



**MINUTES OF THE
NCCSIF RISK MANAGEMENT COMMITTEE MEETING
LINCOLN CITY HALL, LINCOLN, CA
APRIL 25, 2013**

MEMBERS PRESENT

Jeff Kiser, City of Anderson
Shari Conley, City of Auburn
Tom Watson, City of Corning
Steve Johnson, City of Dixon
Bruce Cline, City of Folsom
Paula Islas, City of Galt
Karin Helvey, City of Gridley
Ed Pattison, City of Ione
Catrina Olson, City of Nevada City
Liz Ehrenstrom, City of Oroville
Sandy Ryan, City of Red Bluff
Russell Hildebrand, City of Rocklin
Crystal Peters, Town of Paradise

MEMBERS ABSENT

City of Colusa
City of Jackson
City of Lincoln
City of Marysville
City of Placerville
City of Rio Vista
City of Willows
City of Yuba City

GUESTS & CONSULTANTS

Michael Simmons, Alliant Insurance Services
Susan Adams, Alliant Insurance Services
Johnny Yang, Alliant Insurance Services
Henri Castro, Bickmore

A. CALL TO ORDER

The meeting was called to order at 10:32 a.m.

B. PUBLIC COMMENTS

Ms. Adams advised that copies of the Draft Risk Management Committee budget are made available to members for their review and input.



C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

MOTION: Bruce Cline **SECOND:** Catrina Olson **MOTION CARRIED**

D. CONSENT CALENDAR

1. Minutes of the Risk Management Committee Meeting – January 24, 2013
2. ADA Safety Grant Funds Utilization

A motion was made to approve the consent calendar.

MOTION: Bruce Cline **SECOND:** Catrina **MOTION CARRIED**

F. RISK MANAGEMENT BUSINESS

F1. Risk Control Services Summary as of March 31, 2013

Ms. Henri Castro explained that the summary provided starting January 1, 2013. Ms. Castro advised that the last quarter remains very active. Still working on Assessments and Rio Vista and Placerville are only outstanding but has been scheduled. Action plans have been completed currently Bickmore is working on active projects that will be completed by July 1, 2013.

Ms. Castro asked for feedback regarding their Services Summary Report. Bickmore is required to list all items performed and the summary is currently sorted by City and by activity. Ms. Castro asked if the Committee has a preference in which they would like to receive the report. The Committee asked that the summary is provided by activity chronologically. The Committee also asked that a summary be provided for the past 18 months starting new effective 7/1/13.

F2. Upcoming Risk Control Services

Ms. Castro advised that Bickmore has received feedback from members expressing interests in Certified Pool Operators Training. Ms. Castro has been working with Program Administration to provide CPO Training in May and June. She advised that starting July 1, 2013 Bickmore will be taking on coordination of the Regional Training and would like to decide on how many Regional workshops to coordinate. Bickmore will send out a survey to members to determine the types of regional workshops members are interested in. Topics will be collected and brought back to the June Risk Management Committee meeting.

Ms. Castro also advised that an IIPP video has been completed for the City of Dixon and members were provided with a preview on the video. These videos are tailored for each city and



are personalized using the City personnel as the narrator. Members' discussed having a video template made so members can insert their City logo, photos and personnel as necessary.

G. INFORMATION ITEMS

G1. CAJPA 2013 Fall Conference September 10 – 13, 2013

Ms. Adams reminded members of the upcoming 2013 CAJPA Fall Conference on September 10 – 13, 2013. She also reminded members of the PARMA Conference on February 9 – 12, 2014.

G2. NCCSIF Travel Reimbursement Form

The Information Items are provided as an update only.

G. ADJOURNMENT

The meeting was adjourned at 11:27 a.m.