



**MINUTES OF THE  
NCCSIF RISK MANAGEMENT COMMITTEE MEETING  
ROCKLIN EVENT CENTER, ROCKLIN, CA  
OCTOBER 19, 2017**

**COMMITTEE MEMBERS PRESENT**

Liz Cottrell, City of Anderson  
Tom Watson, City of Corning  
Rachel Ancheta, City of Dixon  
Kristine Haile, City of Folsom  
Cora Hall, City of Galt  
Elisa Arteaga, City of Gridley  
Jon Hanken, City of Ione

Astrida Trupovnieks, City of Lincoln  
Loree McCay, City of Nevada City  
Liz Ehrenstrom, City of Oroville (**Chair**)  
Crystal Peters, Town of Paradise  
Dave Warren, City of Placerville  
Steven Rudolph, City of Rocklin  
Natalie Springer, City of Yuba City

**OTHER MEMBERS PRESENT**

Julie Rucker, City of Elk Grove  
Kim Stalie, City of Dixon

Eugene Palazzo, City of Galt  
DeeDee Cutler, City of Rocklin

**COMMITTEE MEMBERS ABSENT**

Shari Harris, City of Auburn  
City of Colusa (vacant)  
Jim Ramsey, City of Elk Grove  
Yvonne Kimball, City of Jackson

City of Marysville (vacant)  
Sandy Ryan, City of Red Bluff  
City of Rio Vista (vacant)  
Wayne Peabody, City of Willows

**CONSULTANTS & GUESTS**

Marcus Beverly, Alliant Insurance Services  
Raychelle Maranan, Alliant Insurance Services  
Dori Zumwalt, York Risk Services

Henri Castro, Bickmore  
Gail Zeigler, Bickmore  
Tom Kline, Bickmore

**A. CALL TO ORDER**

Chair Liz Ehrenstrom called the meeting to order at 10:05 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:** Jon Hanken                      **Motion Carried**  
**Ayes:** Cottrell, Watson, Ancheta, Haile, Hall, Arteaga, Hanken, McCay, Ehrenstrom, Peters,  
Warren, Rudolph  
**Nays:** None



#### **D. PUBLIC COMMENTS**

None

There were no public comments made.

#### **E. CONSENT CALENDAR**

1. Minutes of the Risk Management Committee Meeting - June 15, 2017

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

**Motion:** Tom Watson                      **Second:** Jon Hanken                      **Motion Carried**  
**Ayes:** Cottrell, Watson, Ancheta, Haile, Hall, Arteaga, Hanken, McCay, Ehrenstrom, Peters, Warren, Rudolph  
**Nays:** None

#### **F. COMMITTEE BUSINESS**

##### **F.1. Policy and Procedure Reviews**

##### **F.1.a. RM-16 Special Event Risk Management Draft**

Mr. Marcus Beverly reviewed the draft RM-16 Special Event Risk Management to the Committee. Special Events represent common exposures to loss that can be prevented and mitigated by appropriate risk management controls. It is advisable to obtain a hold harmless agreement and permit for any city-sponsored events; specifically events requiring road closures must obtain a traffic management plan approved by a qualified engineer for affirmative defense of design immunity. The city should require all vendors holding event at city properties to provide proof of insurance and/or issue the appropriate additional insured endorsement adding the city as an additional insured per the contract requirements. It is best practice to have participants sign a waiver specifically for sport related events.

Ms. Henri Castro noted that Concussion Protocols in Youth Sports are not just for schools anymore. Assembly Bill 2007 (AB) that went into effect January 1, 2017, expanded the existing law to include local governmental agencies to have New Concussion Protocol in Youth Sports in which athletes 17 years of age or younger participate in the list of sports referred in the AB 2007.

**A motion was made to recommend RM-16 Special Event Risk Management to the Board as presented.**

**Motion:** Jon Hanken                      **Second:** Rachel Ancheta                      **Motion Carried**  
**Ayes:** Cottrell, Watson, Ancheta, Haile, Hall, Arteaga, Hanken, McCay, Ehrenstrom, Peters, Warren, Rudolph  
**Nays:** None





### **F.1.b. RM-17 Volunteer Risk Management Draft**

Mr. Beverly indicated that volunteers present loss exposures to NCCSIF members for practically every risk they face. Workers' Compensation coverage can be extended to volunteers as long as the city adopted a resolution providing the coverage. The best practices are: the application and screening procedures; release and waiver forms; orientation and training procedures; vehicle operation screening; and mandatory reporting of suspected abuse or neglect. It was noted that all employees who require driving in their course of employment, including management and city officials, are subject to the Employer Pull Notice. The employee's auto insurance is primary and the city coverage is excess and it's important to note that any employees with more than four points on their driving records for the last three years are not covered in city's coverage. The recommended limit of insurance is (100/300/50) \$100,000 limit for Bodily Injury each person, \$300,000 limit for Bodily Injury each accident, and \$50,000 limit for Property Damage each accident, above the state-required minimum of (15/30/50), for those who drive their personal vehicle on city business.

