NCCSIF

Northern California Cities Self Insurance Fund
A Joint Powers Authority

President
Vacant

Vice President
Mr. Dave Warren
City of Placerville

Treasurer
Mr. Tim Sailsbery
City of Willows

Secretary
Ms. Corey Shaver
City of Nevada City

NCCSIF
RISK MANAGEMENT COMMITTEE MEETING
AGENDA

Date: **Thursday, April 28, 2016**
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.

<u>Page</u>

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 15, 2015

F. RISK MANAGEMENT BUSINESS
     1. **Police Risk Management Committee (PRMC)**
pg. 10   a. **PRMC Update**   **I**   **1**
Tom Kline, Bickmore, will provide the Committee with a summary of the February 4, 2016, Police Risk Management Committee Meeting.

pg. 15   b. **PRMC Budget Allocation**   **A**   **1**
The Program Administrators will present a proposed allocation and use of the PRMC budget for committee review and recommendation.

pg. 17   2. **Risk Control Services Update**   **I**   **2**
Henri Castro, Bickmore, will provide an update on the services provided so far in FY 15/16 and plans for the rest of the year.

President	Vice President
Vacant	Mr. Dave Warren
	City of Placerville
Treasurer	Secretary
Mr. Tim Sailsbery	Ms. Corey Shaver
City of Willows	City of Nevada City

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H. **ADJOURNMENT**

UPCOMING MEETINGS
Police Risk Management Committee - May 5, 2016 (Community Center)
Claims Committee Meeting - May 19, 2016 (Community Center)
Executive Committee Meeting - May 19, 2016 (Community Center)
Risk Management Committee Meeting - June 9, 2016 (Event Center)
Board of Directors Meeting - June 9, 2016 (Event Center)

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. 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

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 agendized 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 - October15, 2015

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MINUTES OF THE
NCCSIF RISK MANAGEMENT COMMITTEE MEETING
ROCKLIN EVENT CENTER, ROCKLIN, CA
OCTOBER 15, 2015

MEMBERS PRESENT

Dylan Feik, City of Auburn
Tom Watson, City of Corning
Kim Stalie, City of Dixon - *left at 1:33 pm*
Jim Ramsey, City of Elk Grove
Kristine Haile, City of Folsom
Matt Michaelis, City of Gridley

John Lee, City of Lincoln
Liz Ehrenstrom, City of Oroville
Gina Will, Town of Paradise
Dave Warren, City of Placerville
Sandy Ryan, City of Red Bluff
Russell Hildebrand, City of Rocklin

MEMBERS ABSENT

Juanita Barnett, City of Anderson
Shelly Kittle, City of Colusa
Paula Islas, City of Galt
Jon Hanken, City of Ione
Dalacie Blankenship, City of Jackson

Satwant Takhar, City of Marysville
Catrina Olson, City of Nevada City
Marni Rittburg, City of Rio Vista
Wayne Peabody, City of Willows
Natalie Springer, City of Yuba City

OTHER MEMBERS PRESENT

Michelle Pellegrino, City of Dixon
George Silva, City of Dixon
Bruce Cline, City of Folsom

Cleve Morris, City of Placerville
Spencer Morrison, City of Yuba City
John Ruffcorn, Chair of Police Risk
Management Committee Chair

GUESTS & CONSULTANTS

Marcus Beverly, Alliant Insurance Services
Raychelle Maranan, Alliant Insurance Services
James Marta, James Marta & Company - *arrived at 1:09 p.m.*

Henri Castro, Bickmore
Tom Kline, Bickmore
Jeff Johnston, Bickmore

A.   CALL TO ORDER

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

Those in attendance introduced themselves, and majority of the Committee were present constituting a quorum.

B.   APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

Motion: Jim Ramsey   **Second:** Russell Hildebrand   **Motion Carried**
Ayes: Feik, Watson, Stalie, Haile, Michaelis, Lee, Ehrenstrom, Wills, Warren, Ryan
Nays: None.

C.   PUBLIC COMMENTS

There were no public comments made.

D.   CONSENT CALENDAR

1.   Minutes of the Risk Management Committee Meeting - June 18, 2015

A motion was made to approve the consent calendar.

Motion: Russell Hildebrand   **Second:** Gina Wills   **Motion Carried**
Ayes: Feik, Watson, Stalie, Ramsey, Haile, Michaelis, Lee, Ehrenstrom, Warren, Ryan
Nays: None.

E.   RISK MANAGEMENT COMMITTEE PLANNING

E1.   Current Programs, Policies, Services, and Funding

Mr. Marcus Beverly presented a PowerPoint presentation that covers an overview of the current state of NCCSIF's coverage programs and risk management policies, services, and funding.

Mr. Beverly addressed the following topics in his presentation:

- Programs offered through NCCSIF and Programs offered through Alliant
- Review of all the Service Providers
- Risk Management Policies
- Breakdown of the Risk Management funding for the various services provided by Bickmore and other safety service vendors
- Funding of Risk Management Program
- Review of Risk Exposures and Assessments
- Claims Experience Analysis for the last 10 years

Ms. Henri Castro noted there is a new requirement for Sexual Harassment training to include a Code of Conduct. Members currently using the TargetSolutions web-based course will note the new material is included per the requirement.

The Committee had lengthy discussion about ADA and the ramifications of not having a transition plan. ADA remains a hot topic and requires attention. It was noted ADA Transition plan is quite extensive and costly to roll out. Most cities have limitation in their resources or lack thereof. The possibility for NCCSIF to loan pool funds to members and charge a minimal interest to assist members in getting a transition plan in place was discussed.

Mr. Bruce Cline directed Alliant to prepare a Memo regarding Sidewalk Maintenance in terms of the legal aspects of having an appropriate inspection program that outline the legal decisions and reference some municipal ordinances that was discussed at the meeting.

E2.   Bickmore Risk Management Services, Assessments, and Recommendations

Ms. Henri Castro provided a PowerPoint presentation that covers historical review of the Risk Management (RM) services, the comprehensive assessments with the 35 categories to help identify strengths and weaknesses in the city's risk management programs, the development of the Scorecard system, review of the WC and GL categories of progress from a pool-wide perspective, and steps members have taken over the last two and a half years since Bickmore came on board in 2012.

Ms. Castro handed out the group's scorecard to give members perspective to how the pool stack up as a whole. Ms. Castro explained the various progress in each category by WC and Liability. Each 35 RM category contained several best practices and the report provided a substantial list of recommendations. The Scorecard was developed based on the assessments and the progress to date by all members on those recommendations.

The scoring system is as follows:

- 70% - 100% (green color) = Strong - major elements in place
- 69% - 40% (yellow color) = Moderate - some elements in place, additional work required
- 0% - 39% (red color) = Considerable effort required to develop and implement major elements.

Collectively, Bickmore has developed 64 programs and policies for NCCSIF members. Coverage for volunteers was also discussed. Mr. Beverly indicated the City must pass a resolution to cover volunteers for WC coverage. It is not necessary for city to pass a resolution to cover volunteers for Liability coverage as the city is liable for the actions of volunteers in the course of their volunteer activity.

The Material Safety Data Sheet (MSDS) was also discussed and noted new labeling requirement will take effect in June 2016. Ms. Castro noted Bickmore recently published the managing the transition on safety communication on Bickmore's website. The model Hazard Communication Program is updated and Ms. Castro indicated she is currently working with several cities to update their program.

E3.   Loss Exposures and Claims Experience

Mr. Marcus Beverly presented a PowerPoint presentation providing the Committee with loss exposures and claims experience for the last ten years valued as of September 21, 2015. Police represent the biggest exposure by payroll class, representing 33% of group's total payroll and 25% of the full time employees. For WC, police and fire departments are the driving force of claims, and strains are the number one type of injury.

The presentation concluded with the following summary:

- Focus on Police is warranted
- Sewers & trees need more focus
- Employment practices not part of RM funding
- Heart, strains subject to "healthy" risk control?
- Use more of the training budget?
- Review grant funding/member assistance

E4. Discuss Current Practices and Goals

Discussion ensued on how to get other members plugged in and be proactive in the program. The Committee discussed accountability measures by all members and the need for NCCSIF to enforce it. Different enforcement delivery approaches were discussed and possible assessments that may be imposed.

The Committee recessed for lunch at 12:28 p.m.

The meeting reconvened at 1:01 p.m.

F. COMMITTEE BUSINESS

F1. Proposed Policies - Best Practices & Scorecard

Considerable amount of discussion was held identifying which of the 35 categories to focus Risk Management efforts. The Scorecard is well received by the members and noted it is a good peer pressure mechanism. The general consensus of the Committee is to sort it by mandatory and regulatory compliance plus the loss drivers based on claims history with significant exposures.

James Marta joined the meeting at 1:09 p.m.

The Committee directed Alliant and Bickmore to work together to condense the current Policies and Procedures incorporating the risk assessment findings for additional policy.

A motion was made to update the current Risk Management policies and for Alliant and Bickmore to work together to make recommendations for any additional policies and present to the Board of Directors for review.

Motion: Sandy Ryan   **Second:** Tom Watson   **Motion Carried**
Ayes: Feik, Stalie, Ramsey, Haile, Michaelis, Lee, Ehrenstrom, Wills, Warren, Hildebrand
Nays: None.

F2. Risk Management Grant Policy Revision

Mr. Marcus Beverly indicated the Administrative Policy and Procedure (P&P) A-19: Risk Management Grant needed to be updated to reflect current practices and claim causes. The main change is the name of the policy from "Safety Grant" to "Reserve Fund", moving this P&P A-19 to Risk Management RM-12, and revising the funding process to ensure that all members have some reserve funds for risk management purposes.

Currently, if a member has a Shared Layer refund, but in a deficit position in one or more Banking Layer that exceeds the refund, no funds available to allocate to risk management. In the proposed policy members may receive a Risk Management Reserve allocation "off the top" and can choose to contribute more to the reserve fund than is allocated by the Board.

