



**President**  
Mr. Dave Warren  
City of Placerville

**Vice President**  
Ms. Liz Ehrenstrom  
City of Oroville

**Treasurer**  
Mr. Tim Sailsbery  
City of Willows

**Secretary**  
Ms. Corey Shaver  
City of Nevada City

## NCCSIF RISK MANAGEMENT COMMITTEE MEETING AGENDA

**Date:** Thursday, April 27, 2017  
**Time:** 10:00 a.m.

**Location:** Rocklin Event Center - Garden Room  
2650 Sunset Blvd.  
Rocklin, CA 95677  
(916) 625-5200

**A – Action**  
**I – Information**

**1 – Attached**  
**2 – Hand Out**  
**3 – Separate Cover**  
**4 – Verbal**  
**5 – Previously Mailed**

### 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. APPROVAL OF AGENDA AS POSTED** A 1
- D. 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. 3 **E. CONSENT CALENDAR** A 1  
*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.*
- pg. 4 1. Minutes of the Risk Management Committee Meeting - October 27, 2016
- F. COMMITTEE BUSINESS**
- pg. 11 1. **Risk Control Services Update - Bickmore** I 1  
*Jeff Johnston from Bickmore Risk Services will present an overview of the risk control services provided over the last year. He will also discuss the progress made on the member risk assessments and update the scorecard for committee review.*



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	<b>2. Police Risk Management Committee (PRMC)</b>	<b>I</b>	
pg. 25	a. <b>PRMC Update</b> <i>Tom Kline from Bickmore will provide the Committee with a summary of the last two Police Risk Management Committee Meetings.</i>		<b>4</b>
pg. 26	b. <b>PRMC Grant Fund Usage Report</b> <i>The Program Administrators will provide an update of where grants are used by police agencies.</i>		<b>1</b>
pg. 28	<b>3. Risk Management Recognition</b> <i>The Committee is asked to review and provide recommendations for recognition programs and incentives for meeting risk management best practices standards.</i>	<b>A</b>	<b>4</b>
pg. 29	<b>4. Risk Management Safety Grant</b> <i>Initial discussion to budget safety grant for all members to use for risk management purposes.</i>	<b>A</b>	<b>1</b>
pg. 31	<b>5. FY 17/18 Risk Control Services Budget</b> <i>Marcus Beverly will present the draft budget for risk control services for FY 17/18 for review and recommendation to the Board of Directors.</i>	<b>A</b>	<b>1</b>
pg. 33	<b>6. Round Table Discussion</b> <i>The floor will be open to Committee members for any topics or ideas that members would like to address.</i>	<b>I</b>	<b>4</b>
pg. 34	<b>G. INFORMATION ITEMS</b> NCCSIF Travel Reimbursement Form	<b>I</b>	<b>1</b>

**H. ADJOURNMENT**

**UPCOMING MEETINGS**

- Claims Committee Meeting - May 18, 2017
- Executive Committee Meeting - May 18, 2017
- Risk Management Committee Meeting - June 15, 2017
- Board of Directors Meeting - June 15, 2017
- Police Risk Management Committee Meeting - August 3, 2017

*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 Raychelle Maranan at Alliant Insurance Services at (916) 643-2712.*

*The Agenda packet will be posted on the NCCSIF website at [www.nccsif.org](http://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 27, 2017**

**Agenda Item E.**

## **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 amendment it may be pulled for separate discussion and the Committee may approve the remainder of the Consent Calendar. Any item removed from Consent will be agendaized later during the meeting as recommended by the Chair and approved by the Committee.

**RECOMMENDATION:** Review and approve the Consent Calendar.

**FISCAL IMPACT:** None

**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 27, 2016



**MINUTES OF THE  
NCCSIF RISK MANAGEMENT COMMITTEE MEETING  
ROCKLIN EVENT CENTER, ROCKLIN, CA  
OCTOBER 27, 2016**

**COMMITTEE MEMBERS PRESENT**

Liz Cottrell, City of Anderson  
Nita Wracker, City of Auburn  
Toni Benson, City of Colusa  
Tom Watson, City of Corning  
Michelle Pellegrino, City of Dixon  
Jim Ramsey, City of Elk Grove  
Kristine Haile, City of Folsom

Paula Islas, City of Galt  
Dalacie Blankenship, City of Jackson  
Corey Shaver, City of Nevada City  
Liz Ehrenstrom, City of Oroville (**Chair**)  
Dave Warren, City of Placerville  
Kimberly Sarkovich, City of Rocklin

**OTHER MEMBERS PRESENT**

Kim Stalie, City of Dixon  
Julie Rucker, City of Elk Grove  
Michael Daly, City of Jackson

Michael Green, City of Rocklin  
Spencer Morrison, City of Yuba City  
Sheleen Edward, City of Yuba City

**COMMITTEE MEMBERS ABSENT**

Juanita Barnett, City of Anderson  
Matt Michaelis, City of Gridley  
Jon Hanken, City of Ione  
Astrida Trupovnieks, City of Lincoln  
Satwant Takhar, City of Marysville

Crystal Peters, Town of Paradise  
Sandy Ryan, City of Red Bluff  
Marni Rittburg, City of Rio Vista  
Wayne Peabody, City of Willows  
Natalie Springer, City of Yuba City

**CONSULTANTS & GUESTS**

Marcus Beverly, Alliant Insurance Services  
Raychelle Maranan, Alliant Insurance Services  
Henri Castro, Bickmore  
Tom Kline, Bickmore

Dori Zumwalt, York Risk Services  
Cameron Dewey, York Risk Services  
Alex Davis, York Risk Services

**A. CALL TO ORDER**

Chair Liz Ehrenstrom called the meeting to order at 10:06 a.m.

