



**MINUTES OF THE  
NCCSIF RISK MANAGEMENT COMMITTEE MEETING  
LINCOLN CITY HALL, LINCOLN, CA  
APRIL 16, 2014**

**MEMBERS PRESENT**

Juanita Barnett, City of Anderson  
Dylan Feik, City of Auburn  
Michelle Pellegrino, City of Dixon  
George Silva, City of Dixon  
Brad Koehn, City of Elk Grove  
Jim Ramsey, City of Elk Grove  
Kris Haile, City of Folsom  
Paula Islas, City of Galt  
Matt Michaelis, City of Gridley  
Dave Andres, City of Ione

Michael Daly, City of Jackson  
Dalacie Blankenship, City of Jackson  
John Lee, City of Lincoln  
Corey Shaver, City of Nevada City  
Liz Ehrenstrom, City of Oroville  
Vi Cobb, Red Bluff  
Sandy Ryan, City of Red Bluff  
Russell Hildebrand, City of Rocklin  
Tim Sailsbery, City of Willows  
Natalie Walter, City of Yuba City

**MEMBERS ABSENT**

Tom Watson, City of Corning  
Shelly Kittle, City of Colusa  
Satwant Takhar, City of Marysville

Crystal Peters, Town of Paradise  
Dave Warren, City of Placerville  
Marni Rittburg, City of Rio Vista

**GUESTS & CONSULTANTS**

Michael Simmons, Alliant Insurance Services  
Marcus Beverly, Alliant Insurance Services  
Michelle Minnick, Alliant Insurance Services

Henri Castro, Bickmore  
Tom Kline, Bickmore  
David Patzer, DKF Risk Services

**A. CALL TO ORDER**

The meeting was called to order at 10:00 a.m.

**B. PUBLIC COMMENTS**

There were no public comments made.

**C. APPROVAL OF AGENDA AS POSTED**

*A motion was made to approve the Agenda as posted.*

**MOTION:** Corey Shaver    **SECOND:** John Lee    **MOTION CARRIED**  
**AYES:** Barnett, Pellegrino, Koehn, Halie, Islas, Michaelis, Feik, Andres, Daly, Ehrenstrom,  
Ryan, Hildebrand, Sailsbery, Walter.  
**NAYS:** None.



## **D. CONSENT CALENDAR**

1. Minutes of the Risk Management Committee Meeting – October 9, 2014

*A motion was made to approve the consent calendar.*

**MOTION:** Corey Shaver    **SECOND:** John Lee    **MOTION CARRIED**  
**AYES:** Barnett, Pellegrino, Koehn, Halie, Islas, Michaelis, Feik, Andres, Daly, Ehrenstrom, Ryan, Hildebrand, Sailsbery, Walter.  
**NAYS:** None.

## **E. RISK MANAGEMENT BUSINESS**

### **E1. Police Risk Management Committee Update**

Tom Cline from Bickmore Risk Services provided an update about the Police Risk Management Committee (PRMC) meeting that took place on February 5, 2015. He indicated that Bickmore will be looking at the correlation between use of the police body cameras and claims to see if there has a decrease in the number of claims since the inception of the body cameras. Tom Cline also highlighted the PRMC spoke about the outer carrier vests and indicated Bickmore will be hosting a webinar to discuss the use of outer carrier vests. It was also noted that the Bickmore website is being updated and will now include two emphasis areas—police and driving—the PRMC was asked to provide feedback about other topics that could be included in the website.

Liz Ehrenstrom from the City of Oroville noted that the police body cameras are working quite well and it seems to be decreasing the number of claims as once the video is shown to the person making a complaint they usually go away. Liz Ehrenstrom also mentioned that our Police Officers are in the public eye and under 24 hour surveillance by the public with camera phones and noted that the body cameras are helping to combat that issue.

### **E2. Risk Control Services Update**

Henri Castro from Bickmore Risk Services presented the Risk Control Summary Report to the Risk Management Committee and reviewed the services Bickmore has provided during the 2014/15 policy year. She indicated there have been some great successes with the physical inspections, program development, onsite training and the regional workshops. Henri Casto also mentioned that the training sessions have been so successful Bickmore is looking to do regional training in the Northern part of the state.

Henri Castro also indicated that Monthly Safety Communications are still being sent out and noted that the most recent email centralized around the changes to the Heat and Illness Prevention changes that will go into effect on May 1, 2015. Henri Castro mentioned that Bickmore is working with CAL OSHA to host a webinar training session to ensure member cities are aware of these changes and how to implement them at the city level.



Henri Casto also indicated that Bickmore is updating their website platform to be simple and easy to navigate. She noted that in addition to the two emphasis areas Tom Kline mentioned previously—police and driving—there will be other emphasis areas in the future to include Fire Operations and Public Works Operations.

Lastly, Henri Castro mentioned that the two Certified Pool Operators (CPO) training sessions have been set up and will be hosted by the City of Galt and the City of Corning. She also noted that this certification is good for five years and so this training will not be offered for another two or three years.