Discussion ensued on other RM services that are not being utilized, such as conferences, that the Committee may propose reallocating to the RM Reserve Fund to help those cities in need. The Committee was mixed on the subject to impose a requirement to use refunds for risk management purposes. The Committee identified the need to dedicate some resources to ADA compliance.

Mr. James Marta indicated the money is already earmarked for risk management in the first place so the city already budgeted the money for that purpose.

Kim Stalie left the meeting at 1:33 p.m.

The Board directed Program Administrator to redo this policy to loosen up on the use of the funds to include Safety Training and not necessarily just for the use identified in the policy but for any legitimate purpose. Those with Banking Layer deficits greater than refunds who want to set aside RM reserve funds should have special approval by the Board.

F3. Employment Practices Liability (EPL) Hotline

Mr. Marcus Beverly reported members asked the Program Administrators to provide an option for Employment Practices Liability (EPL) risk management, primarily a hotline service to provide legal advice as needed. Four firms were asked to provide quotes. One firm declined to quote. The Liebert Cassidy Whitmore (LCW) proposal was previously presented to the Board at the June 18, 2015 meeting. Kristianne Seargeant from the Kronick Mozkovitz firm was recently added to the Approved List of Liability Counsel and provided a proposal. The Eyres Law Group also provided a proposal. Mr. Beverly indicated the Eyres Group is working with CJPRMA to provide a quote and their cost may be less through CJPRMA, but development on this is unknown at this time. The Kronick proposal may have room for negotiation. It was noted nine members are already in the LCW Consortium.

The Committee reviewed the proposal and was unsure whether there is a need for this service. Mr. Bruce Cline indicated when he raised this issue the whole point is for smaller city with no resources to contract with an in-house lawyer on the Approved List of Legal Counsel.

After further discussion, the Committee directed Alliant to survey the members to determine the need for EPL Hotline service through NCCSIF.

F4.   Police Risk Management Committee Update

Due to time constraint, the Committee tabled this item to the Board of Directors Meeting which will immediately follow this meeting.

F5.   Round Table Discussion

Due to time constraint, the Committee tabled this item to the Board of Directors Meeting which will immediately follow this meeting.

G.   INFORMATION ITEMS

1. NCCSIF Travel Reimbursement Form

H.   ADJOURNMENT

The meeting was adjourned at 1:55 p.m.

Respectfully Submitted,

_____
Corey Shaver, Secretary
_____
Date

Agenda Item F.1.a.

POLICE RISK MANAGEMENT COMMITTEE - UPDATE

INFORMATION ITEM

ISSUE: Mr. Tom Kline will provide the Committee with a summary of the February 4, 2016 Police Risk Management Committee and activities completed since the last Risk Management Committee meeting in October 15, 2015.

A training session is held at each Police Risk Management Committee meeting. Topics for 2015 and 2016 included:

- Police Use of Force and the Mentally Ill, Body Camera Implementation - Phil Downs of AGHW - 5/5/2016

- Body Worn Camera Equipment Update - James Hillary of VieVu - 2/4/2016

- Body Worn Camera Policy - Leslie Stevens, Lexipol - 2/4/2016

- Managing Social Media - Laura Cole, Cole Pro Media - 11/5/2015

- 21st Century Policing - Lessons Learned: The Case for Change - Mark Wittenberg Training Inc. - 8/6/2015

- Critical Incident Command - Leading in the Edge of Chaos - Police Chief Cynthia Renaud - 5/7/2015

- Wellness and Fitness in Law Enforcement - The Tactical Athlete - Dr. Felicia Gomez - 2/5/2015

FISCAL IMPACT: None.

RECOMMENDATION: None - information only.

BACKGROUND: None.

ATTACHMENT(S): Police Risk Management Committee Meeting Minutes, February 4, 2016 (Draft)

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MINUTES OF THE
NCCSIF POLICE RISK MANGEMENT COMMITTEE MEETING
ROCKLIN EVENT CENTER, ROCKLIN, CA
FEBRUARY 4, 2016

COMMITTEE MEMBERS PRESENT

Chief Rex Marks, City of Lincoln

Chief Aaron Easton, City of Marysville

Chief Tim Foley, City of Nevada City

Lieutenant Stephen Rowe, Town of Paradise

Chief Kyle Sanders, City of Red Bluff

Chief Greg Bowman, City of Rio Vista

OTHER MEMBERS PRESENT

Lieutenant Jason Garringer, City of Marysville

Liz Ehrenstrom, City of Oroville

Lieutenant Forrest Richardson, City of Rocklin

Russell Hildebrand, City of Rocklin

GUESTS & CONSULTANTS

Marcus Beverly, Alliant Insurance Services

Raychelle Maranan, Alliant Insurance Services

James Hillary, VieVu

Leslie Stevens, Lexipol

Tom Kline, Bickmore

Henri Castro, Bickmore

Gail Zeigler, Bickmore

A.   CALL TO ORDER

Chief Kyle Sanders called the meeting to order at 10:05 a.m.

Introduction was made.

B.   APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

Motion: Chief Greg Bowman   **Second:** Chief Rex Marks   **Motion Carried**

C.   PUBLIC COMMENTS

There were no public comments.

D.   CONSENT CALENDAR

1.   Police Risk Management Committee Meeting Minutes - November 5, 2015 (Draft)

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

Motion: Chief Rex Marks   **Second:** Chief Greg Bowman   **Motion Carried**

E. RISK MANAGEMENT

E1. Body Camera Update

The Committee was asked to share any anecdotal evidence for the VieVu Body Cameras having positive impact either from claims being resolved fairly quickly. Members shared instances they had at their agency and it is evident that the body camera has been an effective mechanism in combatting the use of force and citizen complaints and incredibly useful in accurately preserving information.

E2. Legislative Update

Mr. Tom Kline updated the Committee as to the status of the eight police related bills that are currently in the legislature.

Assembly Bill AB 69 - Rodriguez - Peace officers: body-worn cameras
This was passed and chaptered by the Secretary of State on October 11, 2015.

Assembly Bill AB 71 - Rodriguez - Criminal justice: reporting
This was passed and chaptered by the Secretary of State on October 3, 2015.

Assembly Bill AB 953 - Weber - Law Enforcement: racial profiling
This was passed and chaptered by the Secretary of State on October 13, 2015.

Assembly Bill AB 1507 - Hernandez - Peace officers: training
This was passed into law on July 6, 2015 and has been re-referred to Committee on RLS pursuant to Senate Rule 29.10(c).

Senate Bill SB 227 - Mitchell - Grand Juries: powers and duties – exceptions
This was passed and chaptered by the Secretary of State on August 11, 2015.

Assembly Bill AB 65 - Alejo - Local law enforcement: body-worn cameras: grant program
This bill was held under submission on May 28, 2015.

Assembly Bill AB 66 - Weber - Peace officers: body worn cameras – requirements and prohibitions
This bill was held under submission and re-referred to committee on APPR.

Assembly Bill AB 1118 - Bonta - Police officer standards and training: procedural justice
This bill was held under submission on May 28, 2015.

Senate Bill SB 175 - Huff - Peace officers: body-worn cameras - policy
This bill was ordered to inactive file on September 9, 2015 by request of Assembly Member Holden.

E3. Grant Funding for Fiscal Year 2015/16

Mr. Tom Kline reminded the Committee that the Board approved $50,000 grant funds for the FY 15/16 PRMC budget. The Committee discussed whether to use the full funds to purchase additional body cameras for all member cities or use the funds towards data storage for videos or both, or the Committee may elect to provide an option to receive the funds for members to use as the needs of each agency varies.

After further discussion, the Committee considered perhaps to distribute the allotted funds to the members and giving the members a choice of using the funds at the predetermined use by the Committee. The Committee requested the breakdown of the funds per member to know exactly the amount available for each agency.

E4. Round Table Discussion

Mr. Tom Kline mentioned the next PRMC meeting will be held on May 5, 2016, and a Save the Date email will be sent to all members. Mr. Kline indicated for the May 5, 2016, meeting he plans to ask an attorney from Allen, Glaessner, Hazelwood & Werth, LLP to speak about case law aspects of body camera implementation.

There is a general interest from the Committee to have a regional session for the Below 100 Training.

Recruitment and retention of officers is an increasing challenge for police agencies across the board. City of Red Bluff and Town of Paradise noted they will share their policy and contract for academy sponsorship.

The Committee recessed for lunch at 11:08 a.m.

The meeting reconvened at 11:30 a.m. and resumed with the training presentation.

F. Training Session

F1. Body Worn Camera Equipment and Storage Options

Mr. James Hillary, Regional Sales Manager at VieVu, provided an update on body worn camera equipment and data storage options. Mr. Hillary indicated a newer model, LE-4 and LE-4 mini camera, is now available since NCCSIF purchased the LE-3 VieVu cameras in August 2014. The cost of the new camera is $755 each and NCCSIF members are eligible for a $300 discount to

upgrade from LE-3 to LE-4. The most notable feature of the new camera is the remote activation and live streaming of video. VieVu's VeriPatrol on-site secure software is available for a monthly service fee. VeriPatrol is a Microsoft Cloud based platform and the retention period varies by type of arrest.

Leslie Stevens arrived at 12:14 p.m.

F2.   Body Worn Camera Policy Implications

Ms. Leslie Stevens, Vice President Legal Services at Lexipol, presented the various policy implications surrounding body worn cameras as follows:

- Policy considerations: retention, review access, storage, consistency of policies with First Amendment, activities, dash camera usage
- Policy should require: wear camera conspicuously and activation for identified activities
- Policy should allow: some discretion to officers

The benefits of body cameras reduced the use of force by 59% and reduced citizen complaints by 87.5%. Recoveries for Public Disclosure requests is subject to Public Record Act.