**B. INTRODUCTIONS**

Introduction was made and the majority of the members were present constituting a quorum.

**C. APPROVAL OF AGENDA AS POSTED**

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



**Motion:** Tom Watson                      **Second:** Jim Ramsey                      **Motion Carried**  
**Ayes:** Cottrell, Wracker, Benson, Watson, Pellegrino, Ramsey, Haile, Islas, Blankenship, Shaver,  
Ehrenstrom, Warren, Sarkovich  
**Nays:** None

**D. PUBLIC COMMENTS**

There were no public comments.

**E. CONSENT CALENDAR**

1. Minutes of the Risk Management Committee Meeting - June 9, 2016

**A motion was made to approve the item in the Consent Calendar as presented.**

**Motion:** Dave Warren                      **Second:** Paula Islas                      **Motion Carried**  
**Ayes:** Cottrell, Wracker, Benson, Watson, Pellegrino, Ramsey, Haile, Islas, Blankenship, Shaver,  
Ehrenstrom, Warren, Sarkovich  
**Nays:** None

**F. COMMITTEE BUSINESS**

**F1. Bickmore Risk Management Services, Assessments and Recommendations**

Ms. Henri Castro updated the Board on the services Bickmore provided to the members during 2016/17 program year to date. Ms. Castro handed out the Member Services Summary Report that shows members' status on specific activities. Ms. Castro also handed out the Scorecard format that she developed to track member's progress throughout the year specific to the seven focused Hazard and Safety Assessment as follows:

1. Risk Management Framework
2. Injury & Illness Prevention Program Implementation
3. Americans with Disabilities Act (ADA) Compliance
4. Driver & Vehicle Use Safety
5. Ergonomic Injury Management
6. Sidewalk Liability Management
7. Urban Forest Management

This is a work in progress that shows the implementation level of each member in various categories. The Board likes this new format as it can easily identify each member's progress and pinpoint the areas to focus their risk management efforts on.

Topics for the 2016/17 regional training workshops were discussed and the Committee expressed interest in the following topics:

Operational Training:

1. Forklift Train-the-Trainer

A question was asked whether a certified forklift trainer was required to renew their certification every two years. Ms. Castro is unsure and noted she will find out with another colleague at Bickmore whom is a subject-matter expert. The City of Dixon volunteered to host one of the sessions.

2. Traffic Control and Flagger Training

A question was asked if recertification is needed for the traffic control and flagger training. Ms. Castro indicated that there is no specific law on the training requirements, but she will research and report back to the Committee.

3. Certified Pool Operator Training

Ms. Castro indicated that an outside trainer will be utilized to conduct this training.

4. Confined Space Training

A question was asked regarding the different level of confined space training requirements. Ms. Castro noted that Bickmore is not a subject-matter expert on confined spaces and stated she will find out what the training requirement.

5. Playground Maintenance Inspections

Management Training:

1. AB1825 (Sexual Harassment) and AB1234 (Ethics) Trainings

Chair Ehrenstrom volunteered to host both trainings in Oroville. Ms. Paula Islas also volunteered to host AB1825 training in Galt.

2. Understanding Legal Marijuana

Ms. Castro noted that an outside trainer will be utilized to conduct this training. The highly sought after trainer is Chris Halsor, founder of Understanding Legal Marijuana and attorney from Colorado. Chris presented this same training to the Police Risk Management Committee.

3. Contractual Risk Transfer

Information only.

## **F2. Police Risk Management Committee Update**

Mr. Tom Kline provided a summary of the Police Risk Management Committee (PRMC) meeting held on August 4, 2016. The training topic was Introduction to Legal Marijuana for Law Enforcement. He noted that he keeps track of all police related Legislative Bills and keeps the PRMC informed on the outcome of those bills at every meeting.

Information only.

## **F3. Policy and Procedure Reviews**

### **F3a. RM-1 Risk Management Policy & Framework**

Mr. Beverly indicated that the current risk management assessments conducted by Bickmore contained a section regarding a member city's commitment to risk management and thus an assessment criteria and best practices were developed that needs to be incorporated into the sets of NCCSIF Risk Management Policies.

The RM-1 Risk Management Policy and Framework sets the foundation for each of the member's risk management program. Mr. Beverly noted that it is more appropriate to label the RM-1 as Risk Management Policy and Framework, than the current RM-1 Compliance with Risk Management Standards. Some of the provisions in the current RM-1 will be integrated in the RM-11 Risk Management Committee Review of Member Risk Assessments.

**A motion was made to recommend RM-1 Risk Management Policy and Framework to the Board as presented.**

**Motion:** Corey Shaver

**Second:** Kristine Haile

**Motion Carried**

**Ayes:** Cottrell, Wracker, Benson, Watson, Pellegrino, Ramsey, Haile, Islas, Blankenship, Shaver, Ehrenstrom, Warren, Sarkovich

**Nays:** None

### **RM-11 Risk Management Committee Review**

Mr. Beverly noted that RM-11 will be renamed as Review of Members Risks and Compliance with Recommendations. This policy outlines the review process and timeline in enforcing risk management best practices.

The Committee discussed in length the best approach in mandating and reviewing the process in enforcing the policies.

The Committee tabled this item for further review and directed Alliant and Bickmore to work together to come up with a systematic approach in enforcing the policy.

### **F3b. RM-5 Unlawful Harassment Policy - Employment Liability**

Mr. Beverly indicated the old policy is out of date and being replaced with a set of Employment Liability Best Practices. The revision includes the new regulations regarding the Fair Employment and Housing Act, effective April 1, 2016. Mr. Beverly noted that Gerry Preciado from Bickmore reviewed the proposed RM-5 Employment Liability Best Practices. Mr. Beverly handed out the redline version of the policy with Gerry Preciado's suggested revisions.

