

MINUTES OF THE NCCSIF EXECUTIVE COMMITTEE MEETING VIA TELECONFERENCE MAY 28, 2020

COMMITTEE MEMBERS PRESENT

Liz Ehrenstrom, City of Oroville - President (**Chair**) Kristine Haile, City of Folsom - Vice President Stephanie Van Steyn, City of Galt Elisa Arteaga, City of Gridley Veronica Rodriguez, City of Lincoln Gina Will, City of Paradise-Secretary Jen Lee, City of Rio Vista

COMMITTEE MEMBERS ABSENT

Tim Sailsbery, City of Willows – Treasurer Loree McCay, City of Nevada City

CONSULTANTS & GUESTS

Marcus Beverly, Alliant Insurance Services Michael Simmons, Alliant Insurance Services Raychelle Maranan, Alliant Insurance Services Conor Boughey, Alliant Insurance Services James Marta, James Marta & Co. Dori Zumwalt, York Risk Services Group Jill Petrarca, York Risk Services Group Dee C. Leger-Garcia, James Marta & Co. Jenna Wirkner, Alliant Insurance Services

A. CALL TO ORDER

Chair Liz Ehrenstrom called the meeting to order at

B. ROLL CALL

Roll call was made and the above mentioned members were present constituting a quorum.

Will

C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

Motion: Kristine Haile	Second: Gina
Ayes:	

Motion Carried

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D. PUBLIC COMMENTS

There were no public comments.

E. CONSENT CALENDAR

- 1. Executive Committee Meeting Minutes March 26, 2020
- 2. Check Register from March 1, 2020 to April 30, 2020
- 3. Investment Reports
 - a. Chandler Asset Management Short/Long Term March 2020 to April 2020
 - b. Local Agency Investment Fund (LAIF) Report as of March 31, 2020
 - c. Treasurer's Report as of March 31, 2020

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

Motion: Kristine Haile	Second: Gina Will	Motion Carried
Ayes:		

F. GENERAL RISK MANAGEMENT ISSUES

Marcus Beverly recommended that as cities start to re-open that they use the Alliant website has a resource for reopening guidelines.

G. ADMINISTRATION REPORTS

1. Presidents Report

Liz Ehrenstrom has no comments and hopes everyone is doing well.

2. Program Administrators Report

a. CAJPA request for tort claim analysis funding

Mr. Beverly discussed the request for tort claim analysis funding at \$10,000. It will be adding to the June 25. 2020 Board of Directors Meeting Agenda.

b. Strategic Planning Update

Mr. Beverly discussed Strategic Planning Update and will go into further detail on item H.13.

H. JPA BUSINESS

H.1. Financial Auditing Services Agreement



Mr. Beverly gave a brief overview that the Executive Committee approved continuing with Crowe and requested permission to sign the agreement.

James Marta joined at 10:40

A motion was made to approve the agreement as presented.

Motion: Gina WillSecond: Kristine HaileMotion CarriedAyes: Haile, Van Steyn, Arteaga, Rodriguez, Ehrenstrom, Will, LeeMotion Carried

H.2. James Marta & Company LLP. Agreement for Financial Accounting and Consulting Services

Mr. Beverly gave a brief overview of the James Marta & Company LLP. Agreement for Financial Accounting and Consulting. Recommending accepting the optional years.

A motion was made to approve & accept the optional years.

Motion: Kristine HaileSecond: Elisa ArteagaMotion CarriedAyes: Haile, Van Steyn, Arteaga, Rodriguez, Ehrenstrom, Will, LeeMotion Carried

H.3. Lexipol Fire Subscription Services Memorandum of Understanding

Mr. Beverly gave a brief overview of the Lexipol Fire Services, we have 11 members using the services. Purchasing at the group rate gives members a 50% discount. James Marta & Company bills the members.

A motion was made to approve the Lexipol Fire Subscription Services.