G.   ADJOURNMENT

The meeting was adjourned at 1:15 p.m.

Next Meeting Date: May 5, 2016 in Rocklin, CA

Respectfully Submitted,

_____
Corey Shaver, Secretary
_____
Date

Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 28, 2016

Agenda Item F.1.b.

POLICE RISK MANAGEMENT COMMITTEE - BUDGET ALLOCATION

ACTION ITEM

ISSUE: The NCCSIF Board approved a total of $50,000 for police risk management grants for FY 15/16 contingent on the Executive Committee approving the use of the funds. The Police Risk Management Committee has discussed possible uses and concluded that some members need more cameras and some need video storage solutions, including a dedicated server or external hard drive, depending on the agency size.

The Program Administrators recommend using the same allocation of funds used for the previous camera grants and giving the members a choice of using the money for cameras or for storage. Attached is the camera allocation from 2014 with a corresponding dollar amount based on the cost of the cameras.

RECOMMENDATION: Make a recommendation to the Executive Committee to allocate the funds per the attached for cameras or video storage.

FISCAL IMPACT: Approval to spend the $50,000 already budgeted.

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 FY 15/16 budget also includes $50,000 for police risk management grants contingent on Executive Committee approval of their use.

ATTACHMENT(S): Police Risk Management Grant Funds Allocation Proposal

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Police Risk Management Grant Funds
Proposed 2016 Allocation of $50,000 Budget

Member	2014 Camera Allocation	$ amount at $757.50 each = Proposed 2016 Grant Funding
Anderson	2	$ 1,515
Auburn	4	$ 3,030
Colusa	2	$ 1,515
Corning	2	$ 1,515
Dixon	4	$ 3,030
Elk Grove	4	$ 3,030
Folsom	5	$ 3,788
Galt	4	$ 3,030
Gridley	2	$ 1,515
Ione	2	$ 1,515
Jackson	2	$ 1,515
Lincoln	4	$ 3,030
Marysville	3	$ 2,273
Nevada City	2	$ 1,515
Oroville	4	$ 3,030
Paradise	3	$ 2,273
Placerville	2	$ 1,515
Red Bluff	3	$ 2,273
Rio Vista	2	$ 1,515
Rocklin	4	$ 3,030
Willows	2	$ 1,515
Yuba City	4	$ 3,030
Total	66	$ 49,995

Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 28, 2016

Agenda Item F.2.

RISK CONTROL SERVICES UPDATE AS OF APRIL 18, 2016

INFORMATION ITEM

ITEM: Ms. Enriqueta Castro will provide the Committee with an update on the services Bickmore has provided NCCSIF members during the 2015/2016 program year to date:

Member Services
In addition to unlimited phone and email consultation, members have received risk control services to help implement recommendations from the Hazard & Safety Assessment. 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*
  - Traffic Control and Flagger Training
  - Sexual Harassment & Code of Conduct

- *Police Risk Management Committee Training*
  - Police Use of Force and the Mentally Ill, Body Camera Implementation - Dale Allen and Phil Downs of AGHW - 5/5/2016
  - Body Worn Camera Equipment Update - James Hillary of VieVu - 2/4/2016
  - Body Worn Camera Policy - Leslie Stevens, Lexipol - 2/4/2016
  - Managing Social Media - Laura Cole, Cole Pro Media - 11/5/2015
  - 21st Century Policing - Lessons Learned: The Case for Change - Mark Wittenberg Training Inc. - 8/6/2015
  - Critical Incident Command - Leading in the Edge of Chaos - Police Chief Cynthia Renaud - 5/7/2015
  - Wellness and Fitness in Law Enforcement - The Tactical Athlete - Dr. Felicia Gomez - 2/5/2015

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Safety Communications

During the program year the following safety communications have been sent to members:

- Training the Experienced Worker
- Cal/OSHA Injury & Illness 300 Log
- Distracted Driving
- Preparing for El Nino
- Hazard Communication - Managing the Transition
- Heat Illness Prevention
- Zika Outbreak

Webinars

Members are invited to attend all Bickmore webinars. Webinars are conducted live and recorded for future viewing. During 2015 & 2016 the following webinars were conducted:

- OSHA Recordkeeping - California
- Preparing for El Nino
- Hearing Conservation
- Heat Illness
- Playground Safety
- Police Duty Vests
- Preventing Violence in the Workplace
- Return to Work for Police
- Sidewalk Liability

Website Resources

In addition to all the Safety Communications, members have access to over 300 online streaming videos, sample programs, forms, checklists, and job analyses at 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: Member Services Summary Report and Member Scorecard through April 18, 2016 (handouts)

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Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 28, 2016

Agenda Item F.3.

FY 16/17 RISK CONTROL PROPOSED SERVICE PLAN AND CONTRACT

ACTION ITEM

ISSUE: Bickmore has proposed a risk control service plan and budget for FY 16/17 with two options, one adding a more focused risk assessment to the current scope of services, at an additional cost of $750 per member, and one option maintaining the current scope with no change in the budget. Bickmore have also outlined several additional risk control services that individual members may wish to consider, including Occu-Med Coordination and Implementation.

RECOMMENDATION: Review and provide recommendation to the Executive Committee.

FISCAL IMPACT: Budget for no change in scope is $160,220, same as existing budget. With additional time for the focused risk assessment the budget is $176,720.

BACKGROUND: Bickmore's initial contract for risk management services expires June 30, 2016, and this is an opportunity for members to assess the value and mix of services provided over the last three years.

ATTACHMENT(S):

1. 2016 Risk Control Renewal Proposal
2. DRAFT Focused Risk Assessment Questions

A Public Entity Joint Powers Authority

Bickmore

BICKMORE – NCCSIF
2016 RISK CONTROL RENEWAL PROPOSAL

Bickmore Risk Control is requesting a three-year agreement renewal with NCCSIF. The proposed service plan, outlined below, continues to provide the same level of customized services and resources to NCCSIF members.

Our risk control service plan remains the same with one addition. At the request of the NCCSIF Program Administrator, the proposed service plan includes conducting a revised Hazard & Safety Assessment for each member. The condensed assessment will focus on specific NCCSIF exposures, loss drivers, and member requested goals. We plan to use an electronic platform that will enable us to manage and maintain member progress.

We are proposing the following service options for your consideration:

Option 1 – Conduct and maintain the assessment for each member without reducing the existing three days of risk control services. We are proposing a price of $750 per member for a budget increase of $16,500. Total proposed budget is $176,720.

Option 2 - Utilize one day of the existing three days of risk control service to conduct the assessment. There would be no change to the existing budget of $160,220.

PROPOSED RISK CONTROL SERVICE PLAN

Hazard & Safety Assessment
Conduct a focused HSA for each member. Maintain and update the member's progress throughout the year.

Hazard & Safety Assessment (HAS) Recommendation Implementation – Two Days
Provide two days of risk control services to help members implement recommendations from the HSA. Examples of services included written program development for Cal/OSHA compliance and liability exposures, assistance with program implementation, hazard inspections, and customized employee training.

Member Requested Service – One Day
Provide one service day to each member for additional requested services, such as ergonomic evaluations, developing customized webinars, playground inspections, participating in safety committee meetings, etc.

Phone and Email Consultation
Unlimited access to risk control safety professional(s) for technical information and guidance.

Safety Communications
Timely safety communication developed on pertinent safety and risk management topics.

Risk Management Committee Preparation and Participation
Attend the RMC and Board of Director's meetings. Bickmore will deliver a progress report that reflects the status of activities including the member on-site visits, training activities, identification of service and loss control recommendations, and other appropriate topics. This includes staff report development, on-site time, travel time, and expenses.

Police Risk Management Committee Preparation and Participation

Bickmore will facilitate the Police Risk Management Committee meetings which include loss evaluation, research of training topics, identifying qualified trainers, training coordination, agenda preparation, meeting attendance, travel, and expenses.

Training Coordination

Provide training coordination services for regional training workshops and member specific training requests. Coordination includes topic research, trainer selection and negotiation, location selection, registration management, and materials coordination.

Bickmore Risk Control Resources

All website resources are provided to NCCSIF members at no additional cost. Resources include streaming videos, sample regulatory programs, forms, inspection checklists, job analyses, and access to all live and recorded webinar.

ADDITIONAL RISK CONTROL SERVICES

The NCCSIF Program Administrator has requested that Bickmore provide ideas about additional services that are not covered under this contract. The list below outlines services that NCCSIF members and other Bickmore clients have requested in the past. Pricing would be quoted on an individual basis and vary depending on the size and scope of the project. Some members have utilized their risk management funds to cover the cost of these services.

Rent- A-Risk Manager

Many Bickmore clients request additional risk control services above and beyond their JPA's service plan. The Rent-A-Risk Manager program is offered to cities who want an on-site risk manager to assist with implementing the city's safety programs and risk management functions.

Virtual Safety Manager

Bickmore clients, who have access to Target Solutions, all agree it is a valuable training and tracking tool. However, the overwhelming feedback is that cities don't have staff resources to manage the system. The Virtual Safety Manager program works within the Target Solutions platform. Bickmore staff partners with the city to identify Cal/OSHA training requirements for all employees, assign training to employees, maintain the training tracking data base, and provide comprehensive training and documentation reports to city management.

Occu-Med Coordination and Implementation

Bickmore can work directly with the city to help administer the program that Occu-Med offers to NCCSIF. This would include assessing the city's needs and coordinating the service with Occu-Med. We have found most cities are not using Occu-Med to the fullest extent due to the administrative burden.

Electronic Site Inspection Platform

Bickmore can work directly with the city to develop and automate IIPP required hazard inspections. This service includes developing checklists and creating a member portal where inspections can be assigned and recommendations and follow up can be managed and tracked.

