



President
Ms. Rachel Ancheta
City of Dixon

Vice President
Mr. Spencer Morrison
City of Yuba City

Treasurer
Ms. Jen Lee
City of Rio Vista

Secretary
Ms. Jennifer Styczynski
City of Marysville

NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND RISK MANAGEMENT COMMITTEE MEETING AGENDA

DATE/TIME: Thursday, April 18, 2024, at 10:00 am

LOCATION: Rocklin Event Center – Ballroom
2650 Sunset Blvd.
Rocklin, CA 95677

A - Action
I - Information

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. INTRODUCTIONS

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. 4 **D. CONSENT CALENDAR**

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.

A 1

pg. 5 1. Minutes of the Risk Management Committee Meeting –October 19, 2023

E. COMMITTEE BUSINESS

pg. 10 1. **Trending Reports for Workers' Compensation Claims**
Members will receive an overview of Workers' Compensation claim statistics and trends.

I 1

pg. 20 2. **2023/2024 Program Year Risk Control Services Update**
Shane Baird from Sedgwick will present an update on the services Sedgwick provided during the 2023/2024 program year.

I 1



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- | | | |
|---------|---|-------------------|
| pg. 50 | <p>3. Proposed Risk Control Service Plan for 2024/2025 Program Year
<i>Sedgwick will present an overview of the proposed Risk Control Service Plan for the 2024/2-2025 program year and encourage members to provide suggestions regarding goals and deliverables.</i></p> | <p>A 1</p> |
| pg. 54 | <p>4. Safety Award Program
<i>Members will review and provide direction to the Board of Directors on the nominations.</i></p> | <p>I A</p> |
| | <p>5. Police Risk Management Committee (PRMC)</p> | |
| pg. 74 | <p>a. PRMC Update
<i>Tom Kline from Sedgwick Risk Control will provide a summary of the last four Police Risk Management Committee Meetings and other police related activities over the past 12 months.</i></p> | <p>I 1</p> |
| pg. 76 | <p>b. PRMC Grant Fund Usage Report and Request
<i>The Program Administrators will provide an update of grant usage by police agencies and funding request for FY 24/25.</i></p> | <p>A 1</p> |
| pg. 80 | <p>6. FY 24/25 Risk Control Services Budget
<i>Evan Washburn from Alliant will present the draft budget for risk services for review and recommendation to the Board of Directors.</i></p> | <p>A 1</p> |
| pg. 84 | <p>7. Sidewalk Risk Management Funding
<i>Marcus Beverly will review suggestions for establishing a reserve or grant fund for sidewalk risk management.</i></p> | <p>A 1</p> |
| pg. 137 | <p>8. Round Table Discussion
<i>This is an opportunity for Committee members to ask questions or raise issue on risk exposures common to the members.</i></p> | <p>I 4</p> |

F. ADJOURNMENT

UPCOMING MEETINGS

- Police Risk Management Committee Meeting – May 2, 2024
- Claims Committee Meeting - May 23, 2024
- Executive Committee Meeting - May 23, 2024
- Board of Directors Meeting – June 20, 2024



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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 Jenna Wirkner at Alliant Insurance Services at (916) 643-2741.

The Agenda packet will be posted on the NCCSIF website at 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 18, 2024**

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 discussion a member should ask that it be removed for separate action. The Committee should then consider action to approve the Consent Calendar excluding those items removed. Any items removed from the Consent Calendar will be placed on the agenda in an order determined by the Chair.

RECOMMENDATION: Review and approve the Consent Calendar.

FISCAL IMPACT: None expected from this item.

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): Minutes of the Risk Management Committee Meeting – October 19, 2023



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
RISK MANAGEMENT COMMITTEE MEETING MINUTES
ROCKLIN COMMUNITY CENTER
OCTOBER 19, 2023**

COMMITTEE MEMBERS PRESENT

Christy White, City of Anderson
Rachel Ancheta, City of Dixon
Alison Garcia, City of Folsom
Jodi Molinari, City of Gridley
Dalacie Blankenship, City of Jackson
Gabrielle Christakes, City of Nevada City
Cleve Morris, City of Placerville
Amanda Tonks, City of Rocklin
Spencer Morrison, City of Yuba City

Jennifer Leal, City of Auburn
Jim Ramsey, City of Elk Grove
Stephanie VanSteyn, City of Galt
Jodi Steneck, City of Ione
Jennifer Styczynski, City of Marysville
Elizabeth Ehrenstrom, City of Oroville
Tom Westbrook, City of Red Bluff
Crystal Peters, Town of Paradise

OTHER MEMBERS PRESENT

Kim Staile City of Dixon
Sheleen Loza, City of Yuba City

Gabriela Cousineau, City of Folsom

COMMITTEE MEMBERS ABSENT

Ishrat Aziz-Khan, City of Colusa
Veronica Rodriguez, City of Lincoln
Marti Brown, City of Willows

Brank Mesker, City of Corning
Jen Lee, City of Rio Vista

CONSULTANTS & GUESTS

Marcus Beverly, Alliant Insurance Services
Evan Washburn, Alliant Insurance Services
Summer Simpson, Sedgwick
Shane Baird, Sedgwick

Jenna Wirkner, Alliant Insurance Services
Brian Davis, Sedgwick
Tom Kline, Sedgwick

A. CALL TO ORDER

Chair Liz Ehrenstrom called the meeting to order at 10:00a.m.

B. INTRODUCTIONS

Roll call was made, and a majority of the members were present constituting a quorum.

C. PUBLIC COMMENTS

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There were no public comments.



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
RISK MANAGEMENT COMMITTEE MEETING MINUTES
ROCKLIN COMMUNITY CENTER
OCTOBER 19, 2023**

D. CONSENT CALENDAR

1. Minutes of the Risk Management Committee Meeting - April 20, 2023

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

MOTION: Jim Ramsey

SECOND: Jodi Steneck

**MOTION CARRIED
UNANIMOUSLY**

Ayes: White, Leal, Ancheta, Ramsey, Garcia, VanSteyn, Molinari, Steneck, Blankenship, Styczynski, Christakes, Ehrenstrom, Morris, Westbrook, Tonks, Peters, Morrison

Nays: None

E. GENERAL RISK MANAGEMENT ISSUES

Members are interested in a walking challenge. The Program Administrators will find options for a Walking Challenge. The City of Dixon reached out to Dignity Health for step counters.

Members discussed ADA transition plans and DOJ plans.

Benchmark Analytics is available for Police Departments through our Excess Liability JPA, CJPRMA. Please reach out to Programs Administrators if you would like more information.

F. COMMITTEE BUSINESS

F.1. Trending Reports for Liability Claims

Ms. Summer Simpson provided an overview of NorCal Cities claim trends over the last ten years, 2013-2023 and analysis of the top loss exposures related to the Liability Program.

Information only. No motion was taken.

F.2. Sedgwick Risk Control Services Update

Mr. Shane Baird provided an update on Sedgwick Risk Control Services. Mr. Baird discussed Focused Risk Assessments, Training, Policy Development and/or Review, and Ergonomic Evaluations. Mr. Baird has been traveling to visit members and conduct trainings. Members were provided with the Ergonomic Evaluation Request Form.

Information only. No motion was taken.



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
RISK MANAGEMENT COMMITTEE MEETING MINUTES
ROCKLIN COMMUNITY CENTER
OCTOBER 19, 2023**

F.3. NCCSIF FY 23/24 Risk Control Service Plan

Mr. Baird provided an update on the risk control service plan for the remainder of FY 23/24. We will continue to host trainings for all member during the year and Mr. Baird will work on Focused Risk Assessments with members.

Members are encouraged to reach out to Mr. Baird for Ergonomic Evaluations.

Crystal Peters joined the meeting at 10:32a.m.

Information only. No motion was taken.

F.4. Cash for Safety Awards Recognition FY 22/23.

Mr. Shane Baird presented the Cash for Safety Awards for FY 22/23. Members are encouraged to submit ideas for FY 23/24.

Cash prizes were awarded for the “Most Outstanding” submission (\$5,000), an “Outstanding” submission (\$3,000) and a “Good” submission (\$2,000).

- City of Dixon, Most Outstanding
- City of Yuba City, Outstanding
- Town of Paradise, Good

Information only. No motion was taken.

F.5. Police Risk Management Committee Update

Mr. Tom Kline from Sedgwick provided an overview on the activities of the Police Risk Management Committee (PRMC).

The Police Risk Management Committee is well attended. We have hosted trainings after every meeting.

*November 3, 2022 - John Carli, Retired Police Chief presented on *Fortifying Personal Wellness & Strengthening Organizational Resilience*.*

February 2, 2023- Bruce Kilday of Angelo, Kilday, and Kilduff presented a legal update on the many new California laws affecting police agencies including:

AB 485 - Hate Crime Reporting

AB 655 - California Law Enforcement Accountability Reform Act



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
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ROCKLIN COMMUNITY CENTER
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AB 1475 - Low. Law Enforcement: Social Media
AB 2229 - Bias Evaluation
AB 2644 - Minor Custodial Interrogation
AB 2773 - Reason for Stop
SB 960 - Citizenship
SB 1359 - Vehicle Registration

March 4, 2023- Gary Hughes has been employed with Butte-Glenn Community College, as an instructor with the Law Enforcement Academy, for the past twenty-eight years.

August 3, 2023- Mandy Nice Lexipol's Strategic Wellness Director serves as Chair of the International Association of Chiefs of Police (IACP) Officer Safety and Wellness Section Physical Wellness Committee.

Mr. Kline and Mr. Beverly discussed the Law Enforcement Training Day on November 8th.

Information only. No motion was taken.

F.6. Risk Management Policies & Best Practices

F.5.a. Risk Management Policy and Procedure: Special Events Risk Management RM16

Ms. Evan Washburn discussed the Special Events Risk Management Policy and Procedure. We are recommending a \$2M limit with a \$4 aggregate.

A motion was made to recommend approval of the updates to RM:16 to the Board of Directors.

MOTION: Rachel Ancheta **SECOND:** Cleve Morris **MOTION CARRIED
UNANIMOUSLY**

Ayes: White, Leal, Ancheta, Ramsey, Garcia, VanSteyn, Molinari, Steneck, Blankenship, Styczynski, Christakes, Ehrenstrom, Morris, Westbrook, Tonks, Peters, Morrison

Nays: None

F.6.b. Risk Management Policy and Procedures – Ergonomics RM20

Mr. Washburn discussed the Ergonomics Policy and Procedure. Members can use Risk Management Reserves for chairs, desks, and other ergonomic items.

A motion was made to recommend approval of the Ergonomic Risk Management Policy.



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
RISK MANAGEMENT COMMITTEE MEETING MINUTES
ROCKLIN COMMUNITY CENTER
OCTOBER 19, 2023**

MOTION: Jodi Steneck

SECOND: Rachel Ancheta

**MOTION CARRIED
UNANIMOUSLY**

Ayes: White, Leal, Ancheta, Ramsey, Garcia, VanSteyn, Molinari, Steneck, Blankenship, Styczynski, Christakes, Ehrenstrom, Morris, Westbrook, Tonks, Peters, Morrison

Nays: None

F.7. Risk Management Training Calendar and Matrix

Mr. Beverly discussed yearly trainings for members.

23/24 NorCal Cities Training Calendar

- Managing Sidewalk Liability (Webinar)
- Sewer Summit (Webinar)
- Law Enforcement Training Day (Rocklin Event Center)
- Risk Management 101 (Webinar)
- AMVP v. APIP (Webinar)
- Insurance Requirements in Contracts (Webinar)
- Heat Illness Prevention (Webinar)
- Flagger Training (Regional)
- Aquatic Risk Management (Webinar)
- Playground Safety Inspection Training (Regional)

H. ADJOURNMENT

The meeting was adjourned at 11:23a.m.

Next Meeting Date: April 18, 2024

Respectfully Submitted,

Jennifer Styczynski, Secretary

Date



BACK TO AGENDA

**Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 18, 2024**

Agenda Item E.1.

TRENDING REPORTS FOR WORKERS' COMPENSATION CLAIMS

INFORMATION ITEM

ISSUE: Members will receive an overview of NCCSIF claim trends over the last five years, 2019-2023, and analysis of the top loss exposures related to the Workers' Compensation Program.

FISCAL IMPACT: None expected from this item.

RECOMMENDATION: Review analysis and consider when providing input for setting risk management goals.

BACKGROUND: LWP maintains a database of member claims experience that includes loss causes and other demographic information that can be used for risk management purposes.

ATTACHMENT(S): Trending Report for Workers' Compensation Claims



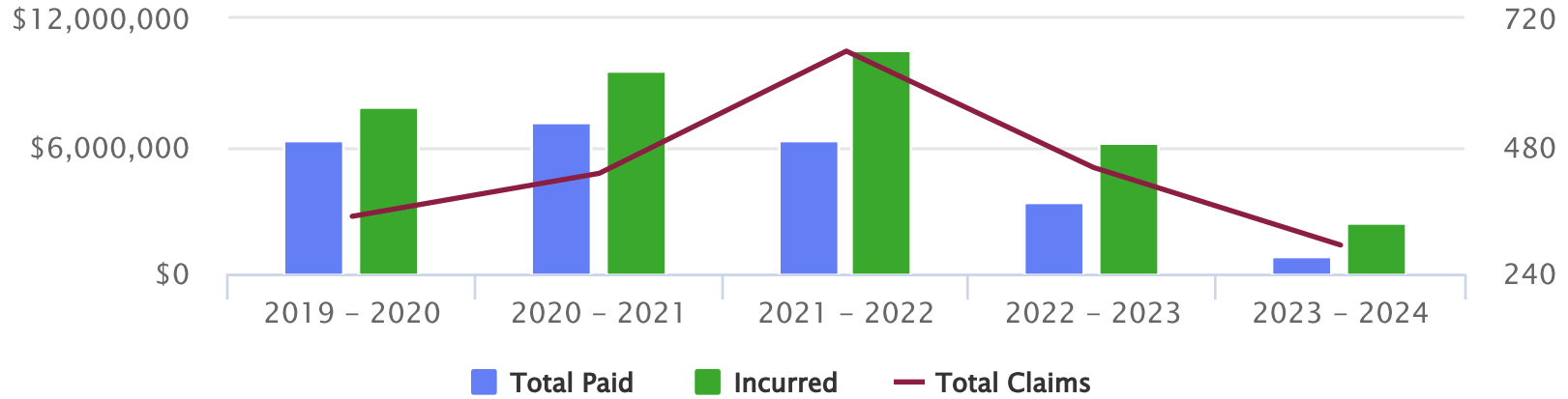
CLAIMS
SOLUTIONS

DELIVERING WHAT WE PROMISE

Workers' Compensation Claims Management

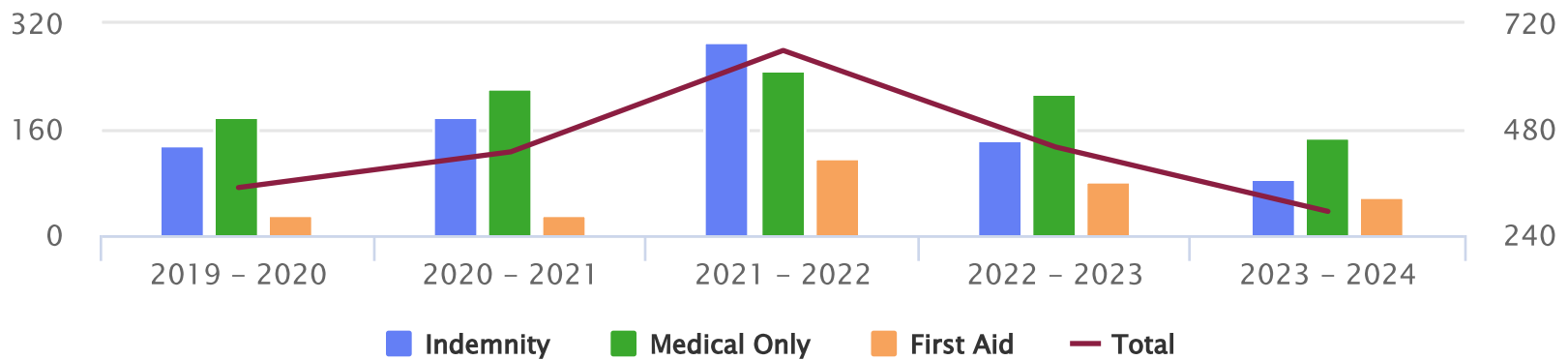
NCCSIF Stewardship Report
March 31, 2024

Total Paid and Incurred by Fiscal Year for Injuries within Fiscal Year



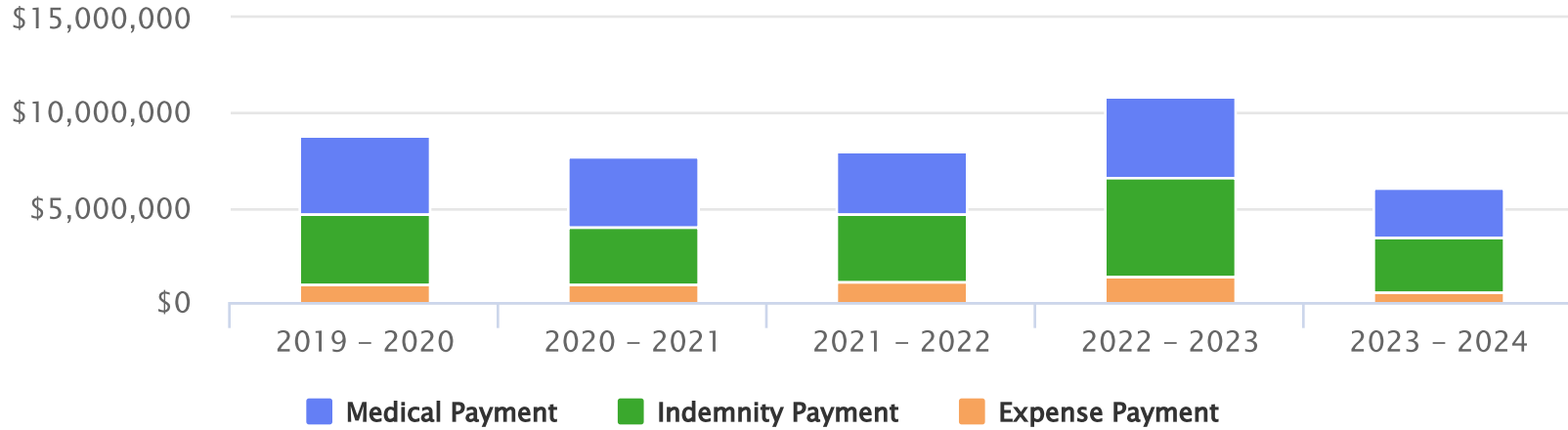
Total Paid	\$6,338,481	\$7,114,947	\$6,337,425	\$3,353,507	\$845,437
Incurred	\$7,927,885	\$9,612,402	\$10,525,441	\$6,174,738	\$2,373,501
Claims	348	429	659	440	294

Claim Type by Fiscal Year



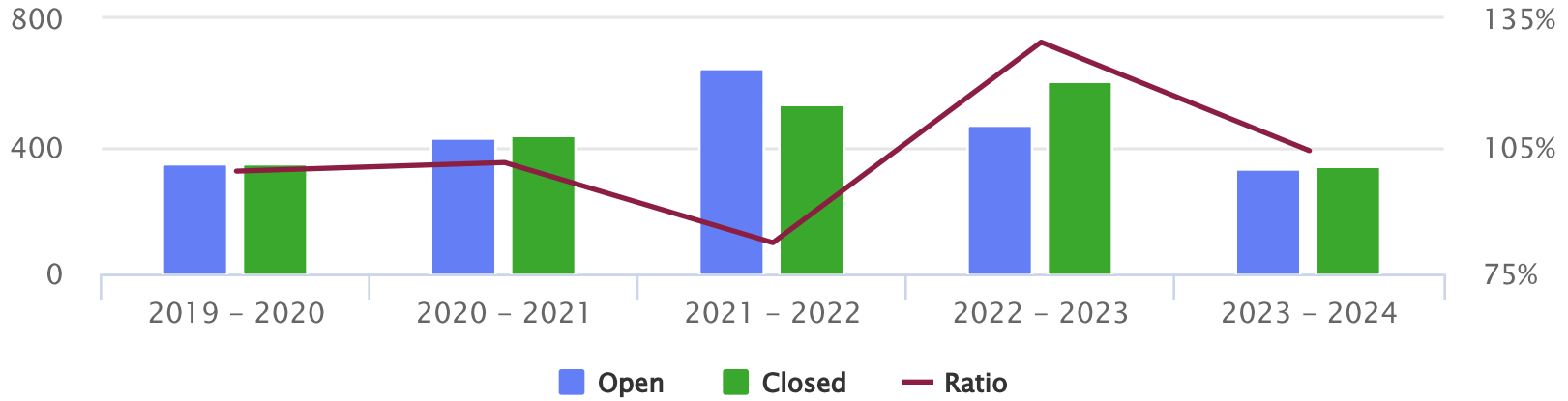
Indemnity	136	178	291	144	85
Medical Only	180	221	251	215	149
First Aid	32	30	117	81	60
Total	348	429	659	440	294