The Employment Liability Best Practices covers not only the Harassment Policy but a variety of other personnel related items, including orientation and training, performance evaluation and discipline procedures, leave policies, and consultation with legal counsel prior to serious adverse employment actions. Mr. Beverly asked if any members could provide a sample Harassment Policy as attachment to RM-5.

Chair Ehrenstrom stated that the City of Oroville is part of the Liebert Cassidy consortium. Chair Ehrenstrom indicated she will reach out to Liebert Cassidy for a sample Unlawful Harassment Policy and will share to the rest of the members once received.

**A motion was made to recommend RM-5 to the Board as revised.**

**Motion:** Jim Ramsey

**Second:** Dave Warren

**Motion Carried**

**Ayes:** Cottrell, Wracker, Benson, Watson, Pellegrino, Ramsey, Haile, Islas, Blankenship, Shaver, Ehrenstrom, Warren, Sarkovich

**Nays:** None

### **F3c. RM-2 Driving Standards**

Mr. Beverly noted that this policy is being revised to refer to the DMV website for details on the Pull Program and points for traffic violations, rather than attaching the list of violations. The substantive change is the addition of a recommended amount of insurance of (100/300/50) \$100,000 limit for Bodily Injury each person, \$300,000 limit for Bodily Injury each accident, and \$50,000 limit for Property Damage each accident, above the state-required minimum of (15/30/50), for those who drive their personal vehicle on city business. It was noted that all employees who require driving in their course of employment, including management and city officials, are subject to the Employer Pull Notice.

Ms. Castro mentioned that some clients use a verification form when the employee certifies that they have the required auto liability insurance coverage when driving personal vehicles for city business. Ms. Castro stated that she will share the form as a sample to the members.

**A motion was made to recommend RM-2 to the Board as presented.**



**Motion:** Dave Warren                      **Second:** Paula Islas                      **Motion Carried**  
**Ayes:** Cottrell, Wracker, Benson, Watson, Pellegrino, Ramsey, Haile, Islas, Blankenship, Shaver, Ehrenstrom, Warren, Sarkovich  
**Nays:** None

#### **F3d. RM-15 Vehicle Use and Operations**

Mr. Beverly noted that this policy includes recommended best practices for training, testing, and screening of employees and includes a recommendation for vehicle maintenance, use of vehicles, and distracted driving policies.

The Committee had considerable discussion regarding the legalization of marijuana for recreational use that may affect the workplace specifically how this affects public agency employers with in-place Drug Free Workplace Policies, and employers with drivers who are subject to DOT testing protocols. The challenges facing employers won't be maintaining their drug-free policies and practices, but rather communicating and enforcing these policies and practices if adults are permitted to use marijuana for recreational purposes.

**A motion was made to recommend RM-15 to the Board as presented.**

**Motion:** Kristine Haile                      **Second:** Tom Watson                      **Motion Carried**  
**Ayes:** Cottrell, Wracker, Benson, Watson, Pellegrino, Ramsey, Haile, Islas, Blankenship, Shaver, Ehrenstrom, Warren, Sarkovich  
**Nays:** None

Mr. Cameron Dewey introduced Alex Davis to the Committee. Mr. Dewey indicated that Alex Davis will spearhead the police related claims.

#### **F4. Trending Reports for Workers' Compensation and Liability Claims**

Ms. Dori Zumwalt from York Risk Services presented an overview of NCCSIF claim trends for the past five years and analysis of the top loss exposures related to the Workers' Compensation and Liability Programs. Ms. Zumwalt reiterated the importance of return to work program that would allow injured workers who are unable to perform their usual and customary job duties to return to work in a temporary, limited, or light duty capacity while they recover. Generally, the longer an injured worker is out of work due to disability, the less likely they are to return to work at all, and the more expensive the claim becomes.

Information only.



**F5. Risk Management Recognition**

*Due to time constraint, this item was tabled to the next Risk Management Committee meeting.*

**F6. Round Table Discussion**

*Due to time constraint, this item was tabled to the next Risk Management Committee meeting.*

**G. INFORMATION ITEMS**

1. NCCSIF Travel Reimbursement Form

**H. ADJOURNMENT**

The meeting was adjourned at 12:24 p.m.

Respectfully Submitted,

\_\_\_\_\_  
Corey Shaver, Secretary

\_\_\_\_\_  
Date

DRAFT



## RISK CONTROL SERVICES UPDATE AS OF APRIL 17, 2017

### INFORMATION ITEM

**ITEM:** Mr. Jeff Johnston, Bickmore Risk Control Director will provide the Committee with an update on the services Bickmore has provided NCCSIF members during the 2016/2017 program year to date:

#### Risk Management Focused Assessment

During this program year the Risk Management Committee has directed staff to conduct a Risk Management Assessment focusing on the following categories:

- Risk Management Framework
- Injury & Illness Prevention Program
- ADA Compliance
- Driver & Vehicle Use Safety
- Ergonomic Injury Management
- Sidewalk Liability Management
- Urban Forest Management

The Risk Assessment Scorecard Summary is included for the committee's review.