Motion: Gina WillSecond: Kristine HaileMotion CarriedAyes: Haile, Van Steyn, Arteaga, Rodriguez, Ehrenstrom, Will, LeeMotion Carried

H.4. Lexipol Law Enforcement Subscription (LES) Services MOU

Mr. Beverly gave an overview of the Lexipol Law Enforcement, this is allocated to the members from the admin budget and will be going up 3% this year. It includes daily training bulletins.

A motion was made to approve the Lexipol Law Enforcement Subscription.

Motion: Kristine HaileSecond: Gina WillMotion CarriedAyes: Haile, Van Steyn, Arteaga, Rodriguez, Ehrenstrom, Will, LeeMotion Carried

H.5. ACI Employee Assistance Program Renewal Engagement Letter



Mr. Beverly, discussed the ACI Employee Assistance Program. We have 13 members participating in this program.

A motion was made to approve the ACI Employee Assistance Renewal Engagement Letter.

Motion: Gina WillSecond: ElisaMotion CarriedAyes: Haile, Van Steyn, Arteaga, Rodriguez, Ehrenstrom, Will, LeeMotion Carried

H.6. FY 20/21 Property Update

Mr. Beverly gave an update on the FY 20/21 renewal, NCCSIF has been bumped 5% because of the group's fire risks. Due to Pier 45 catching fire, the quotes have been on hold. The quote should be released by June 1st. We should have them out to members by the middle of next week.

In regards to COVID-19, we have only had 1 member file a claim for business interruption. Mr. Beverly will be filing a claim on behalf of the members.

Members discussed what business interruption includes. Loss of income or extra expenses. Examples: cleaning up an area or purchasing extra equipment (masks etc.), as well as lost revenue from recreational activities.

Michael Simmons recommended estimating and submitting the value of your loss from the shut down until June 30th. Recommend Mr. Beverly send out the language for what the policy includes. The property coverage has a \$10 mill aggregate for all members.

Information only. No action taken.

H.7. FY 20/21 Crime Coverage Renewal

Mr. Beverly discussed that we don't have the proposal yet. The proposal has been delayed and will be sent next week and it will be distributed to members.

Information only. No action taken.

H.8. Police Risk Management Grant Funds and Usage

Mr. Beverly discussed the Police Risk Management Grant Funds and Usage. Recommended to continue with the program and the \$50,000 allocation.

Lenslock has offered members 5 year contract to provide "turnkey" body camera services for \$1,000 per officer per year. Members asked if other agencies are using these programs and if has been presented to the Police Risk Management Committee. Lenslock and others have been presented and being considered.



A motion was made to approve continuing the \$50,000 allocation for the program.

Motion: Gina WillSecond: Kristine HaileMotion CarriedAyes: Haile, Van Steyn, Arteaga, Rodriguez, Ehrenstrom, Will, LeeMotion Carried

H.9. Critical Incident Video Services General Retainer Agreement

Mr. Beverly discussed the video services offered with Agreement. The video will start with a brief description of the incident by the Chief and have captions on the screen. It's critical to respond quickly and tell your story along with the video. When associated with a claim it would be part of the claim cost, billed at \$350 an hour and capped at \$5,000.

A motion was made to the Critical Incident Video Services General Retainer Agreement.

Motion: Gina WillSecond: Elisa ArteagaMotion CarriedAyes: Haile, Van Steyn, Arteaga, Rodriguez, Ehrenstrom, Will, LeeMotion Carried

H.10. Precision Concrete Cutting Services Agreement

Mr. Beverly discussed Precision Concrete Cutting Services. Entering into the Master Agreement would provide the services to members at a better rate. They offer assessments, removals and regular inspection programs. Very knowledgeable about avoiding trip and fall claims.

A motion was made to approve the agreement.

Motion: Elisa ArteagaSecond: Kristine HaileMotion CarriedAyes: Haile, Van Steyn, Arteaga, Rodriguez, Ehrenstrom, Will, LeeMotion Carried

H.11.a. CJPRMA Self- Insured Retention (SIR) Choices

Mr. Beverly discussed if the group should move up to the \$750,000 SIR. Remaining at the 500,000 SIR is more favorable option because CJPRMA's funding formula prices the higher retentions for less than NCCSIF and there is a risk the rate will be inadequate. Recommend staying at \$500,000 and funding at \$750,000 to build funding for higher SIR in FY 21/22.

