburn, City of	Assessment 2019/20 Focused Assessment	Completed	Dave Beal
Auburn, City of	Program Development Ergonomics	In Progress	Dave Beal
Auburn, City of	Program Development IIPP	In Progress	Dave Beal
Auburn, City of	Program Development NCCSIF Risk Management Policy	In Progress	Dave Beal
Auburn, City of	Program Development Return to Work	In Progress	Dave Beal
Auburn, City of	Program Development Risk Management Resolution	In Progress	Dave Beal
Auburn, City of	Program Development Urban Forest Management	In Progress	Dave Beal
Auburn, City of	Program Development Urban Forest Management Liability Transfer Ordinance	In Progress	Dave Beal
Colusa, City of	Assessment 2019/20 Focused Assessment	Completed	Dave Beal
Colusa, City of	Assessment Site Inspections	In Progress	Dave Beal



## NCCSIF Member Services Report July 1, 2019 – April 8, 2020

Client	Activity	Status	Staff
Colusa, City of	Program Development BBP	Completed	Dave Beal
Corning, City of	Assessment 2019/20 Focused Assessment	Completed	Dave Beal
Corning, City of	Program Development BBP	In Progress	Dave Beal
Corning, City of	Program Development Ergonomics	In Progress	Dave Beal
Corning, City of	Program Development IIPP	In Progress	Dave Beal
Corning, City of	Program Development NCCSIF Risk Management Policy	In Progress	Dave Beal
Corning, City of	Program Development Return to Work	In Progress	Dave Beal
Corning, City of	Program Development Risk Management Resolution	In Progress	Dave Beal
Corning, City of	Program Development Sidewalk Liability	In Progress	Dave Beal
Corning, City of	Program Development Sidewalk Liability Transfer Ordinance	In Progress	Dave Beal
Corning, City of	Program Development Urban Forest Management	In Progress	Dave Beal
Corning, City of	Program Development Urban Forest Management Liability Transfer Ordinance	In Progress	Dave Beal
Corning, City of	Program Development Vehicle Use	In Progress	Dave Beal
Dixon, City of	Assessment Ergonomics	In Progress	Dave Beal
Dixon, City of	Assessment Ergonomics	Completed	Dave Beal
Dixon, City of	Assessment NCCSIF Focused Assessment	Completed	Dave Beal
Dixon, City of	Consulting Safety Committee Review Safety Committee Bylaws	Completed	Dave Beal
Dixon, City of	Consulting Safety Committee	Completed	Dave Beal
Dixon, City of	Consulting Safety Committee	Completed	Dave Beal
Dixon, City of	Consulting Safety Committee	Completed	Dave Beal
Dixon, City of	Program Development IIPP	In Progress	Dave Beal
Dixon, City of	Program Development NCCSIF Risk Management Policy	In Progress	Dave Beal



## NCCSIF Member Services Report July 1, 2019 – April 8, 2020

Client	Activity	Status	Staff
Dixon, City of	Program Development Risk Management Resolution	In Progress	Dave Beal
Dixon, City of	Training Site Inspection	In Progress	Dave Beal
Elk Grove, City of	Assessment 2019/20 Focused Assessment	Completed	Dave Beal
Elk Grove, City of	Program Development Ergonomics	In Progress	Dave Beal
Elk Grove, City of	Program Development Ergonomics	Completed	Dave Beal
Elk Grove, City of	Program Development Hearing Conservation	In Progress	William Vannett
Elk Grove, City of	Program Development Training Matrix	Completed	Dave Beal
Folsom, City of	Assessment Ergonomics	Completed	Dave Beal
Folsom, City of	Assessment Ergonomics	Completed	Dave Beal
Folsom, City of	Assessment 2019/20 Focused Assessment	Completed	Dave Beal
Folsom, City of	Phone & E-mail Consultation Tailgate Topics	Completed	Dave Beal
Folsom, City of	Program Development Auto, Fleet and Driver Risk	In Progress	Dave Beal
Folsom, City of	Program Development Ergonomics	In Progress	Dave Beal
Folsom, City of	Program Development IIPP	In Progress	Dave Beal
Folsom, City of	Program Development Sidewalk Liability	In Progress	Dave Beal
Galt, City of	Assessment 2019/20 Focused Assessment	Completed	Dave Beal
Galt, City of	Program Development Auto, Fleet and Driver Risk	In Progress	Dave Beal
Galt, City of	Program Development Ergonomics	In Progress	Dave Beal
Galt, City of	Program Development Return to Work	In Progress	Dave Beal
Galt, City of	Program Development Urban Forest Management	In Progress	Dave Beal
Gridley, City of	Assessment 2019/20 Focused Assessment	Completed	Dave Beal
Gridley, City of	Program Development Auto, Fleet and Driver Risk	In Progress	Dave Beal
Gridley, City of	Program Development Ergonomics	In Progress	Dave Beal





## NCCSIF Member Services Report

### July 1, 2019 – April 8, 2020

Client	Activity	Status	Staff
Gridley, City of	Program Development IIPP	In Progress	Dave Beal
Gridley, City of	Program Development NCCSIF Risk Management Policy	In Progress	Dave Beal
Gridley, City of	Program Development Risk Management Resolution	In Progress	Dave Beal
Gridley, City of	Program Development Sidewalk Liability Transfer Ordinance	In Progress	Dave Beal
Gridley, City of	Program Development Urban Forest Management	In Progress	Dave Beal
Gridley, City of	Program Development Urban Forest Management Liability Transfer Ordinance	In Progress	Dave Beal
Gridley, City of	Program Development WC Volunteer Resolution	In Progress	Dave Beal
Gridley, City of	Training Risk Management 101	In Progress	Dave Beal
Ione, City of	Assessment 2019/20 Focused Assessment	Completed	Dave Beal
Ione, City of	Physical Inspection Sidewalk Liability	In Progress	Dave Beal
Ione, City of	Program Development Ergonomics	In Progress	Dave Beal
Ione, City of	Program Development Return to Work	In Progress	Dave Beal
Ione, City of	Program Development Urban Forest Liability Transfer Ordinance	In Progress	Dave Beal
Jackson, City of	Assessment Focused Assessment	Completed	Dave Beal
Jackson, City of	Phone & E-mail Consultation Urban Forest Management Citizen Concern	Completed	Dave Beal
Jackson, City of	Phone & E-mail Consultation Training Resources	Completed	Dave Beal
Jackson, City of	Program Development IIPP	In Progress	Dave Beal
Jackson, City of	Program Development IIPP	In Progress	Dave Beal
Jackson, City of	Program Development NCCSIF Volunteer Resolution	In Progress	Dave Beal
Jackson, City of	Program Development Return to Work	In Progress	Dave Beal
Jackson, City of	Program Development Risk Management Policy	In Progress	Dave Beal
Jackson, City of	Program Development Risk Management Policy Resolution	In Progress	Dave Beal



## NCCSIF Member Services Report

### July 1, 2019 – April 8, 2020

Client	Activity	Status	Staff
Jackson, City of	Program Development Sidewalk Liability	In Progress	Dave Beal
Jackson, City of	Program Development Urban Forest Management	In Progress	Dave Beal
Jackson, City of	Training Confined Space	Completed	Chris Williams
Jackson, City of	Training Traffic Control & Flagging	In Progress	Dave Beal
Lincoln, City of	Assessment 2019/20 Focused Assessment	Completed	Dave Beal
Lincoln, City of	Phone & E-mail Consultation BBP Training Question	Completed	Dave Beal
Lincoln, City of	Program Development Auto, Fleet and Driver Risk	Completed	Dave Beal
Lincoln, City of	Program Development BBP	In Progress	Dave Beal
Lincoln, City of	Program Development Ergonomics	In Progress	Dave Beal
Lincoln, City of	Program Development IIPP Review of IIPP	In Progress	Dave Beal
Lincoln, City of	Program Development Return to Work	In Progress	Dave Beal
Lincoln, City of	Program Development Risk Management Policy	In Progress	Dave Beal
Lincoln, City of	Program Development Sidewalk Liability Transfer Ordinance	In Progress	Dave Beal
Lincoln, City of	Program Development Sidewalk Liability	In Progress	Dave Beal
Lincoln, City of	Program Development Urban Forest Liability Transfer Ordinance	In Progress	Dave Beal
Lincoln, City of	Program Development Urban Forest Management	In Progress	Dave Beal
Lincoln, City of	Program Development Volunteer WC Benefits Resolution	In Progress	Dave Beal
Lincoln, City of	Training Traffic Control & Flagging	Completed	Dave Beal
Lincoln, City of	Training NCCSIF Risk Management 101	In Progress	Dave Beal
Marysville, City of	Assessment 2019/20 Focused Assessment	Completed	Dave Beal
Marysville, City of	Consulting Theft and Vandalism	Completed	Dave Beal
Marysville, City of	Consulting Thefts and Vandalism at City Locations	Completed	Dave Beal



