



**MINUTES OF THE
NCCSIF RISK MANAGEMENT COMMITTEE MEETING
PEACH TREE GOLF AND COUNTRY CLUB, MARYSVILLE, CA
JANUARY 24, 2013**

MEMBERS PRESENT

Jeff Kiser, City of Anderson
Steve Johnson, City of Dixon
Bruce Cline, City of Folsom
Karin Helvey, City of Gridley
Ed Pattison, City of Ione
Michael Daly, City of Jackson
Sheila VanZandt, City of Lincoln
Matt Michaelis, City of Marysville
Catrina Olson, City of Nevada City
Liz Ehrenstrom, City of Oroville
Dave Warren, City of Placerville
Sandy Ryan, City of Red Bluff
Natalie Walter, City of Yuba City
Crystal Peters, Town of Paradise

MEMBERS ABSENT

City of Auburn
City of Colusa
City of Corning
City of Galt
City of Rio Vista
City of Rocklin
City of Willows

GUESTS & CONSULTANTS

George Silva, City of Dixon
John Lee, City of Lincoln
Michael Simmons, Alliant Insurance Services
Susan Adams, Alliant Insurance Services
Johnny Yang, Alliant Insurance Services
Henri Castro, Bickmore
Jeff Johnston, Bickmore

A. CALL TO ORDER

The meeting was called to order at 10:04 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: Bruce Cline **SECOND:** Steve Johnson **MOTION CARRIED**

D. CONSENT CALENDAR

1. Minutes of the Risk Management Committee Meeting – October 18, 2012
2. ADA Safety Grant Funds Utilization

A motion was made to approve the consent calendar.

MOTION: Dave Warren **SECOND:** Bruce Cline **MOTION CARRIED**

F. RISK MANAGEMENT BUSINESS

F1. Risk Control Services Summary as of December 31, 2012

Ms. Susan Adams explained that staff has met with Bickmore regarding their scope of services with respects to their contract. Bickmore has since exceeded their contracted services. One of the extra services provided was coordination of risk management training sessions. Funds were allocated to a training budget but were not included in Bickmore's contract. Staff and Bickmore will be drafting a revision of the contract to be proposed at the next Risk Management Committee meeting. Staff also discussed extending the current contract to renew on July 1 and correspond with all of NCCSIF's vendor contracts.

Mr. Bruce Cline asked how the contracted hours are structured and allocated among members. He then advised that he would be interested in participating in the Ad Hoc Committee that will be reviewing Bickmore's contract. Ms. Natalie Walter would also like to be involved in the Committee as well.

Ms. Henri Castro provided the Committee with an update them on the services that BRS has provided to NCCSIF members through December 31, 2012.

F2. Member Risk Assessment Update and Discussion

Ms. Henri Castro gave an update regarding the Member Hazard and Risk Assessments explaining that the Assessments address all 35 areas that were addressed in member audits. She explained that NCCSIF, as a collective group, showed strong results in the following areas:



Police Department Operations; Fire Department Operations; Information Technology; Sewers Liability Management; Traffic Engineering; and Workers' Compensation Claims Administration. Ms. Castro also reminded members of the upcoming Wastewater Sewer Training for NCCSIF members. She also noted that, with respects to Workers' Compensation Claims Administration, NCCSIF as a group averages a 15 day difference between the Date of Loss and the Date the claims are reported to York. She advised that she is currently brainstorming ways to assist members in improving claims reporting.

The areas NCCSIF showed good results in are: Employment Practices Liability; Automobile & Fleet Liability; Injury & Illness Prevention Program; and Emergency Response & Management.

Mr. Cline recommended that members take a look at their Hearing Conservation Program as the City of Folsom had a few hearing losses in the city that could have been easily prevented at a minimal cost.

There was discussion regarding members' Return to Work programs. Ms. Castro advised that she found most members have great Return to Work philosophies but lack a written procedure on their Return to Work program.

Mr. Johnston mentioned CompanyNurse assists in timely claims reporting. He then advised that there are a few vendors who can assist members in a structured return to work program.

