

**MINUTES OF THE
NCCSIF RISK MANAGEMENT COMMITTEE MEETING
BONANZA INN, YUBA CITY CALIFORNIA
OCTOBER 13, 2011**

MEMBERS PRESENT

Tom Watson, City of Corning
Kim Stalie, City of Dixon
Paula Islas, City of Galt
Michael Daly, City of Jackson
John Lee, City of Lincoln
Dixon Coulter, City of Marysville
Liz Ehrenstrom, City of Oroville
Dave Warren, City of Placerville
Martin Nichols, City of Red Bluff
Judy LaPorte, City of Rocklin
Ashley Rico, City of Yuba City
Gina Will, Town of Paradise

MEMBERS ABSENT

City of Anderson
City of Auburn
City of Colusa
City of Folsom
City of Gridley
City of Ione
City of Nevada City
City of Rio Vista
City of Willows

GUESTS & CONSULTANTS

Michael Simmons, Alliant Insurance Services
Susan Adams, Alliant Insurance Services
Johnny Yang, Alliant Insurance Services
Marcus Beverly, York Insurance Services
Jack Kastorff, York Insurance Services

A. CALL TO ORDER

The meeting was called to order at 9:05 a.m.

B. PUBLIC COMMENTS

There were no public comments.

C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the agenda as posted.

MOTION: Dixon Coulter **SECOND:** Liz Ehrenstrom **MOTION CARRIED**

D. CONSENT CALENDAR

A motion was made to approve the consent calendar with the direction of the Committee.

MOTION: Dixon Coulter **SECOND:** Liz Ehrenstrom **MOTION CARRIED**

E. RISK MANAGEMENT BUSINESS

E1. NCCSIF Risk Management Training Matrix

Susan Adams explained the purpose of the NCCSIF Risk Management Training Matrix and gave a run through of the Risk Management Training Matrix provided. Susan advised that Staff will work on obtaining the costs for the services available.

E2. Loss Review Analysis

Susan Adams went over the Loss Review Analysis noting that Police and Public Works Dept are currently the leading the losses for GL and WC. The leading causes of losses are Auto, Slip, Trip and Fall, and Third Party Property Damage.

Staff was asked drill down on losses for the Police and Public Works Department. Staff was also asked to provide individual loss reports by member and note any large claims.

The Workers' Compensation Loss Review Analysis did include 4850 costs.

E3. NCCSIF Long Range/Strategic Session

Susan Adams advised the Long Range/Strategic Session is now scheduled on December 14, 2011 followed by the Board of Directors meeting immediately after. Marilyn Kelley will attend the meeting to provide the Historical perspective of NCCSIF. Topics to be discussed are Benchmark Accuracy, What other JPA's do regarding member Assessments, The importance of committees, Member Involvement, Risk Assessments, Risk Management Services and Vendors, and a look into the future. Susan asked for the Risk Management Committee members to forward any suggestions on topics and discussions for the Long Range/Strategic Planning Session.

E4. Update on Loss Control/Risk Management RFP

Susan Adams updated members on the status of the Loss Control/Risk Management RFP advising that the RFP was sent to York, Du All, Executive Safety Management Solutions, David Patzer, Dennis Timoney at SDRMA, Bickmore Risk Services, and Alliant Loss Control Services.

As the proposals are due back on October 31, 2011 Susan asked for volunteers to be a part of an Ad Hoc committee for the interview process. The contract will be approved by the Executive Committee. Oral Interviews will be held on Thursday, November 17, 2011 at 9:00 a.m. at the Bonanza Inn Hotel in Yuba City. A teleconference meeting will be held on November 7, 2011 at 11:00 a.m. to review the received proposals to select applicants for the Oral Interviews.

The Ad Hoc Committee will consist of the following members: Liz Ehrenstrom, Dixon Coulter, Judy LaPorte, Paula Islas, and Tom Watson.

E5. Review of the 2011/12 Safety Incentive Grant Utilization

The current utilization of the Safety Incentive Grants were provided as an information item for members' records. Judy LaPorte asked a staff to update the policy to remove the word Grant to avoid internal confusion regarding the use of funds. Judy also shared the City of Rocklin's usage of funds for update the City's Personnel Rules.

E6. Proposed NCCSIF Meeting Calendar

Susan Adams advised that the Calendar has been proposed to the EC committee and will be approved by the Board of Directors at their next meeting. Susan asked for input regarding the scheduling of both meetings on one day. There were mixed emotions on having the meetings scheduled on the same day noting the cost saving component but also the inconvenience for those cities which has to send two different individuals two different meetings on the same day. Michael Simmons suggested scheduling the meetings according to the Agenda items.

The Risk Management Committee suggested starting the Risk Management Committee meeting at 9:30 a.m. – 11:30 a.m. with the Board of Directors meeting to start at 12:00 a.m.

E7. Police Risk Management Committee Meetings

Susan Adams asked for comments regarding the webinar meeting rather than in person meetings noting that there were 7 members who attended. The majority of members advised that their Police Chiefs preferred the teleconference/webinar as it was more convenient. One member expressed difficulty following via webinar.

Susan updated members regarding the items discussed in the meeting consisting of a presentation by Carl Fessenden on Social Media website risks as well as the City of Lincoln Propane Tank Fire and how it was handled. Staff will discuss with Mr. Steve Kroeger and the Police Chiefs to determine the possibility of future PRMC teleconference/webinar meetings.

F. INFORMATION ITEMS

F1. York Annual Fall Conference

Marcus Beverly discussed York's Annual Fall Conference to be held on October 27, 2011.

F2. PARMA Conference

Susan Adams advised members of the upcoming PARMA Conference on February 14 – 17, 2012 at Monterey, California.

Judy LaPorte asked about the possibility of having James Marta pay for member's registration directly.

Susan explained the reimbursement process to the members. Members are to forward requests to Staff for which Staff will sign off on the reimbursement with the correct Budget Code and forward to James Marta to issue a check to members.

I. ADJOURNMENT

The meeting was adjourned at 10:54 a.m.