## NCCSIF Member Services Report July 1, 2019 – April 8, 2020

Client	Activity	Status	Staff
Marysville, City of	Program Development Auto, Fleet and Driver Risk	In Progress	Dave Beal
Marysville, City of	Program Development Ergonomics	In Progress	Dave Beal
Marysville, City of	Program Development Return to Work	In Progress	Dave Beal
Marysville, City of	Program Development Risk Management Policy	In Progress	Dave Beal
Marysville, City of	Program Development Risk Management Policy Resolution	In Progress	Dave Beal
Marysville, City of	Program Development Sidewalk Liability	Completed	Dave Beal
Marysville, City of	Program Development Sidewalk Liability Transfer Ordinance	In Progress	Dave Beal
Marysville, City of	Program Development Urban Forest Management	In Progress	Dave Beal
Marysville, City of	Program Development Urban Forest Management Policy Ordinance	In Progress	Dave Beal
Nevada City, City of	Assessment 2019/20 Focused Assessment	Completed	Dave Beal
Nevada City, City of	Program Development Ergonomics	In Progress	Dave Beal
Nevada City, City of	Program Development IIPP	In Progress	Dave Beal
Nevada City, City of	Program Development Return to Work	In Progress	Dave Beal
Northern California Cities Self Insurance Fund	Program Development Ergonomics	In Progress	Dave Beal
Northern California Cities Self Insurance Fund	Program Development Sidewalk Liability	In Progress	Dave Beal
Northern California Cities Self Insurance Fund	Regional Training Traffic Control & Flagging	In Progress	Dave Beal
Oroville, City of	Assessment 2019/20 Focused Risk Assessment	Completed	Dave Beal
Oroville, City of	Phone & E-mail Consultation Pandemic Policy	Completed	Dave Beal
Oroville, City of	Program Development Ergonomics	In Progress	Dave Beal
Oroville, City of	Program Development Heat Illness	In Progress	Dave Beal
Oroville, City of	Program Development IIPP	In Progress	Dave Beal
Oroville, City of	Program Development Risk Management Policy	In Progress	Dave Beal



## NCCSIF Member Services Report July 1, 2019 – April 8, 2020

Client	Activity	Status	Staff
Oroville, City of	Program Development Risk Management Policy Resolution	In Progress	Dave Beal
Oroville, City of	Training Heat Illness	In Progress	Dave Beal
Oroville, City of	Training IIPP	In Progress	Dave Beal
Paradise, Town of	Assessment 2019/20 Focused Risk Assessment	Completed	Dave Beal
Paradise, Town of	Phone & E-mail Consultation Training Requirement Question	Completed	Dave Beal
Paradise, Town of	Program Development Ergonomics	In Progress	Dave Beal
Paradise, Town of	Program Development Hazard Communication	In Progress	Dave Beal
Paradise, Town of	Program Development Heat Illness	In Progress	Dave Beal
Paradise, Town of	Program Development Return to Work	In Progress	Dave Beal
Paradise, Town of	Program Development Risk Management Policy	In Progress	Dave Beal
Paradise, Town of	Program Development Risk Management Policy Resolution	In Progress	Dave Beal
Paradise, Town of	Program Development Urban Forest Liability Transfer Ordinance	In Progress	Dave Beal
Paradise, Town of	Program Development Urban Forest Management	In Progress	Dave Beal
Paradise, Town of	Training Traffic Control & Flagging	In Progress	Dave Beal
Placerville, City of	Assessment 2019/20 Focused Assessment	Completed	Dave Beal
Placerville, City of	Program Development Return to Work	In Progress	Dave Beal
Placerville, City of	Program Development Risk Management Policy	In Progress	Dave Beal
Placerville, City of	Program Development Risk Management Policy Resolution	In Progress	Dave Beal
Placerville, City of	Program Development Sidewalk Liability	In Progress	Dave Beal
Placerville, City of	Program Development WC Volunteer Benefits Resolution	In Progress	Dave Beal
Placerville, City of	Program Development	In Progress	Dave Beal
Red Bluff, City of	Assessment 2019/20 Focused Assessment	Completed	Dave Beal



## NCCSIF Member Services Report July 1, 2019 – April 8, 2020

Client	Activity	Status	Staff
Red Bluff, City of	Program Development ATD	In Progress	Dave Beal
Red Bluff, City of	Program Development Ergonomics	In Progress	Dave Beal
Red Bluff, City of	Program Development Risk Management Policy	In Progress	Dave Beal
Red Bluff, City of	Program Development Risk Management Policy Resolution	In Progress	Dave Beal
Red Bluff, City of	Program Development Sidewalk Liability Policy	In Progress	Dave Beal
Red Bluff, City of	Program Development Urban Forest Liability Ordinance	In Progress	Dave Beal
Red Bluff, City of	Program Development Urban Forest Management	In Progress	Dave Beal
Red Bluff, City of	Program Development WC Volunteer Resolution	In Progress	Dave Beal
Rio Vista, City of	Assessment	Completed	Dave Beal
Rio Vista, City of	Phone & E-mail Consultation Aquatics - AFO Certification Class	Completed	Dave Beal
Rio Vista, City of	Program Development Auto, Fleet and Driver Risk	In Progress	Dave Beal
Rio Vista, City of	Program Development IIPP IIPP Update	In Progress	Dave Beal
Rio Vista, City of	Program Development Return to Work	In Progress	Dave Beal
Rio Vista, City of	Program Development Return to Work	In Progress	Dave Beal
Rio Vista, City of	Program Development Risk Management Policy	In Progress	Dave Beal
Rio Vista, City of	Program Development Risk Management Policy Resolution	In Progress	Dave Beal
Rio Vista, City of	Program Development Sidewalk Liability	In Progress	Dave Beal
Rio Vista, City of	Program Development Urban Forest Management	In Progress	Dave Beal
Rio Vista, City of	Program Development WC Volunteer Benefits Resolution	In Progress	Dave Beal
Rocklin, City of	Assessment NCCSIF Focused Assessment	Completed	Dave Beal
Rocklin, City of	Consulting Emergency Response Management EAP Plan	In Progress	Dave Beal
Rocklin, City of	Consulting Safety Committee	Completed	Dave Beal



## NCCSIF Member Services Report

July 1, 2019 – April 8, 2020

Client	Activity	Status	Staff
Rocklin, City of	Phone & E-mail Consultation Cal/OSHA Reporting Requirements	Completed	Dave Beal
Rocklin, City of	Program Development Emergency Response Management	In Progress	Dave Beal
Rocklin, City of	Program Development Ergonomics	In Progress	Dave Beal
Rocklin, City of	Program Development Sidewalks Sidewalk Management Plan	In Progress	Dave Beal
Rocklin, City of	Program Development Return to Work	In Progress	Dave Beal
Rocklin, City of	Program Development Sidewalk Liability	In Progress	Dave Beal
Rocklin, City of	Program Development Sidewalk Liability Transfer Ordinance	In Progress	Dave Beal
Rocklin, City of	Training Aerial & Fork Lifts	Completed	Dave Beal
Willows, City of	Assessment 2019/20 Focused Assessment	Completed	Dave Beal
Willows, City of	Program Development Ergonomics	In Progress	Dave Beal
Willows, City of	Program Development Risk Management Policy	In Progress	Dave Beal
Willows, City of	Program Development Risk Management Policy Resolution	In Progress	Dave Beal
Willows, City of	Program Development Sidewalk Liability	In Progress	Dave Beal
Willows, City of	Program Development Sidewalk Liability Transfer Ordinance	In Progress	Dave Beal
Yuba City, City of	Assessment Focused Risk Assessment	Completed	Dave Beal
Yuba City, City of	Phone & E-mail Consultation Wild Fire Smoke	Completed	Dave Beal
Yuba City, City of	Phone & E-mail Consultation Wildfire Smoke Standard	Completed	Dave Beal
Yuba City, City of	Phone & E-mail Consultation Corona Virus	Completed	Dave Beal
Yuba City, City of	Phone & E-mail Consultation COVID-19 Face Masks	Completed	Dave Beal
Yuba City, City of	Program Development Auto, Fleet and Driver Risk	In Progress	Dave Beal
Yuba City, City of	Program Development Sidewalks	Completed	Dave Beal
Yuba City, City of	Program Development Urban Forest Liability Transfer Ordinance	In Progress	Dave Beal



