

# MINUTES OF THE NCCSIF RISK MANAGEMENT COMMITTEE MEETING ROCKLIN EVENT CENTER, ROCKLIN, CA APRIL 27, 2017

#### **COMMITTEE MEMBERS PRESENT**

Liz Cottrell, City of Anderson Shari Harris, City of Auburn Tom Watson, City of Corning Kim Stalie, City of Dixon Jim Ramsey, City of Elk Grove Kristine Haile, City of Folsom Matt Michaelis, City of Gridley Jon Hanken, City of Ione Dalacie Blankenship, City of Jackson Astrida Trupovnieks, City of Lincoln Corey Shaver, City of Nevada City Liz Ehrenstrom, City of Oroville (**Chair**) Dave Warren, City of Placerville Sandy Ryan, City of Red Bluff Donna Lee, City of Rio Vista

#### OTHER MEMBERS PRESENT

Julie Rucker, City of Elk Grove Andrew Schiltz, City of Rocklin Spencer Morrison, City of Yuba City Sheleen Edwards, City of Yuba City

#### **COMMITTEE MEMBERS ABSENT**

City of Colusa (vacant)
City of Galt (vacant)
Satwant Takhar, City of Marysville
Crystal Peters, Town of Paradise

Kimberly Sarkovich, City of Rocklin Wayne Peabody, City of Willows Natalie Springer, City of Yuba City

#### **CONSULTANTS & GUESTS**

Marcus Beverly, Alliant Insurance Services Raychelle Maranan, Alliant Insurance Services Jeff Johnston, Bickmore Tom Kline, Bickmore Gail Zeigler, Bickmore

#### A. CALL TO ORDER

Chair Liz Ehrenstrom called the meeting to order at 10:07 a.m.

#### B. INTRODUCTIONS

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

#### C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

Motion: Jim Ramsey Second: Dave Warren Motion Carried Aves: Cottrell, Harris, Watson, Stalie, Ramsey, Haile, Hanken, Shaver, Ehrenstrom, Warren,

Ryan, Lee **Nays:** None



#### D. PUBLIC COMMENTS

There were no public comments made.

#### E. CONSENT CALENDAR

1. Minutes of the Risk Management Committee Meeting - October 27, 2016

#### A motion was made to approve the consent calendar.

Motion: Corey Shaver Second: Dave Warren Motion Carried

Ayes: Cottrell, Harris, Watson, Stalie, Ramsey, Haile, Hanken, Shaver, Ehrenstrom, Warren,

Ryan, Lee **Nays:** None

#### F. COMMITTEE BUSINESS

#### F1. Risk Control Services Update - Bickmore

Mr. Jeff Johnston from Bickmore Risk Services introduced Gail Zeigler to the Committee. He indicated that Gail has been in contact with most members, if not all, in completing the assessments and filling in while Henri Castro is out on medical leave. Mr. Johnston stated that Henri is doing well.

Mr. Johnston presented the Risk Control Summary Report to the Committee and reviewed the services Bickmore has provided during the 2016/17 program year. Members have received risk control services with implementing recommendations from the Hazard & Safety Assessments and ongoing support for various customized services as requested by members including on-site trainings, Cal/OSHA written program development for liability exposures, hazard and playground inspections and ergonomic evaluations. Various regional trainings were held and are underway as follows:

- Sexual Harassment and Code of Conduct (February 1, 2017 and scheduled June 8, 2017)
- Playground Maintenance (April 18 and 19, 2017)
- Forklift Train-the-Trainer (scheduled May 11, 2017)
- Understanding legal Marijuana for Municipalities (scheduled May 16 and 17, 2017)

Dalacie Blankenship arrived at 10:14 a.m. Astrida Trupovnieks arrived at 10:16 a.m.

Mr. Johnston indicated that the scorecard has been updated for the Risk Management Assessment for best practices and framework except for three members: Galt, Marysville and Oroville; and those are being scheduled. It was noted that most members are in yellow status, meaning in



progress/needs work, for the Driver & Vehicle Use Safety as NCCSIF just recently developed this policy that incorporated defensive driver training.

Information only, no action was taken.

# F2. Police Risk Management Committee (PRMC)F2.a. PRMC Update

Mr. Tom Kline from Bickmore Risk Services indicated that trainings are held at each Police Risk Management Committee (PRMC) meetings. Topics recently covered were Workers' Compensation for Police at the February 2, 2017 meeting; Police Liability on how to mitigate use of force at the November 3, 2016 meeting; and Proposition 64 training in law enforcement perspective at the August 4, 2016 meeting. The planned trainings for the next several meetings are: Community Policing by former Sacramento Police Chief Rick Braziel and Lexipol Refresher and Update by Ken Wallentine. Mr. Kline noted he is also tracking various bills specific to law enforcement agencies.

Mr. Kline indicated that more agencies are now using drones. CHUBB presented drone coverage at the December 2016 Board meeting, and Mr. Kline suggested that it would be prudent for the pool to conduct drone safety training. Mark Hazelwood from Allen, Glaessner, Hazelwood & Werth law firm can provide training in legal perspective as there are pressing concerns in using drones in police surveillance and it is important to set a parameters for usage.

Information only, no action was taken.