Total Paid by Fiscal Year Regardless of Injury Date



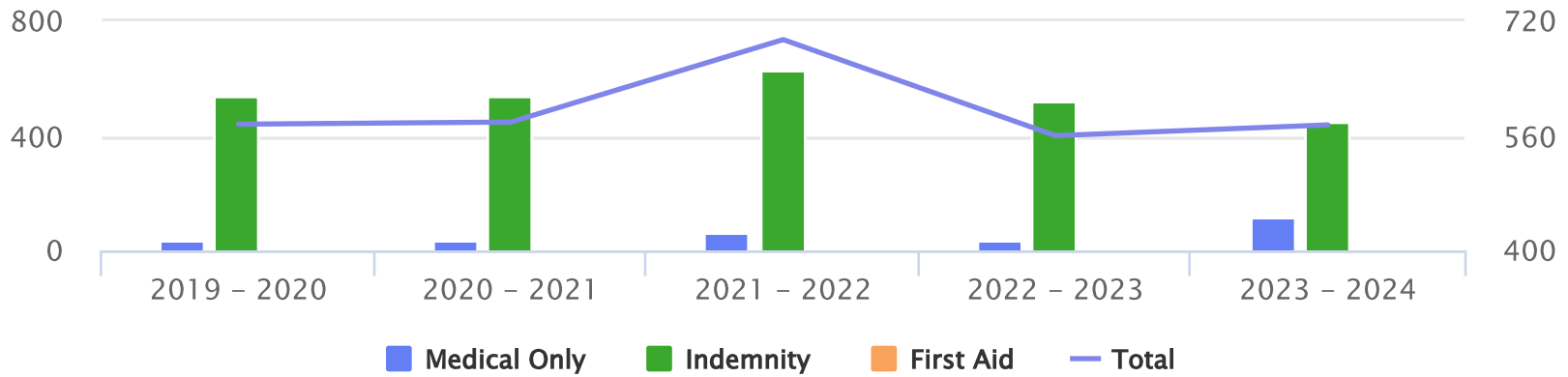
Medical Payment	\$4,069,818	\$3,693,540	\$3,391,534	\$4,248,013	\$2,573,871
Indemnity Payment	\$3,757,548	\$3,057,425	\$3,498,992	\$5,160,299	\$2,930,953
Expense Payment	\$979,181	\$991,275	\$1,155,359	\$1,395,914	\$512,363

Closing Ratio



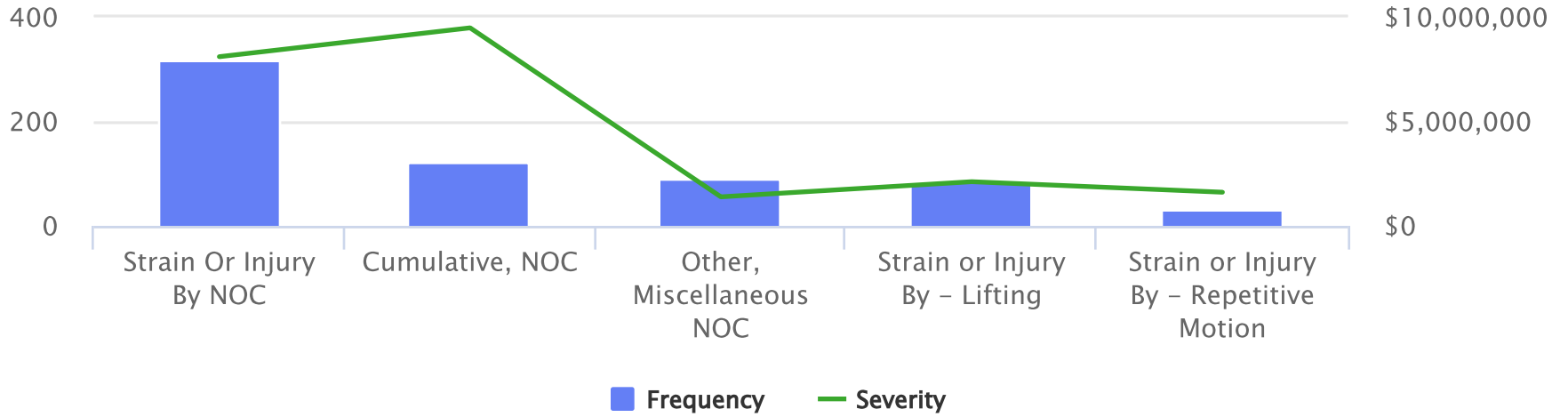
Open	348	428	650	468	328
Closed	345	433	535	606	341
Ratio	99%	101%	82%	129%	104%

Total Ending Open Inventory



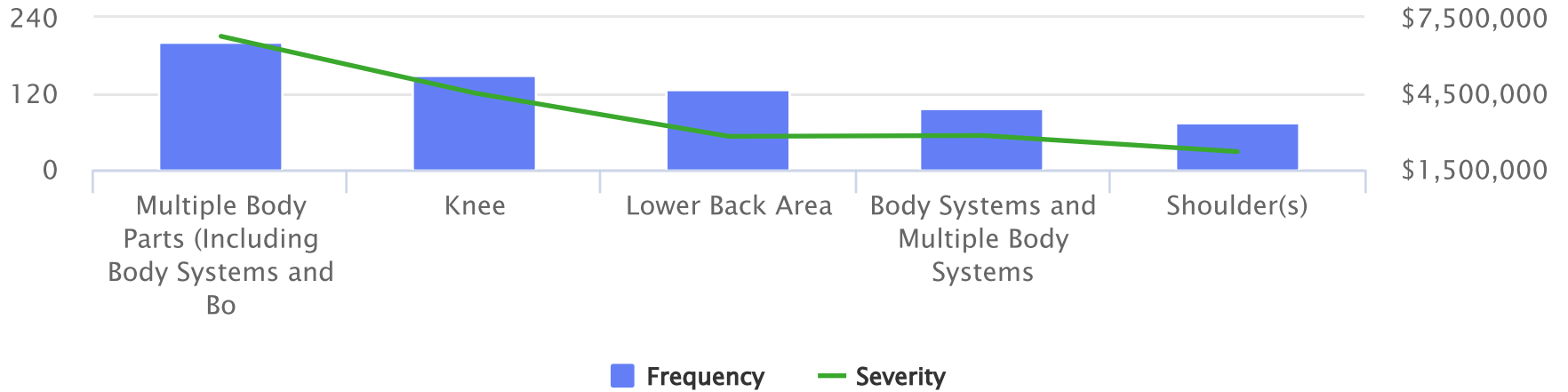
Medical Only	39	38	63	34	120
Indemnity	537	541	629	521	452
First Aid	0	0	2	5	3
Total	576	579	694	560	575

Top 5 Cause of Injury



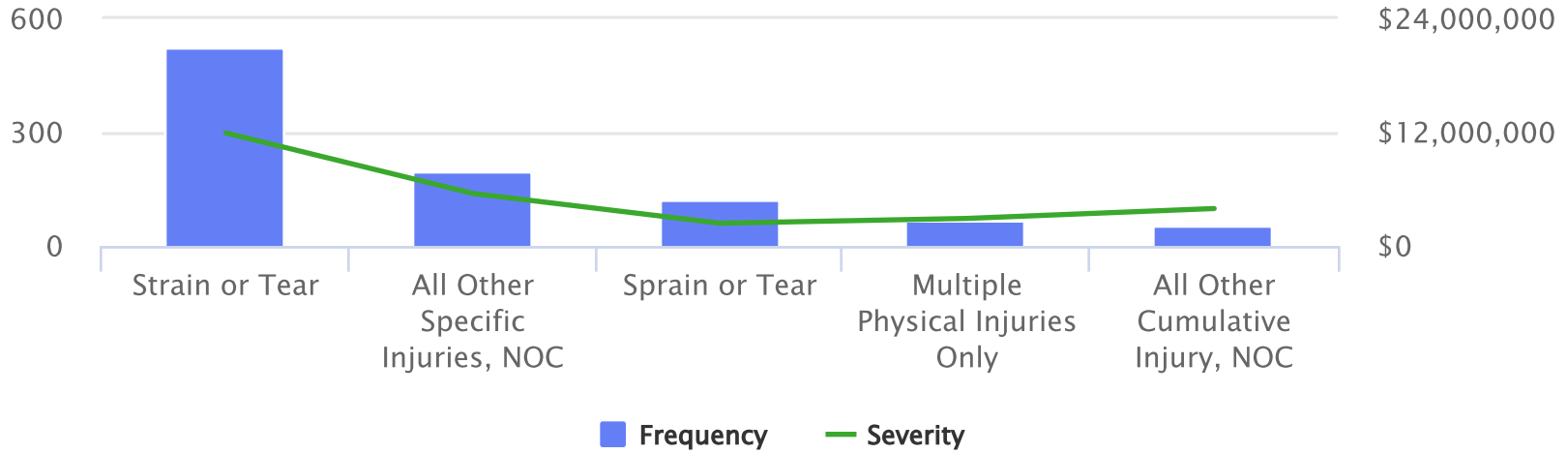
Frequency	319	121	93	86	32
Severity	\$8,107,012	\$9,490,215	\$1,389,922	\$2,115,622	\$1,611,857

Top 5 Part of Body Injured



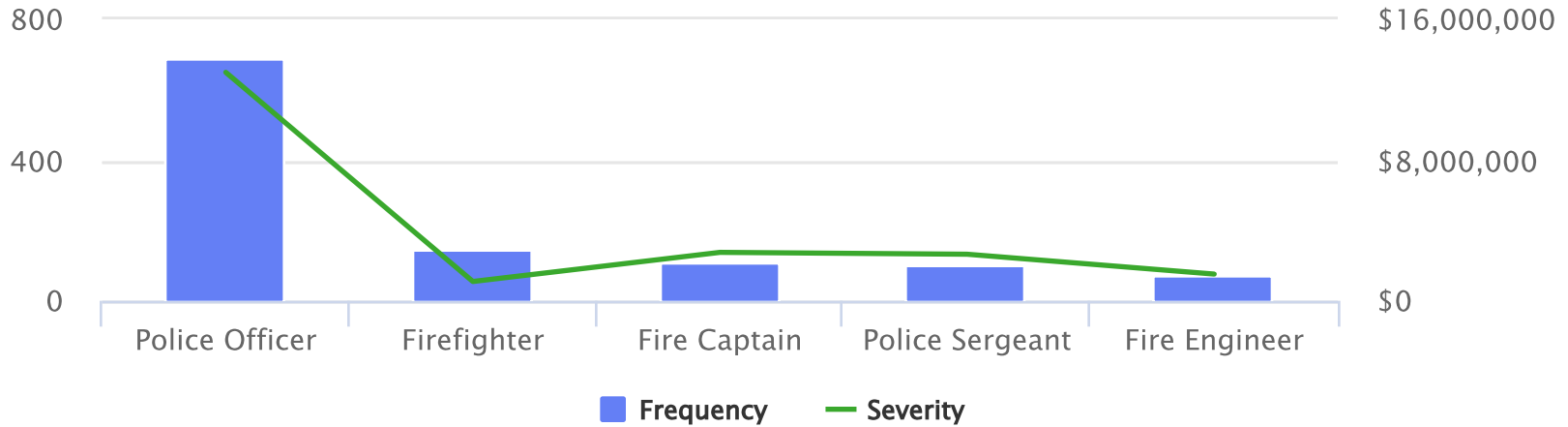
Frequency	201	151	126	96	75
Severity	\$6,768,476	\$4,520,270	\$2,810,316	\$2,843,819	\$2,208,221

Top 5 Nature of Injury



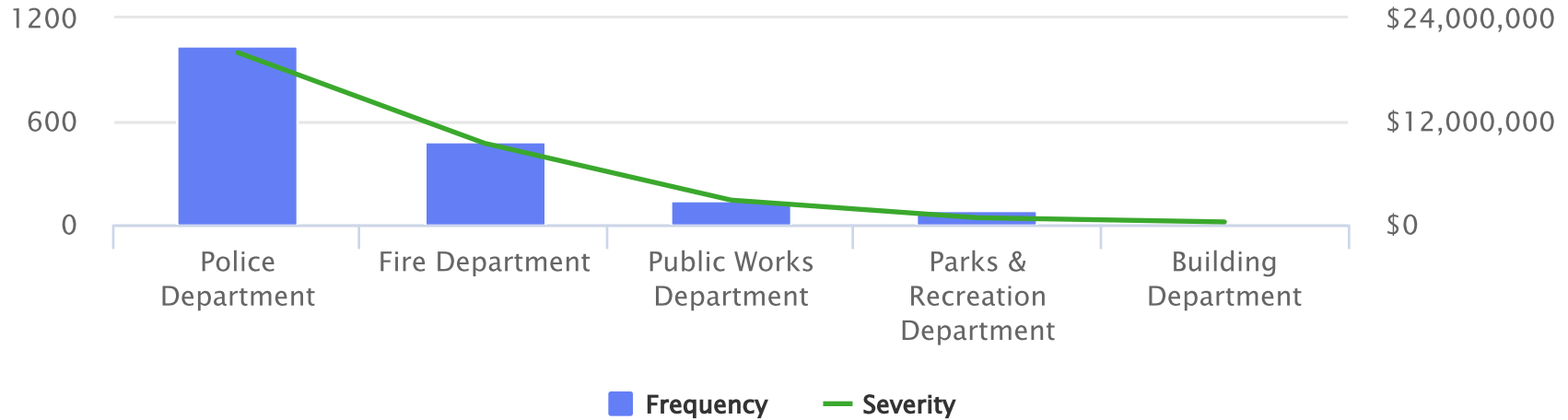
Frequency	523	195	124	68	52
Severity	\$11,934,316	\$5,535,644	\$2,394,426	\$2,902,463	\$3,947,614

Top 5 Occupation of Injury



Frequency	693	148	108	100	73
Severity	\$12,989,210	\$1,097,768	\$2,754,195	\$2,647,792	\$1,519,420

Top 5 Department of Injury Fiscal Year



Department	Frequency	Severity	Average
Police Department	1047	\$19,990,729	\$19,093
Fire Department	485	\$9,442,056	\$19,468
Public Works Department	147	\$2,832,490	\$19,269
Parks & Recreation Department	82	\$781,095	\$9,526
Building Department	5	\$294,032	\$58,806

Top 20 Claims

Claim Number	Description	Loss Date	Paid	Incurred
2196610267	Vehicle crashed over the temporary construction barriers, striking patrol car.	08/22/2021	\$460,469	\$1,086,878
2096610247	Cumulative Injury/illness - Melanoma;diffuse metatastatic, malignant	07/31/2020	\$1,043,755	\$1,043,755
2196610432	Coroners Office ruled cause of death as Cardiac Arrhythmia; a presumptive injury for active duty police officers per CA Labor Code 3212.	12/18/2021	\$9,645	\$812,246
2296610183	He was traveling on the highway when he collided head on with a wrong driver resulting his death the next day.	01/21/2022	\$205,946	\$525,185
2096610033	Cumulative Trauma to the left knee from a previous workers` comp injury on 01/05 /2006. has constant pain ranging from 3-9 on a scale from 1-10.	02/10/2020	\$473,616	\$473,616
2196610050	He was at his residence off duty when he experienced heart issues.	02/11/2021	\$195,701	\$468,270
1996610342	EE was striking bag with a baton and strained right elbow and back.	12/17/2019	\$276,458	\$359,546
2296610565	Employee with injury to left hip socket and joint area that has occurred over 22 years of wearing a duty belt and getting into and out of patrol vehicle. Employee reports it has bothered him and hurt	09/28/2022	\$140,927	\$344,680
2096610096	Cumulative trauma to right knee - no specific injury reported. During surgery employee's heart went into atrial fibrillation which has required treatment since that time	04/05/2020	\$339,489	\$339,489
2096610248	Cumulative trauma to right shoulder and neck	08/01/2020	\$188,280	\$337,819
2196610040	WHILE ON DUTY AS A POLCIE OFFICER, EE WAS TRANSPORTED TO RIDEOUT HOSPITAL BY AMBULANCE FOR DIZNESS , LIGHTHEADED FEELING, HEADACHE, RAPID HEART RATE, NAUSEA, FAINT FEELING.	01/30/2021	\$184,128	\$311,428
2296610325	The injured employee was working and walking to the apparatus bay when he felt a pain to the left arm, neck and jaw.	04/24/2022	\$299,542	\$299,542
2096610155	Left hip bone arthritis and lesions/Lower back disc herniation (prior)	06/19/2020	\$215,816	\$299,242
2096610287	EE is alleging CT injuries to her right forearm, wrist, right elbow, right shoulder, and left shoulder (compensable consequence) due to repetitive motion with her d	10/01/2020	\$116,928	\$296,494
1996610278	Claimant stepped 16"-18" to front step when his back foot rolled, and he heard a snap	10/08/2019	\$228,307	\$293,797
2196610394	Employee was getting off his police motorcycle in the back lot and felt pain to his lower back. He amended his app to include psyche.	11/22/2021	\$219,741	\$288,903
1996610336	Cumulative through 12-11-19 for injury to the cervical, thoracic, and lumbar spine	12/11/2019	\$209,904	\$267,110
2196610146	EE WAS RUNNING TO A CALL INVOLVING A JUVENILE ON CAMPUS. WHILE RUNNING TO THE CALL, HE FELT A SHARP PAIN IN HIS LEFT HIP THAT RADIATED DOWN HIS LEFT LEG.	05/18/2021	\$157,474	\$266,715
2096610020	While performing forcible entry, the training door opened and employee fell back wards onto her left ankle. The employee reported hearing a pop.	01/27/2020	\$191,065	\$258,798
2196610187	Employee was lifting approx. 100lbs extrication power plant during an accident scene in a field on uneven ground quickly because of cows running out of trailer. Lower back, right hip tightness	06/29/2021	\$221,036	\$258,573

Frequency and Severity of Worker's Compensation Claims by Member

Member	Frequency	Severity	Average
City of Anderson	54	\$507,473	\$9,398
City of Auburn	65	\$1,469,745	\$22,611
City of Colusa	8	\$101,118	\$12,640
City of Corning	22	\$641,434	\$29,156
City of Dixon	128	\$2,358,658	\$18,427
City of Elk Grove	340	\$5,364,634	\$15,778
City of Folsom	478	\$5,777,654	\$12,087
City of Galt	137	\$1,721,402	\$12,565
City of Gridley	19	\$653,030	\$34,370
City of Ione	23	\$53,392	\$2,321
City of Jackson	10	\$103,230	\$10,323
City of Lincoln	71	\$1,264,229	\$17,806
City of Marysville	60	\$1,755,966	\$29,266
City of Nevada City	13	\$329,926	\$25,379
City of Oroville	57	\$491,636	\$8,625
City of Placerville	38	\$901,792	\$23,731
City of Red Bluff	76	\$2,982,264	\$39,240
City of Rio Vista	26	\$253,182	\$9,738
City of Rocklin	275	\$6,506,117	\$23,659
City of Willows	5	\$50,342	\$10,068
City of Yuba City	239	\$2,973,378	\$12,441
Town of Paradise	26	\$353,362	\$13,591



Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 18, 2024

Agenda Item E.2.

SEDGWICK 2023/2024 RISK CONTROL SERVICES UPDATE

INFORMATION ITEM

ISSUE: NCCSIF Risk Control Manager and Service Activity Report

To date for PY 2023/2024 there have been 118 service requests from NCCSIF members. These requests include training, program development, phone/email consultations, and physical inspections. Training and phone & email consultations have been the most requested out those 118 service requests.

It is a goal to get the NCCSIF scorecards updated, and a self-reporting tool has been created to allow members to complete on their own time as opposed to blocking out time to meet in person to complete the scorecard update. Half the NCCSIF members have completed the self-assessment reporting tool and those member's scorecards have been updated as well as the overall summary scorecard. If there were "in progress/needs work" findings, recommendations were made and/or policies provided.

The Cash for Safety Culture program is active and available to each member. Each member is encouraged to submit things the member has done or is in the process of doing to promote and make the workplace safer for their employees and citizens. To be eligible this year the submission had to be received by April 1, 2024. A total of five members participated and there are a total of six submissions, to be reviewed and voted on later in this agenda.

The focus for the remaining program year will be continuing to update the scorecards for each member and working with them to achieve recommended goals and best practices, supporting the members by proactively scheduling trainings and inspections as needed, and working with the members to ensure the workplace violence prevention policy is in place before the required deadline of July 1, 2024.

RECOMMENDATION: Review and provide feedback and direction as needed.

FISCAL IMPACT: None expected from this item. Total risk control services budget is \$184,320.