## NCCSIF Member Services Report July 1, 2019 – April 8, 2020

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Client	Activity	Status	Staff
Yuba City, City of	Program Development Urban Forest Management	In Progress	Dave Beal





BACK TO AGENDA

**Northern California Cities Self Insurance Fund  
Risk Management Committee Meeting  
April 23, 2020**

**Agenda Item E.2.a.**

**POLICE RISK MANAGEMENT COMMITTEE UPDATE  
INFORMATION ITEM**

**ISSUE:** Sedgwick provides an update on the recent and planned activities of the Police Risk Management Committee (PRMC). The PRMC meetings are well attended. At most PRMC meetings a new training topic is covered.

May 2, 2019 - Dr. David Black, Cordico CEO spoke about the *Cordico Mobile Wellness Apps for Law Enforcement*. Paul Wright CEO of Savvy Health Solution spoke about *Shifting the Wellness Mindset and Building a Fit-for-Life Culture*.

August 1, 2019 - City of San Bruno Police Lieutenant Ryan Johansen discussed *Lessons Learned from an Active Shooter Incident*. In his debriefing presentation, Lt. Johansen provided insights about the suspect's actions prior to and during the event, the emergency response, incident command, investigations, public/private cooperation, and dealing with the media.

November 7, 2019 - Shannon McQuaide of Active Wellness provided a training titled *Recharge and Refocus through Mindfulness*. The training provided information to help officers better manage stress. She discussed topics such as the science behind mindfulness, breathing techniques, de-escalating your body's stress response, and how to handle your thoughts to relax and sleep better.

February 6, 2020 - City of Fremont Police Captain Fred Bobbit shared some of the best practices that his City and its police department have implemented to comply with the requirements for disclosing video and audio recordings found in AB 748. He also discussed the requirements for the release of peace officer records found in SB 1421.

May 7, 2020 - Remote 1-hour meeting to review PRMC business items. A training component is not planned for this meeting.

August 6, 2020 - Representatives from Veritone will discuss video redaction software used to assist with the legal requirements for disclosing video recordings. A representative from Microsoft Azure will discuss issues such as data storage, cloud security, and chain of custody.

**FISCAL IMPACT:** None.

**RECOMMENDATION:** None - information only.

**BACKGROUND:** NCCSIF contracted services include the facilitation of the Police Risk Management Committee meetings by Tom Kline.

**ATTACHMENT(S):** None



BACK TO AGENDA

**Northern California Cities Self Insurance Fund  
Risk Management Committee Meeting  
April 23, 2020**

**Agenda Item E.2.b.**

**POLICE RISK MANAGEMENT GRANT FUND  
USAGE REPORT AND REQUEST**

**ACTION ITEM**

**ISSUE:** Since FY 14/15 NorCal Cities SIF members have funded grants totaling \$50,000 per year for their police departments to purchase and implement Body-Worn Cameras (BWC). Overall the program has been a success, with numerous cases of claims being avoided or settled quickly based on video evidence. The Police Risk Management Committee members regularly provide feedback on their needs and make suggestions for use of the grant funds.

The attached Usage Report tracks the grant funds over the life of the program. All but three members have taken advantage of the grants and all but two have BWCs. The Galt Police Chief is supportive of BWCs but has been unable to obtain political or financial support. Jackson has BWCs but has yet to request grant funds for them. Anderson is taking a wait and see approach as management feels the drawbacks outweigh the benefits. Willows outsourced their police department but remains in the program to fund their Lexipol Fire Policy Service annual fee.

An issue with smaller agencies continues to be the cost of staffing and storage needed to manage the BWC program, with at least one member not using the cameras purchased by a prior Chief. The Police Risk Management Committee was presented an option for a turn-key BWC program offered by LensLock for a flat \$1,000 per officer per year, over a five-year contract period. This includes equipment, maintenance and secured storage. This model may be a better fit for many of our members, and information about the service is attached.

Those members with BWC programs in place have been allowed to use the grant funds for other risk management purposes, including duty vests and tactical equipment. Several members have expressed interest in or are already using the Cordico wellness app, designed primarily for public safety personnel and first responders. The biggest drawback to implementation so far has been the lack of specialized counseling support. Initially Cordico provided but as they have grown they have been unable to provide that element, though they are working on it. Although ACI does not currently have first responder specialists they too are working to provide, and other cities have found specialized support from Claremont or Concern EAP providers.

**RECOMMENDATION:** Review usage and member feedback to recommend funding for FY 20/21 and use of current balances for Cordico app or other risk management purposes.

**FISCAL IMPACT:** TBD - \$50,000 has been allocated to the preliminary draft FY 19/20 budget.



BACK TO AGENDA

**Northern California Cities Self Insurance Fund  
Risk Management Committee Meeting  
April 23, 2020**

**Agenda Item E.2.b. (continued)**

**BACKGROUND:** The Board approved a FY 14/15 budget of \$50,000 for the purchase of body cameras for NCCSIF's police agencies. The funds were used to purchase a total of 58 cameras directly from VieVu at a quantity discount. A VieVu rep distributed the cameras and provided training to the members. Two members used the funds to purchase different cameras and three have yet to take advantage of the funds. The grants in FY 15/16 and FY 16/17 were allocated to members to fund their body camera programs. Since that time, if a member agency's body camera program is fully funded the grant can be used for other risk management functions.

