



**MINUTES OF THE
NCCSIF EXECUTIVE COMMITTEE MEETING
ROCKLIN EVENT CENTER, ROCKLIN, CA
MAY 17, 2018**

COMMITTEE MEMBERS PRESENT

Liz Cottrell, City of Anderson	Dave Warren, City of Placerville (Chair)
Astrida Trupovnieks, City of Lincoln	Sandy Ryan, City of Red Bluff
Liz Ehrenstrom, City of Oroville	Tim Sailsbery, City of Willows
Gina Will, Town of Paradise	

COMMITTEE MEMBERS ABSENT

Kristina Miller, City of Corning	Juan Solis, City of Gridley
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CONSULTANTS & GUESTS

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

A. CALL TO ORDER

Chair Dave Warren called the meeting to order at 11:46 a.m.

B. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

Motion: Liz Ehrenstrom	Second: Gina Will	Motion Carried
Ayes: Cottrell, Trupovnieks, Ehrenstrom, Will, Warren, Ryan, Sailsbery		

C. PUBLIC COMMENTS

There were no public comments.

D. CONSENT CALENDAR

Mr. Marcus Beverly noted a correction on the limits of insurance on the Claims Auditing Services Agreement with Risky Business Pros as \$1 million and not \$1. Mr. Beverly indicated that Rick Buys did not renew his Errors and Omission (E&O) insurance due to his temporary work at CJPRMA (California Joint Powers Risk Management Authority), but Mr. Buys had E&O



insurance at the time of response to the proposal. The Committee was asked to waive the E&O contract insurance requirements.

1. Executive Committee Meeting Minutes - March 22, 2018
2. Check Register from March 1, 2018 to April 30, 2018
3. Investment Reports
 - a. Chandler Asset Management Short/Long Term - March 2018 to April 2018
 - b. Local Agency Investment Fund (LAIF) Report as of March 31, 2018
 - c. Treasurer's Report as of March 31, 2018
4. Risky Business Pros Claims Auditing Services Agreement for Liability Program

A motion was made to approve the Consent Calendar as amended and to waive the E&O contract insurance requirements from Risky Business Pros Claims Auditing Services Agreement.

Motion: Liz Ehrenstrom

Second: Tim Sailsbery

Motion Carried

Ayes: Cottrell, Trupovnieks, Ehrenstrom, Will, Warren, Ryan, Sailsbery

E. ADMINISTRATION REPORTS

E.1. President's Report

Chair Warren thanked the Program Administrators for timely issuance of agendas and for well-written professional reports.

E.2. Program Administrator's Report

Mr. Beverly updated the Committee on the following:

1. CJPRMA (California Joint Powers Risk Management Authority) Excess Liability provider, has officially hired Tony Giles as Assistant General Manager. Tony was the Risk Manager for the City of Sunnyvale, a member of CJPRMA, and he was also a past President of CJPRMA. Tony will eventually assume the General Manager position once David Clovis retires in October 2018.
2. Property Program Appraisal Services Request for Proposal was issued earlier in the month, May 4, 2018. This is for appraisal of members' insured properties valued less than \$5 million.
3. Alliant Property Insurance Program (APIP) is offering a new coverage option called Active Shooter Coverage effective July 1, 2018. The limit is \$500,000 per claim with \$2.5 million aggregate limit for the JPA; the deductible is \$10,000. The projected annual premium is about \$8,000 for all members in the Property Program. APIP will need to have a certain percentage of its insureds purchase the coverage in order to roll out the active shooter program. Additional information will be presented at the June 14, 2018 Board meeting.



F. JPA BUSINESS

F.1. Lexipol Fire Subscription Services Memorandum of Understanding

Mr. Beverly indicated that Lexipol provided the Memorandum of Understanding (MOU) for NCCSIF to execute on behalf of members who opted to use their Fire Policy Subscription service. Members are saving 50% off the regular rate by contracting as a group through NCCSIF. This is a pass through cost to members who opted to subscribe to the service.

A motion was made to approve the Lexipol Fire Subscription Services Memorandum of Understanding as presented and for the President to sign the agreement.

Motion: Lis Ehrenstrom **Second:** Tim Sailsbery **Motion Carried**
Ayes: Cottrell, Trupovnieks, Ehrenstrom, Will, Warren, Ryan, Sailsbery

F.2. Lexipol Police Manual Updates and Daily Training Bulletins Memorandum of Understanding

Mr. Beverly noted that NCCSIF pays for Lexipol Policy Manual Updates and Daily Training Bulletins for member police agencies. The full cost of this service was also moved to the Workers' Compensation Admin budget, since all members participate in that program and all benefit from use of the service. The MOU pricing is for two years, \$136,267 for 2018 and \$140,234 for 2019 which represents a 3% increase from 2017 pricing and 2018 to 2019, respectively.

A motion was made to approve the Lexipol Police Manual Updates and Daily Training Bulletins Memorandum of Understanding as presented and for the President to sign the agreement.