**A motion was made to recommend the RM-17 Volunteer Risk Management to the Board as presented.**

**Motion:** Jon Hanken

**Second:** Rachel Ancheta

**Motion Carried**

**Ayes:** Cottrell, Watson, Ancheta, Haile, Hall, Arteaga, Hanken, McCay, Ehrenstrom, Peters, Warren, Rudolph

**Nays:** None

### **F.2. Bickmore Risk Management Services, Assessments and Recommendations**

Ms. Henri Castro updated the Board on the services Bickmore provided to the members during 2017/18 program year to date. Members have received risk control services with implementing recommendations from the Hazard & Safety Assessments and ongoing support for various customized services as requested by members including on-site trainings, Cal/OSHA written program development for liability exposures, hazard and playground inspections and ergonomic evaluations.

*Astrida Trupovnieks arrived at 10:36 a.m.*

Ms. Castro indicated the recommended topics for regional workshops this year is as follows:

- Aquatics Risk Management
- Asbestos Cement Pipe Exposure Management
- Traffic Control & Flagger Training
- Commercial Driver Safety
- Implementation of Training for Supervisors and Managers.

Ms. Castro noted that Bickmore issues Safety Publications on a range of topics from OSHA regulatory updates to current events and emerging health and safety issues. The Hepatitis A will be published soon in response to the outbreak in Southern California.



Discussion ensued under what circumstances it is required to get Hepatitis A and B vaccine. The municipality service employees are subject to many screening and vaccination requirement specifically those with risk exposure to bloodborne pathogens as part of their regular job duties or assigned tasks. The employee has the right to decline vaccination in that case, the city must require the employee to sign a declination form as best practice.

Ms. Castro indicated she recently shared Bickmore's model Bloodborne Pathogens Exposure Control Plan to all the members.

### **F.3. Police Risk Management Committee Update**

Mr. Tom Kline provided a summary of the Police Risk Management Committee (PRMC) meeting held on August 3, 2017. The training topic was Community Policing presented by former Sacramento Police Chief, Rick Braziel. He noted that five Assembly/Senate bills relating to police agencies became law.

Information only.

### **F.4. Trending Reports for Workers' Compensation and Liability Claims**

Ms. Dori Zumwalt from York Risk Services presented an overview of NCCSIF claim trends for the past five years and analysis of the top loss exposures related to the Workers' Compensation (WC) and Liability Programs. The top occupation for WC injury is police officer and second is fire fighter due to entitlement of presumptive on-duty injuries for safety personnel. The big driver of liability claims are public works and police.

### **F.5. Development of Safety Ambassador Program**

Mr. Beverly indicated the development of Safety Ambassador Program has been bounced around in couple of meetings to appropriately launch a training for Supervisors and Managers that is conducive to all members. Some members felt a pool-wide Safety Ambassador program was not necessary and assigning another body to the role is not feasible to some members who have limited staff on hand due to budget constraint.

*Natalie Springer arrived at 11:27 a.m.*

The Committee discussed a range of potential forms for the program and reached a consensus to test pilot a Safety Training day at city location as opposed to creating a program. Topics can be wide-ranging to bring the safety awareness to city employees that everybody should be responsible when it comes to managing risk and control procedures within their functions. Cities of Folsom and Galt volunteered to test pilot the training.





#### **F.6. Round Table Discussion**

Ms. Astrida Trupovnieks indicated that the cities of Lincoln and Rocklin shared a fire department and both cities are interested in using Lexipol Fire services, but the cost is significant and asked if the pool may consider funding for this service. Mr. Beverly noted that Alliant will poll the members to gauge if there is enough interest to enter into a master contract with Lexipol to negotiate a group discount.

Mr. Beverly noted that the City of Elk Grove requested an alternate representative on the NCCSIF Risk Management Committee (RMC). Currently, the policy states one representative from each member city is allowed. The Program Administrator reviewed the policy and since the Committee has no approval authority, the RMC may be removed from the list of those designated positions to file form 700s. The Program Administrators will confirm with Board Counsel on that regard and will set forth a change to the Conflict of Interest Code at the next Board meeting.

#### **G. INFORMATION ITEMS**

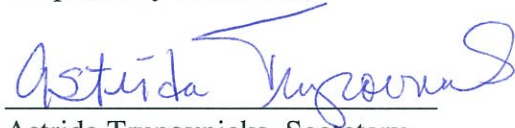
1. NCCSIF Travel Reimbursement Form

#### **H. ADJOURNMENT**

The meeting was adjourned at 12:04 p.m.

**Next Meeting Date:** April 26, 2018

Respectfully Submitted,

  
Astrida Trupovnieks, Secretary

\_\_\_\_\_  
Date