A motion was made to stay at \$500,000 SIR and fund at \$750,000.

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H.11.b. Communicable Disease Exclusion

Mr. Beverly discussed the CJPRMA Coverage Infectious Disease Exclusion. The coverage above \$15M will include an infectious disease exclusion for the first time. The worst case scenario would be an after school program or a meal program for seniors. Recommend continuing NCCSIF coverage for now, if you need to limit perhaps consider capping with aggregate limit. Members should be aware that we may opt to retroactively amend the coverage. Recommend to the board that we may take action in October.

A motion was made to recommend to the Board not to attach exclusionary language now and evaluate options at the October Meeting, including retroactive to July 1st.

Motion: Gina WillSecond: Kristine HaileMotion CarriedAyes: Haile, Van Steyn, Arteaga, Rodriguez, Ehrenstrom, Will, LeeMotion Carried

H.12. FY 20/21 NCCSIF Administration Budget

Mr. Beverly gave an overview on the Administration Budget. Increase of about 6% over last year. Mainly due to WC State Assessment.

A motion was made to recommend to the Board the approval of the FY 20/21 NCCSIF Administration Budget.

Motion: Kristine HaileSecond: Gina WillMotion CarriedAyes: Haile, Van Steyn, Arteaga, Rodriguez, Ehrenstrom, Will, LeeMotion Carried

H.13. Strategic Plan Update

Mr. Beverly discussed having a planning session at the October 29th, 2020 Meeting. It's been 10 years since NCCSIF has had a facilitated training. Have a full day planning session with COVID, property coverage and excess coverage related topics.

Members discussed being proactive and thinking ahead. Possibility looking at other excess pools. This should be an in person training and we will need to wait until we can do so.

Plan to have it at the October Meeting if in August it doesn't look like we will meet in person move it to the December meeting.

Information only. No action taken.



H.14.a. New Addition—Kronick Moskovit Tiedemann & Girard

Mr. Beverly discussed adding additions. Mona will not be working on any claims for Rio Vista.

H.14.b. New Addition—Liebert Cassidy Whitmore

Mr. Beverly discussed adding Liebert Cassidy Whitmore, Oroville has agreed to pay the difference.

H.14.c. Firm Change-Ruben Escobedo

Mr. Beverly discussed a firm change for Ruben Escobedo, will be continuing to work on a case for Lincoln. Recommended that he is added to our approved list.

H.14.d. Review of Liability Counsel List

Mr. Beverly asked for approval of the Liability Counsel List. No other changes were made to the counsel list. Discussed the summary of who we have been using over the last five years.

A motion was made to approve the changes of the four items as presented.

Motion: Elisa ArteagaSecond: Gina WillMotion CarriedAyes: Haile, Van Steyn, Arteaga, Rodriguez, Ehrenstrom, Will, LeeMotion Carried

H.15. Cordico Mobile Wellness App Participation

Mr. Beverly gave a brief overview of the Cordico Mobile Wellness App Participation. NCCSIF will receive a 10% discount rate and if we have 8 members participate we will have a 20% discount. Members will pay for the app individually.

A motion was made to approve the Cordico Wellness App Participation.

Motion: Gina WillSecond: Elisa ArteagaMotion CarriedAyes: Haile, Van Steyn, Arteaga, Rodriguez, Ehrenstrom, Will, LeeMotion Carried

I. INFORMATION ITEMS

- 1. NCCSIF Organizational Chart
- 2. NCCSIF 20/21 Meeting Calendar

There was no discussion on these items.



ADJOURNMENT

This meeting was adjourned at 11:51 a.m.

NEXT MEETING DATE:

Respectfully Submitted,

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Jennifer Styczynski, Secretary

Date

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