#### Member Services

In addition to unlimited phone and email consultation, members are receiving risk control services to help implement recommendations from the Risk Management Focused Assessment. Focused services to assist with the assessment recommendations include development of risk management policies, written ergonomic programs, and driver safety and vehicle use programs. In addition staff has provided customized services based on member requests. Services provided include:

- On-site training on a variety of safety topics
- Cal/OSHA written program development
- Program development for liability exposures
- Hazard inspections
- Playground inspections
- Ergonomic evaluations

#### Training Workshops

- *Regional Training*
  - Sexual Harassment & Code of Conduct (February 1 and scheduled June 8)
  - Playground Maintenance (scheduled April 18 and 19)
  - Forklift Train-the-Trainer (scheduled May 11 and TBD)
  - Understanding legal Marijuana for Municipalities (scheduled May 16 and 17)



**Northern California Cities Self Insurance Fund  
Risk Management Committee Meeting  
April 27, 2017**

**Agenda Item F.1. (continued)**

- *Police Risk Management Committee Training*
  - Legal Marijuana for Law Enforcement (August 4)
  - Police Liability (November 3)
  - Workers' Compensation for Police (February 2)

Bickmore Safety & Risk Management Resources

Risk Control staff continues to develop relevant and timely webinars, risk management publications, safety training handouts, sample programs, customized videos, and more. Some of the new resources include:

- A live and recorded webinar on entering the drone zone
- A four part video series on effective communication and defusing difficult situations
- A model Driver Safety and Vehicle Use program
- Sample inspection checklists designed specifically for city facilities (aquatic center, city hall, corporation yard, fire station, police station, transit center, etc.)

To review all the available resources go to <http://riskcontrol.bickmore.net/>

**FISCAL IMPACT:** None

**RECOMMENDATION:** None. This is provided as information only.

**BACKGROUND:** NCCSIF contracted with Bickmore on January 1, 2012 to provide risk control services. Ms. Henri Castro is NCCSIF's Risk Control Consultant for these services.

**ATTACHMENTS:**

1. Member Services Summary Report through April 17, 2017
2. Risk Assessment Scorecard Summary through April 17, 2017



## NCCSIF Member Services Report July 1, 2016 – April 14, 2017

Client	Activity	Project Status
Anderson	Assessment Focused Assessment	Completed
	Program Development Auto, Fleet and Driver Risk	Awaiting Member Availability
	Program Development Ergonomics	Awaiting Member Availability
Auburn	Assessment Focused Assessment	Completed
	Program Development Auto, Fleet and Driver Risk	Awaiting Member Availability
	Program Development Ergonomics	Awaiting Member Availability
Colusa	Assessment Focused Assessment	Completed
	Program Development Auto, Fleet and Driver Risk	Awaiting Member Availability
	Program Development Ergonomics	Awaiting Member Availability
Corning	Assessment Focused Risk Assessment	Completed
	Consulting Safety Committee Facilitate new Safety committee	In Progress
	Consulting Plan Bickmore Service Days	In Progress
	Program Development Auto, Fleet and Driver Risk	In Progress
	Program Development Ergonomics	In Progress
Dixon	Physical Inspection Parks and Recreation Playground	Completed
	Physical Inspection Facility Inspections	In Progress
	Program Development Auto, Fleet and Driver Risk	In Progress
	Safety Committee	In Progress
Elk Grove	Assessment Ergonomics	Completed
Folsom	Physical Inspection Facility Inspection	Completed
	Physical Inspection Facility Safety Inspection	Completed
	Physical Inspection	Completed
	Program Development Confined Space Revise Existing Program	In Progress



## NCCSIF Member Services Report July 1, 2016 – April 14, 2017

Client	Activity	Project Status	
Galt	Physical Inspection Confined Space	Completed	
	Program Development Auto, Fleet and Driver Risk	Awaiting Member Availability	
	Program Development Emergency Response Management EAP	Completed	
	Program Development Ergonomics	Awaiting Member Availability	
	Program Development IIPP Matrix/TS	Completed	
	Gridley	Assessment Ergonomics Training and evaluations	Completed
		Assessment Focused Risk Assessment	Completed
Physical Inspection Senior Meal Program		Completed	
Program Development Auto, Fleet and Driver Risk		In Progress	
Program Development Ergonomics		In Progress	
Ione		Assessment	Completed
		Program Development Auto, Fleet and Driver Risk	Awaiting Member Availability
	Program Development Ergonomics	Awaiting Member Availability	
Jackson	Phone & E-mail Consultation Risk Management needs	Completed	
	Program Development Auto, Fleet and Driver Risk	Awaiting Member Availability	
	Program Development Ergonomics	Awaiting Member Availability	
	Training Ergonomics Public Works	In Progress	
Lincoln	Program Development Auto, Fleet and Driver Risk	Awaiting Member Availability	
	Program Development Emergency Response Management	In Progress	
	Program Development Ergonomics	Awaiting Member Availability	
	Training IIPP IIPP/HazCom	Completed	
	Training Traffic Control & Flagging	Completed	



## NCCSIF Member Services Report July 1, 2016 – April 14, 2017

Client	Activity	Project Status
Marysville	Assessment Focused Risk Assessment	In Progress
	Program Development Auto, Fleet and Driver Risk	Awaiting Member Availability
	Program Development Ergonomics	Awaiting Member Availability
Nevada City	Assessment Focused Risk Assessment	Completed
	Program Development Ergonomics	Awaiting Member Availability
	Program Development IIPP	Awaiting Member Availability
	Program Development Volunteer Program	Awaiting Member Availability
NCCSIF	Regional Training Ergonomics	Completed
	Regional Training Certified Pool Operator Training	Completed
	Regional Training Forklift: Train the Trainer workshop	In Progress
	Regional Training Playground Safety and Maintenance	In Progress
	Regional Training Understanding Legal Marijuana	In Progress
Oroville	Assessment	In Progress
	Program Development Auto, Fleet and Driver Risk	Awaiting Member Availability
	Program Development Ergonomics	Awaiting Member Availability
Paradise	Assessment Focused Risk Assessment	Completed
	Program Development Auto, Fleet and Driver Risk	In Progress
	Program Development Ergonomics	In Progress
Placerville	Program Development Auto, Fleet and Driver Risk	Awaiting Member Availability
	Program Development Ergonomics	Awaiting Member Availability
Red Bluff	Assessment Focused Risk Assessment	Completed
	Program Development Auto, Fleet and Driver Risk	In Progress
	Program Development Ergonomics	In Progress
	Program Development Multiple programs	In Progress