Motion: Liz Ehrenstrom **Second:** Liz Cottrell **Motion Carried**
Ayes: Cottrell, Trupovnieks, Ehrenstrom, Will, Warren, Ryan, Sailsbery

F.3. Police Risk Management Grant Funds and Usage

Mr. Beverly reported that the Police Risk Management Committee would like for the grant to continue as most agencies need to upgrade their body-worn cameras (BWC) and related equipment. The Risk Management Committee also recommended to continue funding of the grants in FY 18/19. Mr. Beverly reviewed the Grant Fund Historic Usage report to the Committee and noted the cities of Anderson, Galt and Jackson have yet to take advantage of their grant.

Ms. Liz Ehrenstrom indicated to allow members to rollover unused funds to the following year to use primarily for BWC program.

A motion was made to approve the \$50,000 Police Risk Management Grant Fund for FY 18/19.



Motion: Liz Ehrenstrom

Second: Gina Will

Motion Carried

Ayes: Cottrell, Trupovnieks, Ehrenstrom, Will, Warren, Ryan, Sailsbery

F.4. FY 18/19 NCCSIF Administration Budget

Mr. Beverly indicated the only change from the preliminary budget for FY 18/19 since the April 2018 Board meeting was the full cost for the Lexipol Police Manual Updates and Daily Training Bulletins was moved to the Workers' Compensation Admin budget, since all members participate in that program. The biggest unknown is the State Funding/Fraud Assessment. Overall, the budget increase is 4% over FY 17/18 largely due to the State Comp Assessment increase, estimated at 18% increase.

Presented as information only.

F.5. Service Provider Contracts Renewal Date

Chair Warren asked the Third-Party Claims Administrator representative to step out of the room.

Ms. Dori Zumwalt stepped out of the room at 12:02 p.m.

Mr. Beverly noted the following key service provider contracts, with the exception of James Marta and Company, will expire on June 30, 2019:

- Alliant Insurance Services, Inc. for Program Administration and Brokerage Services
- Bickmore for Safety and Risk Control Services
- York Risk Services for Liability Claims Administration
- York Risk Services for Workers' Compensation Claims Administration

Mr. Beverly handed out an updated schedule of contracts with suggested term dates to stagger and achieve a long-term management of the service agreements. Mr. Beverly indicated that the Program Administrator is open to cancel and re-write the Alliant contract.

The Committee discussed if members have any issues with the level of service from any of the providers other than the known issues with Workers' Compensation (WC) Claims Management. Chair Warren noted that York WC have shown major improvement since being placed under a Performance Plan.

Mr. Beverly informed the Committee that Program Administrators are willing to step out of the room.

Marcus Beverly and Raychelle Maranan stepped out of the room at 12:10 p.m.

Alliant and York staff re-joined the meeting at 12:28 p.m.



Mr. Tim Sailsbery indicated that the Committee does not want to cancel and re-write contracts. The Executive Committee recommends to extend term dates of the contracts as follows:

- 1) York Risk Services for Workers' Compensation Claims Administration
Extend term to one year ending 6/30/2020 - pending follow up survey in September 2018 and may be subject to an RFP depending on the result.
- 2) York Risk Services for Liability Claims Administration
Extend term to two years ending 6/30/2021.
- 3) James Marta and Company for Financial Accounting & Consulting Services
Maintain current agreement with two optional one-year terms ending 6/30/2022.
- 4) Bickmore for Safety and Risk Control Services
Extend term to three years plus two optional one-year terms ending 6/30/2024.
- 5) Alliant Insurance Services for Broker, Risk Management and Program Administration Services
Extend term to five years plus two optional one-year terms ending 6/30/2026.

A motion was made to approve the extension of contract term dates for York Workers' Compensation Claims Administration to one year, York Liability Claims Administration to two years, Marta for Financial Accounting Services the same as current agreement, Bickmore for Safety and Risk Control Services to three years plus two optional one-year terms, and Alliant for Program Administration Services to five years plus two optional one-year terms; and to inform the Board of Directors of the extension dates.

Motion: Tim Sailsbery

Second: Liz Ehrenstrom

Motion Carried

Ayes: Cottrell, Trupovnieks, Ehrenstrom, Will, Warren, Ryan, Sailsbery

F.6. Round Table Discussion

Mr. Beverly stated the value of having a City Attorney on the Board of Directors.

G. INFORMATION ITEMS

1. NCCSIF Organizational Chart
2. NCCSIF 2018 Meeting Calendar
3. NCCSIF Travel Reimbursement

There was no discussion on these items.

ADJOURNMENT

This meeting was adjourned at 12:34 p.m.



NEXT MEETING DATE: September 27, 2018 in Rocklin, CA

EC Approval Date of Minutes: 9/27/2018

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Gina Will", is written over a horizontal line.

Gina Will, Secretary

A handwritten date "10/25/18" in blue ink is written over a horizontal line.

Date