Injury & Illness Prevention Program Implementation

1-1	Plan	Does your agency have an up-to-date IIPP?	Review and update your Injury and Illness Prevention Program (IIPP). Use the Bickmore IIPP template available on the Bickmore Risk Control website at http://riskcontrol.bickmore.net/ to develop a customized up-to-date IIPP. Contact us for assistance to expedite the development of your agency's program.
1-2	Oversight	Does your agency utilize an oversight system to track IIPP implementation?	Brainstorm with Bickmore staff to identify a simple oversight system (dashboard) that would allow your agency's IIPP Administrator to ensure the IIPP is being implemented and supported by leadership. This system would provide the IIPP Administrator with the tools necessary to facilitate the implementation of disciplinary actions and financial decisions as they relate to safety. It would also provide a high-level monitoring system to ensure all aspects of the IIPP are implemented as stated in all departments.
1-3	Performance Evaluations	Is compliance and delivery of IIPP responsibilities included in staff performance evaluations?	Incorporate safety and IIPP responsibility measurements into the agency's performance program. Allow us to work with agency leadership and/or the IIPP Administrator to identify specific safety responsibilities that should be included in performance appraisals based on the exposures within various departments and IIPP requirements, and work with us to develop training for managers and supervisors to educate them in their responsibilities.
1-4	Discipline	Is there a disciplinary system in place to ensure that required trainings are being completed?	Review and revise the current disciplinary system to clearly identify how and when it can be used to address safety issues; give particular attention to any union agreements that might present unique systems for a subset of employees. Once the systems have been developed, work with us to provide training to managers and supervisors responsible for enforcing the disciplinary system.
1-5	Training	Has an annual training plan been developed for each position?	Identify all positions within the agency or department, and work with us to develop an annual training plan that groups employees by exposure. Much of the training identified can be accessed on the Bickmore Risk Control website at http://riskcontrol.bickmore.net/. As an alternative, explore the possibility of using a learning management system and having us provide dedicated administrative support to manage, assign, and document training.
1-6	Incentive	Does your agency have a safety incentive plan?	Adopt an incentive plan that rewards employees who promote a safety culture by identifying and implementing safety improvements for the workplace. Bickmore has developed a program called "Cash for Culture" that can be used as a model. Contact us for assistance in the successful implementation of an incentive program. As an alternative, explore the possibility of us providing administrative support to manage the incentive program on your agency's behalf.
1-7	General Communications	Is there a communication system in place to distribute general safety announcements?	Develop an email distribution list for positions within the agency or department that have similar exposures. We will provide regular Bickmore safety communications targeted for these positions for you to distribute. As an alternative, explore the possibility of having us assign training communications through a learning management system, verifying the communication has been read, and maintaining the training documentation.

Injury & Illness Prevention Program Implementation

1-8	Web training Communications	Is there a communication system in place to distribute web training announcements?	Develop an email distribution list for positions within the agency or department that have similar exposures. We will work with you to email invitations to Bickmore developed webinars targeted for these positions. As an alternative, explore the possibility of us assigning these webinars through a learning management system, verifying webinars have been attended, and maintaining the training documentation.
1-9	Regional Training Communications	Is there a communication system in place to distribute regional training announcements?	Develop an email distribution list for positions within the agency or department that have similar exposures. We will email Bickmore regional training invitations for you to distribute. As an alternative, explore the possibility of us assigning these regional trainings through a learning management system. The learning management system would allow us to verify the training has been attended and provide you with training documentation.
1-10	Position Specific Training	Is there a communication system in place to distribute position-specific streaming training videos?	Develop an email distribution list for positions within the agency or department that have similar exposures. We will work with you to email recommendations for position-specific streaming videos available on the Bickmore Risk Control website. As an alternative, explore the possibility of us assigning these streaming videos through a learning management system, verifying this training has been attended, and the training documentation is maintained.
1-11	Safety Committee Benchmarking	Does your agency's safety committee program include benchmarking and tracking?	Re-establish your safety committee, and work with us to reinvigorate your agency's the committee, taking it from a mandatory meeting that feels bogged down in the details to an effective, well-run meeting that benchmarks and tracks its progress toward developing an improved safety culture. Our safety committee process includes developing a plan to ensure leadership support, an analysis to determine the appropriate members, prioritization of issues to maintain focus, and a system to measure and promote success.
1-12	Inspection Tracking	Are department inspections tracked to identify exposures and trends?	Conduct routine safety inspections. Inspection checklists are available on the Bickmore Risk Control website at http://riskcontrol.bickmore.net/. As an alternative, work with us to consolidate and streamline department inspections to make the process a manageable and effective one. This system would allow your agency to assign and complete inspections, monitor and track resulting recommendations, trend identified issues among departments, and benchmark results to other organizations with similar departments. We can assist with providing guidance for developing a basic monitoring and tracking system for you to manage, or we can explore the possibility of us providing administrative support and access to electronic inspection software that will make the process more simple and manageable. Once the preferred system is in place, we will train those responsible for overseeing and implementing the inspection process.

Injury & Illness Prevention Program Implementation			
1-13	Customized	Is your IIPP fully customized to your agency's operations and exposures?	Work with us to conduct hazard analyses to ensure your agency's IIPP is tailored to the specific hazards present within your agency's workplaces.
1-14	Accident Data Collection	Does your agency utilize a data-collection process for all workplace accidents?	Work with us to create a simple system to collect the facts related to workplace accidents in order to more easily identify injury and illness contributing factors, reduce supervisor time, permit the trending and benchmarking of injuries and illnesses, and track corrective actions. We can help your agency set up a system. As an alternative, explore the possibility of your agency having access to an electronic solution on the Bickmore Risk Control website that will make it simpler for your agency to manage and coordinate the process. Once the preferred system is in place, we will train those responsible for overseeing and implementing the inspection process.

Contractual Risk Transfer

2-1	Manual	Does the agency have a set of written guidelines or a manual to guide personnel in the development and execution of contracts and agreements?	Adopt the Bickmore Contractual Risk Transfer (CRT) manual. Contact us for assistance in obtaining the Bickmore CRT manual or developing a set of written guidelines to provide direction to agency personnel authorized to enter into contracts and agreements on behalf of the agency.
2-2	Annual Review	Does the agency annually review existing contracts and agreements, and update them as needed to keep them aligned with the agency's current contractual risk guidelines?	Develop a documented process to ensure all contracts and agreements are reviewed annually and updated as needed. Contact us to obtain assistance to develop a process. As an alternative, we can help you explore the possibility of using a service that manages this process on your behalf.
2-3	Insurance Review	Are contract-required insurance coverages reviewed for relevance and applicability?	Assign staff to review all insurance certificates and endorsements. Ensure the assigned personnel know the differences between the various agreement types and the exposures of each, or require personnel assigned to review the Contract Types section of the Bickmore Contractual Risk Transfer manual. Ensure assigned personnel review all proposed certificates of insurance and endorsements to ensure the contractor is complying with the contract requirements and to determine when certain coverages are set to expire. Contact us to obtain assistance to review the indemnification language and the insurance requirements in proposed contract language and for advice on the types of contracts that may require specific coverages (construction, professional, purchase orders, consultants, leases and facility rentals) and when some coverages can be waived or reduced. As an alternative, we can help you explore the possibility of using a service that manages this process on your behalf.
2-4	Certs & Endorsements	Is each vendor/contractor certificate of insurance and its endorsements reviewed?	Ensure the certificates of insurance, as well as, all the endorsements are carefully examined for: – Evidence of insurance – Outdated forms – Language white-outs – Incorrect certificate holder information – Incorrect carrier information – Missing signatures – Conflicting statements that may void the coverage Ensure the endorsements do not eliminate coverage, and the agency is named as an additional insured.

Contractual Risk Transfer

2-5	Tracking Certs	Is there a process in place to monitor and track certificates of insurance?	Develop an insurance compliance process and certificate tracking system to monitor contracts and agreements with all the agency's vendors and contractors. This can be accomplished via an electronic spreadsheet or with an automated program. As an alternative, explore the possibility of us developing a customized tracking system to fit your agency's needs and exposures or let us help you find a service that manages this process on your behalf.
2-6	Claims	Is there a process in place for responding to third-party inquiries regarding potential claims?	Develop a process that ensures consistent handling of potential claims that includes providing an appropriate initial response. Ensure the process includes an instruction to consult with Bickmore for preliminary determinations of coverage (and exclusions) for a particular liability risk before responding or taking action on inquiries from third parties.
2-7	Hold Harmless	Is there a process in place to ensure transfer of liability for all events and use of facilities leases?	Develop a process that ensures that any person or entity using one of your facilities signs an agreement to indemnify and hold the agency harmless and provides insurance coverage for various events. Ensure the process also covers the development and use of hold harmless agreements for individuals who participate in potentially hazardous events/activities, such as athletics, festivals, travel, walkathons, etc. Ensure the process states events providing complimentary alcohol require host liquor liability coverage, which is typically included in a general liability policy, and if alcohol is sold at an event, special liquor liability insurance is required, along with proof the required license. Submit certificates, waivers, and releases of liability to Bickmore to ensure the transfer of risk is properly stated to protect the agency.