**NCCSIF Member Services Report  
July 1, 2016 – April 14, 2017**

Client	Activity	Project Status	
Rio Vista	Assessment Ergonomics Evaluations	Completed	
	Assessment Focused Risk Assessment	Completed	
	Program Development Auto, Fleet and Driver Risk	In Progress	
	Program Development Confined Space	Completed	
	Program Development Ergonomics	In Progress	
	Program Development IIPP Review 2012 IIPP	Awaiting Member Availability	
	Training Confined Space	In Progress	
	Rocklin	Assessment Ergonomics	In Progress
		Training Defusing Difficult Situations	In Progress
Willows	Assessment Focused Risk Assessment	Completed	
	Program Development Auto, Fleet and Driver Risk	Awaiting Member Availability	
	Program Development Ergonomics	Awaiting Member Availability	
Yuba City	Phone & E-mail Consultation Cal/OSHA Reporting	Completed	
	Phone & E-mail Consultation Disaster Service worker	Completed	
	Program Development ATD Review existing program	In Progress	
	Program Development Auto, Fleet and Driver Risk	In Progress	
	Program Development BBP Develop City-wide BBP Program	In Progress	
	Program Development Ergonomics	In Progress	



# Risk Management Assessment Scorecard Summary

As of April 14, 2017

	Risk Management Framework	Injury & Illness Prevention Program	ADA Compliance	Driver & Vehicle Use Safety	Ergonomics Injury Management	Sidewalk Liability Management	Urban Forest 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	●	●	●	●	●	●	●

### Implementation Level

In Place/Effective ●

In Progress/Needs work ●

Absent/Ineffective ●

Minimal Exposure Exists ●

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	●	●	●	●	●	●	●	●	●

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	●	●	●	●	●	●	●	●	●	●	●

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	●	●	●	●	●	●

**4 DRIVER & VEHICLE USE SAFETY**

<b>4-1</b>	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.
<b>4-2</b>	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.
<b>4-3</b>	Acceptable driver criterion mirrors the requirements in RM-2.
<b>4-4</b>	Maintenance records are maintained to meet relevant standards and warranties.
<b>4-5</b>	The program includes defensive driver techniques and safe practices on the use of hands free electronic devices and distracted driving.
<b>4-6</b>	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	●	●	●	●	●	●

## 5 ERGONOMIC INJURY MANAGEMENT

<b>5-1</b>	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). <a href="https://www.dir.ca.gov/title8/5110.html">https://www.dir.ca.gov/title8/5110.html</a>
<b>5-2</b>	High risk positions are identified by utilizing worksite evaluations, job hazard analyses, employee input, and loss data.
<b>5-3</b>	Once the risk factors are identified the City works at developing controls measures.
<b>5-4</b>	A system is in place for employees to report discomfort and/or symptoms of musculoskeletal problems and for the City to identify ergonomic solutions.
<b>5-5</b>	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	●	●	●	●	●

## 6 SIDEWALK LIABILITY MANAGEMENT

<b>6-1</b>	Written sidewalk inspection and mitigation procedures are in place. Procedures include a schedule for routine, documented sidewalk inspection and repair.
<b>6-2</b>	A written process is in place to notify property owners to repair sidewalks as allowed by the Municipal Code.
<b>6-3</b>	Follow-up procedures are in place to ensure defects have been mitigated by the property owner within a reasonable period.
<b>6-4</b>	The City has a follow-up procedure to ensure defects have been addressed by marking, barricading, etc. within reasonable periods.
<b>6-5</b>	Photographs are taken and maintained to visually record action taken to guard against contact by the public within a hazardous sidewalk site.
<b>6-6</b>	The City maintains, where feasible, an annual budget to administer the program.
<b>6-7</b>	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	●	●	●	●	●	●	●

\*Nevada City was not scored in this category

## 7 URBAN FOREST MANAGEMENT

<b>7-1</b>	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.
<b>7-2</b>	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.
<b>7-3</b>	Inspection and monitoring frequency is prioritized by degree of exposure of the public to vegetation hazards. (i.e.: obscured intersections, parks, playgrounds).
<b>7-4</b>	The City examines and, where feasible, budgets for the cost of tree maintenance, including trimming, removal and replacement as needed.
<b>7-5</b>	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	●	●	●	●	●

\*Nevada City was not scored in this category



BACK TO AGENDA

**Northern California Cities Self Insurance Fund  
Risk Management Committee Meeting  
April 27, 2017**

**Agenda Item F.2.a.**

## **POLICE RISK MANAGEMENT COMMITTEE - UPDATE**

### **INFORMATION ITEM**

**ISSUE:** The NCCSIF Police Risk Management Committee (PRMC) meets quarterly. Their last meeting was on February 2, 2017. Tom Kline, with Bickmore Risk Services, manages the PRMC meetings and will provide an update on the meeting and future activities.