**ATTACHMENT(S):**

1. Police Risk Management Grant Funds Usage Report as of 1/27/20
2. LensLock Overview and Proposal

**NCCSIF POLICE RISK MANAGEMENT GRANT FUNDS HISTORIC USAGE REPORT**

	<b>Member</b>	<b>FY 14/15 \$50,000 Grant Camera Allocation</b>	<b>FY 15/16 \$50,000 Grant Fund Allocation</b>	<b>FY 16/17 \$50,000 Grant Fund Allocation</b>	<b>FY 17/18 \$50,000 Grant Fund Allocation</b>	<b>FY 18/19 \$50,000 Grant Fund Allocation</b>	<b>FY 19/20 \$50,000 Grant Fund Allocation</b>	<b>TOTAL GRANTS</b>	<b>YTD Reimbursements Made</b>	<b>REMAINING FUNDS as of 1/27/20</b>	<b>Reimbursement Notes/Usage</b>
1	Anderson	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$7,575		\$7,575	
2	Auburn	4	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$15,150	\$12,120	\$3,030	4/25/17 \$6,280.56 (12 VieVu LE4 mini body worn cameras) 9/8/17 \$3,029.18 (4 VieVu LE4mini & 1 multi-dock LE4) 2/5/19 \$2,810.26 portion of invoice (16 VieVu LE5 body worn cameras)
3	Colusa	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$7,575	\$3,030	\$4,545	7/27/17 \$3,030 (concealable vests with load bearing carriers)
4	Corning	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$7,575	\$5,592	\$1,983	9/6/16 \$3,291.26 (4 VieVu LE4 body cameras) 2/15/19 \$2,301.12 firewall
5	Dixon	4	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$15,150	\$11,626	\$3,524	4/20/17 \$6,060 (30 Wolfcom Vision 1080p body camera with rotatable camera head and 32GB memory) 6/1/18 \$2,934.38 (3 Wolfcom Vision 1080p body camera + training cost for force options simulator) 3/6/20 \$2,631.63 ( 5 Wolfcom Body Camera + 1 docking port)
6	Elk Grove*	4	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$15,150	\$15,150	\$0	1/11/18 \$9,090 (WatchGuard Vista HD body cameras) 3/20/19 \$3,030 (portion of Cordico Wellness Program) 11/4/19 \$3,030 (portion of 2019 BWC purchase/Vista HD)
7	Folsom	5	\$3,788	\$3,788	\$3,788	\$3,788	\$3,788	\$18,938	\$7,575	\$11,363	10/5/16 \$7,576 (8 VieVu LE4 body camera and 1 multi-dock network station)
8	Galt	4	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$15,150		\$15,150	1/25/18 Plan to use fund /BWC program under consideration
9	Gridley	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$7,575	\$4,543	\$3,032	9/6/16 \$3,291.26 (4 VieVu LE4 body camerass) 3/28/18 \$1,252 (one VieVu LE5 camera and seven Public Safety Vests)
10	Ione	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$7,575	\$4,626	\$2,949	11/2/16 \$1,655.23 (2 VieVu LE4 body camera) 9/8/17 \$1,736.24 balance (2 VieVu LE4 body cameras and 2 LE4 Cradle) 5/21/18 \$1,234.14 (2 VieVu LE5 body camera and license for Veripatrol Software)
11	Jackson	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$7,575		\$7,575	
12	Lincoln	4	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$15,150	\$6,549	\$8,602	10/5/16 \$6,060 (8 VieVu LE4 body cameras)
13	Marysville	3	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$11,363	\$4,920	\$6,443	8/18/17 \$4,919.87 (6 VieVu LE4 body cameras)
14	Nevada City	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$7,575	\$6,060	\$1,515	2/6/18 \$4,545 (Body Camera Storage and Equipment cost for 2015-2017) 7/15/19 \$1,515 (Axon Body Camera Storage)
15	Oroville	4	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$15,150	\$12,120	\$3,030	9/23/16 \$3,010 (Video Storage Buffalo Terastation) 10/5/16 \$3,050 (5 VieVu LE4 body cameras) 11/20/17 \$1,174.00 (1 Tactical Armor-Ballistic Vest) 9/4/18 \$4,886 (20 VieVu LE5s body cameras)
16	Paradise	3	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$11,363	\$6,441	\$4,922	11/15/16 \$762.14 (5 flashlights) + \$1,477.28 (1 VieVu LE4 multi-dock station) 3/14/17 \$2,305.58 (Ballistic Vests) 5/3/19 \$1,895.50 (five load bearing vests)
17	Placerville*	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$7,575	\$7,645	(\$70)	12/28/17 \$3,970.32 (4 Tactical Armor-Ballistic Vests) 10/3/19 \$3,674.75 (Fitness Equipment)

**NCCSIF POLICE RISK MANAGEMENT GRANT FUNDS HISTORIC USAGE REPORT**

	<b>Member</b>	<b>FY 14/15 \$50,000 Grant Camera Allocation</b>	<b>FY 15/16 \$50,000 Grant Fund Allocation</b>	<b>FY 16/17 \$50,000 Grant Fund Allocation</b>	<b>FY 17/18 \$50,000 Grant Fund Allocation</b>	<b>FY 18/19 \$50,000 Grant Fund Allocation</b>	<b>FY 19/20 \$50,000 Grant Fund Allocation</b>	<b>TOTAL GRANTS</b>	<b>YTD Reimbursements Made</b>	<b>REMAINING FUNDS as of 1/27/20</b>	<b>Reimbursement Notes/Usage</b>
18	Red Bluff	3	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$11,363	\$4,545	\$6,818	2/17/17 \$1,473.74 (Apex Body cam storage remediation) 10/18/17 \$3,071.26 (5 VieVu LE4 body cameras) <i>1/25/18 Plan to use to purchase more BWC &amp; future funds to replace old cameras</i>
19	Rio Vista	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$7,575	\$4,241	\$3,334	11/16/17 \$4,241.15 (9 VieVu LE5 body cameras)
20	Rocklin	4	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$15,150	\$12,120	\$3,030	10/5/16 \$6,516.24 (4 VieVu LE4 body cameras, 1 LE4 multi-dock, 1 LE3 multi-dock) 1/3/19 \$5,603.76 (58 Lenslock bwc cameras and 25 in car dash cameras)
21	Willows	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$7,575	\$4,260	\$3,315	6/18/18 \$2,130 for 18/19 Lexipol-Fire Policy Service annual fee 7/2/19 \$2,130 for 19/20 Lexipol-Fire Policy Service annual fee
22	Yuba City	4	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$15,150	\$6,060	\$9,090	5/5/17 \$6,060 (Data911 body-worn cameras)
<b>TOTAL</b>		<b>58</b>	<b>\$49,995</b>	<b>\$49,995</b>	<b>\$49,995</b>	<b>\$49,995</b>	<b>\$49,995</b>	<b>\$249,975</b>	<b>\$139,222</b>	<b>\$110,753</b>	

\*Opted for Cash Allocation to purchase other than VieVu Camera  
Fund Allocation is based on cost of camera at \$757.50 each

# NCCSIF

## Strategic Risk Management Law Enforcement Initiative



### Turn-Key Mobile Video SaaS Offering

Industry Leading Risk Pool Partners  
with Best-in-Class Technology Provider

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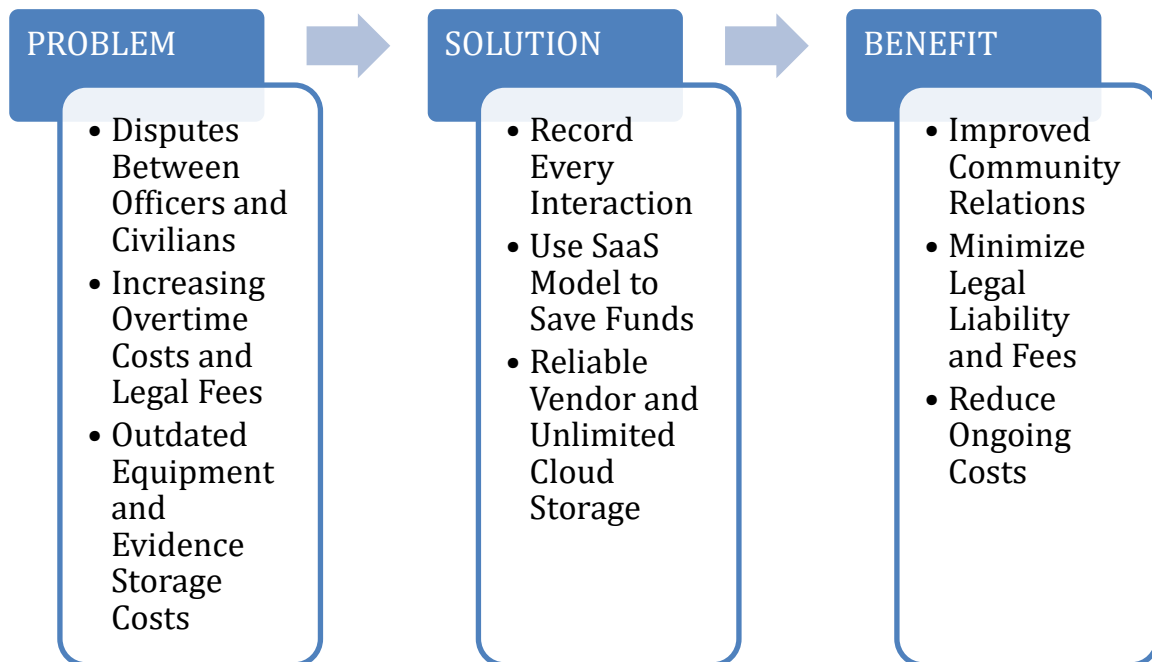
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## Problems – Solutions - Benefits

Police body-worn cameras are small video cameras—typically attached to an officer's clothing, helmet, or glasses that can capture, from an officer's point of view, video and audio recordings of activities, including traffic stops, arrests, searches, interrogations, and critical incidents such as officer-involved shootings. Proponents argue that police body camera programs increase police accountability, thereby strengthening the public trust. Opponents argue that these programs pose risks to individual privacy and may hamper the efforts of law enforcement.