Fleet Safety

3-1	Plan	Does your agency have a written Fleet Safety Program?	Use the Fleet Safety Program template available on the Bickmore Risk Control website at http://riskcontrol.bickmore.net/ to develop a customized up-to-date Fleet Safety Program. Contact us for assistance to expedite the development of your agency's program.
3-2	Oversight	Does your agency utilize an oversight system to track Fleet Safety Program implementation?	Brainstorm with Bickmore staff to identify a simple oversight system (dashboard) that would allow a Program Administrator to ensure the fleet safety policy is being implemented and supported by leadership, implements disciplinary action, and facilitates financial decisions related to safety.
3-3	Training Groups	Are employees grouped by driving exposure when developing training programs?	Identify all driving-related positions within the agency or department, and work with us to develop an annual training plan that groups employees by exposure. Much of the training identified can be accessed on the Bickmore Risk Control website. As an alternative, explore the possibility of using a learning management system and having us provide dedicated administrative support to manage, assign, and document training.
3-4	Driver Evaluations	Are all drivers scheduled for periodic evaluations?	Identify all driving-related positions within the agency or department, and create a schedule for periodically evaluating driver performance for those positions where exposures are more significant or where evaluations are required by law. Complete documented evaluations according to the schedule.
3-5	Discipline	Is there a disciplinary system in place to ensure that required trainings are being completed?	Revise the current disciplinary system to clearly identify how and when it can be used to address driver safety issues, such as unacceptable motor vehicle records, accidents, poor driver evaluations, training attendance, or other behaviors specified by the agency. Pay particular attention to any union agreements that might present unique systems for a subset of employees. Once the disciplinary systems are identified, work with us to provide training to all employees, as well as special training sessions for managers and supervisors responsible for enforcing the disciplinary system.
3-6	General Communications	Is there a communication system in place to distribute general safety announcements?	Develop an email distribution list for positions within the agency or department that have similar exposures. We will provide regular Bickmore safety communications targeted for these positions for you to distribute. As an alternative, explore the possibility of having us assign training communications through a learning management system, verifying the communication has been read, and maintaining the training documentation.

Fleet Safety

3-7	Web training Communications	Is there a communication system in place to distribute web training announcements?	Develop an email distribution list for positions within the agency or departments that have similar exposures. We will work with you to email invitations to Bickmore developed webinars targeted for these positions. As an alternative, explore the possibility of having us assign these webinars through a learning management system, verifying this training has been attended, and maintaining the training documentation.
3-8	Regional Training Communications	Is there a communication system in place to distribute regional training announcements?	Develop an email distribution list for positions within the agency or department that have similar exposures. We will work with you to email invitations to Bickmore developed regional training sessions targeted for these positions. As an alternative, explore the possibility of having us assign these regional trainings through a learning management system, verifying this training has been attended, and maintaining the training documentation.
3-9	Position Specific Training	Is there a communication system in place to distribute position-specific streaming training videos?	Develop an email distribution list for positions within the agency or department that have similar exposures. We will work with you to email recommendations for position-specific streaming videos available on the Bickmore Risk Control website. As an alternative, explore the possibility of us assigning these streaming videos through a learning management system, verifying this training has been attended, and the training documentation is maintained.
3-10	Driver Eligibility	Are controls and selection criteria in place to determine driver eligibility?	Review the specific driver selection criteria within the Bickmore Fleet Safety Program template, and work with Bickmore to determine the appropriate controls to include in your program based on the driving exposures to your agency. Required controls are more stringent for commercial drivers as dictated by law.
			Adopt motor vehicle record (MVR) review criteria. An example of these criteria is in the Bickmore Fleet Program template. It outlines suggested MVR intervention levels and types of intervention, and Bickmore can provide additional guidance for setting up a system to monitor and address MVRs.
			As an alternative, explore the possibility of us managing an electronic oversight system on your behalf.
3-11	Purchasing	Are there clear specifications in place for the process of purchasing vehicles?	Identify the current specifications and guidelines for vehicle acquisition used by your agency's Purchasing Department, and compare them to the best practices identified in the Bickmore Fleet Safety Program template to determine if any additional specifications or guidelines should be added. Bickmore can facilitate a meeting with Purchasing Department personnel to assist with this process. Identify specifications and guidelines for vehicle inventory and replacement as desired by your agency. Examples of best practices are listed in the Bickmore Fleet Safety Program template.

Fleet Safety			
3-12	Vehicle Use	Is there a policy in place regarding the use of pool cars and personal vehicles?	Use the language in the Bickmore Fleet Safety Program template to adopt policies regarding the use of personal vehicles for business use. Encourage the use of an agency pool car over the use of a personal vehicle for agency business.
3-13	Maintenance & Repairs	Are procedures in place to monitor maintenance and repair of all vehicles?	Use the best practice samples contained in the Bickmore Fleet Safety Program template to outline the maintenance and repair procedures in accordance with the manner in which vehicles are used. Use the best practice samples contained in the Bickmore Fleet Safety Program template to identify procedures for daily and routine inspections for commercial and non-commercial vehicles.

Ergonomics			
4-1	Plan	Does your agency have a written Ergonomics Program?	Use the Bickmore Ergonomics Program template available on the Risk Control website to develop a customized Ergonomics Program. Contact us for assistance to expedite the development of your agency's program.
4-2	Positions Identified	Are all positions been identified and grouped by ergonomic exposure?	Identify all positions with ergonomic exposures within the agency or department, and work with us to develop an annual training plan that groups employees by exposure. Much of the training identified can be accessed on the Bickmore Risk Control website. As an alternative, explore the possibility of using a learning management system and having us provide dedicated administrative support to manage, assign, and document training.
4-3	General Communications	Is there a communication system in place to distribute general safety announcements?	Develop an email distribution list for positions within the agency or department that have similar exposures, and we will provide regular safety communication developed by Bickmore targeted for these positions. As an alternative, explore the possibility of having us assign training communications through a learning management system, verifying the communication has been read, and maintaining the training documentation.
4-4	Web training Communications	Is there a communication system in place to distribute web training announcements?	Develop an email distribution list for positions within the agency or department that have similar exposures. We will work with you to email invitations to Bickmore developed webinars targeted for these positions. As an alternative, explore the possibility of us assigning these webinars through a learning management system, verifying webinars have been attended, and maintaining the training documentation.
4-5	Position Specific Training	Is there a communication system in place to distribute position-specific streaming training videos?	Develop an email distribution list for positions within the agency or department that have similar exposures. We will work with you to email recommendations for position-specific streaming videos available on the Bickmore Risk Control website. As an alternative, explore the possibility of us assigning these streaming videos through a learning management system, verifying this training has been attended, and the training documentation is maintained.

Ergonomics			
4-6	Assessment System	Is an internal ergonomics team in place to ensure ergonomic assessments are available for new employees and at-risk employees?	Adopt a system to ensure ergonomic assessments are completed for new employees and anyone else who may be experiencing ergonomic-related discomfort. This could include one of the following approaches: – Work with us to implement an internal ergonomics team that would be able to conduct the assessments. As an alternative, explore the possibility of us providing access to an electronic analysis tool to simplify the process and assist with tracking. – Work with us to identify outside vendors who could respond to assessment requests and establish a budget and procedures for this approach. There may be pool funds available to help with budgeting.
4-7	Budget	Is a budget available for ergonomic equipment purchasing?	Ensure a system is in place to budget for possible ergonomic equipment needs during the course of a fiscal year. There may be pool funds available to help with budgeting. Work with us to provide statistical studies and information to help justify the cost to leadership if necessary.
4-8	Id high risk positions	Are job analyses utilized to identify high-risk positions?	Work with us to identify high-risk jobs and tasks in departments such as Public Works, Fire, Police, and Parks and Recreation, and develop a prioritized list to conduct further analyses to implement controls; i.e., job analyses.

Police Department			
5-1	Policies	Are department policies reviewed and updated annually to reflect legislative changes?	Review and update department policies, including the General Orders Manual, at least annually to ensure policies and procedures reflect legislative updates and accepted best practices. Ensure the department is able to describe its update process and provide documentation for the updates completed in the past 12 months. As an alternative, explore the possibility of contracting with an outside service such as Lexipol to further assist with incorporating updates.
5-2	Training	Is periodic training conducted on department policies involving civil liability exposures?	Conduct periodic training to ensure officers have the knowledge and skills to perform their duties in accordance with Department policies. Make department policies available to all officers to facilitate their reading and understanding department policies. Document all training. Place special training emphasis on policies involving civil liability exposures, such as: • Use of Force • Vehicle Pursuits • Search and Seizure • Detention, Arrests, and Custody • Sexual Harassment/Discrimination • Personnel Issues (including POBAR) Many of these trainings can be conducted onsite by Bickmore Risk Control. Contact us for assistance. Determine the feasibility of using the Lexipol Daily Training Bulletins to facilitate officer training.
5-3	Selection/Hiring/ Training Policies	Are written policies in place to ensure the hiring and training of competent law enforcement officers?	Establish written policies for the selection, hiring, and training of competent law enforcement employees. Guidelines and best practices are available on the Bickmore Risk Control website. Contact us for assistance to expedite the development of your agency's policies.
			Maintain documentation and statistics regarding the completion of the required 24-hous of POST training every two years.
			Ensure the Department's most recent POST audit letter authenticating the Department's POST compliance status is available for review.
5-4	Officer Involved investigation	Are policies in place to document investigations of any incident that may require a defense, such as use-of-force, officer involved, motor vehicle collision, etc.	Designate a person to be responsible for the investigation and documentation of use-of-force incidents, officer-involved incidents, and other incidents that may result in claims against the Department.
			Conduct investigations of all incidents to identify facts and provide information for civil claims defense. Ensure the documentation includes reviews of the reports conducted by supervisory officers.
			Develop an annual summary report of use-of-force and officer-involved incidents to identify trends and corrective actions. Contact us for assistance with tracking the incidents and scheduling annual reviews.