BACKGROUND:

ATTACHMENT(S):

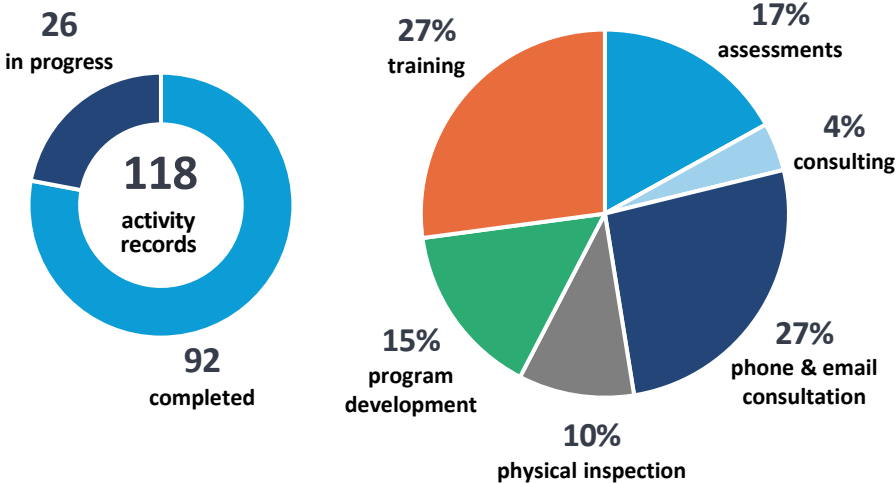
1. Risk Control Services Activity for PY 2023 & PY 2024 as of April 05, 2024.
2. NCCSIF RM - Self Reporting Scorecard Template
3. Risk Control Services Flyer
4. 2023/2024 Risk Management Assessment Scorecard Summary.

Risk Control SERVICE ACTIVITIES



Northern California Cities Self Insurance Fund (NCCSIF) contracts with Sedgwick to provide safety and risk control services to its members. The information portrayed reflects open and closed service activity records for PY2023-2024 as of March 2024.

SERVICE UTILIZATION



- Member outreach campaign to update the member scorecard. Safety training requests have increased.
- Members have increased requests for facility inspections, which include City Hall, Corporate Yard, Police Department, Fire Department and playground inspections.
- Phone and email consultation services are still the majority of service requests with consultative assistance on COVID-19 safety matters, workplace violence, IIPP, drug and alcohol testing changes, and other Cal/OSHA compliance concerns.

TRAINING SERVICES

14

Trainings
2023-2024

7 MEMBER LOCATIONS
1 REGIONAL TRAINING



202 ATTENDEES
2023-2024

265 ATTENDEES
2022-2023

MOST REQUESTED TOPICS



EQUIPMENT OPERATIONS



DEFENSIVE DRIVING



INFECTION CONTROLS



PLAYGROUND INSPECTIONS

POLICE RISK MANAGEMENT COMMITTEE

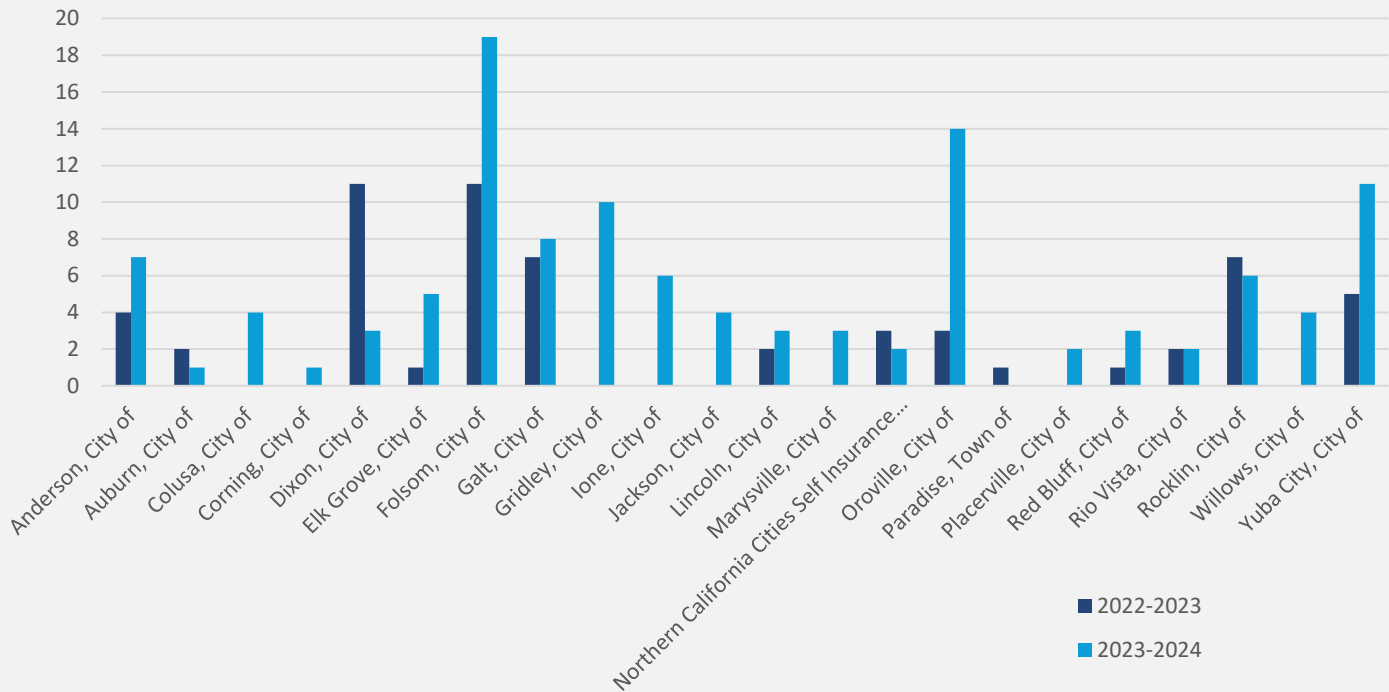
13
Sessions
2023-2024

- Sedgwick supports the Police Risk Management Committee (PRMC) by facilitating training/informational sessions led by industry experts, attorneys, and Lexipol.
- May 2023 through May 2024 topics include tactical driving for law enforcement, law enforcement physical fitness training programs, de-escalation techniques, the Pulse Patch device, and more.
- The Law Enforcement Training Day on 11/8/23 featured four speakers and over 100 in attendance.



SERVICE ACTIVITY RECORDS

by member and by program year



RISK SERVICES HIGHLIGHTS



PLAYGROUND INSPECTIONS

The value of on-site inspections

A playground inspection revealed numerous issues and risks for liability, which led to a recommendation to close the playground until repairs were made.

Another inspection revealed a playground structure with holes greater than four inches which could result in serious injuries from falls. A recommendation was issued to take the structure out of service and work with the manufacturer to eliminate the hazard.

MEMBER ENGAGEMENT

10%

Increase in submissions for the Cash for Safety Culture Program in 2023/2024 program year compared to 2022/2023.

50%

Of members engaged in the scorecard update in 2023/2024 compared to no engagement in 2022/2023.



RISK MANAGEMENT FOCUSED ASSESSMENT
SELF-REPORTING FORM

Instructions: Northern California Cities Seif Insurance Fund (NCCSIF) has appointed Sedgwick to provide safety and risk control services to its member cities and entities. A major element of the service plan is to perform a biennial focused assessments of the risk management policies and procedures. As an active member of NCCSIF, your City has been selected for an assessment. This self-reporting form is being used to gather data and information and update the scorecard. The survey form includes questions about the Cal/OSHA written programs currently used by the department, NCCSIF risk management policies and procedures, hazard inspection procedures, personal protective equipment requirements, and information about employee training. The survey form data will serve as a tool to complete the full assessment and to help improve the City-wide safety program. Please complete and submit the survey form to Shane Baird, NCCSIF Risk Control Manager at shane.baird@sedgwick.com by **January 31, 2024**.

Assessment Categories:

1. Risk Management Framework
2. Injury & Illness Prevention Program (IIPP)
3. ADA Compliance
4. Driver & Vehicle Use Safety
5. Ergonomics Injury Management
6. Sidewalk Liability Management
7. Urban Forest Management
8. Volunteer Risk Management
9. Special Events Risk Management

Please provide names and titles of City staff providing contributing input for the assessment:

Names:	Title/Department

1. RISK MANAGEMENT FRAMEWORK (NCCSIF RM POLICY #1)	
Program Element	Comments
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.	
2. The City Council has adopted a resolution supporting the Risk Management Policy.	
3. The NCCSIF Board and Risk Management Committee members have reviewed the updated NCCSIF Risk Management Policies & Procedures Manual located in the Members section at www.nccsif.org .	
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.	
5. The City conducts an analysis of liability and workers' compensation losses to identify trends and loss reduction measures.	
6. A risk control plan is developed with measurable loss reduction goals.	
7. A system is in place to immediately report and investigate workers' compensation and liability claims to control claims costs.	
8. Return-To-Work program is in place to aid in employee recovery and reduce claim costs.	
9. The City utilizes the available NCCSIF risk management and safety resources.	

2. INJURY & ILLNESS PREVENTION PLAN (IIPP) (CAL/OSHA REGULATION 3203)	
Program Element	Comments
1. A current program has been developed that contains the Cal/OSHA required elements https://www.dir.ca.gov/title8/3203.html (responsibilities, communication, compliance, hazard assessment/ inspections, hazard correction, accident investigation, training, and record keeping).	
2. An IIPP Administrator, who has the authority to implement the program, has been designated.	
3. Responsibilities have been identified for managers, supervisors, and employees.	
4. All employees are held accountable for the completion of their safety duties as part of their performance review.	
5. A system for communicating hazards to employees and receiving employee feedback on safety concerns is in place. Examples include training, postings, written communication, hazard reporting procedures, and safety committees.	
6. Methods to enforce safety rules and regulations are in place and utilized.	
7. Procedures for identifying workplace hazards are in place, including hazard assessments, documented inspections, and observation of work practices.	
8. A system to correct unsafe conditions is in place.	
9. A documented accident investigation process is in place that includes root cause analysis, manager review, and corrective action follow-up.	
10. Training or other effective methods are used to ensure employees are aware of safety policies, programs, procedures, and tasks.	
11. All IIPP activities are documented, and records are maintained as required by Cal/OSHA.	

3. AMERICAN WITH DISABILITIES (ADA) COMPLIANCE (NCCSIF RM POLICY #13)	
Program Element	Comments
1. There is a process in place to ensure all new construction, alterations, and additions meet current accessibility standards.	
2. A transition plan has been completed to bring noncompliant programs and facilities into compliance.	
3. A self-evaluation of programs and facilities has been conducted per ADA requirements https://www.ada.gov/ .	
4. A procedure is in place for filing complaints related to compliance with ADA requirements	
5. A qualified individual has been assigned to coordinate ADA compliance requirements	
6. Budget and development plans include budgeting for ADA compliance projects.	

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

5. ERGONOMIC INJURY MANGAMENT (CAL/OSHA REGULATION 5110)	
Program Element	Comments
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). https://www.dir.ca.gov/title8/5110.html	
2. High risk positions are identified by utilizing worksite evaluations, job hazard analyses, employee input, and loss data.	
3. Once the risk factors are identified the City works at developing controls measures.	
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. 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.	

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

7. URBAN FOREST MANAGEMENT (NCCSIF RM POLICY #14)	
Program Element	Comments
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.	
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.	
3. Inspection and monitoring frequency are prioritized by degree of exposure of the public to vegetation hazards. (i.e., obscured intersections, parks, playgrounds).	
4. The City examines and, where feasible, budgets for the cost of tree maintenance, including trimming, removal, and replacement as needed.	
5. The City has adopted an ordinance defining ownership and maintenance responsibilities for trees.	

8. VOLUNTEERS (NCCSIF RM POLICY #17)	
Program Element	Comments
1. The City has either 1) adopted a resolution extending Workers' Compensation benefits to volunteers or 2) has considered extending benefited and declined to do so.	
2. Volunteers complete applications and undergo screening procedures. Volunteer screen includes criminal background checks if the volunteer works with children, the elderly or disabled.	
3. Volunteers receive clear direction on the scope of their volunteering duties including a written orientation and training procedures.	
4. The driving records of volunteers who operate vehicles are screened and have no more than 4 points in the last three years.	
5. Volunteers who operating their own vehicles for volunteer services provide proof of adequate auto insurance (NCCSIF recommended minimum limits of:100k/300k/50k).	
6. Volunteers are advised their own insurance is primary in the event of an accident.	
7. Volunteers working with children have been trained regarding requirements for mandatory reporting of suspected abuse or neglect.	

9. SPECIAL EVENTS (INFORMATION ONLY)	
Program Element	Comments
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)	
2. The City requires a written contract and/or permit that includes language that the applicant agree to defend, indemnify, and hold harmless the city, its officials, agents, and employees from any and all claims arising from the special event.	
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.	
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.	
5. Special events requiring road closures includes a traffic management plan that is approved by a qualified engineer.	
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.	

Safety and Risk Control Services

Member service offerings

Sedgwick is a service partner to Northern California Cities Self Insurance Fund (NCCSIF). We strive to deliver easy-to-use resources to take your safety and risk control culture to the next level. With a focus on why safety and risk control matters, everything we provide is aimed to help inspire and motivate managers, supervisors, and employees to make a difference by being safe and productive. Risk control staff is available to provide services on-site and virtually to the membership based on a defined list of services and service day allowance allocated to each member.

Contact for services and questions

Shane Baird, CSP, CHST | Sr. Consultant
Risk Control Services
Sacramento, CA
CELL 661.619.3520 (TEXTING OK)
EMAIL shane.baird@sedgwick.com

Service request guidelines

Guidelines for the use of risk control services on-site and virtual are included at the end of this document.

Members will receive a minimum of three (3) risk control service days during the program year that may be delivered on-site or virtually. Services may be mixed and matched within the service guidelines to fit member’s individual needs. Each member may select from the services listed in the table below or discuss other services with the risk control manager.

Service Offerings	Day/Time Allotment Details	Descriptions of Service Offerings for Planning Purposes
Biennial Risk Assessments and Action Plans	1 to 2-days of on-site time; some services can be provided virtually	Conduct a focused biennial risk assessment for each member, including discussion of member’s specific needs, action plan development, and review of the available risk control resources. Services also include on-site inspections, interviews with staff, and report writing, as well as maintenance and updates to the member’s progress and scorecard throughout the year.

Service Offerings	Day/Time Allotment Details	Descriptions of Service Offerings for Planning Purposes
On-Site Training	<p>1 hour training sessions up to all day training sessions.</p> <p>Can be provided on-site or virtually</p>	<p>On-site training is available to members on a variety of workers' compensation, liability, and EPL exposures. Training topics include, but are not limited to, Cal/OSHA program requirements, hazard inspections, accident investigation, forklift certification, driver training, sexual harassment, CPR certification, various workplace safety topics, and more.</p>
Policy/Program Development	<p>Can be provided on-site or virtually</p>	<p>Risk Control staff will provide guidance in the customization of policy templates or the revision of existing written safety program documents to meet the agency's needs.</p>
Driving Safety: Making Better Driving Decisions and Reducing Complacency Training	<p>Can be provided virtually or in person</p>	<p>This training will include a focus on loss cause drivers for the pool, as well as good defensive driving techniques. This program includes discussion, lecture, and video formats and is designed for drivers. This is a 2-hour training session and can be provided in-person or virtually.</p>
Temporary Traffic Control & Flagging Training	<p>Training session available</p> <p>3-4 hour/ training</p> <p>Can be provided in morning or afternoon</p>	<p>This training is required to all employees who engage in any form of traffic control of flagging operations. The training is based on the latest version of the CA Manual on Uniform Traffic Control Devices (CA MUTCD).</p>
On-Site Inspections	<p>Depending on the site or facility will depend on the duration.</p> <p>Typically, a few hours and done in person</p>	<p>On-Site inspections of facilities or corporate yards will focus on offices, storage rooms, bathrooms, building exteriors, kitchen/break rooms, interior work areas, machine shops equipment storage material storage, chemical storage etc.</p>
Sidewalk Maintenance Program and Awareness Training Resources	<p>Consultative assistance to review and update policies and programs</p>	<p>Sidewalk Inspection and Maintenance Program and best practices</p> <p>Sidewalk Liability RM Best Practices</p> <p>Sidewalk Inspection and Maintenance</p> <p>Vendor:</p> <p>Precision Concrete Cutting Joseph Ortega jortega@dontgrind.com</p>

Our risk control staff has extensive experience assisting clients with safety program development and implementation. We also have a team of credentialed safety professionals who can provide onsite and remote risk control services and employee safety training on a variety of subjects. Below is a sample list of what Sedgwick can provide.

Program development and implementation

- Aerosol Transmissible Diseases (ATD)
- Bloodborne Pathogens
- Confined Space
- Driver Safety & Vehicle Use
- Electrical Safety Program
- Emergency Action Plan
- Ergonomics
- Fall Protection Program
- Fire Prevention Plan
- Hazard Communication
- Hearing Conservation
- Heat Illness Prevention
- Injury & Illness Prevention Program (IIPP)
- Lockout/Tagout
- Personal Protective Equipment Policy
- Respiratory Protection
- Sidewalk Inspection and Maintenance
- Workplace Violence
- Wildfire Mitigation

Safety training services

- Aerosol Transmissible Diseases (ATD)
- Bloodborne Pathogens
- Confined Space Awareness
- Defensive Driver
- Electrical Safety – Low Voltage
- Emergency Action Preparedness
- Ergonomics (Office & Industrial)
- Fall Protection
- Forklift Certification & Train-the-Trainer
- Hazard Communication
- Hearing conservation
- Heat Illness Prevention
- Injury & Illness Prevention Program
- Ladder Safety
- Lockout/Tagout
- Mobile Elevated Work Platforms
- Playground Inspection & Maintenance
- Personal Protective Equipment
- Respiratory Protection
- Sidewalk Liability
- Temporary Traffic Control & Flagging
- Trailer Safety
- Wildfire Smoke
- Workplace Violence

Additional onsite services

- Hazard Inspections
- Ergonomic Evaluations (Office & Industrial)
- Playground inspections by Certified Playground Safety Inspectors
- Safety Committee Development

IMPORTANT NOTE: NCCSIF 2023/24 program year ends June 30, 2024. You must reach the Risk Manager to schedule services *no later than May 1, 2024*, to ensure delivery before the end of the program year.

Risk control website resources

Members have 24/7 access to the Sedgwick Risk Control website at: riskcontrol.sedgwick.com



What's New

Safety Talks – one page training handouts for your staff
Blood Borne Pathogens – Infection Control
Personal Protective Equipment: Sunglasses or Safety Glasses
Changes or training requirements

Safety Communications – Information for managers on regulations
Cal/OSHA Serious Injury Reporting, eff. 1/1/2020
FMCSA Drug and Alcohol Clearinghouse, eff. 1/26/2020
Ergonomics – Back Injury Prevention Training Resources

Sample Programs – model documents to update your policies
Ergonomics Program
Mobile Device and Electronics Policy

Regulatory updates and training publications – Over 300 publications have been developed to assist members with Cal/OSHA compliance and liability best practices.

On-Line Streaming Safety Videos – Over 400 safety training titles available on-demand. This service has allowed members to deliver brief safety trainings or tailgate sessions.

Sample Programs, forms, and checklists – Sample programs available for members to use; many of the programs include a development guide. In addition, there are several forms and checklists available.

Webinars – Sedgwick’s Risk Control team regularly develops pertinent safety webinars. Members are invited to attend live sessions or can view recorded webinars.

Additional Services

Resource	Description	Contact/Links
Cal/OSHA Basic Information	Basic OSHA information including electronic reporting requirements and information on the Injury Tracking Application (ITA) an online portal OSHA requires CA employers use to report injury and illness data	Cal/OSHA Report Accident or Injury Cal/OSHA Log 300 Reporting Injury Reporting Site
Lexipol	Public safety policies, training, grant assistance, news, and analysis	Lexipol Site
PRISM Risk Control Resources	<ul style="list-style-type: none"> List of risk control services and programs Risk Control services specifically for peace officers 	PRISM Risk Control Menu of Services & Partner Programs PRISM Risk Control Services for Peace Officers
Cyber Risk Management Resources Beazley Breach Solutions Risk Management Portal (APIP Members only)	www.beazleybreachsolutions.com Please reach out to Jenna Wirkner (Jenna.Wirkner@alliant.com) (to get connected to the site. At a minimum, we will need the person's name, the name of their corresponding organization, and their work-issued email addresses (personal email addresses won't work).	The Portal contains a lot of useful cyber risk management information, including best practices, training, response plans, tabletop exercises, and what to do before, during and after a cyber-attack.
Sewer Risk Management	DKF Solutions Group, LLC David Patzer Office: 707.373.9709 Email: dpatzer@dkfsolutions.com Website: http://www.dkfsolutions.com	Free sewer risk management resources for NCC members and residents https://www.besewersmart.com
Sidewalk Repair Services	Precision Concrete Cutting www.dontgrind.com Katrina Lynch (916) 847-7346 Klynch@dontgrind.com Joseph Ortega jortega@DontGrind.com	<i>Master contract with NCCSIF – no need for your own</i>

Member Services

User Guidelines

NCCSIF Risk Control services include a variety of services such as, training, inspections, assessments, and program development efforts. Each member has a designated number of days of service for the current program year. Members are encouraged to use their designated allowance within the program year.