### **E3. Sewer Risk Management Proposal**

David Patzer from DKF Solutions Group presented a proposal for Sewer Risk Management efforts. He indicated that each city that has a sewer collection system is required to have a Sanitary Sewer Management Plan (SSMP) which includes how to fund and operate a sewer collection system which should include an Overflow Emergency Response Plan (OERP). David Patzer indicated that in California over the last twenty years the average cost of a sewer backup property damage claim is approximately \$25,000 per claim and noted that the proposal addresses the efforts to help decrease the likelihood of a sewer related claim.

Services included in the proposal:

- An audit of each member's Sanitary Sewer Management Plan (SSMP) against SWRCB's Waste Discharge Requirements
- Development and/or update of members' Sanitary Sewer Overflow/Backup Response Plans (OERP)
- Three (3) total Sewer Overflow Volume Estimation and Overflow/Backup Response training seminars
- One NCCSIF-branded interactive computer training module
- If all services are implemented the proposal cost is \$69,500

The City of Dixon indicated that they have been using the DKF program and noted the process is simple, easy to use, self-explanatory and is accepted by the State. To help determine the need for these services Alliant was asked to develop a checklist which will be sent out to all members with the goal of obtaining information about what services the members are in need of which will also help with a breakdown in cost.

The Risk Management Committee requested that this item be brought back and presented to the Executive Committee at the next meeting after the sewer survey has been completed.



#### **E4. Contracted Services Survey**

At the Long Range Planning Meeting held in January of 2015 it was noted that most member cities contract out for the same types of work—it was suggested that cities could benefit financially by having a preferred vendor to complete the work. In January Henri Castro from Bickmore was asked to put together a survey to send to members with the goal of identifying services each member city contracts out which could be contracted out to a preferred vendor to help with cost containment. Henri Castro presented the results of the survey to the Risk Management Committee and requested feedback from members about what services they would like to focus on. She suggested that NCCSIF select two or three categories of focus and work with members to determine what vendors are already providing these services (at what cost) and what other vendors offer these services in an effort to determine if there is a better priced contractor.

The following items were mentioned as potential vendor services that should be researched for discounted contract services:

- ADA compliance
- Arborist/Landscape Services
- Drug and Alcohol Testing (DAPCO, National) any vendor with local collection site
- Janitorial Services

Russell Hildebrand noted that many services need to be geographically located. Marcus indicated that members such as Folsom and Placerville may be able to share services that are not available to other members due to geographical location. Marcus Beverly indicated that Alliant will follow up with members to help determine what vendors are currently being used, what the cost is for those services and what the vendor's service area is.

Marcus Beverly also noted that NCCSIF should also consider a Shared Disaster Recovery service and presented information on Agility Recovery. Marcus Beverly mentioned that the City of Willows Fire Department has expressed interest in joining the Lexipol program (cost to the City of Willows alone is \$5,250 with an annual renewal fee of \$3,200). This price includes both the Manuals and Daily Training Bulletins.

#### **E5. 2015/16 Risk Control Service Plan**

Henri Castro indicated that the Risk Control Service Plan is the same as last year with one caveat – this year Bickmore would like to update the risk assessment that was completed in 2012-13 to determine if there has been any progress. This would also include the development of a scorecard



for each member city that would help reflect all members' progress and identify issues that the pool can take action on.

Liz Ehrenstrom requested additional information regarding the Outside Training Budget line item and Henri Casto indicated that the Outside Training Budget is specific to contacting with subject matter experts (average cost is \$1,500 per speaker) to provide regional training workshops that are available to all members.

*A motion was made to approve the 2015/16 Risk Control Service Plan as presented.*

**MOTION:** Paula Islas      **SECOND:** Mike Daly      **MOTION CARRIED**  
**AYES:** Barnett, Pellegrino, Koehn, Halie, Michaelis, Feik, Andres, Ehrenstrom, Ryan, Hildebrand, Sailsbery, Walter, Lee, Shaver.  
**NAYS:** None.

**E6. Risk Control Services Budget for FY 2015/16**

Marcus Beverly presented the Risk Control Service Budget and noted these services make up 42% of the overall Administrative Services Budget for NCCSIF. He indicated that the PRMC funds had been increased from \$25,000 to \$50,000 to help fund the body cameras.

Tom Kline noted that the body camera process started in January of 2014 with a survey that led to the inception of 66 total body cameras in August of 2014 (each member city received 2-6 body cameras) as part of Phase One. He also noted that since we purchased the body cameras in bulk we were able to negotiate a discounted price. Tom Kline went on to mention that the purpose of the body cameras was to decrease the number of Reduction of Force Claims and consideration should be given to providing additional body cameras in Phase Two. Tom Kline indicated that he will reach out to member cities and update the survey to determine how many police officers each member city has and how many are using the body cameras.

It was also requested that the body cameras be listed as a separate budget item (not included in the total budget number for Risk Control Services).

**E7. Round Table Discussion**

There was no discussion about this item.

**F. INFORMATION ITEMS**

1. NCCSIF Travel Reimbursement Form

**G. ADJOURNMENT**

The meeting was adjourned at 11:16 a.m.



**NEXT MEETING DATE:** June 18, 2015 in Rocklin, CA

Respectfully Submitted,

Michelle Pellegrino, Secretary

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Date