The remaining cities that have yet to have their Hazard and Safety Assessments are Paradise, Ione, Oroville, Auburn, Placerville and Nevada City.

F3. Upcoming Risk Control Services

Ms. Henri Castro went over Bickmore's upcoming services as shown below:

- Complete the remaining Hazard & Safety Assessments
- Contact each member to develop a 2013 action plan based on the assessment recommendations and individual member requests
- Assist members with action plan implementation such as:
 - Developing Cal/OSHA required programs
 - Developing codes of safe practices
 - Conducting inspections
 - Conducting training
- Discuss ATD regional training (follow up on discussion from the Police RMC meeting)
- Develop Volunteer Risk Management policy
- Continue to deliver phone/email consultative services
- Continue to develop and provide safety publications and resources
- Continue to conduct ergonomic evaluations as requested



Mr. Jeff Johnston then mentioned that Bickmore is in the process of updating their website and will be adding updates and resources as well as integrating quizzes upon completion of online training videos. Ms. Castro will also be offering personalized webinars for employee orientations.

Mr. Bruce Cline suggested a possible e-mail correspondence for upcoming trainings or services available to NCCSIF members.

Ms. Castro noted that she has also been trying to get members to utilize Bickmore's website for training videos but should members have any trouble locating videos on the website then they should contact Ms. Castro.

F4. NCCSIF Long Range Planning Meeting – Risk Management Training

Ms. Adams explained that at the NCCSIF Long Range Planning Meeting, a few Training Topics were suggested as follows:

1. Ms. Paula Islas, City of Galt, suggested providing training to the Police Chiefs and Lieutenants regarding the claims process.
2. Mr. Kevin Bibler suggested Employment Practices Training as these types of losses can grow sever very quickly. There was further discussion of purchasing EPL through ERMA as EPL training is provided through ERMA's program. Ms. Adams advised that two types of Employment Practices training sessions are available through Bickmore which are Ethics and Harassment. The Hazard and Risk Assessments will be completed soon and will show great information.
3. Members advised that they would like to receive a list of upcoming trainings and webinars available through CSAC EIA at no additional cost.

She then discussed the upcoming webinars currently available through the CSAC EIA website.

Ms. Castro asked for clarification regarding who the first point of contact should be for risk management training requests. The Committee agreed that the first point of contact will be Ms. Henri Castro at Bickmore and requests will be forwarded to Alliant if needed.

A motion was made to direct staff to develop a risk management training calendar on NCCSIF's website with all the training sessions and webinars available to NCCSIF members.

MOTION: Steve Johnson **SECOND:** Crystal Peters **MOTION CARRIED**

F5. Police Risk Management Committee Meetings

Ms. Liz Ehrenstrom gave an overview of the Police Risk Management Committee meeting on January 10, 2013. She explained that at the meeting, the Committee discussed the Police Liability and Workers' Compensation losses and asked staff to drill down further. Ms. Adams



suggested an allocation of funds specific for Police Risk Management. Mr. Bruce Cline felt that any allocation of NCCSIF funds should be authorized at a City Manager level.

Mr. Johnston mentioned that the training session regarding Aerosol Transmissible Diseases would be more valuable to Command Staff personnel who are writing the procedures. An overview of the training may be more suitable to the Police Risk Management Committee for the Police Chief's thoughts and approval of the training topic.

F6. Training – Sanitary Sewer Overflows and Backups: *New State water Resources Control Board Requirements and the Latest Risk Management Strategies*

Ms. Adams explained that NCCSIF has scheduled two training seminars on Sanitary Overflows and Backups by David Patzer. There will be two training sessions in Yuba City and Redding. Mr. George Silva explained that there will be many changes in the program and urges members to encourage their staff to attend.

Ms. Ehrenstrom asked that staff send a follow-up to members who have not yet responded.

G. INFORMATION ITEMS

G1. PARMA Conference at Rancho Mirage, CA on February 13 – 16, 2013

G2. NCCSIF Travel Reimbursement Form

The Information Items are provided as an update only.

G. ADJOURNMENT

The meeting was adjourned at 11:36 a.m.