**FISCAL IMPACT:** None.

**RECOMMENDATION:** None - information only.

**BACKGROUND:** None.

**ATTACHMENT(S):** None



**POLICE RISK MANAGEMENT COMMITTEE  
GRANT FUND USAGE REPORT**

**ACTION ITEM**

**ISSUE:** For the last three fiscal years NCCSIF members have funded grants totaling \$50,000 per year for their police departments to purchase and implement body-worn cameras. In the first year, FY 14/15, NCCSIF purchased VieVu cameras for all but three members, two of whom received funds for different brands. A VieVu rep distributed the cameras and provided training to the members.

The attached Usage Report tracks the grant funds for the last two years. Nine members have used the funds for additional cameras or video storage. Two members have fully funded programs and the committee agreed to allow them to use the funds for other risk management needs. Eight members have yet to use the funds though most have indicated they plan to do so.

The Program Administrators have sent a request for feedback from the member police departments regarding plans for any unused funds and suggestions for use of funds if the grant program is to continue next year. The results of the request will be shared at the meeting.

**RECOMMENDATION:** Review usage and member feedback to determine funding for FY 17/18

**FISCAL IMPACT:** TBD - \$50,000 has been allocated to the preliminary draft FY 17/18 budget.

**BACKGROUND:** The Board approved a FY 14/15 budget of \$50,000 for the purchase of body cameras for NCCSIF's police agencies. The funds were used to purchase a total of 58 cameras directly from VieVu at a quantity discount. Two members used the funds to purchase different cameras and two have yet to take advantage of the funds. The \$50,000 Grant Funds FY 15/16 and FY 16/17 were allocated to the members for primary use to fund their body camera program. If member agency's body camera program is fully funded, the grant can be used for other risk management functions.

**ATTACHMENT(S):** Police Risk Management Grant Funds Usage Report

**POLICE RISK MANAGEMENT GRANT FUNDS  
FY 15/16 and 16/17 Disbursement of Funds**

Member	FY 14/15 \$50,000 Grant (Camera Allocation)	FY 15/16 \$50,000 Grant (Allocation of Fund*)	FY 16/17 \$50,000 Grant (Allocation of Fund*) same as FY 15/16	TOTAL FUNDS (FY 15/16 & 16/17)	Fund Disbursements	Available Balance	Notes
1 Anderson	2	\$1,515.00	\$1,515.00	\$3,030.00		\$3,030.00	
2 Auburn	4	\$3,030.00	\$3,030.00	\$6,060.00		\$6,060.00	6/16/16 Email inquiry from Lt. Pecoraro - plan to use to purchase 4 Body Cameras. Informed Lt. to purchase direct to VieVu and submit for reimbursment.
3 Colusa	2	\$1,515.00	\$1,515.00	\$3,030.00		\$3,030.00	
4 Corning	2	\$1,515.00	\$1,515.00	\$3,030.00	\$3,291.26	(\$261.26)	9/6/16 Paid VieVu Invoice for 4 Cameras \$3,291.26 including tax & shipping cost \$261.26 -MB approved
5 Dixon	4	\$3,030.00	\$3,030.00	\$6,060.00		\$6,060.00	3/6/17 Email from M. Pellegrino inquiring about total grant available to the City.
6 Elk Grove	4	\$3,030.00	\$3,030.00	\$6,060.00		\$6,060.00	6/28/16 Email from Lt. Albright (PRMC) indicated their body camera program fully funded and would like to use the grant for RM trainings.
7 Folsom	5	\$3,787.50	\$3,787.50	\$7,575.00	\$7,575.00	\$0.00	10/5/16 Paid VieVu Invoice for \$7,576 (full grant) for 8 Cameras and 1 multi-dock network. Folsom will pay the remaining balance \$590.99.
8 Galt	4	\$3,030.00	\$3,030.00	\$6,060.00		\$6,060.00	New chief would like to implement body camera program.
9 Gridley	2	\$1,515.00	\$1,515.00	\$3,030.00	\$3,291.26	(\$261.26)	9/6/16 Paid VieVu Invoice for 4 Cameras total \$3,291.26 including tax & shipping cost \$261.26 -MB approved
10 Ione	2	\$1,515.00	\$1,515.00	\$3,030.00	\$1,655.63	\$1,374.37	11/2/16 Paid VieVu Invoice for 2 Cameras total \$1,655.23 including \$27.00 shipping cost & \$113.63 tax
11 Jackson	2	\$1,515.00	\$1,515.00	\$3,030.00		\$3,030.00	
12 Lincoln	4	\$3,030.00	\$3,030.00	\$6,060.00	\$6,548.50	(\$488.50)	10/5/16 Paid VieVu Invoice for 8 Cameras \$6,060.00 including tax & shipping cost \$488.50 -MB approved
13 Marysville	3	\$2,272.50	\$2,272.50	\$4,545.00		\$4,545.00	
14 Nevada City	2	\$1,515.00	\$1,515.00	\$3,030.00		\$3,030.00	
15 Oroville	4	\$3,030.00	\$3,030.00	\$6,060.00	\$6,060.00	\$0.00	10/5/16 Invoice for Reimbursement \$3,050 for VieVu Cameras 9/23/16 Invoice for Reimbursement \$3,010 for Video Storage
16 Paradise	3	\$2,272.50	\$2,272.50	\$4,545.00	\$4,545.00	\$0.00	11/15/16 (2) Invoices for Reimbursement \$762.14 (flashlights) and \$1,477.28 (multi-dock station) = \$2,239.42 3/14/17 Invoice for Ballistic Vests \$2,305.58
17 Placerville	2	\$1,515.00	\$1,515.00	\$3,030.00		\$3,030.00	7/3/16 Email inquiry from D. Warren plan to use to purchase ballistic helmets -MB approved
18 Red Bluff	3	\$2,272.50	\$2,272.50	\$4,545.00	\$1,473.74	\$3,071.26	2/17/17 Invoice for Reimbursement \$1,473.74 for Apex Body cam storage remediation
19 Rio Vista	2	\$1,515.00	\$1,515.00	\$3,030.00		\$3,030.00	
20 Rocklin	4	\$3,030.00	\$3,030.00	\$6,060.00	\$6,516.24	(\$456.24)	10/5/16 Paid VieVu Invoice for 4 Cameras \$3,030 + 1 multi-dock (LE4) + 1 multi-dock LE3 including tax & shipping cost \$486.26 -MB Approved
21 Willows	2	\$1,515.00	\$1,515.00	\$3,030.00		\$3,030.00	7/11/16 Email from T. Sailsbery plan to use for duty vest
22 Yuba City	4	\$3,030.00	\$3,030.00	\$6,060.00		\$6,060.00	