Police Department			
5-5	Vehicle Pursuit	Are post-incident reviews in place for all vehicle pursuits?	Require a written report after every vehicle pursuit and conduct documented post-incident reviews of vehicle pursuit incidents by supervisory officers.
			Conduct an annual review of all vehicle pursuit incidents to identify trends and needed corrective actions. Contact us for assistance with tracking the incidents and scheduling annual reviews.
5-6	Vehicle Accidents	Are post-incident reviews in place for all vehicle accidents?	Conduct documented post-incident investigations of each vehicle accident.
			Conduct an annual review of all vehicle accidents to identify trends and needed corrective actions. Contact us for assistance with tracking the incidents and scheduling annual reviews.
5-7	Critical Incidents	Are post-incident reviews in place for all critical incidents (SWAT, explosive device use, hostage situations, etc.)	Conduct documented post-incident critiques involving critical incidents such as SWAT, explosive devices, and hostage/barricaded subject incidents.
			Conduct annual review of all critical incidents to identify trends and corrective actions. Contact us for assistance with tracking the incidents and scheduling annual reviews.
5-8	Internal Affairs	Are internal affairs procedures in place and documented?	Ensure internal affairs procedures are in place to investigate and discipline officers who violate department policies.
			Conduct documented manager/supervisor internal affairs investigation training, including periodic refresher training.
			Engage an outside consultant to conduct internal affairs investigations.
5-9	Audio/Visual Technology	Is audio/visual technology utilized to defend against police misconduct claims?	Implement the use of audio/visual recording technology in patrol vehicles and the use of officer body cameras to provide for the defense against alleged police misconduct claims. Contact us for support resources such as a webinar, case studies, and/or a live presentation. We can also provide assistance with evaluating the implementation of an audio/visual recording program and obtaining internal buy-in.
			Implement the use of officer body cameras for defense against alleged police misconduct claims. Contact us for support resources such as a webinars, case studies, and presentations. We can also provide assistance with evaluating the implementation of a body camera program and obtaining internal buy-in.

Police Department

5-10	Facilities	Does the department have its own secure space and facilities that are protected from unauthorized entry by non-police personnel?	Provide facilities and space dedicated solely to the Police Department and its functions. Ensure other City employees and non-City personnel cannot enter the police dedicated areas without authorization.
			Provide escorts for all non-police personnel when those persons are within the police facilities.
5-11	Vehicles – Inspection & Maintenance	Is a police vehicle inspection and maintenance program in place?	Ensure police personnel complete routine documented pre-shift vehicle inspections to ensure the vehicle is in safe operating conditions Contact us for assistance with pre-use vehicle inspection checklists.
			Establish a documented vehicle maintenance program that ensures routine vehicle maintenance is conducted in compliance with the vehicle manufacturer's instructions.
5-12	Vehicle Equipment Maintenance & Visibility	Are patrol vehicles stocked with all necessary emergency and routine-duty equipment?	Equip and maintain patrol service vehicles with the basic items necessary to perform both emergency and routine duties.
			Establish a procedure for the repair and/or replacement of malfunctioning or worn out auxiliary equipment.
			Add high visibility apparel to the patrol vehicles and require the use of the high visibility apparel when officers are exposed to traffic hazards (e.g., directing traffic). Contact us for assistance in determining the parameters to consider when selecting emergency apparel.
5-13	Code of Conduct	Is a code of conduct in place and updated on an annual basis?	Annually review the Department's code of conduct policy, and update it as needed.
			Work with us to enlist the assistance of a police legal specialist to review all department policies.
5-14	Complaint Procedures	Is there a community complaint procedure in place?	Establish a citizen/personnel complaint procedure that documents all complaints against officers and/or the department.
			Make the compliant forms readily available to the public.
			Designate a person to be responsible for the documented investigation of complaints against officers and the Department to identify the facts and provide information for the defense of civil claims.

Sidewalks

6-1	Saw Cut Method	Is a plan in place to identify repairs that can be achieved via saw-cutting?	Work with us to coordinate a demonstration of sidewalk saw cutting for Public Works, and develop a plan/budget to determine areas in greatest need where saw cuts would be possible. Develop a budget and address these identified areas as the budget allows. Additional funds may be available through the pool.
6-2	Inventory	Is an electronic sidewalk inventory system in place?	Work with us to evaluate the possibility of implementing an electronic sidewalk inventory/inspection program that would allow your agency to identify the location of slip/trip exposures, photograph them, classify them, and prioritize them. This program would also make it possible to easily prioritize, re-inspect, track corrections, and trend severity of exposures. Once the program is acquired, we can coordinate training of those responsible for overseeing and implementing the inspection process.
6-3	Partnership	Is a sidewalk-repair partnership in place with property owners?	Consider implementing a sidewalk repair partnership program with property owners. We can provide sample programs and help the agency customize your own program.
6-4	Ordinance	Is an ordinance in place transferring sidewalk liability to property owners?	Work to adopt an ordinance to transfer the liability for injuries on sidewalks to the property owner. If this is ordinance is passed, work with us to establish a system to notify property owners to repair sidewalks, along with a follow-up procedure to ensure defects have been mitigated by the property owner or other responsible party within a reasonable period.

Urban Forest

7-1	Inventory	Is an electronic tree inventory/inspection system in place?	Work with us to evaluate the possibility of implementing an electronic tree inventory/inspection program that would allow your agency to identify the location of trees that need to be pruned or removed, photograph them, classify them, and prioritize them. This program would make it possible to easily prioritize, re-inspect, track corrections, and trend severity of exposures. Once the program is acquired, we can coordinate training of those responsible for overseeing and implementing the inspection process.
7-2	Procedures	Are there written procedures for the selection, planting, and maintenance of the agency's trees to minimize hazards, hardscape damage, and maintenance costs?	Develop written procedures for the selection, planting, and maintenance of the agency's trees to minimize hazards, hardscape damage, and maintenance costs. Contact us to expedite the development of your procedures.
7-3	Partnership	Does the agency have a process for the selection and provision of appropriate personal protection equipment safety devices?	Conduct hazard analyses to identify necessary personal protective equipment (PPE), and establish a written PPE program that stipulates how PPE is selected and provided. Use the Bickmore PPE Program template available on our website or call us for assistance to expedite the development of your PPE policy.
7-4	Ordinance	Does the agency provide documented training upon hire and routinely thereafter to those employees involved in the maintenance of its trees, shrubs, and grounds?	Provide routine training on safe landscape maintenance procedures and the use of personal protective equipment. Much of the training needed can be accessed on the Bickmore Risk Control website. As an alternative, explore the possibility of us providing access to a learning management system and dedicated administrative support to manage, assign, and document your training.

Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 28, 2016

Agenda Item F.4.

FY 16/17 RISK CONTROL SERVICES BUDGET

ACTION ITEM

ISSUE: For FY 16/17 the Program Administrators are not recommending any changes to the budget but have included the option for additional assessment services provide by Bickmore.

RECOMMENDATION: Review and recommend budget for FY 2016/17.

FISCAL IMPACT: TBD - Total proposed with option is $484,142.

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. Proposed Risk Management Services Budget for FY 16/17
2. Budget to Actual as of 6/30/15 and 12/31/15

A Public Entity Joint Powers Authority

c/o Alliant Insurance Services, Inc. | 2180 Harvard St., Ste. 460, Sacramento, CA 95815 | Phone: 916.643.2700 | Fax: 916.643.2750
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NCCSIF Risk Management Services Proposed Budget 2010-17				**2016-17**	**2015-16**		
EXPENSES:		WORK COMP	LIABILITY	TOTAL	PRIOR YEAR	$ CHANGE	% CHANGE
Safety Services:							
52204	Bickmore Onsite Risk Assessments*	$52,500	$31,500	$84,000	$67,500	$16,500	24%
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%
	Total Bickmore Contract	**$98,860**	**$77,860**	**$176,720**	**$160,220**	**$16,500**	**10%**
52214	OCCUMED Occupational Health Consulting	$18,000	0	$18,000	$18,000	$0	0%
52215	Online Risk Management Services - TargetSolutions	$7,000	$7,000	$14,000	$14,000	$0	0%
52217	ACI - Wellness Optional	$15,072	0	$15,072	$15,072	$0	0%
52201	Outside Training, including Bickmore not in contract	$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	$12,400	$93,850	$106,250	$106,250	$0	0%
52209	Police Risk Management Funds	$25,000	$25,000	$50,000	$50,000	$0	0%
	Total Safety Services Expenses	**$232,082**	**$252,060**	**$484,142**	**$467,642**	**$16,500**	4%

*Includes $750 per WC member for Option 1 - additional day for assessment

Northern California Cities Self Insurance Fund
Budget to Actual
As of June 30, 2015

ADMIN BUDGET	Budget 2014-2015			YTD Expended 2014-2015			Remaining 2014-2015			
	Total	WC	Liab	Total	WC	Liab	Total $	Total %	WC	Liab
Administrative Revenue										
41010 Administrative Deposit - See Note 1	$ 838,846	$ 462,123	$ 376,723	$ 838,845	$ 462,122	$ 376,723	$ 1	0%	$ 1	$ -
44030 Change in Fair Value - See Note 2	-	-	-	1,054	561	493	(1,054)		(561)	(493)
44040 Interest Income - See Note 2	-	-	-	12,307	10,098	2,209	(12,307)		(10,098)	(2,209)
44080 Risk Management Grants - See Note 3	-	-	-	91,532	91,532	-	(91,532)		(91,532)	-
Total Admin Revenue	$ 838,846	$ 462,123	$ 376,723	$ 943,738	$ 564,313	$ 379,425	$ (13,360)	-2%	$ (102,190)	$ (2,702)
Administrative Expenses										
52101 Claims Audit	$ 7,350	$ 7,350	$ -	$ 10,500	$ 10,500	$ -	$ (3,150)	-43%	$ (3,150)	$ -
52102 Financial Audit	27,000	13,500	13,500	26,100	13,050	13,050	900	3%	450	450
52103 Legal Services	10,000	5,000	5,000	12,961	6,480	6,481	(2,961)	-30%	(1,480)	(1,481)
52104 Actuarial Services	10,500	4,200	6,300	9,200	3,600	5,600	1,300	12%	600	700
52106 JPA Accreditation	-	-	-	5,850	2,925	2,925	(5,850)		(2,925)	(2,925)
52107 Fidelity Bonds	2,000	1,000	1,000	2,906	1,453	1,453	(906)	-45%	(453)	(453)
52109 Miscellaneous Consultants	5,000	2,500	2,500	-	-	-	5,000	100%	2,500	2,500
Total Admin Expenses	$ 61,850	$ 33,550	$ 28,300	$ 67,517	$ 38,008	$ 29,509	$ (5,667)	-9%	$ (4,458)	$ (1,209)
Safety Services										
52200 Safety Service	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
52201 Outside Training	30,000	15,000	15,000	19,938	9,969	9,969	10,062	34%	5,031	5,031
52202 Risk Mgmt Comm Mtg Expense	1,000	500	500	-	-	-	1,000	100%	500	500
52203 Police Risk Mgmt Comm Svcs	12,400	6,200	6,200	1,082	541	541	11,318	91%	5,659	5,659
52204 On Site Monthly Fee	178,140	104,230	73,910	165,677	82,839	82,838	12,463	7%	21,391	(8,928)
52207 Seminars and PARMA	72,600	40,000	32,600	15,500	7,750	7,750	57,100	79%	32,250	24,850
52208 Police Risk Mgmt Manual	96,500	6,500	90,000	97,763	-	97,763	(1,263)	-1%	6,500	(7,763)
52209 Safety Contingency	50,000	25,000	25,000	45,457	22,728	22,729	4,543	9%	2,272	2,271
52214 OCCUMED	18,000	18,000	-	18,000	18,000	-	-	0%	-	-
52215 Online Risk Management Services	14,000	7,000	7,000	24,907	12,453	12,454	(10,907)	-78%	(5,453)	(5,454)
52217 Wellness Optional	14,150	14,150	-	13,838	13,838	-	312	2%	312	-
Total Safety Services Expenses	$ 486,790	$ 236,580	$ 250,210	$ 402,162	$ 168,118	$ 234,044	$ 84,628	17%	$ 68,462	$ 16,166