Body cameras provide numerous benefits to the law enforcement agencies that implement them. BWC technology increases police accountability by documenting incidents and encounters between officers and the public. They aid in avoiding confrontational situations by improving officer professionalism and the behavior of people being recorded. The video evidence resolves officer-involved incidents and complaints by providing a more accurate record of events.

Agency transparency improves as a whole, by allowing the public to see video evidence of police activities and encounters. Footage captured by body cameras also can identify and correct internal agency problems by revealing officers who engage in misconduct and agency-wide problems, as well as strengthen officer performance by using footage for officer training and monitoring. Lastly, effective video data management streamlines evidence documentation for investigations and prosecutions, thus saving time and money.

## NCCSIF - LensLock Partnership Overview

As NCCSIF continues its mission to deliver competitive, available, responsive, equitable, and stable risk-coverage programs, it needs the right partner to equip its law enforcement members with body worn & in-vehicle dash camera technology that can collect, protect, and manage sensitive data on a reliable SaaS platform.

Technology makes a vital contribution in shaping the role of a law enforcement officer. That role is under constant public scrutiny, often resulting in juries returning large verdicts against law enforcement agencies. However, introducing this solution with a paradigm of transparency and accountability mitigates risk and exposure to litigation or unwanted complaints from citizens.



Through a partnership between NCCSIF and LensLock, any and all NCCSIF members can become equipped and prepared to capture video from SaaS portal audio-video recording devices that can be uploaded to a CJIS compliant Microsoft Azure cloud service for easy retrieval and review.

NCCSIF and LensLock will assist departments in project management for the use of either of both body worn and in-vehicle cameras, as well as full implementation of the SaaS platform and mobile application. Accurate documentation of all interactions between officers and citizens, or incidents as defined by department policy, allows officers to maintain a secure chain of custody and record of events.

With a streamlined technological solution in place, NCCSIF law enforcement department members can proactively manage legal liability with a proper risk reduction response that addresses a growing concern from the citizens and the populations they serve.

## About LensLock, Inc.™

LensLock has created a truly turn-key body worn camera and in-vehicle dash cam solution for law enforcement agencies. This is a scalable Software-as-a-Service (SaaS) secure cloud service focused on ensuring that digital video and data captured by end customers is safely maintained in our Microsoft Azure Government Cloud solution.

LensLock's secure video management platform brings peace of mind to law enforcement officers, while maintaining an end-to-end chain of custody that guarantees digital evidence has not been compromised. LensLock utilizes a digital fingerprint at the time of capture, combined with other metadata attributes, so customers can manage their critical data evidence 24/7.

## Data Storage

Secure data storage is at the core of everything we do at LensLock. We have developed an enriched SaaS platform for the management of mission-critical video data. The primary focus is to provide a method of gathering, maintaining, and storing digital evidence with a secure chain of custody. Additionally, LensLock created a seamless cloud architecture to assist law enforcement agencies in accessing the data at any time or place for complete scene reconstruction.

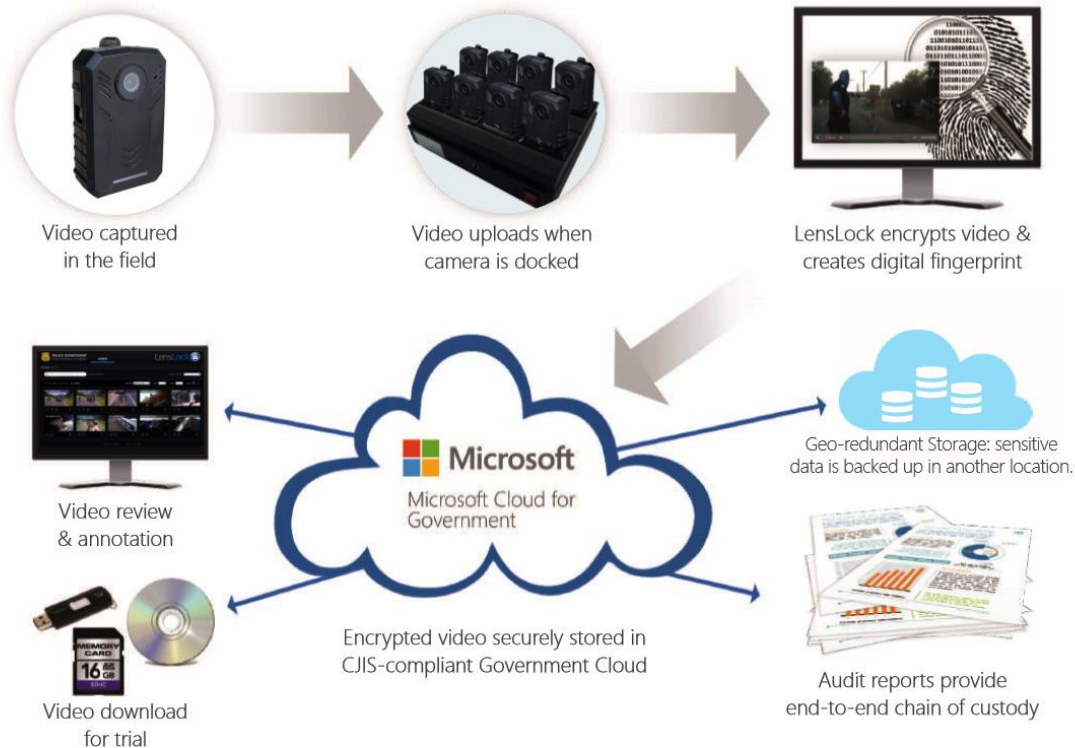
## Data Management

LensLock customer data is managed by strict policies compliant with the established <sup>[1]</sup><sub>SEP</sub> FBI CJIS (Criminal Justice Information Services) Security requirements regarding digital evidence management. LensLock assists agencies during every step of the way in training, quality assurance, and recreation of any and all digital data that has been collected. End-to-end digital evidence management is provided by LensLock through a suite of products and services that have been developed and tailored to meet end-customer needs.

## Integrated Body Cams & Dash Cams

LensLock is a technology company that offers the latest innovations in body worn cameras (BWCs). LensLock is proud to partner with the top camera manufacturers in the industry to deliver the highest quality, advanced features, and world-class technical support and customer service. LensLock's BWCs offer automatic video offload, 8 hours of continuous record, one-button record, wide-angle lens, 480p up to 1296p HD video, and secure encryption for unauthorized access. They are waterproof and 2M shockproof. LensLock is committed to working with your current camera supplier to secure your digital evidence moving forward.