#### F2.b. PRMC Grant Fund Usage Report

Mr. Beverly indicated that for the last three fiscal years the members have funded grants totaling \$50,000 per year for the police departments mainly to provide funding to purchase and implement body-worn camera program. To date, most members have implemented body-camera program except for two members: City of Anderson and City of Galt. Some member agencies have used the grant to purchase additional cameras or video storage. Mr. Beverly noted than an e-mail was sent out to the police risk management committee to solicit feedback from the police department as to the need to continue the grant for next year. To date, three responded and noted they would want for the grant to continue.

Matt Michaelis arrived at 10:37 a.m.

The general consensus of the Committee is to continue the \$50,000 grant for next fiscal year. The grant can be used for any risk management related use such as upgrade to newer body-worn cameras, upgrade to duty vest which in turn mitigate the special presumption to duty belt related injury, and towards purchase of drone within reasonable policing use.



Chair Ehrenstrom indicated that she regularly attends the PRMC meetings and due to the training session it is well attended by police command staff however, she would like to see more participation by police chiefs. Chair Ehrenstrom directed Tom Kline to reach out and encourage the rest of the Chiefs to attend the meeting.

A motion was made to continue the \$50,000 Police Risk Management Grant for FY 17/18 for general risk management use.

**Motion:** Jon Hanken **Second:** Jim Ramsey **Motion Carried** 

Aves: Cottrell, Harris, Watson, Stalie, Ramsey, Haile, Michaelis, Hanken, Blankenship,

Trupovnieks, Shaver, Ehrenstrom, Warren, Ryan, Lee

Navs: None

#### F3. **Risk Management Recognition**

Mr. Beverly indicated that having an incentive program, as a way of recognizing members for meeting risk management best practices standards and/or improving their risk management programs, is a means for members to influence behavior for managing risks.

The Committee discussed in length the idea of implementing an incentive program either by monetary rewards, award plaque or premium discounts. Although this brings competitive atmosphere amongst the members however, members are not the same and thus create a disadvantage for smaller cities with limited resources.

After further discussion, the Committee directed the Program Administrator and Bickmore to work collaboratively to develop a Safety Ambassador Program where each member appoints a representative from a line staff and conducts a training/train-the-trainer approach and hones in on what is needed to be achieved from this session. Sharing ideas by those in the front line can bring great results. The training session can be done regionally to accommodate member geographic locations.

#### F4. **Risk Management Safety Grant**

Mr. Beverly noted that members have the option to set aside all or a portion of their annual refunds in a risk management reserve account. Initially, this Risk Management Reserve Fund (formerly known as Safety Grant) started in 2009 where members were forced to set aside funds targeted for ADA compliance and through the years expanded to general risk management use. City of Folsom and City of Rocklin both uses their RM Reserve Fund for extra risk control services from Bickmore.

Continued discussion under agenda item F5.



#### F5. FY 17/18 Risk Control Services Budget

Mr. Beverly presented the Risk Control Services Budget and noted it is the same items as last year. Mr. Beverly indicated each member is allocated \$3,300 for Seminar Conference training budget for attending risk management related conferences such as the CAJPA (California Association of Joint Powers Authorities), PARMA (Public Agency Risk Management Association) and CalPELRA (California Public Employers Labor Relations Association). This is a use or lose it fund. Mr. Beverly suggested perhaps liberalizing this training fund to a more general use.

The Committee had a lengthy discussion on the ACI Wellness services and felt this is underutilized. The general consensus of the Committee is to discontinue the wellness service and reallocate the budgeted expense of \$15,000 and combine that fund with the Seminar Conference training budget and rename it as 'Member Training and Risk Management' with an estimate of \$4,000 for each member to use for more generalized risk management training funds. It was noted that each member pays for the EAP (Employee Assistance Program) purchased through ACI, and those cities who want to continue the wellness service may do so and will be billed directly by ACI.

A motion was made to approve the FY 17/18 Risk Control Services Budget as amended excluding the ACI Wellness Service and re-allocation of the Seminar Conference budget to Member Training and Risk Management with estimate of \$4,000 for each member.

Motion: Jim Ramsey Second: Jon Hanken Motion Carried Ayes: Cottrell, Harris, Watson, Stalie, Ramsey, Haile, Michaelis, Hanken, Blankenship,

Trupovnieks, Shaver, Ehrenstrom, Warren, Ryan, Lee

Nays: None

#### **F6.** Round Table Discussion

Mr. Kline indicated that he just received an e-mail that former Sacramento Police Chief Rick Braziel is available to do the Community Policing training for the PRMC meeting in November.

Mr. Johnston encouraged members to continually check the Bickmore website as it has a wealth of information including pre-recorded webinars on various topics. Some of the new resources include:

- A live and recorded webinar on entering the drone zone
- A four part video series on effective communication and defusing difficult situations
- A model Driver Safety and Vehicle Use program

Mr. Johnston also added that Bickmore will also conduct a training on AB 2127 Concussions and Head Injuries protocol for youth amateur program.



### G. INFORMATION ITEMS

1. NCCSIF Travel Reimbursement Form

## H. ADJOURNMENT

The meeting was adjourned at 11:38 a.m.

Respectfully Submitted,

Corey Shaver, Secretary

Date