The list of service options is provided for the program year. The time required to deliver each service option is available for planning purposes. Members may combine service offerings, as needed, to fill a service day. Many of the services can be provided on-site or virtually. Members are encouraged to use their allotted service days in two consecutive day increments when selecting on-site services.

Service day

Service days are normally delivered Monday through Friday, 8:00 a.m. to 5:00 p.m. Requests for Saturday service are considered on a case-by-case basis when staff and equipment are available.

On-Site Services

On-site services and training sessions are delivered in full-day increments. Half-Day trainings can be completed in one working day in a morning and afternoon session to utilize a single service day.

Virtual Services

Training sessions delivered virtually can be provided in half-day increments. Virtual training will be recorded and made available to the members.

Service & Scheduling Requests

All service requests are made through the Risk Control Manager. All efforts will be made to accommodate requests based on staff availability.

Members may contact the Risk Control Manager throughout the year to schedule services or may set their desired training timeframe at the beginning of the program year. NCCSIF will send out periodic reminders to members and their risk control contacts to remind them to schedule services.



2023/2024 Risk Management Assessment Scorecard Summary

As of date: 04/05/2024

	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 ●



Risk Management Assessment Scorecard Summary

date

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 ●



Risk Management Assessment Scorecard Summary

date

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 ●



Risk Management Assessment Scorecard Summary

date

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

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



Risk Management Assessment Scorecard Summary

date

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

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



Risk Management Assessment Scorecard Summary

date

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). https://www.dir.ca.gov/title8/5110.html
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 ●



Risk Management Assessment Scorecard Summary

date

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 ●



Risk Management Assessment Scorecard Summary

date

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

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



Risk Management Assessment Scorecard Summary

date

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 ●



Risk Management Assessment Scorecard Summary

date

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 ●



Agenda Item E.3.

**PROPOSED RISK CONTROL SERVICE PLAN
FOR 2024/2025 PROGRAM YEAR**

ACTION ITEM

ISSUE: Shane Baird, Sr. Consultant, Risk Control Services, will provide an overview of the services available to members and solicit feedback for training topics, risk management support, or other focus of risk control efforts for the 2024/2025 Program Year.

The contract for Risk Control Services provides the following scope of services, with each member able to customize the plan to their needs. Certain areas may be a focus for all members based on loss experience, evolving risks, or the need to establish baseline standards and goals.

Focused Risk Assessments

Conduct biennial risk management program assessment for each member including discussion on member's specific needs, development of action plans, and review of the available risk control resources. Services include on-site inspections, interviews with staff, and report writing. Maintain and update the member's progress and program scorecard throughout the year.

Member Services

Provide the equivalent of three days (provided in half day and/or full day increments) of risk control services to each member, Risk control services may include assisting with best practice recommendations identified in the risk management assessments, providing on-site or virtual training, participating in safety committee meetings, developing written programs, inspecting facilities, providing cause and trend analysis, and other consulting services.

Members may request a risk management orientation for Managers and Supervisors. This orientation is designed to provide your management team with an understanding of risk management best practices and services that are available as an NCCSIF member. The training is jointly presented by the NCCSIF Program Administrator, Sedgwick Account Manager (TPA) and Sedgwick Risk Control Account Manager. This service will not count toward the number of allocated service days.

Safety Communication/Resource Development

Timely safety topic alerts and information will be provided to NCCSIF members on a regular basis. In addition, Sedgwick Risk Control continues to build documents and tools for members to conduct a self-assessment on liability and employee safety exposures. The following topics



**Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 18, 2024**

Agenda Item E.3. continued

are available to members and can be accessed from the Sedgwick Risk Control website:

- Aerial Lift Safety
- Aquatics Risk Management
- Bloodborne Pathogens
- Cyber Security Best Practices
- Fall Protection
- Lockout/Tagout
- Playground Liability
- Sidewalk Liability
- Urban Forest Management
- And many more.

Training Coordination

Coordination of member training services and provision of regional trainings (training may be virtual or in person events). Trainings recently completed or planned for the program year include the following:

- Managing Sidewalk Liability – July 11, 2023
- Playground Inspection – July 12, 2023
- Fostering Resilience: Making it Your Own – August 29, 2023
- Motivate and Lead – October 3, 2023
- Risk Management 101 – November 28, 2023
- Managing Organizational Change - December 05, 2023
- Your Black Swan is Someone Else’s Grey Rhino – January 25, 2024
- Insurance Requirements in Contracts (IRIC) - January 30, 2024
- Heat Illness Prevention – April 25, 2024
- Aquatic Facility Operator Course – June 13, 2024.

EAP and Management Training

Staff is working with ACI Specialty Benefits, 34th Street Consulting and others to deliver virtual training events on topics addressing management, communication, stress, wellness, diversity, equity, inclusion, ethics, and harassment. ACI Specialty Benefits sessions will be recorded and posted on the NCCSIF website.



**Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 18, 2024**

Agenda Item E.3. continued

Safety Recognition Program

Staff will oversee the implementation of the NCCSIF Cash for Safety Program. This includes providing resources and marketing efforts to promote the program as well as gathering the required information to identify the program award recipients. All members can participate and are not limited to the amount of safety suggestions/mitigations throughout the program year. All members submission will be presented at the Risk Management Committee meeting in April and the winners will be selected during that meeting.

Additional Services and Resources

- Unlimited phone and email consultation with the NCCSIF Risk Control Manager
- Coordination support for members to request grants from the NCCSIF Cash for Safety Culture Risk Management Fund
- Access to the resources on the Sedgwick Risk Control website:
<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 Cal/OSHA regulatory requirements and industry Best Practices. The publications are written in an interesting and informative manner, nicely designed, and ready for distribution.
 - ***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 from this item. Contracted services budgeted at \$184,320 with additional \$30,000 for outside training and Safety Award.

RECOMMENDATION: Review and provide feedback on desired training topics and services for the 2024/2025 Program Year.



BACK TO AGENDA

**Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 18, 2024**

Agenda Item E.3. continued

BACKGROUND: NorCal Cities contracts with Sedgwick for risk control services, including risk assessments and follow up to assist members in implementing the pool's Best Practices for most municipal operations. They also provide on-site support for inspections, training, and other services as needed.

ATTACHMENT(S): None.



Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 18, 2024

Agenda Item E.4.

**SAFETY AWARD PROGRAM
ACTION ITEM**

ISSUE: The Program Administrators have received nominations for the “Cash For Safety Culture” program awards. Shane Baird will present the attached material regarding the program and the submissions for the committee to review and recommend awards or other action to the Board.

The members who submit the top three entries will be invited to share their submissions at the Annual NCCSIF Board Meeting and have them posted on the NCCSIF website. Members and staff will be able to review all submissions to determine if any of the ideas could have a positive impact on their organizations and consequently the entire membership.

FISCAL IMPACT: Proposed budget of \$10,000

RECOMMENDATION: Review and provide recommendations to the Board of Directors on the nominations.

BACKGROUND: Members are reminded of the “Cash For Safety Culture” incentive program approved by the Board. The program is designed to recognize and reward members for promoting a positive safety culture within their organization. Members are encouraged to identify risks within their organizations, develop an idea or solution to reduce the risk, and describe the results. The award criteria will be based on proactive/innovative safety solutions that were implemented by the member and improved employee safety or reduced risk exposures.

To be eligible Members will complete the attached application form and provide any supporting documentation to the NCCSIF Risk Control Manager identifying the risk, the idea or solution, and its impact on employees or citizens. The entries will be presented to the RMC, with references to a specific member removed to maintain anonymity. The RMC will review all submissions and select the winners.

Cash prizes will be awarded for the “Most Outstanding” submission (\$5,000), an “Outstanding” submission (\$3,000) and a “Good” submission (\$2,000). All other submissions will receive an Honorable Mention certificate. The RMC will reserve the right to withhold, or reduce, a monetary award if the submission does not meet the awards criteria.

ATTACHMENT(S): Cash for Safety Culture Program Overview & Award Applications

NCCSIF

Cash for Safety Culture
Program



Presented by: Shane Baird CSP, CHST

NCCSIF Risk Manager



Cash SAFETY for CULTURE



- Open to all 22 NCCSIF members.
- Submissions can be submitted anytime.
- Members are reminded of the program monthly.
- Members have access to the application via the NCCSIF website.

Cash SAFETY for CULTURE



- Designed to recognize and reward members for promoting a positive safety culture.
- Members are encouraged to identify risk.
- Develop mitigations to eliminate or minimize the risk.
- Describe the results of the mitigation.

Cash SAFETY for CULTURE



AWARDS:

- Most Outstanding = **\$5,000.00**
- Outstanding = **\$3,000.00**
- Good = **\$2,000.00**
- All other submissions receive an Honorable Mention certificate

- Top three entries will be shared at the Board Meeting and will be posted on the NCCSIF website.



SUBMISSIONS

Total Submissions: Six

Cash SAFETY for CULTURE



Describe the hazard or problem:

The [REDACTED] Swimming Pool has a policy that if a child is going to wear a flotation device during public swim, it must be a Coast Guard Approved life jacket. We do not allow the inflatable water wings, because they can deflate, slip off and they do not keep a child's face out of the water, however, beyond requiring that an adult be within arms length reach, there was no additional protection for a child who did not bring the proper flotation device with them. In addition, sometimes a camp or day care will bring groups of children and they do not realize that children are not very good swimmers until they arrive and for those programs, it can be challenging to have eyes on all of the kids the entire time that they are at the swimming pool.

Provide details about your idea and solutions:

Our local Kiwanis Club asked what the swimming pool needed and we recommended lifejackets. They donated approximately 25 Coast Guard approved water wings and lifejackets. The jackets are checked out to the public as they need them. They simply give us a shoe in exchange for the borrowed lifejacket. The shoe insures that they will remember to return their lifejacket to us before they leave the facility. Sometimes a child will still bring their own jacket, but it does not fit properly or it's not Coast Guard approved, so it's great to have a solution rather than just saying "I'm sorry, we don't allow that."

Describe the results:

The jackets are used daily for kids who don't have access to a proper flotation device or who bring the non-approved kind to the pool. The public is so grateful for the service because lifejackets can be expensive, especially if you only swim occasionally. It is also helpful for the times that a family forgets their lifejacket or if a grandparent or babysitter brings a child to the pool and realizes they need a little extra help in being sure the child is safe.

Loaning out lifejackets has also helped to initiate conversations about the swim lessons that we offer at the swimming pool. Drowning is one of the leading causes of accidental death for toddlers, so by providing lifejackets and encouraging children to learn to swim, we are keeping them safe around water. [REDACTED] has lots of lakes and rivers that our community enjoys regularly, so swimming is an important skill for children to have.

HAZARD/PROBLEM: The city requires flotation devices to be Coast Guard approved, but the pool users are not using the approved flotation devices.

MITIGATION: Added 25 Coast Guard approved lifejackets to lend out to the users.

RESULTS: Users are provided the approved flotation devices, if needed, which help to prevent drownings.

Cash SAFETY for CULTURE



Describe the hazard or problem:

The sidewalk from City Hall to the Parking Garage Stairs where most City Hall Employees park on the 3rd floor, does not have a striped crosswalk. Cars exiting the garage and/or entering the garage do not always see employees or others going from the sidewalk to the garage stairs or into the first floor of the garage. This creates a hazard for employees or others visiting City Hall if they are not alert, or drivers are not alert to the potential pedestrian crossing. (See attached photos)

Provide details about your idea and solutions:

Install two pedestrian crossing signs to alert cars both exiting and entering the garage. The first should be located on the entrance to the garage to alert cars entering. The second should be inside the garage near the exit to alert cars exiting the garage. A crosswalk should be painted from the end of the sidewalk adjacent to to identify the pathway to the garage and the stairs.

Describe the results:

Making the pedestrian path more visible through painting the crosswalk and placing warning signs to alert drivers should have a noticeable affect to get drivers to slow down and avoid an accident.

HAZARD/PROBLEM: Sidewalks at the parking garage pose a threat to pedestrians because there isn't any warnings nor are they painted.

MITIGATION: Install two pedestrian crossing signs at bot the entrance and exit. Also paint a crosswalk to identify the pathway to the garage to the stairs.

RESULTS: Making the pedestrian path more visible through painting the crosswalk and placing warning signs to alert drivers should have a noticeable affect to get drivers to slow down and avoid an accident.

Cash SAFETY for CULTURE



Cash SAFETY for CULTURE



Cash SAFETY for CULTURE



Cash for SAFETY CULTURE



Describe the hazard or problem:

As of July 2023, no safety program was in place for the [REDACTED]. There was no OSHA compliance, no tailgate meetings for the Public Works staff, and no updated or corrected IIPP. We were severely behind as a City, and although the original IIPP stated, "no function at the [REDACTED] is so critical as to require or justify a compromise of safety and health," this was not the case. There was a lack of safety culture and safety was not in the forefront of staff's minds. You only know what you know, so they were left with a gaping hole in the knowledge of PPE, housekeeping, reporting, correct recordkeeping and documentation, training, communication, and policies to keep our staff safe and their responsibilities going smoothly. Unfortunately, it even caused a divide among our staff. Since so little communication went to the Public Works staff, their communication and team-building skills were practically non-existent. We all had to figure out a way to develop a safety program while learning how to communicate and bond with one another, building relationships. Trust is a huge part of safety. If you can't trust your partner to keep you safe, that adds another obstacle for you to be on the lookout for instead of accomplishing the risky task.

Provide details about your idea and solutions:

The [REDACTED] created a Safety Committee Team to mediate the lack of safety awareness. This team comprised the superintendents, Public Works Director, City Manager, and Engineering Technician. We wrote an entirely new IIPP, developed over 14 new safety policies, and developed a training schedule. We implemented weekly tailgate meetings based on either OSHA-related topics or hazards in the Public Works line of work. In the beginning, the management staff would conduct the meetings. Still, as we further developed our safety program, we emphasized the importance of staff taking their safety into their own hands and responsibilities. This prompted each staff member to research and teach their coworkers about a safety topic each week at the tailgate meetings. From here, we developed an employee safety bonding schedule. Once a quarter, the public works staff and employees partake in a team-building exercise that promotes safety awareness and communication. For example, this morning, we had everyone pull random numbers for a partner to team up and drive through a distracted driving course. The driving employee was blindfolded, and the passenger needed to communicate the directions to run through the course successfully and clearly. This exercise prompted a conversation about driving safety and communication/trust between coworkers. Additionally, we created a Safety Inspection Team (SIT) to inspect all of the City-owned buildings. We created a checklist of every safety hazard to inspect and ensure our buildings are in the safest condition possible. Another aspect we worked on was our record-keeping. We developed safety binders to hold the sign-in sheets and tailgate topics, along with any safety issues that need to be addressed, and an onboarding process to ensure that before an employee even begins work that is prepared and equipped with all the safety tools and initiatives they need to successfully and safely complete their jobs. This also created a safety suggestion folder for our staff to anonymously report any safety suggestions or safety concerns without fear of retaliation. These folders are posted in inconspicuous places at each yard for anonymity. We developed an Incident Report for employees to fill out if there is an injury, incident, car accident, or even something weird. These incident reports are for the employee's safety, well-being, and record-keeping, especially in terms of an injury. The Incident Reports go through items such as the date, time, and nature of the incident while also allowing a portion for the employee to state their interpretation of what happened and the supervisor's investigation of the incident. Finally, for transparency and access for all employees, we created a webpage on the [REDACTED] Website so all

employees have access to the IIPP, all city policies, safety policies, incident reports, workers' compensation forms, incident/injury/accident matrices, and even IIPP training and quizzes.

Describe the results:

The City employees have never had this type of safety-promoted environment before. Initially, it was an adjustment; however, now, the employees are safer than ever. Safety Culture is on the forefront of their minds. We implemented a new safety slogan, "Working Safely does not happen by Accident" to help promote that accidents can happen easily but working safely takes intentional steps and thought. Their families and they appreciate the work and effort the safety committee has put towards getting them home safely each night. Creating and renewing the IIPP created redundancy and policy for employees. Now that there is an updated IIPP in place, the employees and supervisors must promote a safety-first attitude and have checks and balances for reprimands if safety is not followed. The IIPP has also helped the employees with questions about what conditions they can work in and what PPE to wear to complete a task safely. The policies have had the same result but for more specific topics. An example would be the hand and portable power tools policy. Previously, when using a chainsaw, the employee would have no PPE to protect them, whereas now it is a policy to have chaps, eye protection, hearing protection, and gloves to use the chainsaw. The tailgate meetings have been awesome for improving communication and having the employees take charge of their safety. The safety culture is now strong at Anderson, and weekly reminders on specific topics play a major part. It has also been very rewarding to see the employees go from being timid and unsure about safety topics to researching them, teaching their fellow staff about the topic, and becoming safety experts themselves. Team bonding has brought a similar effect. Since the City Hall Public Works staff was so divided from the Field Public Works Staff, and each field staff was divided, there was slight animosity towards one another. The team bonding has squashed that. Always having random partners during different activities, getting to know everyone, and trusting everyone you work with changes the whole workplace dynamic. It promotes healthy communication, having fun while working, and having the ability to feel comfortable enough with someone to let them know if the way they are going about a project is unsafe. The Safety Inspection Team has pointed out and alleviated physical work hazards at the different buildings and even asked for housekeeping to be improved in the yard. One of the best examples of the SIT inspections was the lack of eyewitnesses in all the wells. Now, all six wells in the City have eye wash stations that are inspected, flushed, and recorded weekly. The safety folders have been an awesome way for the supervisors to keep track of their employees' training and certifications, as well as the staff to go back and remember what trainings they attended or what certification CEUs they have taken. The Incident Report has helped in a couple of situations. The biggest one would be when the Sweeper caught fire while the operator was still driving. He filled out the Incident Report and wrote down his recollection of what happened. When we got the report from [REDACTED] Fire District back, we were proud to know he did everything exactly how he was supposed to and what he reflected in the incident report. He used the fire extinguisher we had a tailgate meeting on. When the extinguisher ran out, and there was still fire, he adapted and used the water on the sweeper to extinguish the fire. He immediately called the fire department and his supervisor, who met him there. We were very proud that our training had a real-time effect and recall in his head and kept him cool, calm, and collected in a very stressful incident. If he had panicked, the 250k sweeper would have burned up. He saved himself, the sweeper, and taxpayers' dollars through a safety-first culture. Finally, the webpage has been awesome for staff access. Previously, they had no access to the IIPP or any city policies unless they asked the City Clerk, but now they can have access to and reference the policies or the IIPP at any time if needed. If awarded safety grants, we would be able to continue to develop our safety program and actually invest in the safety of our staff. We have started from the ground up and have come a long way, but there is still much to do. The [REDACTED] now has a strong safety culture, which is an important part of our day-to-day operations.

HAZARD/PROBLEM: The City did not have any safety programs in place and lacked a safety culture.

MITIGATION: The City created a safety committee team, implemented 14 new policies, conducts weekly tailgate meetings, holds quarterly team building exercises, inspects buildings, in addition to other changes.

RESULTS: This has changed the safety culture of all COA employees. The employees now have a better understanding of why safety matters are encouraged to participate in events and meetings and bring up safety matters that may arise on a daily basis.

Cash SAFETY for CULTURE



Cash SAFETY for CULTURE



Describe the hazard or problem:

Security vulnerabilities in City Hall. Areas identified:

- Absence of locking mechanism on door between the lobby and staff offices.
- Double sided key locks on five doors.
- Counter area and plans examining area do not have security glass in place.
- There are not any surveillance cameras.
- No identified emergency egress.
- Staff has not been trained for emergency situations.
- Utilize police department that is located next door to City Hall as an added security feature.

Provide details about your idea and solutions:

- Provide keypad, card, combination entry to inner office. Code only known to staff.
- Replace double sided key locks immediately.
- Have glass contractor give proposal for providing security glass in two counter areas.
- Research camera locations and type.
- Find a viable and reasonable emergency exit for staff.
- Work with police and fire to schedule emergency trainings.
- Install a "panic button" that is located inside the inner office that will alert PD that City Hall is having an emergency. It could be a sound or a flashing light.

Describe the results:

- Lobby/staff door has since been provided with keypad entry.
- All doors with double sided key locks have been replaced with interior thumb turn locks. Now up to code!
- Lobby area has been replaced with glass. Plans examining area is waiting for glass to come in.
- Three to four areas have been identified for cameras. Waiting on cameras for installation.
- Emergency egress has been created. Waiting on floor plan drawing to display in two places.
- The City has scheduled two trainings with PD, Active Shooter and Alice.
- Future install is a button or a light switch which will notify PD that there is a problem.