Total 66 \$49,995.00 \$49,995.00 \$99,990.00 \$40,956.63 \$59,033.37  
less Anderson, Elk Grove, and Placerville 58  
FY 14/15 Elk Grove and Placerville opted for Cash Allocation to purchase other than VieVu Camera

\*Fund Allocation is based on cost of camera at \$757.50 each



## RISK MANAGEMENT RECOGNITION

### ACTION ITEM

**ISSUE:** The Committee is asked to review and provide recommendations on implementing some type of recognition program for meeting risk management best practices standards and/or improving their risk management programs or results.

Suggestions:

1. A grant and plaque acknowledging a member who achieves a certain minimum percentage of the recommended best practices as a “Best Practices City”.
2. Annual awards recognizing members for most improved, best new idea, model policies and practices, and/or commitment to risk management.
3. Premium discounts or additional risk management reserve funds for achieving certain goals.
4. Funds for repairs of sidewalks, tree maintenance, etc., based on implementing inspection and maintenance programs.

**RECOMMENDATION:** Discuss and provide direction regarding incentive or recognition programs.

**FISCAL IMPACT:** TBD.

**BACKGROUND:** Various incentives or disincentives are implemented by organizations to influence behavior and procedures for managing risks. Incentive programs are preferred for their focus on rewards and altruistic commitment to risk management rather than punishing bad behavior or practices. NCCSIF members are encouraged to think of meaningful incentives for meeting risk management goals.

**ATTACHMENT(S):** None.



## RISK MANAGEMENT SAFETY GRANT

### ACTION ITEM

**ISSUE:** Members have the option to set aside all or a portion of their annual refunds in a risk management reserve account. The attached report shows the historical contributions and disbursements by member through December 31, 2016. The option to set aside funds was not included in last year's notices to members but will be again this year. Members are encouraged to set aside funds and/or use the remaining funds available for risk management purposes.

Since a few members will not have refunds available to set aside, the Program Administrators are suggesting that all members be provided some amount for risk management needs during the fiscal year. This could be a separate grant fund for a specific purpose such as sidewalk repair, similar to the police fund for body cameras, or an increase in the current budget of \$3,300 per member for conferences and training, but with more options for using the funds for other risk management purposes. This option could be especially useful since only six members have used the funds so far in FY 16/17.

**RECOMMENDATION:** Review and provide direction regarding funding risk management grants and/or expanding the amount or use of current training and conference account.

**FISCAL IMPACT:** TBD. Currently each member has up to \$3,300 per year in the training account.

**BACKGROUND:** NCCSIF has annually budgeted an amount to encourage members to attend risk management training conferences, including PARMA, CAJPA, and CalPELRA.

**ATTACHMENT(S):** Historical Safety Grant Usage Report as of December 31, 2016

**Northern California Cities Self Insurance Fund  
Safety Grant Historic Usage Report  
As of December 31, 2016**

Member	ADA Grants	Risk Management Grants elected to be retained in WC admin by members from their WC shared refund						Total funds available	Total	Funds Available
	Declared in FY 2009 Board Meeting 4/24/2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2009 - FY 2014 for ADA grants and Risk Management Grants	Disbursements Paid through Last Update	
Anderson	\$ 6,496.00	\$ 8,039.00	\$ 7,650.00	\$ 7,540.00	\$ 7,451.00	\$ 3,860.00	\$ -	\$ 41,036.00	\$ 31,355.00	\$ 9,681.00
Auburn	6,397.00	-	-	8,098.00	-	-	-	\$ 14,495.00	6,397.00	8,098.00
Colusa	6,258.00	-	-	5,817.00	5,662.00	-	-	\$ 17,737.00	17,737.00	-
Corning	6,157.00	6,149.00	5,788.00	5,678.00	-	-	-	\$ 23,772.00	23,772.00	-
Dixon	6,592.00	-	-	-	10,379.00	-	10,602.00	\$ 27,573.00	11,762.47	15,810.53
Elk Grove	-	-	-	-	-	-	-	\$ -	-	-
Folsom	16,732.00	62,977.00	-	61,737.00	61,566.00	32,328.00	57,693.00	\$ 293,033.00	245,721.00	47,312.00
Galt	7,613.00	14,375.00	14,135.00	14,171.00	14,153.00	11,310.00	16,586.00	\$ 92,343.00	84,412.00	7,931.00
Gridley	6,144.00	6,391.00	-	6,507.00	6,476.00	5,152.00	6,614.00	\$ 37,284.00	6,144.00	31,140.00
Ione	-	-	-	-	-	514.00	-	\$ 514.00	-	514.00
Jackson	5,627.00	3,510.00	3,487.00	-	-	-	4,285.00	\$ 16,909.00	5,500.00	11,409.00
Lincoln	6,303.00	8,638.00	10,028.00	-	10,854.00	-	10,078.00	\$ 45,901.00	24,969.00	20,932.00
Marysville	6,758.00	-	-	-	-	-	-	\$ 6,758.00	731.00	6,027.00
Nevada City	5,665.00	-	-	-	3,618.00	1,896.00	4,275.00	\$ 15,454.00	5,665.00	9,789.00
Oroville	7,633.00	-	-	-	-	-	12,309.00	\$ 19,942.00	17,412.50	2,529.50
Placerville	6,883.00	-	-	-	-	9,048.00	-	\$ 15,931.00	6,883.00	9,048.00
Paradise	7,182.00	-	-	-	-	-	-	\$ 7,182.00	7,182.00	-
Red Bluff	7,339.00	12,860.00	12,493.00	12,290.00	-	-	-	\$ 44,982.00	44,982.00	-
Rio Vista	5,818.00	-	4,770.00	4,766.00	-	3,759.00	-	\$ 19,113.00	15,602.50	3,510.50
Rocklin	9,178.00	24,019.00	25,254.00	25,419.00	25,476.00	20,260.00	22,851.00	\$ 152,457.00	110,451.00	42,006.00
Willows	5,856.00	4,618.00	4,412.00	-	-	3,405.00	7,156.00	\$ 25,447.00	25,448.00	(1.00)
Yuba City	8,607.00	-	-	22,184.00	-	-	-	\$ 30,791.00	30,791.00	-
	<b>\$ 145,238.00</b>	<b>\$ 151,576.00</b>	<b>\$ 88,017.00</b>	<b>\$ 174,207.00</b>	<b>\$ 145,635.00</b>	<b>\$ 91,532.00</b>	<b>\$ 152,449.00</b>	<b>\$ 948,654.00</b>	<b>\$ 722,917.47</b>	<b>\$ 225,736.53</b>