## How LensLock Works



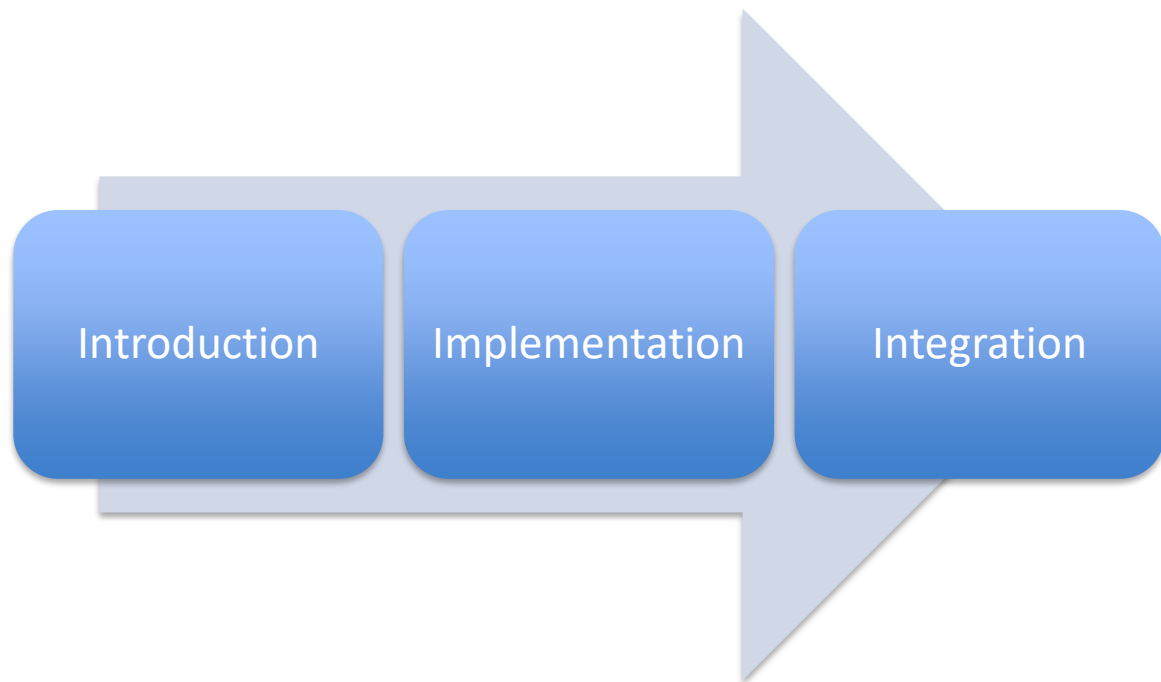
## NCCSIF Implementation Strategy of "Starter Kit" Program

### Segmentation of NCCSIF Members

With your approval and participation, LensLock will take a segmented market approach of offering a FREE, no cost, no obligation Pilot Program to all NCCSIF members over the course of the 2018 fiscal year, leading to the goal of a 100% adoption by July 1, 2020.

LensLock has broken down NCCSIF membership into subset groups based on general interest levels and those department currently using old or outdated equipment. We can target any member departments for our initial program introduction and leverage program success for other NCCSIF cities based on geographical location, with zero exclusions.

**For all NCCSIF members, LensLock will follow the same three-part process listed below, with varying milestone adjustments based on the comfort level of the department and tailored to their unique needs.**



## **I. INTRODUCTION**

### **NCCSIF Member Support Initiatives**

- **Starter Kit**
- **Pilot Program Introduction**

#### **Starter Kit**

All members will receive a LensLock Starter Kit by way of introducing the technology and its capabilities. The Starter Kit will include:

- Risk-management loss prevention initiative announcement for BWC from NCCSIF Executive Leadership
- Marketing collateral outlining market research for BWC industry, market differentiators of LensLock, brochure outlining product specifications and overview
- One pre-programmed LensLock BWC and full suite of accessories
- Implementation workbook
- Sample policy template
- Contact information for LensLock Support Team

We would like NCCSIF to mail starter kit boxes to your members over a pre-planned 3-month period. The entire box and its' contents will be co-branded with the NCCSIF logo and LensLock, Inc. logo. LensLock will create all the starter kit boxes. We would like NCCSIF to simply ship the pre-packaged boxes and pay for the shipping costs.

### **LensLock Pilot Program**

The LensLock Pilot Program allows law enforcement agencies to implement the technology at no-cost, no-obligation for 60 days. After 60 days, the LensLock support team will fully install and integrate technology for agencies.

## **II. IMPLEMENTATION**

### **Key Member Support Initiatives**

#### **1. Implementation Workbook**

#### **System Access**

The LensLock support team will work with agencies to determine the appropriate administrator and supervisor access to the platform. In coordination with the LensLock support team, system Administrators will create accounts for the first upload of officers to access the platform, run a test video upload, and determine appropriate level of access to the platform and data stored for other officers, deputies, or supervisors.

## **III. INTEGRATION**

### **Key Member Support Initiatives**

- 1. On-site demonstrations**
- 2. Teleconference communication**
- 3. Guided webinars**

#### **System Use**

To best understand the system and integrate it into your department's everyday use, the LensLock support team will provide varying levels of service dependent upon the department's needs, including on-site training, teleconference communication, and guided online webinars giving an overview of the technology and its benefits.

### **LensLock Ongoing Support**

Our team will also review best practices to put in place for use of LensLock technology, including retention standards for videos (i.e., days, weeks, or months specified before purging videos), video tagging and identification (e.g., citation, non-criminal), and possible further integration solutions with RMS and CAD metadata tagging.

The support team can recommend policies for LensLock BWC department use based on statewide-adopted procedures. A sample policy is included in the Starter Kit for departments to reference and adjust for their individual operation. Agencies using

LensLock will have access to end-user training on system use via on-site, online, or webinars depending on the department's needs.

Our support team includes subject matter experts trained on portable audio-video recording equipment. We will assist your agency in staying on the leading edge of innovative technology that can revolutionize your department.

Any defective equipment will be replaced with spare units on site or couriered to the agency within 24-48 hours if not available on site.

Members not yet prepared to engage in a BWC technology pilot program will have an opt-out option.

### **Disaster Recovery Procedures**

Recovery monitors the state of your protected evidence continuously and remotely from Azure. LensLock data servers are replicated between two geographical distinct sites. When replicating to Azure as the secondary site, your data in flight is encrypted and also encryption for data-at-rest.

Automate the orderly recovery of services in the event of a site outage at the primary datacenter with Site Recovery. Bring over applications in an orchestrated way to help restore service quickly, even for complex multi-tier workloads. The disaster recovery plans LensLock has executed are simple to meet your business/policy requirements. Recovery tests are completed on an annual basis to maintain compliance.

## **SCHEDULE**

### **Implementation Evaluation**

After complete implementation of LensLock technology and use, the LensLock support team will work with individual agencies to conduct a thorough evaluation of the system's use to best meet department needs, ensuring a successful continue partnership between LensLock and NCCSIF members.

The LensLock team always has the customer in mind at the forefront of all decisions we make. We will rely on our trusted partners and departments to help determine the best product enhancements and future development of technology. We will work with members to innovate and be the leaders in mobile video solutions for law enforcement.

## NCCSIF COSTS & TERMS

### Simple & Straight Forward NCCSIF Business Offering



Genesis 11™ LensLock Body Cam

**\$999.99** per user per year (no sharing – each BWC individually assigned to one user)  
5-year contract (ability to opt-out at the end of each year for any reason)  
Unlimited data plan  
Customized mobile application and reporting  
End-to-end hardware guarantee  
Complimentary software upgrades at no cost  
Includes docking stations and all accessories with camera replacements every 24 months





**TITAN IV™ LensLock Dash Cam**



- \$1,999.99** per vehicle per year (two compatible cameras per vehicle)
- 5-year contract (cancellability to opt-out at the end of each year for any reason)
- Unlimited data plan
- Customized installation outsourced to third party (not included)
- End-to-end hardware guarantee
- Complimentary software upgrades at no cost
- Includes two cams per vehicle and all accessories with cam replacements every 24 months





**Northern California Cities Self Insurance Fund  
Risk Management Committee Meeting  
April 23, 2020**

**Agenda Item E.3.**

**STRATEGIC PLAN UPDATE**

**INFORMATION ITEM**

**ISSUE:** The Committee is asked to contribute to the group's strategic plan by suggesting risk management goals and deliverables for the Board to consider. With the impact of COVID-19 on how we work and deliver services, not to mention the expected impact to member budgets, NorCal Cities can serve as an important resource to help bridge those expected service and funding gaps.

*What are the emerging risks and needs of members that NorCal Cities can address?*

*What goods and/or services would the members like to see in the future?*

*What does it look like to take the group's risk management offerings to the "next level"?*

From a risk management standpoint we look at the frequency and severity of claims, and attached are two pages from a regular update from Sedgwick that provide that data by type of claim and department. Motor vehicle accidents are the most frequent types of claims, with slip and falls, trees, and civil rights the next most frequent. And while civil rights are by far the most expensive, slip and falls and several other categories are worth noting, with trees and road design capable of causing significant claims.