HAZARD/PROBLEM: The City has identified security vulnerabilities at City Hall.

MITIGATION: The City has implemented security measures at City Hall to include keypads, card, combination entry to inner office replace double sided key locks, work with PD and FD to schedule emergency trainings and install a panic button that will alert PD and FD.

RESULTS: Lobby/ staff doors have been provided keypads, door locks have been replaced with thumb turn locks, lobby areas has been replaced with glass Camera location have been determined and waiting on cameras to install, etc.

Cash SAFETY for CULTURE



New glass installed at reception window.



Glass to be installed in the plans examining area.



Cash SAFETY for CULTURE

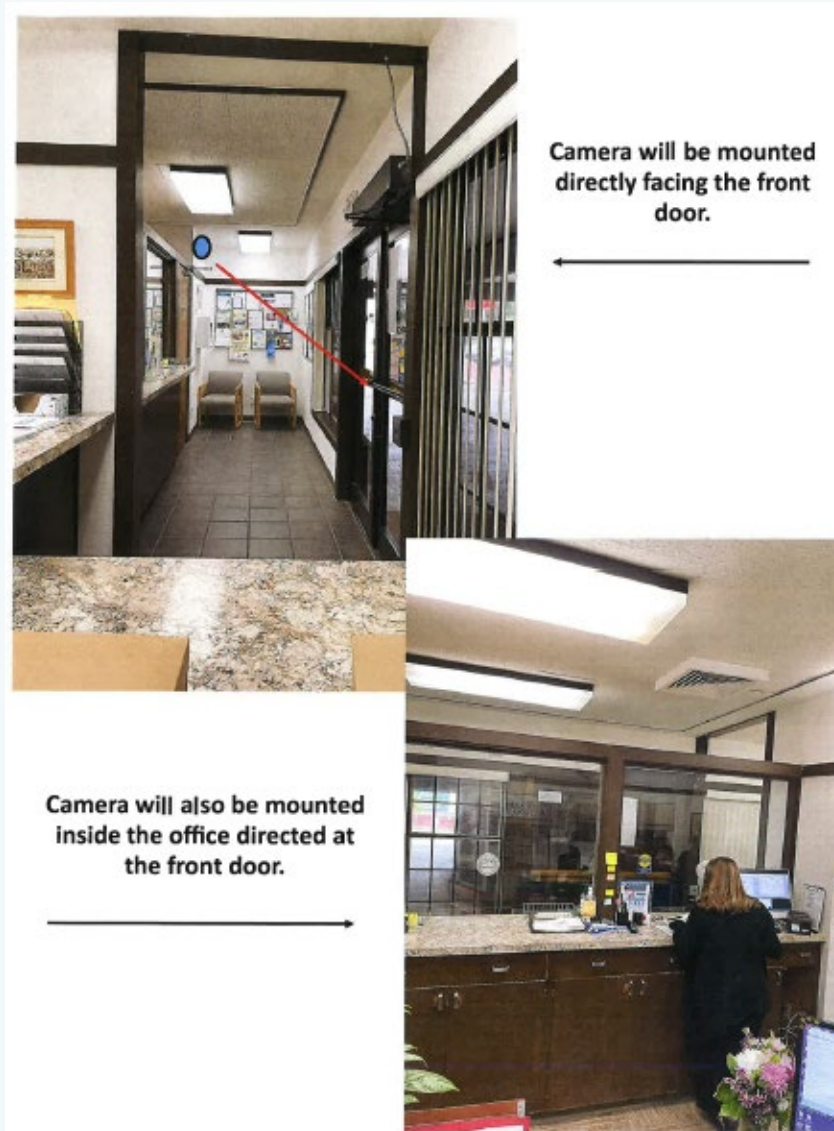


New combination keypad installed. No access to the inner office without a code.

A total of five doors received thumb-turn locking devices on the inside. Prior to this there were key locks on both sides of the door. Faster, easier locking and up to code as well.



Cash SAFETY for CULTURE



Cash SAFETY for CULTURE



Cash SAFETY for CULTURE



Describe the hazard or problem:

As a recreation department, we unfortunately have a very high turnover rate when it comes to lifeguards we employ over the summer. This is mainly because most of our lifeguards are teenagers who intend to pursue college or other careers instead of keeping a seasonal job. This always means that most lifeguards are fresh out of training and have and will probably never see (hopefully) an emergency situation. This environment limits the collective experience and knowledge for preparedness for if an actual situation arises.

Provide details about your idea and solutions:

The Recreation Department and first responders (Fire department, Police, EMS, etc...) have implemented an annual "Simulation" where we will re-enact an emergency situation so lifeguards can get that experience BEFORE an actual event occurs. This will give the lifeguards more confidence and capacity to handle these difficult scenarios and make the pool a much safer place for the community.

The coordination between everyone will also help us reveal where there are other problem areas before the season starts so that we can make those adjustments.

Describe the results:

As expected, instead of seeing the look of fear in lifeguards' faces when bringing up the potential for an emergency event, you can see confidence being instilled in them. We also will be adding other elements to the training to include other scenarios to even more fully be prepared for more than just drowning events (Slips, falls, criminality, etc..)

HAZARD/PROBLEM: The City has a high turnover of lifeguards and have very little real-life experience and not prepared for an actual situation if one were to occur.

MITIGATION: The city has implemented an annual "simulation" to re-enact an emergency working with first responders, so the lifeguards get that experience before an actual event.

RESULTS: The lifeguards have become more confident instead of having the fear and are better prepared for an actual real-life event.

Cash SAFETY for CULTURE



Describe the hazard or problem:

Our city has a small pool facility that is available for the community. In the past, people were given either a code to the keypad on the door or a physical key. This is mainly for members who purchase a membership pass for "Adult Swim" but can also be for other people for various other reasons. The "Adult Swim" program is only for certain hours of the day and those who purchase the pass get a code to be able to enter the pool facility. Unfortunately, this process has been taken advantage of by some people and we have experienced abusers of this process who have decided they should be able to have unfettered access to the pool whenever they like with no repercussions. We also have been informed that sometimes, the door to the facility would be left open by a member to allow non-members to access the facility. Also, we employ teenagers as lifeguards over our summer season. Sometimes, adults would be in the facility when they should not be and are there when lifeguards arrive for work, creating anxiety around their safety and security.

We can also use this program for our general-purpose hall that we rent out for events. When this facility is rented, they get a physical key. We have had issues before where people encroach on each other and creates a very bad environment for renters.

Provide details about your idea and solutions:

We recently purchased a new facility access program. What it does is allow the City to grant access to a much more secure and defined range (Instead of an honor system) by having members utilize an app on their phone. If say, a member has signed up for Adult Swim, we at the city can control when that user can ACTUALLY open the door. We also now have the ability to see a timestamp of who exactly opened the door so if there are any issues, we are able to narrow it down to the person. This would allow us to monitor and control who has access to our facilities and when. We can see who opened the door at what time and if it is being left open. If we see suspicious activity, we can revoke the abuser's credentials immediately with a stroke of a key.

Describe the results:

Members/citizens now have more accountability, and we even can capture metrics we never had the opportunity to capture before (Usage, etc.). Also, lifeguards have expressed feeling safer knowing they have a more secure and controlled workplace environment. We intend to expand this out to more facilities as we see continued success of this new process.

HAZARD/PROBLEM: Access to the pool and the general-purpose hall have been taken advantage of because members have allowed nonmembers to access these areas and have also let access doors/gates open to allow nonmember usage. The city has recognized the system was being taken advantage of and recognized this has created an unsafe work environment which has been expressed by the lifeguards on duty.

MITIGATION: The city has implemented a new facility access program. The program requires the members to download an app on their phone. This app grants permission to the members and is monitored by the city. The City can create "permissions" and track who enters, time the entered, if the gate/door is left open. In addition, if suspicious activity is noticed, the City can revoke/suspend their credentials.

RESULTS: Members/citizens now have more accountability. The city can capture metrics that was not available to them before (usage, time spent, etc.). Also, the lifeguards have expressed feeling safer because the facilities are more secure and controlled. The City plans on implementing this process at other facilities.



**Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 18, 2024**

Agenda Item E.5.a.

POLICE RISK MANAGEMENT COMMITTEE UPDATE

INFORMATION ITEM

ISSUE: Sedgwick provides an update on the recent activities of the Police Risk Management Committee (PRMC). The PRMC meetings are well attended, and a new training topic is typically covered as part of each meeting. Training classes have included the following:

May 4, 2023 - *Tactical Driving for Law Enforcement*. During this session, Gary Hughes, Tactical Driving Instructor from Butte College reviewed EVOC perishable driving skills and updates pertaining to vehicle pursuits.

May 18, 2023 – *Cross Exam Survival* – presented by Tony Sain, Partner, Lewis, Brisbois, Bisgaard & Smith LLP. This course focused on advanced level risk management for witnesses being subjected to cross-exam. Participants were given deep insight into the most common “tricks” used to lead their testimony astray, as well as time-proven strategies for successfully preventing one’s testimony from being twisted into a liability-inducing un-reality.

August 1, 2023 – *First Responder – Law Enforcement Officer Physical Fitness Training Programs* webinar – presented by Lexipol with the following speakers: Mandy Nice, Dr. Jay Dawes, Dr. Brent Alvar, Joe Dulla, Dr. Robert Lockie, and Dr. Rob Orr.

August 3, 2023 – *Masterclass: Law Enforcement Wellness Programs Design and Implementation Strategies for Maximum Success*. This was a dynamic and engaging session to learn practical, evidence-proven best practices that agencies can use to build and sustain wellness program success. Mandy Nice, Lexipol Strategic Wellness Director presented physical fitness and wellness programs that measurably improve the health, strength, quality of life, and resilience of first responders and civilians.

November 2, 2023 – *Automate Operations and Prevent Critical Incidents*. Benchmark Analytics Risk Solutions virtual informational session.

November 8, 2023 – *Law Enforcement Training Day* – NCCSIF, CJPRMA, YCPARMIA provided a day of training for law enforcement.; *Session 1: Police Liability Claims: A Coverage Perspective. Session 2: Does De-Escalation Mean I Can Swear at People? Lessons Learned and De-Briefs to Demonstrate What to Do and What Not to Do.*



**Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 18, 2024**

Agenda Item E.5.a. continued

Session 3: 360-Degree Perspective: Defending Use-of Force in the Age of Video. Session 4: Implicit Bias in Policing and Its Training: Is It Overblown? Session 5: Implicit Bias in Policing and Its Training: Is It Overblown? POST Certified Training (CPT:2 hours.). The Law Enforcement Training Day was a full day from 8:30 am to 4:00 pm. It was very well attended by the police. There were over 100 police attending. There were 4 different speakers and each one brought their own unique expertise and insights into their presentations.

January 12, 2024 – *Pulse Patch* – presented by Richard Byrod and Jared Boothe. An inexpensive and disposable device which will alert first responders to the deteriorating health status of an individual in custody.

January 25, 2024 – *Your Black Swan is Someone Else’s Grey Rhino* – presented by Gordon Graham. Lexipol –Black Swans are the “unknown unknowns” that no one sees coming. Grey Rhinos are massive, obvious problems that we fail to acknowledge. One leader’s Black Swan can easily be another leader’s Grey Rhino.

February 1, 2024 – *Police Risk Management Legal Update, Impact of New Legislation & Lessons Learned.* Presented by Bruce Kilday and Danielle Williams from Angelo. Kilday, and Kilduff, Attorneys at Law.)

May 2, 2024 – *Improving Police Performance.* presented by Mark J. Wittenberg,

FISCAL IMPACT: None. Services for PRMC facilitation included in Sedgwick contract.

RECOMMENDATION: None - information only.

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

ATTACHMENT(S): None



Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 18, 2024

Agenda Item E.5.b

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

ACTION ITEM

ISSUE: Since FY 14/15 NorCal Cities members have funded grants totaling \$50,000 per year for their police departments to purchase and implement Body-Worn Cameras (BWC). 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 one member has taken advantage of the grants and all but one have BWCs. Willows and Rio Vista outsourced their police department but remain 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. One member who had not used the cameras purchased by a prior Chief due to the cost of running the program has recently used grant funds to purchase new cameras. Another member has committed to a large investment in BWCs and is using the grant funds for training software.

Those members with BWC programs in place have been allowed to use the grant funds for other risk management purposes, including duty vests, tactical equipment, and the Cordico wellness app, designed primarily for public safety personnel and first responders

RECOMMENDATION: Review usage and member feedback to recommend funding for FY 24/25 and use of funds for other risk management purposes if BWC program in place.

FISCAL IMPACT: TBD - \$100,000 has been allocated to the preliminary draft FY 24/25 budget.

BACKGROUND: The Board approved a FY 14/15 budget of \$50,000 for the purchase of VieVu Body Worn Cameras (BWC) for NCCSIF's police agencies. Two members used the funds to purchase different cameras. The grants in FY 15/16 and FY 16/17 were allocated to members to fund their BWC programs. Since that time, if a member agency's BWC program is fully funded the grant can be used for other risk management functions.

ATTACHMENT(S):

1. Police Risk Management Grant Funds Usage Report and FY 23/24 Allocation as of 4/1/24
2. Police Risk Management Grant Fund Request Form

NCCSIF POLICE RISK MANAGEMENT GRANT FUNDS HISTORIC USAGE REPORT

		FY 14/15 \$50,000 Grant Camera Allocation	FY 15/16 \$50,000 Grant Fund Allocation	FY 16/17 \$50,000 Grant Fund Allocation	FY 17/18 \$50,000 Grant Fund Allocation	FY 18/19 \$50,000 Grant Fund Allocation	FY 19/20 \$50,000 Grant Fund Allocation	FY 20/21 \$50,000 Grant Fund Allocation	FY 21/22 \$50,000 Grant Fund Allocation	FY 22/23 \$50,000 Grant Fund Allocation	FY 23/24 \$50,000 Grant Fund Allocation	FY 21/22 Member Specific Police Fund	FY 22/23 Member Specific Police Fund	TOTAL GRANTS	YTD Reimbursements Made	REMAINING FUNDS 3/21/2024	Reimbursement Notes/Plan Usage
1	Anderson	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515			\$13,635		\$13,635	
2	Auburn	4	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030			\$27,270	\$20,689	\$6,581	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) 3/24/21 \$5,998.49 Body Cameras 9/29/22 VIEVU Bodyworn Camears
3	Colusa	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515		\$8,360	\$21,995	\$3,030	\$18,965	7/27/17 \$3,030 (concealable vests with load bearing carriers)
4	Corning	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515			\$13,635	\$5,592	\$8,043	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	\$3,030	\$3,030	\$3,030	\$3,030	\$5,000		\$32,270	\$23,846	\$8,424	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) 8/26/20 IA PRO Program 2/7/23 DeleteMe App - Removes officers personal information from the internet
6	Elk Grove*	4	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030			\$27,270	\$27,210	\$60	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) 5/6/22 \$6,060 (portion of Cordico Wellness Program) 10/17/23 \$6,000 My Steady Mind
7	Folsom	5	\$3,788	\$3,788	\$3,788	\$3,788	\$3,788	\$3,788	\$3,788	\$3,788	\$3,788	\$400,000		\$434,088	\$22,725	\$411,363	10/5/16 \$7,576 (8 VieVu LE4 body camera and 1 multi-dock network station) 12/16/20 \$15,150 Iapro software
8	Galt	4	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030		\$65,000	\$92,270	\$91,650	\$620	1/25/18 Plan to use fund /BWC program under consideration 2/28/22 AXON Body Worn Cameras 2/13/24 Gym Equipment and Tactical Vests
9	Gridley	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515			\$13,635	\$4,543	\$9,092	9/6/16 \$3,291.26 (4 VieVu LE4 body cameras) 3/28/18 \$1,252 (one VieVu LES camera and seven Public Safety Vests) 8/7/20 \$2,700.41 (load bearing vests and flashlights) 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 LES body camera and license for Veripatrol Software) 5/28/21 Lava Dog Fire and Police Supply (Riot helmets, batons, gas masks and filters) 3/7/22 LENSLOCK Cameras
10	lone	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515		\$7,331	\$20,966	\$10,605	\$10,361	
11	Jackson	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515			\$13,635	\$9,090	\$4,545	4/20/20 Jackson PD in process of acquiring new body cams. 1/7/2021 \$9,090 Vista HD Wearable Camera User Guide
12	Lincoln	4	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030			\$27,270	\$18,181	\$9,090	10/5/16 \$6,060 (8 VieVu LE4 body cameras) 2/25/21 \$11,632 (14 Watchguard body worn cameras)
13	Marysville	3	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273			\$20,453	\$20,453	(\$0)	8/18/17 \$4,919.87 (6 VieVu LE4 body cameras) 7/25/23 \$15,533 (Body Cameras)
14	Nevada City	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515			\$13,635	\$7,575	\$6,060	2/6/18 \$4,545 (Body Camera Storage and Equipment cost for 2015-2017) 7/15/19 \$1,515 (Axon Body Camera Storage) 4/17/20 \$1,515.00 (Body Camera Storage Fees) 3/31/21 \$1,515.00 (Body Camera Storage Fees)
15	Oroville	4	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030			\$27,270	\$12,120	\$15,150	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 LES body cameras)
16	Paradise	3	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273			\$20,453	\$18,180	\$2,273	dock station) 3/14/17 \$2,305.58 (Ballistic Vests) 5/3/19 \$1,895.50 (five load bearing vests) 8/7/20 \$2,700.41 (load bearing vests and flashlights) 7/27/22 \$9,039 Body Worn Cameras
17	Placerville*	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515			\$13,635	\$10,105	\$3,530	12/28/17 \$3,970.32 (4 Tactical Armor-Ballistic Vests) 10/3/19 \$3,674.75 (Fitness Equipment) 11/18/20 \$1,077.49 (Treadmill) 9/29/21 \$1,382.87 (Kettlebell, Resistance bands, under desk bike pedal, weight bench, battle rope)

NCCSIF POLICE RISK MANAGEMENT GRANT FUNDS HISTORIC USAGE REPORT

Member	FY 14/15 \$50,000 Grant Camera Allocation	FY 15/16 \$50,000 Grant Fund Allocation	FY 16/17 \$50,000 Grant Fund Allocation	FY 17/18 \$50,000 Grant Fund Allocation	FY 18/19 \$50,000 Grant Fund Allocation	FY 19/20 \$50,000 Grant Fund Allocation	FY 20/21 \$50,000 Grant Fund Allocation	FY 21/22 \$50,000 Grant Fund Allocation	FY 22/23 \$50,000 Grant Fund Allocation	FY 23/24 \$50,000 Grant Fund Allocation	FY 21/22 Member Specific Police Fund	FY 22/23 Member Specific Police Fund	TOTAL GRANTS	YTD Reimbursements Made	REMAINING FUNDS 11/14/23	Reimbursement Notes/Plan Usage
18 Red Bluff	3	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273	\$2,273			\$20,453	\$20,452	\$0	2/17/17 \$1,473.74 (Apex Body cam storage remediation) 10/18/17 \$3,071.26 (5 VieVu LE4 body cameras) 1/25/18 Plan to use to purchase more BWC & future funds to replace old cameras. 3/27/20 Red Bluff PD BWC is fully funded; plan to use funds for fitness equipment. 5/26/20 \$6,814.17 (Fitness Slam Balls, ball rack, cable machine, dumbbell rack, kettlebell racks, kettlebells and bumper rack) 10/29/21 \$2,692.86 (3 Body Cameras, 12 Clip Lock Metal Clips) 11/14/23 Lenslock Cameras
19 Rio Vista	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515			\$13,635	\$12,120	\$1,515	11/16/17 \$4,241.15 (9 VieVu LE5 body cameras)
20 Rocklin	4	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030			\$27,270	\$18,180	\$9,090	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) 11/9/20 \$6,060 (Lenslock software)
21 Willows	2	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515	\$1,515			\$13,635	\$10,605	\$3,030	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 7/1/20 \$2,157 for 20/21 Lexipol-Fire Policy Service annual fee 6/15/21 \$2,178 21/22 Lexipol-Fire Policy Service annual fee 6/15/21 \$2,010 Lexipol Fire Policy Service
22 Yuba City	4	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030	\$3,030			\$27,270	\$17,297	\$9,973	5/5/17 \$6,060 (Data911 body-worn cameras) 7/12/21 \$3,699.05 (Treadmill) 11/1/23 Gym Flooring
TOTAL	58	\$49,995	\$49,995	\$49,995	\$49,995	\$49,995	\$49,995	\$49,995	\$49,995	\$49,995	\$405,000	\$80,691	\$935,646	\$384,249	\$551,397	

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



POLICE RISK MANAGEMENT GRANT REQUEST FORM

Member Entity Name: _____

Submitted by: _____ Submission Date: _____

Available Funds: _____ Requested Funds: _____

Please use the following lines to describe the proposed use for your funds, and be sure to attach any applicable backup data such as purchase order, receipts, etc.