See Accompanying Accountant's Report

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Northern California Cities Self Insurance Fund
Budget to Actual
As of December 31, 2015

	Budget 2015-2016			YTD Expended 2015-2016			Remaining 2015-2016			
ADMIN BUDGET	Total	WC	Liab	Total	WC	Liab	Total $	Total %	WC	Liab
Administrative Revenue										
41010 Administrative Deposit - See Note 1	$ 1,320,429	$ 922,691	$ 397,738	$ 372,684	$ 173,815	$ 198,869	$ 947,745	72%	$ 748,876	$ 198,869
44030 Change in Fair Value - See Note 2	-	-	-	(5,872)	(2,175)	(3,697)	5,872		2,175	3,697
44040 Interest Income - See Note 2	-	-	-	3,994	3,251	743	(3,994)		(3,251)	(743)
44080 Risk Management Grants - See Note 3	-	-	-	152,449	152,449	-	(152,449)		(152,449)	-
XXXXX Member Identity Theft Protection	16,000	-	16,000	-	-	-	16,000	100%		16,000
Total Admin Revenue	$ 1,336,429	$ 922,691	$ 413,738	$ 523,255	$ 327,340	$ 195,915	$ 813,174	61%	$ 595,351	$ 217,823
Administrative Expenses										
52101 Claims Audit	$ 5,000	$ -	$ 5,000	$ -	$ -	$ -	$ 5,000	100%	$ -	$ 5,000
52102 Financial Audit	26,100	13,050	13,050	26,100	13,050	13,050	-	0%		
52103 Legal Services	10,000	3,000	7,000	2,547	850	1,697	7,453	75%	2,150	5,303
52104 Actuarial Services	11,800	5,000	6,800	-	-	-	11,800	100%	5,000	6,800
52106 JPA Accreditation	-	-	-	-	-	-	-		-	-
52107 Fidelity Bonds	2,200	1,100	1,100	898	449	449	1,302	59%	651	651
52109 Miscellaneous Consultants	5,000	2,500	2,500	-	-	-	5,000	100%	2,500	2,500
Total Admin Expenses	$ 60,100	$ 24,650	$ 35,450	$ 29,545	$ 14,349	$ 15,196	$ 30,555	51%	$ 10,301	$ 20,254
Safety Services										
52201 Outside Training	$ 30,000	$ 15,000	$ 15,000	$ -	$ -	$ -	$ 30,000	100%	$ 15,000	$ 15,000
52202 Risk Mgmt Comm Mtg Expense	1,500	750	750	-	-	-	1,500	100%	750	750
52203 Police Risk Mgmt Comm Svcs	7,900	3,950	3,950	3,440	1,720	1,720	4,460	56%	2,230	2,230
52204 On Site Monthly Fee	152,320	78,410	73,910	74,654	37,327	37,327	77,666	51%	41,083	36,583
52207 Seminars and PARMA	72,600	40,000	32,600	7,002	5,048	1,954	65,598	90%	34,952	30,646
52208 Police Risk Mgmt Manual	106,250	12,400	93,850	52,450	6,200	46,250	53,800	51%	6,200	47,600
52209 Safety Contingency	50,000	25,000	25,000	-	-	-	50,000	100%	25,000	25,000
52214 OCCUMED	18,000	18,000	-	9,000	9,000	-	9,000	50%	9,000	-
52215 Online Risk Management Services	14,000	7,000	7,000	6,300	3,150	3,150	7,700	55%	3,850	3,850
52217 Wellness Optional	15,072	15,072	-	1,042	1,042	-	14,030	93%	14,030	-
54200 Safety Grant Fund - See Note 3	-	-	-	35,003	35,003	-	(35,003)		(35,003)	-
Total Safety Services Expenses	$ 467,642	$ 215,582	$ 252,060	$ 188,891	$ 98,490	$ 90,401	$ 278,751	60%	$ 117,092	$ 161,659

Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 28, 2016

Agenda Item F.5.

RISK MANAGEMENT POLICY AND PROCEDURE REVIEWS

ACTION ITEM

ISSUE: The Program Administrators have identified one Risk Management Policy for revision and one for addition to NCCSIF's set of Risk Management Policies and Procedures, based on the current risk management assessments and feedback from members regarding the most critical areas to be addressed.

The Pool Operation Policy, RM-7, was reviewed and revised with the assistance of aquatics safety consultant Jim Wheeler and the City of Folsom's Senior Recreation Coordinator, Chad Gunther.

The new policy for Urban Forest Management, RM-14, was drafted based on feedback from certified arborists and reviewed by a staff arborist at the City of Oroville.

RECOMMENDATION: Review and approve or provide direction for each of the following:

Revision of Current Policy:

- RM-7 Aquatics Programs (Formerly Pool Operation)

New Policy based on the current Risk Management Assessment criteria:

- RM-14 Urban Forest Management

FISCAL IMPACT: None.

BACKGROUND: NCCSIF's Risk Management Policies were discussed at the last Risk Management Committee meeting, with a recommendation to update the current policies as needed and work toward condensing and customizing the assessment criteria currently in use. The goal is to achieve a unified set of policies and best practices that will provide a framework for member and NCCSIF risk management programs.

At the NCCSIF Board meeting on November 19, 2015, several revised policies were approved, including RM-3 Sidewalk Inspection and Maintenance, RM-9 Sewer Overflow and Backup Response, RM-12 Risk Management Reserve Program. In addition, a new policy, RM-13 ADA Compliance and Transition Plans, was approved. Two policies, a revision of RM-7, Aquatics Programs, and a new policy, RM-14 Urban Forest Management, were tabled for further review by member staff.

ATTACHMENT(S): RM-7 revision and New RM-14 policies

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RISK MANAGEMENT POLICY AND PROCEDURE #RM-7

SUBJECT: AQUATICS PROGRAMS

1.0 Policy

It is the policy of the Northern California Cities Self Insured Fund (NCCSIF) to prudently manage its programs to minimize the frequency and severity of losses incurred by its members. We will achieve this by recommending members implement a risk management program that utilizes the operational best practices provided herein.

2.0 Scope

This Policy applies to all members of the Liability Program who own and/or operate aquatics facilities or who offer aquatic programs at non-owned or operated facilities.

3.0 Objective

Provide a process to effectively identify and analyze risks related to aquatic programs.

4.0 Criteria

The following Best Practices are used to assess member achievement in addressing the risks associated with aquatic programs.

OPERATIONAL BEST PRACTICES

Aquatics Programs

The program measures below are not a comprehensive list of all the important practices which should be in place to help ensure a well-managed and safe aquatics operation. However, these are good measures to use in the self-evaluation process. They will assist in ensuring that a City-managed aquatics operation includes the most highly recommended management controls.

7-1	All staff responsible for facility operations and swimmer/participant safety are certified by a recognized agency and have received site-specific training with clear assignment of responsibilities. This includes validated, current certifications; required training in pool and/or concession operations; equipment; safety; security; and emergency response, including use of oxygen delivery and use of automated external defibrillators if available.
7-2	At least one facility staffer is certified as a Lifeguard Manager, or has attended educational sessions on Lifeguard Management and has experience in supervision.
7-3	Facility has all recommended rescue equipment, communication devices, posted warnings, information, and instruction signage present and in operable condition.
7-4	Equipment such as diving boards, slides, blobs, and other play equipment are correctly installed for water depth, weight, and use requirements as recommended by recognized industry standards. Documented inspections of this equipment are performed daily.
7-5	Lifeguard rotations are no longer than 20-30 minutes with change of body position every 5-10 minutes. Dedicated supervision is provided for special equipment such as slides.
7-6	Starting Platforms are used under supervision by participants that have been properly educated in their use.
7-7	No diving is marked clearly on the pool deck in all areas that have less than 5 feet of water depth. Diving instruction should not take place in less than 9 feet of water.
7-8	A Lifeguard on duty supervises all programs and facility rentals.
7-9	Daily pool maintenance and water quality logs are on site and kept up to date.

RISK MANAGEMENT POLICY AND PROCEDURE #RM-14

SUBJECT: URBAN FOREST MANAGEMENT

1.0 Policy

It is the policy of the Northern California Cities Self Insured Fund (NCCSIF) to prudently manage its programs to minimize the frequency and severity of losses incurred by its members. We will achieve this by recommending members implement a risk management program that utilizes the operational best practices provided herein.