Also attached is the latest draft of the updates to the group's strategic plan, with a few key areas and suggestions highlighted. One suggestion is to "push" services such as sidewalk inspection and repair or tree maintenance, out to members as part of the overall funding, through current grants and use of member risk management reserves. Another option would be to award grants to members who submit risk management improvement projects for approval by the Committee, with an annual budget supplemented by risk management reserves.

**RECOMMENDATION:** Review, discuss and provide feedback to the BOD for the Strategic Plan

**FISCAL IMPACT:** TBD.

**BACKGROUND:** The Board of Directors regularly updates the group's strategic plan, with the last review part of the January 16, 2020, meeting. The discussion at that time focused on updating many of the financial benchmarks, with the intent of getting feedback from the various committees for other elements of the plan.

**ATTACHMENTS:**

1. GL Trending Report 2014-2019, Top 10 Causes and By Department
2. Draft Strategic Plan Update for 2020

# NCCSIF STRATEGIC GOALS & ACTION PLAN

Goals Established: 12/14/17 BOD Long Range Planning meeting *with updated goals from 1/16/20 LRP meeting*

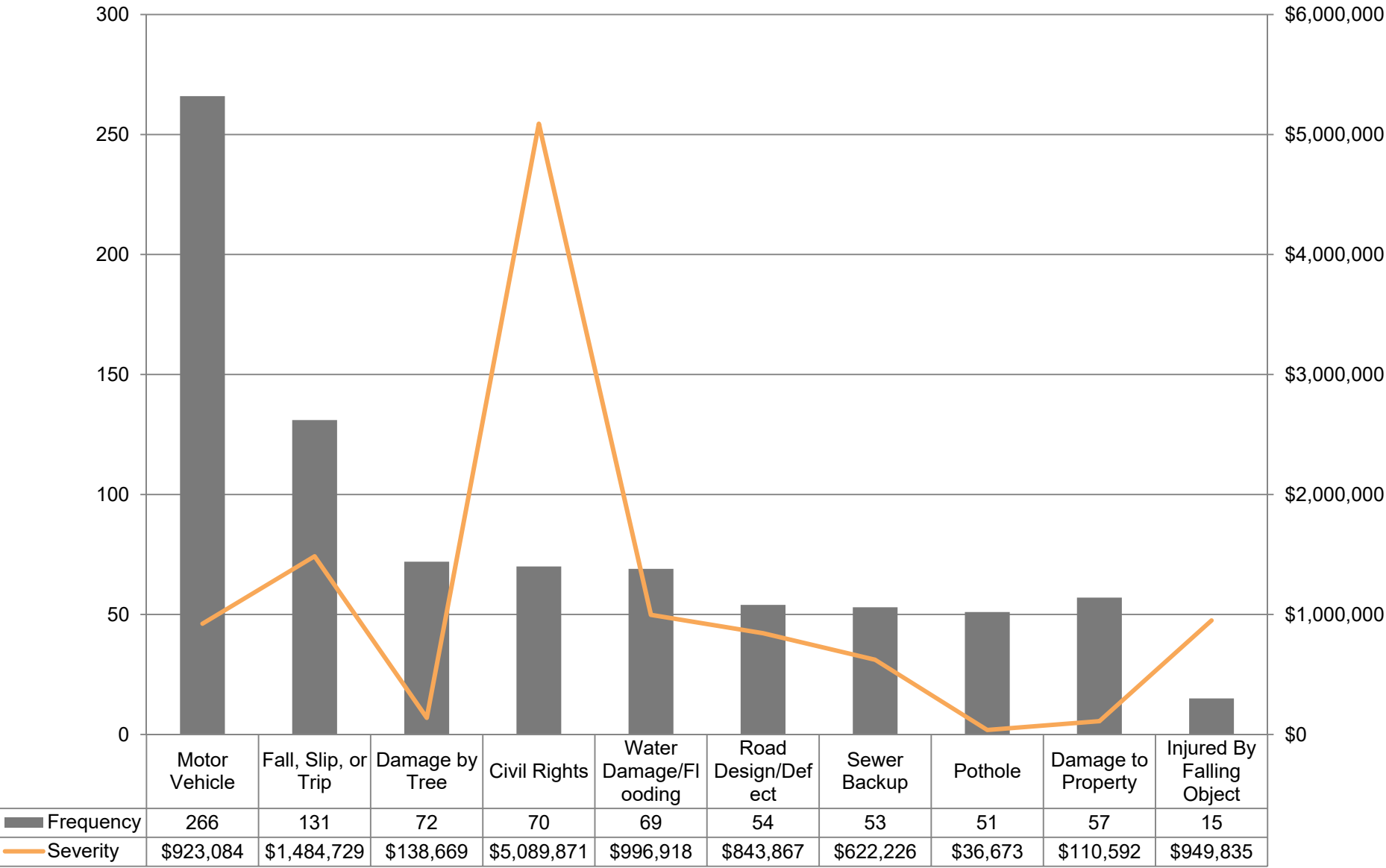
Updated: 3/23/20

## MISSION STATEMENT

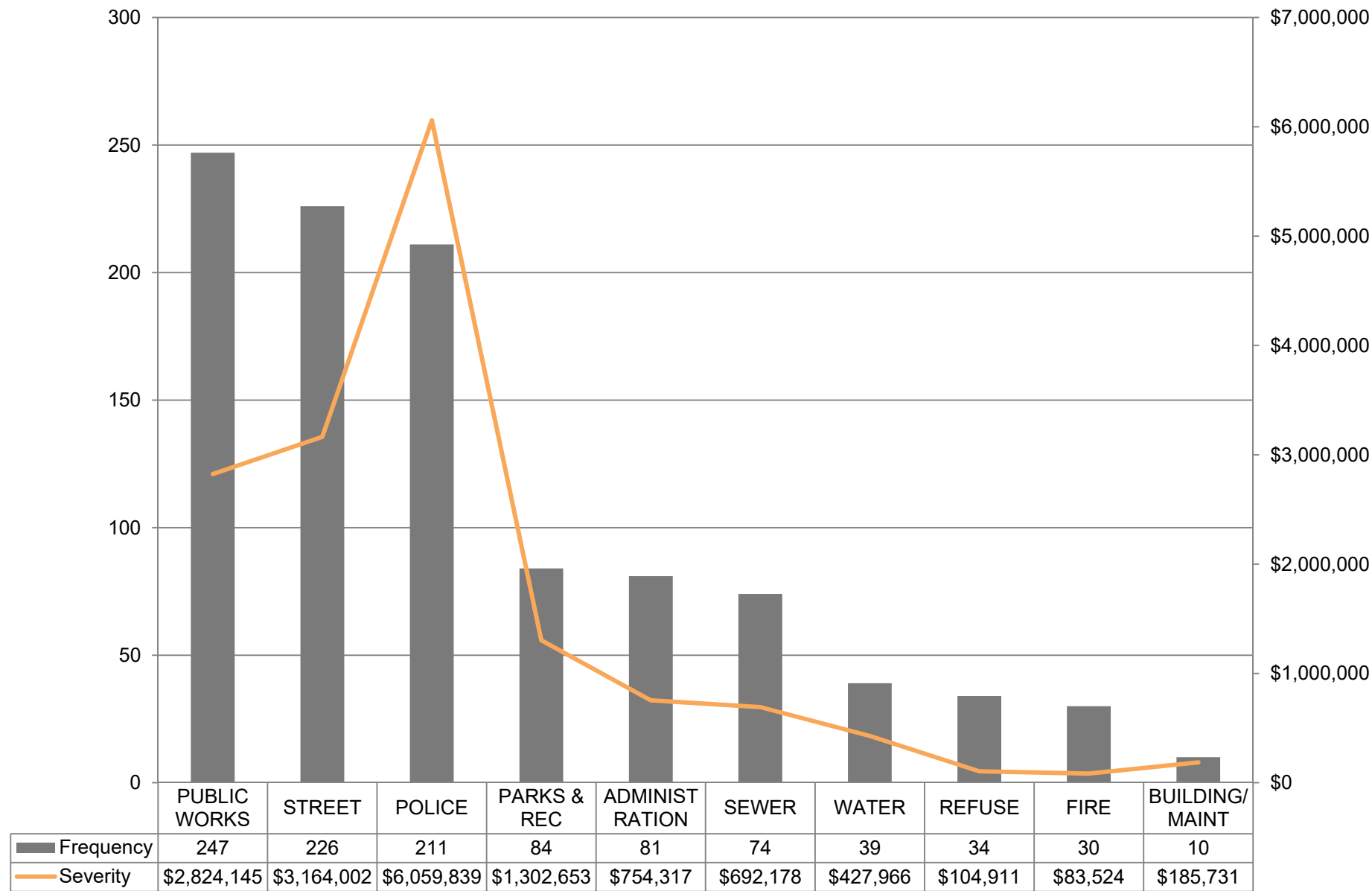
*The Northern California Cities Self Insurance Fund, or NorCal Cities, is an association of municipalities joined to protect member resources by stabilizing risk costs in a reliable, economical and beneficial manner while providing members with broad coverage and quality services in risk management and claims management.*