(If additional room is needed, please attach separate sheet.)

Check Payable to: _____

Mail Check to: _____

Signature: _____ Date: _____

Please e-mail the completed form to: Jenna Wirkner at Jenna.Wirkner@alliant.com

STAFF USE ONLY

Program Administrator Approval: _____

Total Amount Subject to Reimbursement: \$ _____



Northern California Cities Self Insurance Fund
 Risk Management Committee Meeting
 April 18, 2024

Agenda Item E.6.

**FY 24/25 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 and are presented with amounts for FY 24/25, pending any direction from the Committee.

Risk Management Services	WORK COMP	LIABILITY	FY 24/25 TOTAL	FY 23/24 TOTAL	\$ CHANGE	% CHANGE	Comments
Risk Control Services Agreement	\$92,160	\$92,160	\$184,320	\$184,320	\$0	0.0%	Per 2022 to 2025 contract
Outside Training & Safety Award	\$15,000	\$15,000	\$30,000	\$30,000	\$0	0.0%	<i>Including \$10k for safety award</i>
Risk Mgmt Comm Mtg Expense	\$750	\$750	\$1,500	\$1,500	\$0	0.0%	
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
Lexipol Police Manual Updates & DTBs	\$155,320		\$155,320	\$150,796	\$4,524	3.0%	3% increase
Police Risk Management Funds	\$50,000	\$50,000	\$100,000	\$50,000	\$50,000	100.0%	Pending approval
Total Safety Services Expenses	\$363,230	\$195,910	\$559,140	\$504,616	\$54,524	10.8%	

RECOMMENDATION: Review and recommend budget for FY 24/25.

FISCAL IMPACT: TBD - Total proposed budget of \$559,140, an increase of \$54,524, or 10.8%, based on increase in the Lexipol subscription and the increase in the police grant funds.

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. FY 23/24 Member Training Fund Usage Report
2. Member Training Fund Expense Claim Form

NCCSIF

FY 23/24 MEMBER TRAINING AND RISK MANAGEMENT FUND - Updated 4/4/2024

(formerly Seminars/Conference Reimbursement)

Member	FY 23/24 Training Funds	YTD Reimbursements Made	Reimbursement Notes/Usage	Must Use Funds by 6/30/2024
1 Anderson	\$4,000			\$4,000.00
2 Auburn	\$4,000	\$4,000.00	12-4-23 - CalPelra Conference	\$0.00
3 Colusa	\$4,000			\$4,000.00
4 Corning	\$4,000	\$1,340.88	3-12-24 - LCW Annual Public Sector Employment Law Conference	\$2,659.12
5 Dixon	\$4,000	\$4,000.00	10-26-23 - Rachel Ancheta (CAJPA) 3-8-23 - Rachel Ancheta (PARMA) 3-25-24 - CalPelra	\$0.00
6 Elk Grove	\$4,000			\$4,000.00
7 Folsom	\$4,000			\$4,000.00
8 Galt	\$4,000	\$3,099.73	2-2-24 - Stephanie VanSteyn (CalPELRA)	\$900.27
9 Gridley	\$4,000			\$4,000.00
10 Ione	\$4,000			\$4,000.00
11 Jackson	\$4,000			\$4,000.00
12 Lincoln	\$4,000			\$4,000.00

13	Marysville	\$4,000	\$3,906.45	2-6-24 - Nicole Moe (CalPELRA) 2-29-24- Jennifer Styczynski (CalPELRA)	\$93.55
14	Nevada City	\$4,000			\$4,000.00
15	Oroville	\$4,000	\$1,399.35	11-30-23 - Liz Ehrenstrom - CalPelra - Hotel and Mileage	\$2,600.65
16	Paradise	\$4,000			\$4,000.00
17	Placerville	\$4,000			\$4,000.00
18	Red Bluff	\$4,000	\$2,503.45	1-24-23 - CalPelra - Hotel, Registration and Mileage	\$1,496.55
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	12-22-23 CalPelra Conference	\$0.00
Total		\$88,000	\$24,249.86		\$63,750.14

NOTE: FY 23/24 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.

NCCSIF EXPENSE CLAIM FORM

Name: _____

Date: _____

City: _____

Location of Meeting: _____

Meeting Date: _____

Expenses:

Airfare: \$ _____ Attach travel itinerary and ticket receipt

- Covers coach rates only and any mandatory baggage fees.

Auto: Total miles _____ X _____ (IRS Rate) = \$ _____

- If travel by car shared with another member, you may share the mileage costs to avoid the maximum.

Hotel: \$ _____ Attach hotel receipt

- Not to exceed Government Rate.

Meals: \$ _____ Attach receipts

- Not to exceed \$50 per day. When meals are provided by a conference or meeting, members will not be eligible for reimbursement if they choose to dine separately. Alcohol and/or corkage fees are not reimbursable expenses.

Parking: \$ _____ Attach receipt

Car Rental: \$ _____ Attach receipt

Other Expenses: \$ _____

If other, please explain:

Member Signature: _____

*Please forward original and one copy (including all receipts) to
NCCSIF Program Administrators at jenna.wirkner@alliant.com
2180 Harvard Street, Suite 460, Sacramento, CA 95815*



BACK TO AGENDA

**Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 18, 2024**

Agenda Item E.7.

SIDEWALK RISK MANAGEMENT FUNDING

ACTION ITEM

ISSUE: Sidewalks continue to be one of the leading causes of liability claims against NCC members, and some members do not have active programs for maintaining their sidewalks. The Committee is asked to consider establishing a grant or reserve fund for members to engage Precision Concrete to inspect and maintain a designated portion of their sidewalks.

The goal is to make sure every member has at least some maintenance program in place and that the areas of highest traffic and potential claims are inspected and maintained on a regular basis.

Members could set aside some portion of dividend distribution, the admin budget could be amended to include funding, or available net position from the liability program could be used to fund the program. A fund of \$10,000 per member would allow for inspection and repair of anywhere from 100 to 150 locations.

RECOMMENDATION: Review and consider recommendation for funding of a sidewalk maintenance grant or reserve fund.

FISCAL IMPACT: TBD, based on feedback from members.

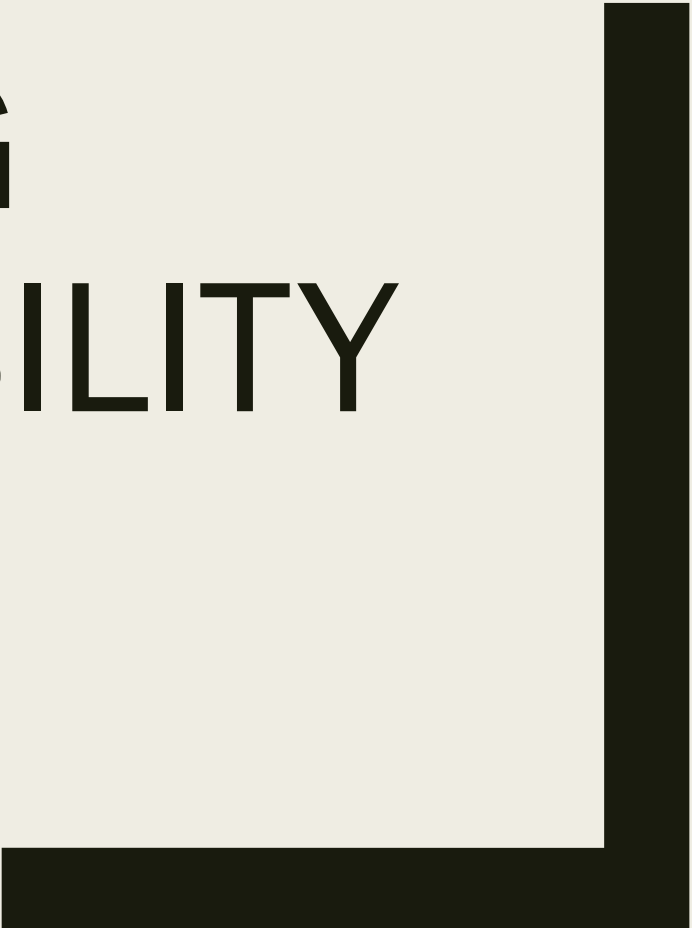
BACKGROUND: Sidewalk risk management is an essential aspect of maintaining city property due to the exposure to injury to the public, particularly in high-traffic areas and for those sidewalks that abut city property. NCC has provided training on this topic, attached, and encourages members to maintain an effective and proactive sidewalk inspection and maintenance program.

ATTACHMENT(S): Sidewalk Liability Presentation



MANAGING SIDEWALK LIABILITY

Risk Pool Training Webinar



Presenters

Marcus Beverly

NCCSIF/SCORE Admin

Joseph Ortega

Precision Concrete Cutting

PURPOSE

Provide an overview of the liability risks associated with sidewalks and what you can do to reduce those risks, including:

- Ordinance(s)
- Inspection & Maintenance Programs
- Economical Repair and Risk Management Services

OUTLINE/AGENDA

- Sidewalk Claims & Ordinance
- Inspection & Maintenance Best Practices
- Repair & Risk Management Services



CLAIMS & ORDINANCE



Sidewalk Claims for One JPA



- 200 + Total Claims Over last 10 years
- \$3.4 Million Paid
- 8.5% of All Claims (2nd highest cause)
- 7% of All Paid (4th highest severity)
- \$23,994 Average Paid 2012-2022; 9 claims > \$100,000
- One Claim in 2019 = \$623,709
- Over 30 ADA related sidewalk/access discrimination claims
- Five ADA- Related Claims From Same Person = \$400,000
 - Does NOT include cost to correct!
 - *L.A. agrees to spend \$1.3 billion to fix sidewalks in ADA case*
- New claims for allowing homeless to block ADA access



Before

After

The Problem



- Varies by city
 - *Aging infrastructure*
 - *Poor street tree selection*
 - *Rural feel v. developed areas*
 - *Lack of documented inspections*
 - *Budgets strained for repairs*
- Losses are frequent and *add up*
- Most claims are within member deductible

The History

Legal History



- **Common Law** – adjoining property owner had no duty to maintain sidewalks and therefore no liability for mere failure to maintain. Could be liable for other acts of negligence.
- **Streets and Highways Code §5610 (1941)** – property owner has duty to maintain adjacent sidewalk and can be *liable to the municipality* if it is forced to repair or maintain. However, owner not liable for damages to the public for failure to maintain.

Current law unless local ordinance applicable

Current Situation With No Ordinance

THE DOs & DON'Ts
OF RESIDENTIAL PARKWAY LANDSCAPING

Did you know? The parkway is the area between the curb and the sidewalk (if there is no sidewalk, then it is the area between the curb and the property line). The parkway is owned by the City and maintained by the property owner, except for City-installed trees. Landscape improvements to this area require a permit and must comply with City guidelines outlined in Municipal Code 12.20.010.

MAY BE PERMITTED:

- ✓ ROCK
- ✓ SHRUBS UNDER 24 IN. TALL
- ✓ PALM TREES
(So long as property owner signs liability/maintenance waiver)
- ✓ PLANTER BOXES
(At the discretion of the Public Works Director)
- ✓ CALIFORNIA-FRIENDLY PLANTS

NOT PERMITTED:

- ☒ CACTUS
- ☒ FRUIT TREES
- ☒ FICUS OR CYPRESS TREES
(for list of all non-acceptable, damaging trees visit our website BuenaPark.com)
- ☒ PEA GRAVEL OR BARK

NOT IN COMPLIANCE?

TALK TO US TODAY!

- Apply for a no fee permit at the Public Works Counter
- No architectural drawings required

Enforcement will begin June 1, 2019

CITY OF BUENA PARK
PUBLIC WORKS DEPARTMENT
(714) 562-3676
6650 BEACH BLVD.
BUENA PARK, 90620
BUENAPARK.COM

- Property owner has duty to MAINTAIN sidewalk except if City created the problem (tree?)
 - CA Streets & Highways Code § 5610
- City is liable for damages due to property owner's failure to maintain and for hazards the City or *third persons* create, including *defective utility work or boxes*
- Property owner is liable for damages arising from *hazards they create or if they exercise dominion or control* over the abutting sidewalk.

The “San Jose” Ordinance

14.16.2205 - Liability for injuries to public.

The property owner required by [Section 14.16.2200](#) to maintain and repair the sidewalk area [shall owe a duty to members of the public](#) to keep and maintain the sidewalk area in a safe and nondangerous condition. If, as a result of the failure of any property owner to maintain the sidewalk area in a nondangerous condition as required by [Section 14.16.2200](#), any person suffers injury or damage to person or property, the property owner shall be liable to such person for the resulting damages or injury.

Court's Reasoning in Upholding Ordinance



■ Serves important public policy purpose

- Provides an additional level of responsibility
- Owners often in the best position to quickly identify and address potentially dangerous conditions
- Provides incentive for property owners to maintain

Gonzales v. City of San Jose opinion

125 Cal.App.4th 1127 (Cal. Ct. App. 2004)

- Ordinance does not absolve City of liability for dangerous conditions on sidewalks
- *Both* city and property owner could be liable

Pros/Cons



It's Risk Management 101

- Fair to *enable* liability arising from city property to owner who has no say in how built or used?
 - *Person who has duty to maintain is normally liable for their failure and such liability is transferred routinely in contracts*
 - *City still retains property owner liability*
- Insurance companies prepared to shoulder?
 - *One more reason to cancel?*
 - *One more pot of money for plaintiffs?*
- How should risk be paid for?
 - *By taxpayers generally or by owner and insurance?*
 - *City not doing its duty if doesn't at least consider ordinance?*

Bottom Line on Ordinance

- You are *enabling* liability against the property owner to third parties for damages arising from failure to maintain
- NOT a free pass on liability or duties of the City
- Risk management best practice – have obligation to transfer?
- Should be part of *public education and outreach program*
 - Provide guidance and **incentives if possible**
- Result is a more effective program for maintaining sidewalks and reducing claims

Recommended Best Practices

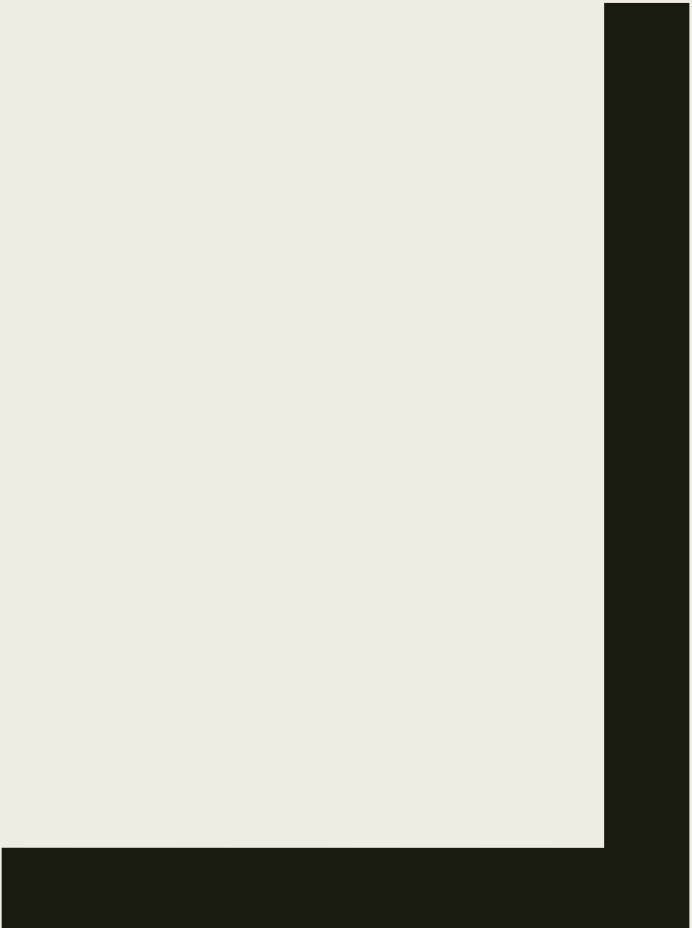


- Local Ordinance at least as broad as S&H code
- Liability transfer ordinance should be considered by Council
- *Look at trees, too! Who owns?*
- Documented inspection program
- Active maintenance program (duty to inspect)
 - *Warn, restrict, repair, remove*
 - *Notify property owner of maintenance obligation*
 - *Follow up, repair and bill if needed*
 - *Offer incentives*



BEST PRACTICES

INSPECTION AND MAINTENANCE PROGRAMS



Elements of Sidewalk Inspection/Maintenance Program



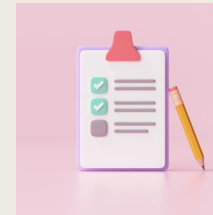
Establish criteria for defective sidewalks

- Measurements
- Location of sidewalk
- Amount of pedestrian traffic
- Resources for repair
- Effectiveness of temporary repair



Develop inspection procedures

- How to measure
- Taking pictures
- Marking Hazards



Conduct Inspections

- Establish schedule and frequency of Inspections

Sidewalk Management Program

All entities should have a Sidewalk Management Program that outlines:

- Scope
- Responsibility
- Inspections
- **Inspection Criteria**
- Repair and Replacement Procedures
- Repair and Replacement Options
- **Priority Levels**
- **Sidewalk Warnings**
- Financial Responsibilities
- Incident/Accident Reporting Procedures
- Recordkeeping

Inspection Criteria

Sidewalks should be inspected based on the following criteria:

- **Prescribed annual inspections of zones on a rotating basis**
- Areas designated as a *safe route to school* visually screened annually
- Citizen sidewalk service requests – document reports and action taken
- Sidewalk service requests involving an injury or accident responded to within 24 hours of notification
- Public Works, Building Inspector, *Utility Worker*, or Code Enforcement employees who identify sidewalk hazards *in the course of their duties*

What is Your Inspector Looking For?



Likely someone could be injured?

Dangerous Condition of Public Property

A condition of property that creates a **substantial risk of injury** when such property or adjacent property is used with due care in a manner in which it is **reasonably foreseeable** that it will be used.

- Step separation
- Badly cracked concrete
- Spalled areas
- Settled areas that trap water
- Tree root damage
- Vegetation overgrowth

Sidewalk Defects

- Generally a sidewalk offset that measures three-fourths of an inch or less, is not a dangerous condition, absent other contributing factors (e.g., shading or lighting or other obstruction that makes the offset difficult to see, or if the displacement is open and obvious).
- A determination of **whether the defect involved is a minor or trivial one** may be material in that minor defects inevitably occur, both in construction and maintenance, and that **their continued existence is not unreasonable**. (Gov. Code § 830.2.) In such case, irrespective of the question of notice of the condition, no liability may result. (*Graves v. Roman* (1952) 113 Cal.App.2d 584.)
- California law applies a **“totality of the circumstances”** test to determine what is and what is not a TRIVIAL DEFECT in this context:
 - *If the RAISED EDGE is 1/2" or less and there was no other aggravating factor(s) (e.g., oil, inadequate lighting, an obstacle, etc.) a TRIVIAL DEFECT defense would likely prevail*
 - *If the trip HAZARD is between 1/2" and 3/4", the injured party has a fighting chance; and*
 - *If the trip hazard is greater than 3/4" in height, the defense is more likely to argue that the trip hazard was OPEN AND OBVIOUS and therefore the injured party is either substantially or entirely COMPARATIVELY NEGLIGENT and therefore responsible for their own injuries.*

Existential question – *when does a defect go from “Trivial” to “Hazard” to “Open & Obvious”?*

Prioritization

- Vertical displacements that exceed $\frac{3}{4}$ inch should be documented and scheduled for repair
- Where a sidewalk deficiency is noted, **provide a rating from 1 to 4**
 - *1 = displacement less than $\frac{3}{4}$ inch (LOW)*
 - *2 = displacement between $\frac{3}{4}$ inch and $1\frac{1}{4}$ inch (MEDIUM)*
 - *3 = displacement is more than $1\frac{1}{4}$ inch (HIGH)*
 - *4 = deficiency is in the vicinity of a sensitive location (VERY HIGH)*
such as school zones, senior centers, business districts, high pedestrian zones, etc.
- Sidewalks with slopes exceeding 5:1 ratio should be documented and scheduled for repair
- Cracks less than $\frac{1}{2}$ inch should be filled
- Holes $\frac{1}{2}$ inch or greater in depth should be filled

Prioritization

		Potential Consequences				
		L6	L5	L4	L3	L2
		Minor injuries or discomfort. No medical treatment or measureable physical effects.	Injuries or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital admission.	Injury or illness resulting in permanent impairment.	Fatality
		Not Significant	Minor	Moderate	Major	Severe
Likelihood	Expected to occur regularly under normal circumstances	Almost Certain	Medium	High	Very High	Very High
	Expected to occur at some time	Likely	Medium	High	High	Very High
	May occur at some time	Possible	Low	Medium	High	High
	Not likely to occur in normal circumstances	Unlikely	Low	Low	Medium	Medium
	Could happen, but probably never will	Rare	Low	Low	Low	Low

- Check for damage around traffic signals, utility poles, **ground boxes**, streetlights, etc.
- Sidewalk damage around a construction site with heavy equipment should be noted
- Brick or concrete walkways installed by property owners should be level to sidewalk
- Hazards or damage that do not meet requirements for immediate repair should be noted for future inspections
- **Take photographs**

Examples of Sidewalk Deficiencies

- Cracks



Examples of Sidewalk Deficiencies

- Root Damage



Inspections and Investigations

- Establish a system to receive and record complaints/incidents
- Follow-up on complaints/incidents immediately
 - *Assume a claim is coming*
- Take picture of area (camera has timestamp and GIS capability)
- Take measurements of **both sides of sidewalk** and take pictures showing measurement
- Establish priority
- Enter repair request into work order system
- Once repaired, take picture showing completed repairs

Sidewalk Warnings



Prior to sidewalk being repaired or replaced, crews may install warnings on or near the damaged area to warn pedestrians. *Photograph area when done.*

Warnings may include:

- High-visibility paint
- *CAUTION* cones
- *CAUTION* tape
- Barricades



Not so existential question - My city attorney tells me I shouldn't use paint as a warning on sidewalk hazards because that proves we had notice of hazard. Is attorney correct?