2.0 Scope

This Policy applies to all members of the Liability Program.

3.0 Objective

Provide a process to effectively identify, analyze and manage risks related to urban forest management.

4.0 Criteria

The following Best Practices are used to assess member achievement in addressing the risks associated with urban forest management.

	Operational Best Practices
	Urban Forest Management (Trees and Vegetation) Cities face a variety of risks from trees and landscaping, including falling limbs, roots cracking sidewalks and sewer lines, and hazards related to watering and irrigation.
14-1	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.
14-2	Urban forest management is under the control and supervision of persons who have the necessary professional credentials and expertise to qualify as urban foresters or arborists. Alternatively, the management plan was created and/or revised by the city.
14-3	A written plan is in place and documented to provide for methodical, periodic inspection, care, maintenance, and complaint/emergency response for trees and other vegetation.
14-4	Inspection and monitoring frequency is prioritized by degree of exposure of the public to vegetation hazards. (i.e. obscured intersections, parks, playgrounds).
14-5	The City examines and, where feasible, budgets for the cost of tree maintenance, including trimming, removal and replacement as needed.
14-6	The City has adopted an ordinance defining ownership and maintenance responsibilities for trees.

Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 28, 2016

Agenda Item F.6.

SIDEWALK REPAIR SERVICES - PRECISION CONCRETE CUTTING

INFORMATION ITEM

ISSUE: The Program Administrators want to make members aware of Precision Concrete Cutting, a sidewalk trip hazard removal contractor utilized by a number of members and other JPA risk pools. They provide free inspection services, with mapping of locations per the member's criteria, and a unique sidewalk cutting method that costs an average $35 to $50 per repair.

Their website is http://www.safesidewalks.com/, and the local representative is Katrina Lynch, Klynch@dontgrind.com, (916) 847-7346.

The Committee may consider directing the Program Administrators to negotiate a volume discount for their services, including the possibility of entering in to a master contract with Precision. The California JPIA, a self-insured group of cities in Southern California has a master contract with Precision and has set out on a program of making repairs for their members.

RECOMMENDATION: Add Precision Concrete Cutting to NCCSIF's Resource Contact Guide and provide direction regarding a possible master contract with them.

FISCAL IMPACT: None.

BACKGROUND: None

ATTACHMENT(S): Pages from Precision Concrete Cutting Website

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SIDEWALK TRIP HAZARD REPAIR

Precision Concrete Cutting (PCC) provides trip hazard repair for uneven sidewalks and other concrete walkways across North America.

BENEFITS OF OUR SERVICE

- ✓ *Cost Effective*
- ✓ *Clean and Fast*
- ✓ *Attractive Finish*
- ✓ *Easy to Audit*
- ✓ *Environmentally Responsible*
- ✓ *ADA Compliant*
- ✓ *Patented Engineering*
- ✓ *GIS Compatible Survey Data*
- ✓ *Multi-Variable Surveying Data*
- ✓ *Servicing all of North America*

The industry leader in technology and price, PCC will restore your sidewalks to ADA compliance. Our method is the most efficient, environmentally clean, and cost-effective solution available. Repairing trip hazards and removing your liability is quick and easy with PCC. Precision Concrete Cutting equals Safe Sidewalks!

View our animated demo, showing our clean, fast and cost effective trip hazard removal solution!

Surveying: The most effective way to survey your sidewalk infrastructure.

HOW TO REMOVE SIDEWALK TRIP HAZARDS ON TIGHT BUDGETS

WATCH DEMO

CUT IT, DON'T GRIND IT!

Not only does our trip hazard removal help you comply with the ADA and avoid trip and fall accident liability, we also guarantee work far superior to and less costly than other methods.

Concrete grinders and scabblers, while commercially available and less expensive than replacement, are more costly than the Precision Concrete Cutting method. Grinders are also unable to reach the edges of the sidewalk or grind the sidewalk level with the next concrete panel, so the trip hazard often remains.

Not only can Precision Concrete Cutting reach the edges of every sidewalk, we can remove trip hazards from virtually any angle and at any location. Trip hazards caused by cracked concrete or located in hard-to-reach places such as in gutters or adjacent to a wall will be eliminated without any damage to nearby objects.

Our method takes very little time, with minimal disruptions to pedestrians using the sidewalk. The result is a safe, clean-cut walking path provided at a greater value than any other method.

View our animated demo, showing our clean, fast and cost effective trip hazard removal solution!

REPAIRED WITH GRINDERS AND SCABBLERS

Slope not compliant with ADA.

Scarring on adjacent panel.

Trip hazard still remains.

With grinding, slope is not planar, surface is rough and pitted.

Difficult to reach the full width of the sidewalk with grinding.
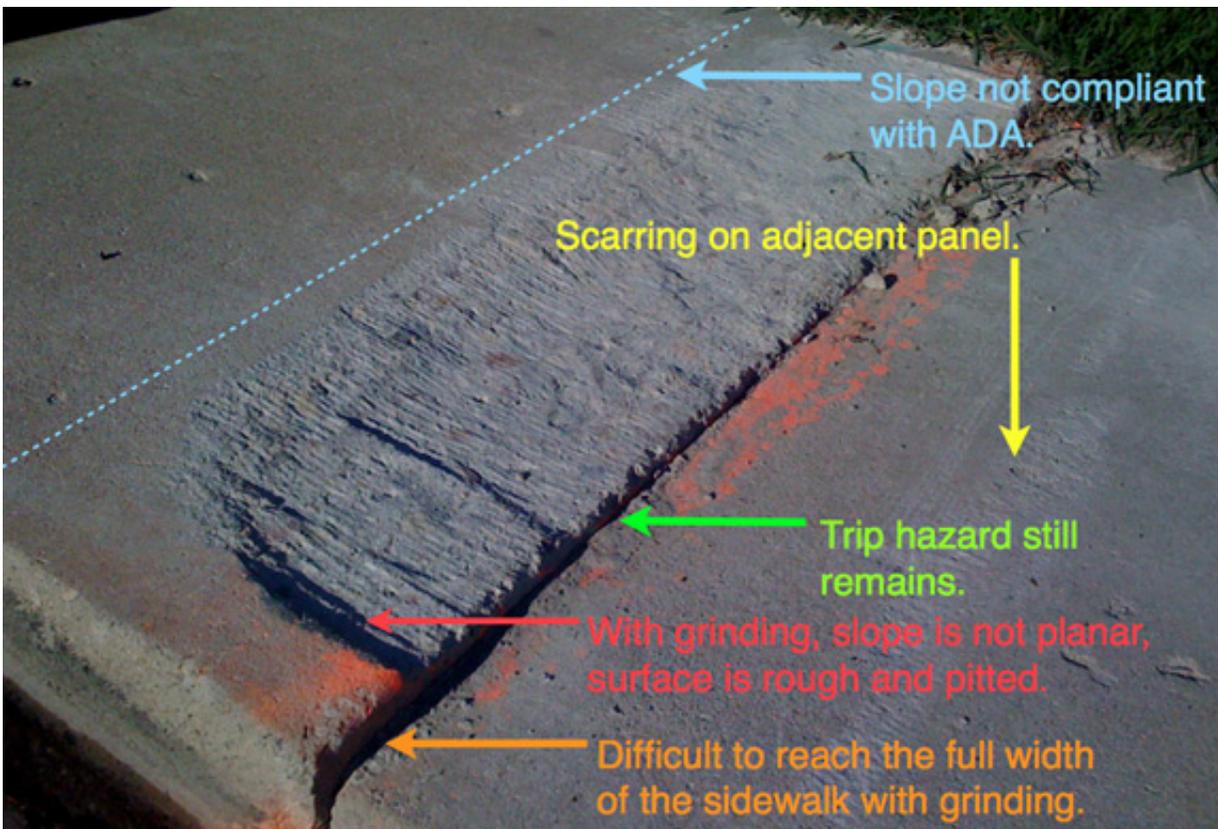
REPAIRED WITH PRECISION CONCRETE CUTTING METHOD

Same trip hazard as the above picture showing the differences to grinding.

ADA compliant slope.

Full width of the panel.

Planar slope

Perfectly flush with adjacent panel.
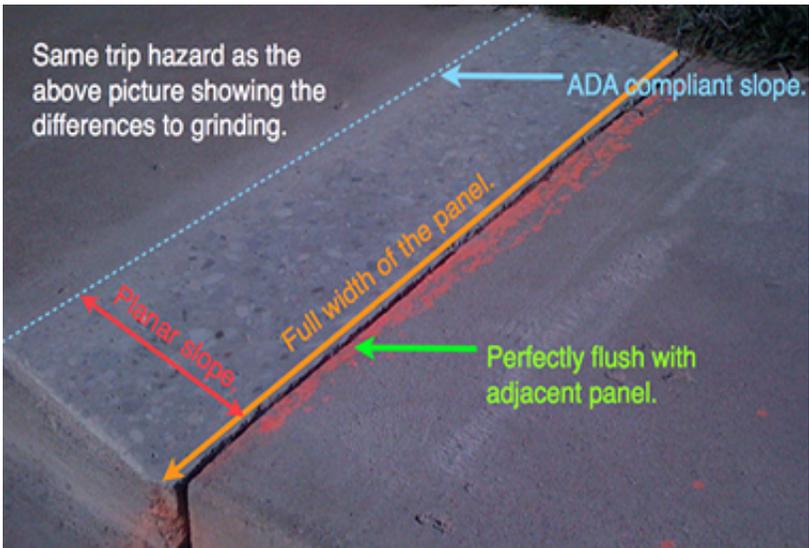
WHAT'S WRONG WITH SIDEWALK GRINDING

WATCH DEMO

Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
April 28, 2016

Agenda Item F.7.

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.

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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_____