GOAL	ACTION/TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS
LRP-1				
What do we want to be when we grow up	1. Open to grow membership, but not actively market with caveat to maintain geographic centric/similar exposures as current members. Will underwrite on an as-needed basis when a city approach the pool to join.	BOD	Open	As Needed
	2. Expand coverage programs to meet the needs of members as risks change/emerge.	BOD/Alliant	Ongoing	
LRP-2				
What more can NCCSIF do for members	1. Risk Management Goals - goods and services?	BOD, PRMC, Alliant, Bickmore	Ongoing	
	2. "Push" services such as sidewalk repair, crosswalk/road design, others	BOD, York, CJPRMA	Open	
	3. Continued interest in Parametric Coverage: BI for Liability - Civil Disorder, Wildfire Coverage, Active Shooter.	Alliant	Ongoing	
	BOD approved Violent Event sub-limit coverage endorsement under Liability Program at the April Board meeting.			
LRP-3				
How do we achieve greatness	1. Maintain 80% CL funding and increase ability to sustain \$1M SIR	BOD, Alliant, Marta, Actuary	7/1/22	
	BOD approved funding at 80% Confidence Level for both WC and Liability Programs effective 7/1/18.			
		BOD, Alliant, Marta, Actuary	Open	10/25/18 BOD Mtg
	3. Continuing to strengthen our financial position by setting new goals in the Funding Policy	BOD	6/30/20	4/26/20 BOD Mtg

Top 10 Cause of Claim Fiscal Year 2014-2019



### Frequency and Severity by Department Fiscal Year 2014-2019





BACK TO AGENDA

**Northern California Cities Self Insurance Fund  
Risk Management Committee Meeting  
April 23, 2020**

**Agenda Item E.4.**

**FY 20/21 RISK CONTROL SERVICES BUDGET**

**ACTION ITEM**

**ISSUE:** Each year the Committee reviews the attached preliminary Risk Management Services Budget and makes a recommendation regarding the types and amounts of funding. The Police and Training Funds have already been discussed and are presented with amounts for FY 20/21, pending any direction from the Committee.

**RECOMMENDATION:** Review and recommend budget for FY 20/21.

**FISCAL IMPACT:** TBD - Total proposed as presented is \$492,421.

**BACKGROUND:** The Risk Management Committee annually reviews the administrative budget for Risk Management Services and makes a recommendation to the Executive Committee for the upcoming fiscal year.

**ATTACHMENT(S):**

1. Proposed Risk Management Services Budget for FY 20/21
2. FY 19/20 Member Training Fund Usage Report

**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND**

**ADMIN BUDGET - PRELIMINARY**

**July 1, 2020 to June 30, 2021**

		WORK COMP	LIABILITY	FY 20/21 TOTAL	FY 19/20 PRIOR YEAR	\$ CHANGE	% CHANGE	Comments
<b>Safety Services:</b>								
52204	Risk Control Services Agreement	\$89,240	\$89,240	\$178,480	\$178,480	\$0	0.0%	Per 2019-22 contract
52201	Outside Training	\$15,000	\$15,000	\$30,000	\$30,000	\$0	0.0%	
52202	Risk Mgmt Comm Mtg Expense	\$750	\$750	\$1,500	\$1,500	\$0	0.0%	
52207	Member Training and Risk Management	\$50,000	\$38,000	\$88,000	\$88,000	\$0	0.0%	\$4,000 per member annual allocation for training/conferences
52208	Lexipol Police Manual Updates & DTBs	\$144,441		\$144,441	\$140,234	\$4,207	3.0%	
52209	Police Risk Management Funds	\$25,000	\$25,000	\$50,000	\$50,000	\$0	0.0%	Pending RMC recommendation
	<b>Total Safety Services Expenses</b>	<b>\$324,431</b>	<b>\$167,990</b>	<b>\$492,421</b>	<b>\$488,214</b>	<b>\$4,207</b>	<b>0.9%</b>	

**NCCSIF**  
**MEMBER TRAINING AND RISK MANAGEMENT FUND**  
(formerly Seminars/Conference Reimbursement)

	Member	FY 19/20 Training Funds	YTD Reimbursements Made	Reimbursement Notes/Usage	Must Use Funds by 6/30/2020
1	Anderson	\$4,000	\$3,660.24	1/23/20 \$1,857.87 - 2019 CalPELRA Conference Jeff Kiser 1/23/20 \$1,802.37 - 2019 CalPELRA Conference Liz Cottrell	\$339.76
2	Auburn	\$4,000			\$4,000.00
3	Colusa	\$4,000			\$4,000.00
4	Corning	\$4,000			\$4,000.00
5	Dixon	\$4,000	\$3,653.25	12/4/19 \$1,120.74 - 2019 CalPELRA Conference Kim Stalie 12/17/19 \$1,018.36 - 2019 CalPELRA Conference Rachel Ancheta 3/6/20 \$1,514.15 - 2020 PARMA Conference Rachel Ancheta	\$346.75
6	Elk Grove	\$4,000			\$4,000.00
7	Folsom	\$4,000			\$4,000.00
8	Galt	\$4,000			\$4,000.00
9	Gridley	\$4,000			\$4,000.00
10	Ione	\$4,000	\$660.00	9/19/19 \$660.00 - 2019 CAJPA Conference Jon Hanken	\$3,340.00
11	Jackson	\$4,000	\$1,071.08	11/4/19 \$1,071.08 - 2019 Municipal Management Association of Northern California Annual Conference	\$2,928.92
12	Lincoln	\$4,000	\$524.08	3/12/20 \$524.08- 2019 CAJPA Conference Veronica Rodriguez	\$3,475.92
13	Marysville	\$4,000			\$4,000.00
14	Nevada City	\$4,000			\$4,000.00
15	Oroville	\$4,000	\$3,122.59	12/5/19 \$1,567.87 - 2019 CalPELRA Conference Liz Ehrenstrom \$1,554.72- 2020 PARMA Conference Liz Ehrenstrom	\$877.41
16	Paradise	\$4,000			\$4,000.00
17	Placerville	\$4,000			\$4,000.00
18	Red Bluff	\$4,000			\$4,000.00
19	Rio Vista	\$4,000			\$4,000.00
20	Rocklin	\$4,000			\$4,000.00
21	Willows	\$4,000			\$4,000.00
22	Yuba City	\$4,000			\$4,000.00
<b>Total</b>		<b>\$88,000</b>	<b>\$12,691.24</b>		<b>\$75,308.76</b>

NOTE: FY 19/20 each member city is allotted \$4,000 from the Admin budget 52207 - **Member Training and Risk Management**  
This is a Use-It-or-Lose-It and reimbursement request must be submitted within the fiscal year.





[BACK TO AGENDA](#)

**Northern California Cities Self Insurance Fund  
Risk Management Committee Meeting  
April 23, 2020**

**Agenda Item E.5.**

**ROUND TABLE DISCUSSION**

**INFORMATION ITEM**

**ISSUE:** The floor will be open to the Committee for discussion.

**RECOMMENDATION:** None.

**FISCAL IMPACT:** None.

**BACKGROUND:** The item is to the Committee members for any topics or ideas that members would like to address.

**ATTACHMENT(S):** None