Photographs

Photograph the condition of the sidewalk before the work is started to provide evidence in case a claim for damages occurs from the abutting property owner after the sidewalk is repaired/replaced.

Images of sidewalks should include:

- The surrounding area(s) (i.e., trees, shrubbery, lawn fixtures, driveway approaches, and lawn).
- Utilization of a tape measure or an object for scale.
- A straight edge may be used to help with documenting width and depth. If a straight edge is used, it should be at least 36" in length.

Photograph condition of the sidewalk after repairs are completed







Financial Responsibility



Who PAYS
for WHAT?

Determine financial responsibility for repairs/replacement:

- Property owner
- Entity
- Shared
- Third Party?

Property Owner Notification

Send notice of repair to property owner

SIDEWALK REPAIR NOTICE – FIRST NOTICE

[Name of Property Owner]

[Street Address]

[City, State Zip Code]

RE: Sidewalk Management Program – First Notice to Repair

Dear Property Owner:

Your property located at [ENTER PROPERTY ADDRESS](#) was recently inspected under the [City's/Town's](#) Sidewalk Management Program. As such, portions of the sidewalk have been marked for repair and/or replacement.

The State of California, Streets and Highway Code, Section 5610 states property owners shall maintain any sidewalk fronting their property in such condition that will not endanger persons or property and maintain it so that it will not interfere with public convenience.

Upon receipt of this notice, we are requesting that you take action as soon as possible to correct the hazard. The marked sidewalk area on your property has the potential of tripping pedestrians, resulting in personal injury and possible liability.

You have the following options available to accomplish the repair:

- (A) You may do the work yourself. If you choose to do this, it will be necessary for you to obtain an encroachment permit from the [City/Town](#). The work must be performed in accordance with [City/Town](#) standards. Permits can be obtained at the [INDICATE THE DEPARTMENT AND STREET ADDRESS WHERE PERMITS MAY BE OBTAINED](#).
- (B) You may hire a licensed contractor to perform the work. Permit and work standards are applicable as stated above.
- (C) You may have the [City/Town](#) repair the sidewalk at your expense. Permit and inspection fees are included in the cost of repair.

If the repair, or a response to the [City/Town](#), with intention to repair, is not initiated **within two weeks** of this notice, the [City/Town](#) will add the sidewalk area to a scheduled list of repair work. Any costs incurred for the repair of the sidewalk will be at your expense. Failure to pay may result in a lien being placed on the property.

If you have any questions or concerns regarding this matter, please contact me at [INSERT CONTACT INFORMATION](#).

Sincerely,



REPAIR & RISK MANAGEMENT SERVICES

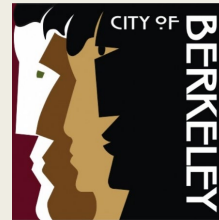


Who We Are

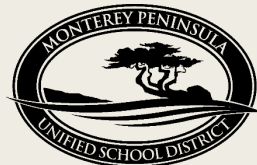
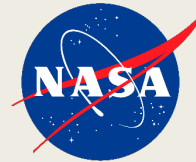


- Global Leader in Sidewalk Repair
- Over 40 Franchise specializes in repairing/inspecting sidewalks
- 7 patents awarded by the U.S. Patent and Trademark Office

100's of Clients in NorCal



FPI MANAGEMENT



Goals

Managing Sidewalk Infrastructure on a Tight Budget



Effectively Manage Sidewalk Inventory/Resources

- Improve Pedestrian Safety
- Reduce Liability
- ADA Compliance
- **Increase Walkability**
- Preserve the City's Sidewalk Infrastructure
- Foster Good-Will Among Residents
- Maintain an Active Program
- Maintain Detailed Records/Tracking in Virtual Setting
- Effective Tool to Leverage Funding

Trip Hazard Causes

Tree Roots –
#1 Cause for lifted sidewalks



Ground Settling –
(or expansive/contractive soils)



FREEZE / THAW-
Mainly affects concrete near
ponds, lakes, rivers



HEAT-
When concrete expands and causes
sidewalk to buckle or heave



Utility Boxes-
Typically installed by a utility company
but often sink or lift



Curb and Gutter-
People often trip on lifted curb
or gutter when getting out of cars
or crossing the street



Methods of Sidewalk Repair



Asphalt Patch

Ramp up asphalt on sunken panel



PROS

- Quick and Easy
- Low Skill Requirement
- Inexpensive

CONS

- Temporary Fix
- Poor Aesthetics
- Lacks ADA Compliance
- Expansion/Contraction
- Best with hazards that can not be removed

Concrete Grinding

Rotating drum of carbide steel shafts
that pound and grind elevated concrete

PROS

- Commercially available
- Low skill requirement
- Filler project
- Environment
- Other functionality

CONS

- Commercially available (skill level)
- ADA Compliance (domed/full width)
- Some liability remains
- Aesthetics
- Staff avoids it
- Pitting/Micro Cracks
- Hazards > 1"



Removal and Replace

Break up, remove debris, re-form & re-pour



PROS

- Aesthetics
- Removes Liability
- ADA Compliant

CONS

- Increasingly High Cost
- Time/Labor Intensive
- Sidewalk Closure
- Environment (if not recycled)
- Fix underlying issue (tree, drainage, etc.)



Saw Cutting

a better way to repair

PROS

- ADA Compliance
- Removes Liability
- Aesthetics
- Cost Structure (70-90% Savings)
- Speed
- Environment

CONS

- Equipment Not Commercially Available
- Unfamiliarity
- Hazards > 2"

100% ADA COMPLIANT





Cost Effective



\$75 – 5ft Repair on average

Fast: ~300 trip hazards in a day

No concrete damage

No sidewalk closures or heavy machinery

Master Contract with JPAs to get best pricing

Assessment Services

- Performing sidewalk inspections throughout Northern California for the last 15 years
- Delivering data you need to make critical decisions in real time
- Delivering data you need to make critical decisions in real time
- Priced by the Mile or Facility
- Determine Priority, Schedule/Plan
- GIS Compatible



Data and Documentation

1277 N Livermore Ave
Livermore, California
View on Google Maps

LIFT #9400022

Zoom To
1120 Cromwell St
CA 94551

Sidewalk Type SW
Situation Path of Travel
Max Height 6/8"
Min Height 0
Length 5ft
Unit 1.88 InFt

Repair:
Cost \$93.75
Priority -
Status Completed

Repair 4/17/23, 1:02 PM

Activities

> Assessment	Completed	4/17/2023	📷	🗑️
> Repair	Completed	4/17/2023	📷	🗑️

Confirm City Sidewalk Locations

Determine Priority,
Schedule/Plan/Budget

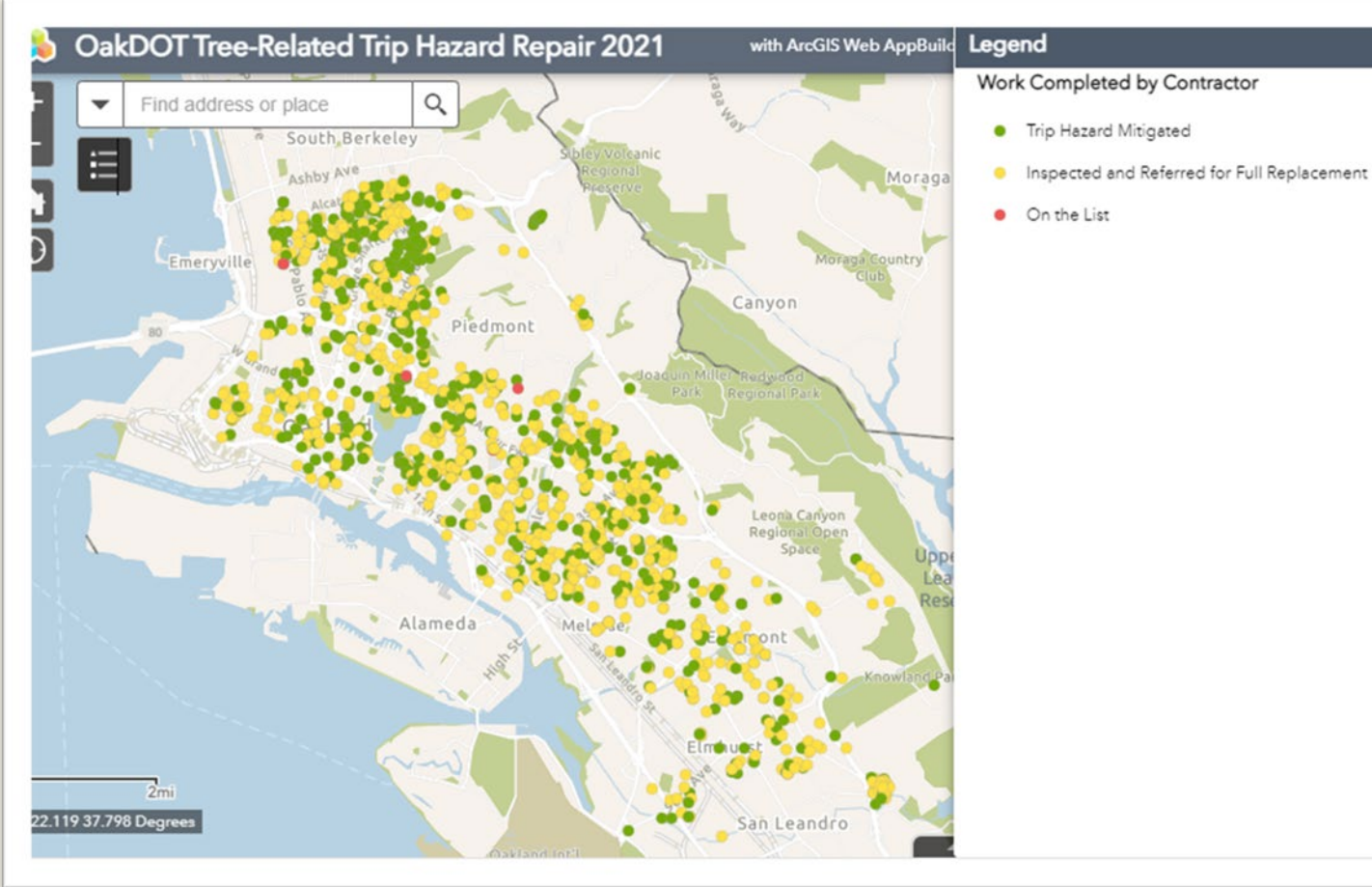
Virtual Audit, ideal for Risk
Management

Organize Ongoing Sidewalk
Maintenance & Completed Repairs

Digital record keeping & inventory

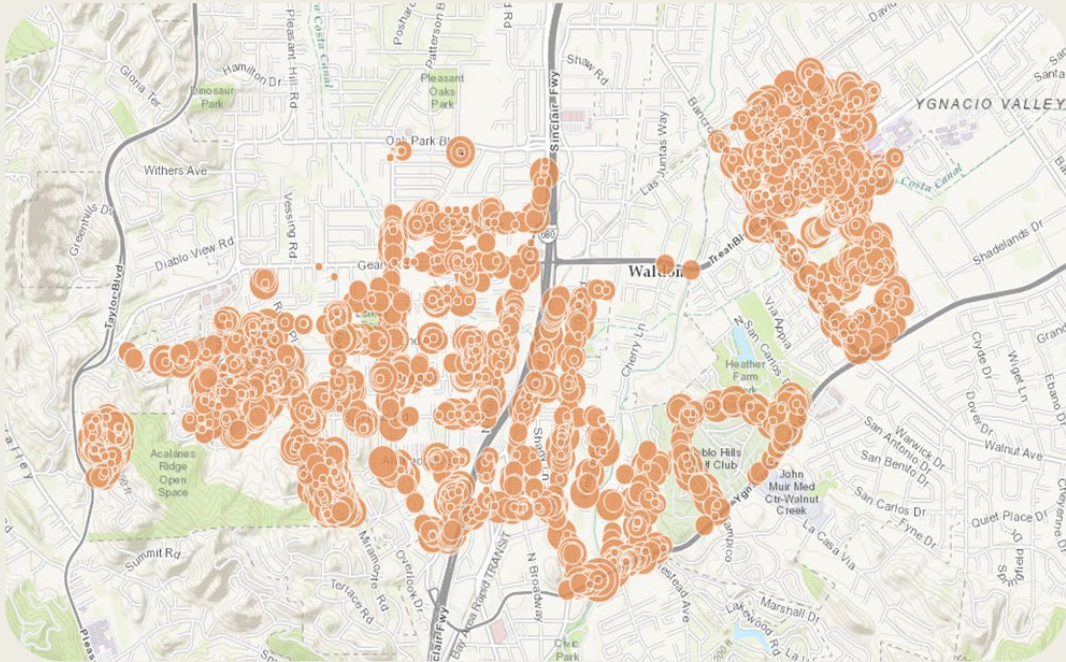
All data is GIS compatible

Service Options



- Sidewalk Inspection, Assessment and Data Collection
- Repair Sidewalk Backlog
- Inspect & Repair Sidewalks Along Pavement Maintenance
- ADA Transition Plan
- City Property- Parks and Facilities
- Urban Forest
- Zone Approach

Case Study - City of Walnut Creek



- City broken into 15 Zones, 5 zones per year, entire city every 3 years
- City funds 100% of sidewalk repairs and inspection
- PCC repaired over 5,000 sidewalk panels, inspected all sidewalks in entire city
- All data integrated into GIS
- Saved city over \$1.6M vs R&R
- Reduced trip and fall claims & payouts by 80%
- PCC cost reduced by 70% second time
- Reduced City staff time and resident complaints

Things to Consider

- Streets and Highway Code specific format for notices of repair to homeowners
- Administrative cost sending notices can be as expensive as repairing hazard. Average cost for PCC to repair property line \$125-150
- Political climate to enforce Streets and Highway Code, lien residents' homes
- Don't forget City owned property or sidewalk lifted by city trees
- Head in the sand approach doesn't work
- Having a Program in place is best practice to reduce liability

STREETS AND HIGHWAYS CODE SECTION 5610-5618

5610. The owners of lots or portions of lots fronting on any portion of a public street or place when that street or place is improved or if and when the area between the property line of the adjacent property and the street line is maintained as a park or parking strip, shall maintain any sidewalk in such condition that the sidewalk will not endanger persons or property and maintain it in a condition which will not interfere with the public convenience in the use of those works or areas save and except as to those conditions created or maintained in, upon, along, or in connection with such sidewalk by any person other than the owner, under and by virtue of any permit or right granted to him by law or by the city authorities in charge thereof, and such persons shall be under a like duty in relation thereto.

5611. When any portion of the sidewalk is out of repair or pending reconstruction and in condition to endanger persons or property or in condition to interfere with the public convenience in the use of such sidewalk, the superintendent of streets shall notify the owner or person in possession of the property fronting on that portion of such sidewalk so out of repair, to repair the sidewalk.

5612. Notice to repair may be given by delivering a written notice personally to the owner or to the person in possession of the property facing upon the sidewalk so out of repair, or by mailing a postal card, postage prepaid, to the person in possession of such property, or to the owner thereof at his last known address as the same appears on the last equalized assessment rolls of such city or to the name and address of the person owning such property as shown in the records of the office of the clerk.

Resources



- NCCSIF Sidewalk Liability Best Practices & Management Program Template - <https://www.nccsif.org/>
- City of Sacramento Sidewalk Maintenance Program Handbook
- “But It’s Your Sidewalk” – League of CA Cities
- ADA Best Practices Tool Kit for State and Local Governments
- City of Gilroy 50-50 program
<https://www.cityofgilroy.org/225/Engineering>
- Contact your JPA staff or risk management consultant for more

In Summary

- Pass, or at least Council consider, a “San Jose” ordinance
 - *Risk Management Best Practice*
 - *Or provide funding/program/outreach*
 - *Tackle trees, too!*
- Have an Inspection and Maintenance Program
 - *Prioritize areas and hazards*
 - *Don't forget ADA issues*
- Repair and Service Options
 - *Cutting v. Grinding*
 - *Crew Efficiency*

Comments/Questions?

Please reach out to pool
admin contacts for more information

Thank You!



BACK TO AGENDA

**Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 18, 2024**

Agenda Item E.8.

ROUND TABLE DISCUSSION

INFORMATION ITEM

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

- CJPRMA requested a list of Risk Management Activities from all members.
- Law Enforcement Training Day 2024
- Lexipol Grant Finder Update
- AB 413 - Parking Restrictions Near Crosswalks

RECOMMENDATION: None.

FISCAL IMPACT: None expected from this item.

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

ATTACHMENT(S):

1. CJPRMA Risk Management Activities

List of Risk Management Activities - NCCSIF	
	NCCSIF
Contracted training you have brought in.	Aquatic Risk Management Law Enforcement Legal Update with Bruce Kilday Law Enforcement Training Day ACI Negotiating Strategies ACI Fostering Resilience Making it your own ACI Motivate and Lead ACI Introduction to Stress Management ACI Managing Organizational Change
Training you have done yourself for city staff/JPA members. Anything you do for defensive driving will be very useful in this.	Defensive driving Ergonomic Evaluations Traffic Control and Flagging Playground Inspection Training Managing Sidewalk Liability Heat Illness Prevention Risk Management 101

Public Works Risk Management Training

In-House Training:

- Workplace Violence/Hostile Work Environment Training
- Ladder Safety Training
- Chemical Spill Training
- Ergonomics Training
- Water Operations Training
- Common Workplace Injuries Training
- SDS Training
- Blood Borne Pathogens Awareness
- ARC Flash Awareness
- Heavy Equipment Hazards Awareness
- Hand Tools Training
- Defensive Driving/Driving Safety
- Exit Routes and Emergency Response Planning
- Sweeper Training
- Powered Platforms, Manlifts, And Vehicle Mounted Work Platforms
- Hazardous Materials Awareness
- Traffic Control Training
- Respiratory Program Review
- Slips, Trips, And Falls Awareness
- Lockout Tagout Training
- Heat Illness Awareness
- IIPP Training
- PPE Training
- Excavation And Trenching Training
- Fire Extinguisher Training
- Chlorine Gas Safety Training
- Water Operations Training
- Narcan Training and Fentanyl Awareness
- Trailer Safety
- First Responder Awareness
- Hazard communication program
- Wildfire Smoke
- Flusher/Vac truck operations

Outside Agency Training:

- CPR Certification
- First Aid Training
- Confined Space Training
- Playgrounds Inspections
- Harassment Training

Programs Implemented or Updated:

- IIPP Updated
- Incident Reporting Implementation
- Anonymous Safety Suggestions
- Safety Committee Implementation
- Hazard Communication Policy Updated
- Emergency Action Plan Program Created
- Safety Inspection Team Created
- Annual Safety Inspection List Created
- Heat Illness Prevention Program Created
- PPE Program Created
- First Aid Program Updated
- Blood Borne Pathogen Policy Created
- Confined Space Policy Updated
- Trenching And Shoring Policy Created
- Respiratory Program Updated
- Lockout/Tagout Policy Created
- Fall Protection Policy Created
- Hand And Portable Power Tools Policy Created
- Flagger/Work Zone Safety Policy Created
- IIPP Training Program and Quiz Created
- On-Boarding Safety Introduction Program Created
- First Aid Kits and Fire Extinguisher in Vehicles Policy Implementation
- Hep A and B (Twin Rix Vaccine) Now Offered to Employees

City of Folsom Police Department
Use of Force laws and policy – 4hrs
Driving Awareness – 4hrs
Wellness – 7hrs
Financial Wellness – 1hr
Procedural Justice & Implicit Bias (discrimination) – 2hrs
Ground Control Defensive Tactics – 8hrs
Arrest Control Defensive Tactics – 4hrs
Active Shooter response/Tactical Entry – 8hrs
Tactical Firearms (Handgun) – 4hrs
Advanced Firearms (Handgun/Rifle) – 4hrs
Domestic Violence response update - 2hrs

Contracted training you have brought in:

- Sedgewick for trainings such as Arial Bucket Training, Forklift Training, Traffic and Safety Control, Bloodborne Pathogens.
- Anti-Harassment and Discrimination Training by Boutin Jones.