## FY 17/18 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 attached budget is presented with certain items highlighted. The Police and Training Funds have already been discussed and are presented with amounts “as is” for FY 16/17, pending any direction from the Committee.

The one notable increase is to the ACI Wellness budget, an increase of \$10,776, or 71%, from the current amount due to a number of new members joining the program. The Committee is asked to provide direction on continuing to include this in the admin budget or allocating the cost to each member individually. Only two members, Rocklin and Yuba City, do not participate in the Wellness program.

**RECOMMENDATION:** Review and recommend budget for FY 2017/18.

**FISCAL IMPACT:** TBD - Total proposed as presented is \$489,214.

**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):** Proposed Risk Management Services Budget for FY 17/18

**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND  
 PROPOSED RISK MANAGEMENT ADMIN BUDGET  
 July 1, 2017 to June 30, 2018**

					<b>2017-18</b>	<b>2016-17</b>		
<b>EXPENSES:</b>			<b>WORK COMP</b>	<b>LIABILITY</b>	<b>TOTAL</b>	<b>PRIOR YEAR</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
	Safety Services:							
	52204	Bickmore Onsite Risk Assessments	\$52,500	\$31,500	\$84,000	\$84,000	\$0	0%
	52203	Bickmore Police Risk Mgmt Comm Training	\$3,950	\$3,950	\$7,900	\$7,900	\$0	0%
	52204	Bickmore Risk Control Service Days	\$18,230	\$18,230	\$36,460	\$36,460	\$0	0%
	52204	Bickmore Phone Consultation	\$9,300	\$9,300	\$18,600	\$18,600	\$0	0%
	52204	Bickmore Newsletter	\$2,790	\$2,790	\$5,580	\$5,580	\$0	0%
	52204	Bickmore SafetyTraining Coordination	\$7,440	\$7,440	\$14,880	\$14,880	\$0	0%
	52204	Bickmore Meeting Preparation	\$4,650	\$4,650	\$9,300	\$9,300	\$0	0%
	52214	OCCUMED Occupational Health Consulting			\$0	\$0	\$0	0%
	52215	Online Risk Management Services			\$0	\$0	\$0	0%
	52217	ACI - Wellness Optional	\$25,848	0	\$25,848	\$15,072	\$10,776	71%
	52201	Outside Training	\$15,000	\$15,000	\$30,000	\$30,000	\$0	0%
	52202	Risk Mgmt Comm Mtg Expense	\$750	\$750	\$1,500	\$1,500	\$0	0%
	52207	Seminars and PARMA	\$40,000	\$32,600	\$72,600	\$72,600	\$0	0%
	52208	Lexipol Law Enforcement Policy Manual Updates DTBs	\$15,903	\$116,643	\$132,546	\$132,546	\$0	0%
	52209	Police Risk Management Funds	\$25,000	\$25,000	\$50,000	\$50,000	\$0	0%
		<b>Total Safety Services Expenses</b>	<b>\$221,361</b>	<b>\$267,853</b>	<b>\$489,214</b>	<b>\$478,438</b>	<b>\$10,776</b>	<b>2%</b>



BACK TO AGENDA

**Northern California Cities Self Insurance Fund  
Risk Management Committee Meeting  
April 27, 2017**

**Agenda Item F.6.**

## **ROUND TABLE DISCUSSION**

### **INFORMATION ITEM**

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

**RECOMMENDATION:** None.

**FISCAL IMPACT:** None.

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

**ATTACHMENT(S):** None.

# Northern California Cities Self Insurance Fund

## Travel Reimbursement Expense Form

Member Representative: \_\_\_\_\_

Entity: \_\_\_\_\_

Payee Address: \_\_\_\_\_

Meeting or Committee: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

Total Mileage: \_\_\_\_\_

Payment Made to: 


 \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_