



**MINUTES OF THE
NCCSIF RISK MANAGEMENT COMMITTEE MEETING
ROCKLIN EVENT CENTER, ROCKLIN, CA
JUNE 18, 2015**

MEMBERS PRESENT

Liz Cottrell, City of Anderson
Dylan Feik, City of Auburn
Michelle Pellegrino, City of Dixon
Kris Haile, City of Folsom
Paula Islas, City of Galt
Dalacie Blankenship, City of Jackson

John Lee, City of Lincoln
Liz Ehrenstrom, City of Oroville
Crystal Peters, Town of Paradise
Russell Hildebrand, City of Rocklin
Robin Bertagna, City of Yuba City

MEMBERS ABSENT

Shelly Kittle, City of Colusa
Tom Watson, City of Corning
Jim Ramsey, City of Elk Grove
Matt Michaelis, City of Gridley
Dave Andres, City of Ione
Satwant Takhar, City of Marysville

Corey Shaver, City of Nevada City
Dave Warren, City of Placerville
Sandy Ryan, City of Red Bluff
Marni Rittburg, City of Rio Vista
Tim Sailsbery, City of Willows

GUESTS & CONSULTANTS

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

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

A. CALL TO ORDER

The meeting was called to order at 9:47 a.m.

B. PUBLIC COMMENTS

There were no public comments made.

C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

MOTION: Dylan Feik **SECOND:** Russell Hildebrand **MOTION CARRIED**
AYES: Cottrell, Pellegrino, Haile, Islas, Blankenship, Lee, Ehrenstrom, Peters, Bertagna.
NAYS: None.



D. CONSENT CALENDAR

1. Minutes of the Risk Management Committee Meeting – April 16, 2015

A motion was made to approve the consent calendar.

MOTION: Paula Islas **SECOND:** Russell Hildebrand **MOTION CARRIED**
AYES: Cottrell, Pellegrino, Haile, Feik, Blankenship, Lee, Ehrenstrom, Peters, Bertagna.
NAYS: None.

E. RISK MANAGEMENT BUSINESS

E1. Police Risk Management Committee Update & Budget

Tom Kline presented the Risk Management Committee with a summary of the last Police Risk Management Committee (PRMC) meeting, which took place on May 7, 2015.

There was a discussion at the PRMC about the Assembly and Senate bills which relate to the use of body cameras. Tom Kline then provided an update (status of bills as of 6/17/2015) regarding the following:

- AB65 – grant program for body-worn cameras, has been held in submission and Tom noted that the author of AB65 (Luis Alejo) wrote an article in the Sacramento Bee advocating the use of body cameras.
- AB66 - refers to how the body cameras can be used and what they cannot be used for. He noted that AB66 is still moving along and Bickmore will continue monitoring this bill as well as all the other bills as they continue through legislation.
- AB1118 - speaks to the Police Officer Standards and training for the body cameras and indicated that this bill is also under submission.
- SB175 - This bill has been referred to committees as of May 14, 2015 and addresses the policy and procedure regarding where the body cameras should be worn, where the video will be stored and who would have access to the video.
- SB227 - Tom Kline then presented a new bill, SB227, and noted it is gaining traction. The bill is changing the procedure for when an officer's conduct can be reviewed by a grand jury.

Liz Ehrenstrom from the City of Oroville indicated that she hopes some of these bills pass so there will be more grant funding available for the purchase of body cameras. Marcus Beverly added we have been helping cities, such as Placerville, obtain Federal Department of Justice grant funding by providing support letters.

Tom Kline also noted at the last PRMC there was a discussion about the positive events that have occurred due to the use of the body cameras and the committee should be looking for ways to publicize these events.



Tom Kline mentioned that Bickmore hosted a Webinar on June 17, 2015 regarding the police outer carrier duty vests. The speaker of the short Webinar was the Chief of Central Marin, Todd Cusimano, who provided his perspective regarding the process of evaluating the use of outer carrier vests versus the duty belt. Henri Castro noted that the Webinar was recorded and the Police Risk Management Committee will be sent an email with a link so that members may watch at their convenience. Tom Kline also indicated that the next Police Risk Management meeting is set for Aug 6, 2015 and members should be receiving a “Save the Date” email in an effort to increase the attendance.

There was also discussion regarding the Police Risk Management Committee operating budget as well as the grant funds.

Marcus Beverly noted we have placed \$50,000 in the PRMC budget and currently the plan is to split the funds amongst those members who need additional body cameras and those members who need additional data storage. Bickmore has prepared a survey which will be distributed to the members to determine which members still need body cameras and which members need additional data storage.

Tom Kline noted there was a multi-step plan for rolling out the body cameras- round one was the initial purchase of 66 body cameras for all members and were distributed August 27, 2015, but a couple members opted out because they had already purchased cameras. The next step would be to assess the need for additional body cameras and to address the need for additional data storage of the video.

Liz Ehrenstrom noted that at the last PRMC meeting it was mentioned that cities should be storing body camera video for up to 2 years—due to the statute of limitations—as there are instances where there doesn’t appear to be a potential claim which later escalates into a claim or lawsuit and there if there is no video there could be detrimental effects to the case. Russell Hildebrand mentioned that in Rocklin all arrest videos will be stored for 2 years on CD for the time being and the non-arrest videos will be deleted after 6 months.