Training you have done yourself for city staff:

- The city pays for a Lorman subscription to offer an array of trainings in Workplace Violence, Construction/Engineering, Government, Human Resources, Legal, Procurement, Leadership Development, etc.
- The city pays for a Target Solutions subscription which also offers an array of trainings.

Vendors you have hired to reduce liability:

- Cole Pro Media assists messaging the public and social media to minimize risk.
- Lorman
- Target Solutions
- LCW
- Sedgewick
- Boutin Jones

Tools/software/systems you have implemented to reduce liability:

- Purchased a training subscription for Udemy.com for our IT Technician with the intention of getting him trained and certified with VMware products.
- We have hired a new consulting company, Digital Technology Solutions (DTS), to supplement multiple areas of IT staffing including securing City IT systems.
- Implemented multifactor authentication for Microsoft Exchange Online email system.
- Upgraded to the latest Barracuda Email Security and Spam filtering service.
- Implemented a new phishing training campaign for all City staff.
- Implemented an automated recurring quarterly phishing test campaign which also automatically assigns extra training for vulnerable users.
- Implemented a more secure password management system for IT staff.

Training that departments have done on their one that helps with liability:

- Public Works- weekly safety meetings. Ariel Bucket Training, Forklift Training, they also offer trainings from Target Solutions see attached list.
- Police Department- Hate Crimes Investigation – POST Learning Portal, Domestic Violence Investigations – POST Learning Portal, Preventing Discriminatory Harassment – Target Solutions, First Amendment Audits – Target Solutions, Use of Force – Sacramento Regional Public Safety Training Center, Arrest and Control - Sacramento Regional Public Safety

Training Center, Strategic Communications - Sacramento Regional Public Safety Training Center, First Aid/CPR/AED - Sacramento Regional Public Safety Training Center.

Employment practices training:

- Lorman training site offers trainings related to discrimination, reasonable accommodation, interactive process.

LCW Consortium trainings

City of Lincoln Police Department

CHP came in and hosted a SFST/ARIDE training (Expanded DUI training)

Homeland Security hosted Entry/ Room Clearing Tactics Training

Butte College EVOG (8 hour drivers training)*

Shooting Range (3 times) (handguns/shotguns/rifles)*

Joint Police/Fire active shooter training at Lincoln High School

Blue teams/IA Pro (incident tracking software)

Annual Taser Training

Annual CPR/First Aid training*

Use of Force Training*

Defensive Tactics*

City of Rocklin Police Department

Daily training bulletins from Lexipol – Monthly

Bodycam training at the Sunset Center

Perishable Skills Training (PSP) – Arrest and control, Firearms, Strategic Communications, Use of force training, Evoc, First Aid/CPR – those all have POST approved elements of de-escalation or safety training

Ethics training – Vector solutions, web based through the city

Harassment training – Vector Solutions, web based through the city

Field Training Program – New officers go through an extensive FTO program that also covers all of the items listed above in case they start after those trainings happened

During the interview process for new employees, HR briefs the interview panel on how to avoid bias during the process

City of Willows

FIRE DEPARTMENT

- ☑sexual harassment training
- ☑Emergency Vehicle Operations Course
- ☑Pump Testing
- ☑Hose Testing
- ☑Annual Wildland Refresher training
- ☑CPR/First aid
- ☑Annual Department Fit Testing
- ☑Annual Ladder Testing
- ☑Entry Level NFPA compliant physicals for new firefighters
- ☑All PPE is now within NFPA standard
- ☑All Hose is now within NFPA standard
- ☑All nozzles are now within NFPA standard
- ☑All handheld radios are within NFPA standard
- ☑All SCBAs are within NFPA standard

LIBRARY

- ☑Active Shooter Safety Training (12/7/23)

PUBLIC WORKS

- ☑Twice Monthly Public Safety Meetings with PW Maintenance Workers
- ☑CPR and First Aid Training

CITY WIDE

- ☑Verbal Judo Training (3/2/24)
- ☑Sexual Harassment Training
- ☑Ethics Training

IT – CYBER SECURITY

- ☑Monthly Server Updates: Closed security gaps, minimized breaches, improved stability, ensured compliance.
- ☑Yearly Warranty & License Management: Saved costs, improved asset visibility, streamlined procurement.
- ☑Reactive Security Minimized damage, improved response, enhanced compliance.
- ☑Daily Antivirus scans on All Devices: Proactive threat detection, automatic remediation, stronger endpoint security.
- ☑Overall: Proactive approach mitigated risks, safeguarded data, ensured continuity, optimized costs.



2023 Risk Management Activities by Department

Parks

- The parks division provides annual pesticide and labels training for all city employees that spray pesticides under the city's restricted materials permit.
- We provide annual training at the GAP for all staff that maintains the city pool. Staff members have to be a Certified Pool and Spa operator (NSPF) to do any chemical treatments to the pool.
- We have at least one parks member who is a Certified Playground Safety Inspector (CPSI), and does monthly reports on the condition of every play structure and documents the condition in IWORX.
- In house Annual Tree Work Safety Workshop.
- Sign Off sheets for all new employees for small equipment operation.

Public Works – Utilities

1. Du-All Learning Portal (online courses)

Annual

- Fall Protection (end-user)
- Respiratory Protection
- Hearing Conservation
- Summer Safety & Heat Illness Prevention
- SPCC (Spill Prevention Control & Countermeasure)
- Confined Space Awareness
- Hazards of Homeless Encampments

2. Target Solutions (online courses)

- **Wildfire Smoke Awareness & Policy**

3. In-Person Trainings

As Needed (annual, biennial, triennial)

- Work Zone Safety (traffic control & flagging)
- Chlorine Safety Training
- Emergency Action Plan
- Hearing & SCBA FIT Testing
- CPR/First Aid & AED
- Lockout/Tagout Training
- PPE/Hot Work
- Fall Protection (competent user)
- Excavation, Shoring & Trenching

- HAZWOPER
 - Confined Space Entry Rescue
 - Respiratory Protection
 - Dump Truck Training
 - CHP Training
 - Line Locator Training
 - OSHA 5109 Training Cal/OSHA Standards for Construction Industry (Admin)
 - Crane Truck Training
4. Weekly & monthly safety training is done within each department (ex: maintenance, lab)
 5. Daily/As-Needed High Heat Safety Checks when the temperature is going to be above 95 degrees
 6. Implemented Chlorine Safety & Process Safety Management for any contractors working at the WTP or WWTF.

Fire

- Continuous updating and Implementation of Lexipol by developing a full Policy and Procedures Manual for the Fire Department
- Purchased and implemented ASHER equipment (Active Shooter Hazard Equipment Response) with department training and Response Plans
- Hosted Rescue Task Force Training for YCPD and YCFD personnel (Manipulative and Classroom Tabletops)
- Hosted Rescue Task Force Training for YCPD and YCFD Command Staff (Response and Command and Control to Violent Incidents)
- Initiated Cancer Prevention Task Force and Standards
- Cancer Screening Blood Draws for all Fire Department Personnel
- Developed and conducted training in Emergency Operation Center (EOC) positions, ICS format, NIMS, SIMS
- Updated and conducted drills for EOC and DOC set up and upgraded equipment for emergencies
- Developed a Ladder Truck Training Manual
- Updated and developed Firefighter Training Manual
- Updated and developed Firefighter Testing Processes
- Developed an Acting Operator Task Book, Training Program and Standard
- Developed an Acting Captain Task Book, Training Program and Standard
- Developed an Acting Battalion Chief Task Book, Training Program and Standard
- Updated Code Red, Evacuation Mapping/City Zones and conducted training for city evacuation and information sharing
- Developed and Incident Action Plan (IAP) for large scale community events
- Developed a City-Wide Special Event Permit Process
- Conducted (2) Firefighter Recruit Training Academies
- Two new Fire Inspectors completed and received State Certifications in CSFM Inspector I and II Standards

- Advanced Technical Rescue (ATR) Team Training Program/Standard implemented
- Hazardous Materials Team (HazMat) Training Program/Standard implemented
- Tactical Emergency Medical (T.E.M.S) Training Program/Standard implemented
- Instructed training on Stop the Bleed for all city employees and department staff
- Instructed CPR Renewal Courses
- Conducted Peer Support and Mental Health Training for Department
- Conducted EVOC (Emergency Vehicle Operator Course) training for Defensive Driving and Code 3 Response
- Purchased PPE Extractors for the washing/cleaning of structural Firefighter gear and equipment. (Reduces hazards related to toxins associated with cancer and bloodborne pathogens)
- Developed MCI Policy and Training Drills (Multi-Casualty Incident Training)
- Completed all ISO training (210 hours minimum) for every department member in all-hazard categories (hazardous materials, Driver training, Officer command training, Company skill Training) with each member completing over (290 hours) of training on average. The department increased its overall training hours to 15,000 hours for the year.
- Rapid Intervention Crew Training (For Firefighter Rescue)
- Vehicle Extrication Training
- Search and Rescue Training (Confined Space, Trench Rescue, and Victim removal)

Police

- We are adding Vector Solutions for all training management, use of force monitoring, and inventory management to be implemented in 2024.
- We also have a program we purchased and implemented in August of 2021 called Blue Team. This system tracks all use of force, pursuits, discipline, and commendations inside the department. It also alerts us when employees hit certain thresholds to make sure we are monitoring and reviewing use of force and pursuits to make sure they fall within policy and procedure.

Office/Administration

- Computer Security Awareness
- Slips, Trips, and Falls Prevention
- Office Safety
- COVID-19 Prevention Program Training
- Electrical Safety
- AB 1825 Training
- SB 1343 Training
- AB 1234 Training
- Active Shooter
- Stop the Bleed

New Employee Safety Video Training Day Log - Custodian

Active Shooter and Other Acts of Targeted Violence	Initial	Date
Anger, Violence, and Conflict in the Workplace		
Anti-Harassment Training for All Employees - California (SB1343)		
Arc Flash Safety		
Asbestos Awareness		
Back injury Prevention		
Bloodborne Pathogens Safety (2223713)		
DOT Hazmat - General Awareness		
Driver Program: Backing Up Safely		
Driver Program: Dangers of Distracted Driving		
Driver Program: Hazard Perception - Hidden Hazards		
Driver Program: Work Zone Driving Hazards		
Electrical Safety		
EMS Hazard Communication		
Eye Safety		
Fire Extinguisher Safety		
General Construction Safety		
Hazard Communication		
Hazardous Material Identification and Spill Prevention		
Inspections - Back Safety Risk Assessment		
Ladder & Scaffolding Safety		
Lock-Out / Tag-Out		
Policy Review - City of Galt: Injury and Illness Prevention Program		
PRISM: Understanding and Responding to First Amendment Audits for Public-facing Employees		
RedVector - Eye and Face Protection		
Respiratory Protection		
Slips, Trips, and Falls Prevention		
Working in Extreme Temperatures		
Working Over or Near Water		
Name:		
Signature		
x		



Anderson Police Department

2220 North Street P.O. Box 1804
Anderson, CA 96007-1804
530-378-6600 · 530-378-6625 fax

Jon Poletski
Chief of Police

Memo

To: City Manager, Joey Forseth-Deshais
From: Captain Nathan Ramirez
Date: February 22, 2024
cc:
Re: Risk Management Activities Report

This memorandum outlines the Anderson Police Department's liability-reducing training, activities, and software to minimize liability risk. Please see the following comprehensive report for further details:

Perishable Skills/ Mandated by Peace Officer Standard and Training:

The California Peace Officers Standards and Training (POST) have identified "perishable skills" training that all POST certified officers are required to complete every two years. These perishable skills include the below listed areas of training:

Use of Force: This course provides California Peace Officers with training on considerations related to the use of force, including legal standards, objectiveness, de-escalation, and the need to safeguard life, dignity, and liberty of all persons without prejudice to anyone. This course provides updated legislative content of Penal Code Section 835a. This course includes scenario-based training that is often completed with the assistance of virtual reality systems.

Driver Training/Awareness: This course provides California Peace Officers with the topics of Driver Training/Awareness, including Basic Driving Principles, Legal and Moral Aspects, Defensive Driving, and Maneuvering Course Exercises. This includes training in high-speed or pursuit driving and behind-the-wheel exercises that include collision avoidance and slow-speed driving maneuvers.

Arrest and Control: This course provides California Peace Officers with techniques for handcuffing, control of persons, de-escalation, legal standards, use of force policy review, and hands-on/practical skills to safely apprehend and control persons.

Strategic Communications: This course provides California Peace Officers with techniques to generate voluntary compliance through the art of persuasion and utilizing tools of interpersonal and tactical communication, along with de-escalation techniques through scenario-based training.

Firearms: This course provides California Peace Officers with the topics of tactical firearms and lethal force options. The trainees will develop the necessary tactical knowledge and skills in firearms to survive and win a realistic lethal force encounter. This course provides updated legislative content of Penal Code Section 835a. This course also improves officer shooting skills and practice in tactical decision-making while using their primary firearm. Students receive some instruction on force options, case law, legal and moral issues, firearms tactics, as well as a review of our use of force policy.

Policy Review:

The Anderson Police Department houses our policies using a Knowledge Management System (KMS) called Lexipol. This system allows us to manage all employees and how they receive and acknowledge policies. The KMS system has a supplemental smartphone application, allowing officers to reference department policies in the field to ensure compliance before action.

One of the system's tools is Daily Training Bulletins (DTB), enabling us to send out 7-10 policies monthly for our users to review. The system generates a scenario related to each policy, allowing the reader to examine the scenario and then answer a question to show competency.

Range:

The Anderson Police Department holds several range trainings throughout the year in addition to the Firearms PSP. These training focus on firearm proficiency, firearm manipulation, qualifications, use of force policy review, shooting policy review, and shoot and don't shoot scenarios. We also cover the use of our less lethal shotguns to include policy review, qualification, de-escalation, firearm manipulation, and practical scenarios. This training also provides information on firearm safety.

Defensive Tactics:

The Anderson Police Department holds several defensive tactics training throughout the year in addition to the Arrest and Control PSP. This training focuses on a legislative update to include updated case law decisions and a review of landmark case law decisions related to police work and the use of force. This training focuses on practical scenarios and the physical practice of handcuffing techniques, control holds, takedowns, positions of advantage, footwork, and safety.

Taser:

The Anderson Police Department either holds the initial training for new officers, an eight-hour course, or a four-hour course for officers who have already completed the eight-hour course. This training covers safety on the taser and cartridges, review of the taser policy, use of force policy, medical needs after a taser deployment, practical training on how to use the taser, target zones on the body, and reporting and documenting the use of a taser.

Impact Weapons:

The Anderson Police Department holds impact weapons training throughout the year. This training usually is in conjunction with our defensive tactics training. This training covers the use of a baton and the applicable policies. The training covers the deployment of the baton, holding of the baton,

target areas on the body, striking, and retention. The training is done in a practical format with some scenario training.

High-Risk Vehicle Stops:

The Anderson Police Department conducts training on executing a high-risk vehicle stop. This training includes positions of vehicles, communication between officers, communication with a suspect(s), position of officers, firearm deployment, less lethal deployment, crossfire awareness, handcuffing of the suspect(s), and the clearing of the vehicle. This training covers areas of de-escalation, strategic communication, and policy review.

Active Shooter:

The Anderson Police Department has sent all sworn supervisors to a specialized course responding to Active Shooter incidents. Certified instructors teach this course and details the response and responsibilities of law enforcement supervisors in managing an active shooter event. This course is conducted in conjunction with our emergency services partners, including fire and medical staff, and provides training in the ICS (Incident Command System) to ensure a Unified Command approach is utilized.

K9 Training:

The Anderson Police Department currently has three Police Service Dogs (PSDs). Our PSDs are dual-purpose, meaning they are used for both patrol functions and narcotics searches. California currently has no legal standard for the training of PSDs. However, California POST has issued recommended training standards, which include annual certification and ongoing training, with a recommended minimum of 16 hours a month. All of the Anderson Police Department PSDs are currently certified to California POST-recommended standards and maintain a minimum of 16 hours of training monthly, often exceeding that amount. Our two K9 program managers have successfully completed courses in POST certification standards. This allows our program managers to continuously evaluate our PSDs and ensure they are compliant with the POST recommendations.

POST Portal Trainings:

California POST provided a web-based learning portal for officers to view training courses and receive continuous professional training credit (CPT). Throughout the year, our officers are assigned portal training assignments. These often include subjects such as racial biased training, tactical communications/de-escalation, Domestic Violence Response update, autism recognition, and Homelessness and Policing.

CPR/First Aid/Naloxone Administration:

Every two years, sworn members of the Anderson Police Department complete an 8-hour First Aid / CPR course of instruction. This course complies with the requirements of Title 22 of the California Code of Regulations and the Emergency Medical Services Authority requirements for California Peace Officers. This course also includes training on the proper utilization of AED devices. Two AED devices have been purchased and are stored on-site at the Anderson Police Department.

All sworn officers and community service officers have been trained and provided with Naloxone to carry on their person. This has been implemented due to the prevalence of synthetic opioids, such as fentanyl, that our officers have been seizing in the field regularly.

Blue Team Software:

The Anderson Police Department has purchased a software application suite known as IA Pro and Blue Team to provide analytics of officer-related Use of Force incidents and Vehicle Pursuits. This software allows the officers to upload information regarding the use of force incidents, which outlines where the incident occurred, who was involved in the incident, the type of circumstance surrounding the incident, officer injuries, suspect injuries, type of force used, and resistance encountered. This information is sent up through the chain of command, allowing supervisors to track incidents and determine if they are within policy or if someone needs additional training. The system will enable us to track all uses of force and alert us to potential force patterns. The system similarly tracks vehicle pursuits, with officers uploading information surrounding the pursuits, allowing supervisors to determine if the pursuit was in policy and identify potential training needs or increased liability factors.

Unmanned Aerial Vehicles (UAV): The Anderson Police Department maintains a fleet of UAV drones. These drones are utilized in response to incidents where aerial surveillance could assist in tactical decision-making before contact with the developing situation. These drones can also be used to respond to hazardous situations, including those in which a chemical spill or gas leak occurs, to ensure proper distancing for first responders. Our UAV pilots are all Part 107 FAA licensed pilots and have created an excellent working relationship with our local municipal airport air traffic controllers.

Employee Evaluations: The Anderson Police Department conducts annual evaluations of all employees. Every employee is evaluated on their workplace safety work practices and procedures during the evaluation process. Additionally, each employee confirms receipt and understanding of the workplace sexual harassment policy, computer incident plan, and workplace harassment/retaliation policy.

Briefing Training:

Each shift has briefing topics that are openly discussed by the personnel and sergeant. These topics are captured in each sergeant's briefing log that outlines the topic, officers present, and date/time. The issues that are discussed are policy changes/refreshers, law changes, safety topics, such as fentanyl exposure risks, internal safety concerns, and new directives that outline a new way in which a situation is handled and documented. These briefing logs are kept by each sergeant for their shift rotation and can be accessed throughout the year.

New Employee Safety Video Training Day Log - Utilities

Instructor:			
Active Shooter and Other Acts of Targeted Violence		Initial	Date
Anger, Violence, and Conflict in the Workplace			
Anti-Harassment Training for All Employees - California (SB1343)			
Arc Flash Safety			
Asbestos Awareness			
Bloodborne Pathogens Safety (2223713)			
Bucket/Boom Truck Safety and Operation			
Compressed Gas Safety			
Confined Space Entry			
Confined Space Entry - Permit Required			
Driver Program: Backing Up Safely			
Driver Program: Dangers of Distracted Driving			
Driver Program: Hazard Perception - Hidden Hazards			
Driver Program: Work Zone Driving Hazards			
Electrical Safety			
Eye Safety			
Fire Extinguisher Safety			
Fleet Program Vehicle Inspection and Maintenance for Large Vehicle Drivers			
Forklift Safety			
General Electrical Hazard Awareness for Site Safety			
General First Aid, Part I			
General First Aid, Part II			
Hand & Power Tool Safety			
Hazard Communication			
Hazardous Material Identification and Spill Prevention			
Ladder & Scaffolding Safety			
Lock-Out / Tag-Out			
Lockout Tagout for Authorized Employees			
Personal Protective Equipment			
Policy Review - City of Galt: Injury and Illness Prevention Program			
RedVector - Eye and Face Protection			
Respiratory Protection			
Slips, Trips, and Falls Prevention			
Trenching & Shoring			
Working in Extreme Temperatures			
Working Over or Near Water			
Name:			