Tom Kline mentioned that we are currently looking into the cost difference related to certified storage as compared to individual agencies storing the video internally. Taser and Amazon provide cloud storage but there are potential exposures to offsite storage that need to be further investigated and brought back to the Committee.

Dylan Feik noted that there is not a clear recommendation about the \$50,000 amount and what the money will be used for and requested that this be brought back to the Committee with a breakdown of how the money will be used.

A motion was made to approve the \$50,000 budget for body cameras and storage with \$7,900 for the committee operating expenses with the caveat that no money will be dispersed from the \$50,000 without approval from the Executive Committee.



MOTION: Russell Hildebrand **SECOND:** Robin Bertanga **MOTION CARRIED**
AYES: Cottrell, Pellegrino, Haile, Islas, Blankenship, Lee, Ehrenstrom, Peters, Feik.
NAYS: None.

E2. Sewer Risk Management Proposal

Marcus Beverly presented the Risk Management Committee with a revised proposal from DKF Solutions regarding Sewer Risk Management and noted that this is an underserved area that deserves attention. After review by the Executive Committee, Alliant was asked to address a number of questions, including whether or not to conduct an RFP. Based on feedback from the City of Belmont regarding their responses from a recent RFP Marcus stated he did not believe an RFP was necessary as there are no other vendors who provide the same services in the proposal. He went on to state that sewer backups are an issue and this proposal could be effective to prevent or reduce claims.

Marcus Beverly mentioned there was a survey sent to all members and noted that every NCCSIF member—with the exception of Rocklin and Paradise—has a sewer system and indicated there are 10 members who would like to participate in the Sewer Risk Management Proposal. He also indicated that even if a city has a model program there is still the potential exposure of a sewer backup claim and noted the largest claim in NCCSIF history was a sewer backup claim. Henri Castro noted that the following cities contract out for their Sewer Management: Ione, Corning, and Auburn.

Services included in the revised proposal:

- An audit of each member's Sanitary Sewer Management Plan (SSMP) against SWRCB's Waste Discharge Requirements
- Development and/or update of members' Sanitary Sewer Overflow/Backup Response Plans (OERP)
- Development and/or update of members' Pump Station Emergency Response Plans (PSERP) meeting SWRCB requirements
- One NCCSIF-branded interactive computer training module
- If all services are implemented for 10 members the proposal cost is \$79,000

The recommendation in the Agenda Item was to budget for up to half of the cost, on a matching basis, for the members who would like to participate.

Russell Hildebrand mentioned this might be a time to complete an audit of members' sewer operations to identify weaknesses in the system and help with adequate response plans rather than agree to this proposal as is. Liz Ehrenstrom agreed and noted that having updated response plans are a large part of the defense of a claim in an effort to show the city has done everything possible to prevent a sewer backup. She then reminded the Risk Management Committee that the City of Oroville has been fighting a sewer backup claim since 2010 which has not resolved and has cost over \$1,000,000.



Marcus Beverly stated this proposal focuses on responding to a sewer backup when it happens rather than identifying weak points in their operations. Henri Castro noted that Bickmore completes an audit of the member cities (not as in depth as the presented DKF proposal) and in that report they address best practices, the responses provided from members, and if there are city ordinances in place.

Liz Ehrenstrom requested an updated report from Bickmore which Henri indicated will be provided in the first quarter of the next policy year. Liz Ehrenstrom also asked for information related to which members have funds dedicated to sewer operations.

Marcus Beverly also noted the Risk Management Policy and Procedure #RM-9: Model Sewer Overflow and Backup Response should be reviewed for an update.

Given the concerns of some members the recommended funding request (of up to half for those members who want to participate) was tabled pending further research.

A motion was made to approve updating the Risk Management Policy and Procedure #RM-9.

MOTION: Russell Hildebrand **SECOND:** Dylan Feik **MOTION CARRIED**
AYES: Cottrell, Pellegrino, Haile, Islas, Blankenship, Lee, Ehrenstrom, Peters, Bertagna.
NAYS: None.

E3. Risk Management Grant Policy Revision

**NOTE: The Risk Management Committee requested that we table this item as it will be covered during the Board of Directors Meeting which will immediately follow this meeting.*

E4. Employment Practices Liability (EPL) Hotline

**NOTE: The Risk Management Committee requested that we table this item as it will be covered during the Board of Directors Meeting which will immediately follow this meeting.*

E5. Risk Control Services Budget for FY2015/16

**NOTE: The Risk Management Committee requested that we table this item as it will be covered during the Board of Directors Meeting which will immediately follow this meeting.*



E6. Round Table Discussion

Henri Castro from Bickmore wanted to briefly present the services performed by Bickmore over the policy year just ending. She noted that over the last program year Bickmore has performed 11 city wide inspections, developed over 24 written programs, completed over 30 ergonomic evaluations, trained over 200 NCCSIF member employees, helped the City of Gridley assess their PPE requirements, and for the City of Dixon Bickmore developed a Hazard Inspection checklist. Henri indicated that there are some things that are still in progress which will be carried on into the new policy year.

F. INFORMATION ITEMS

1. NCCSIF Travel Reimbursement Form

G. ADJOURNMENT

The meeting was adjourned at 10:47 a.m.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Michelle Pellegrino". The signature is fluid and cursive.

Michelle Pellegrino, Secretary

10/15/15

Date