



**MINUTES OF THE  
NCCSIF RISK MANAGEMENT COMMITTEE MEETING  
LINCOLN CITY HALL, LINCOLN, CA  
JUNE 12, 2014**

**MEMBERS PRESENT**

Jeff Kiser, City of Anderson  
Shari Conley, City of Auburn  
George Silva, City of Dixon  
Jim Ramsey, City of Elk Grove  
Kristine Wilfong, City of Folsom  
Elisa Arteaga, City of Gridley  
Ed Pattison, City of Ione  
Michael Daly, City of Jackson  
John Lee, City of Lincoln  
Corey Shaver, City of Nevada City  
Liz Ehrenstrom, City of Oroville  
Russell Hildebrand, City of Rocklin  
Natalie Walter, City of Yuba City

**MEMBERS ABSENT**

City of Colusa  
City of Corning  
City of Galt  
City of Marysville  
City of Placerville  
City of Red Bluff  
City of Rio Vista  
City of Willows  
Town of Paradise

**GUESTS & CONSULTANTS**

Michael Simmons, Alliant Insurance Services, Inc.  
Marcus Beverly, Alliant Insurance Services, Inc.  
Johnny Yang, Alliant Insurance Services, Inc.  
Henri Castro, Bickmore  
Tom Kline, Bickmore

**A. CALL TO ORDER**

The meeting was called to order at 10:25 a.m.



## **B. PUBLIC COMMENTS**

There were no public comments made.

## **C. APPROVAL OF AGENDA AS POSTED**

**A motion was made to approve the Agenda as posted.**

**MOTION:** Corey Shaver    **SECOND:** Jim Lindley                      **MOTION CARRIED**  
**AYES:** Kiser, Conley, Silva, Ramsey, Wilfong, Arteaga, Pattison, Daly, Lee, Shaver, Ehrenstrom, Hildebrand, Walter.  
**NAYS:** None.

## **D. CONSENT CALENDAR**

1. Minutes of the Risk Management Committee Meeting – April 24, 2014

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

**MOTION:** Russell Hildebrand    **SECOND:** John Lee                      **MOTION CARRIED**  
**AYES:** Kiser, Conley, Silva, Ramsey, Wilfong, Arteaga, Pattison, Daly, Lee, Shaver, Ehrenstrom, Hildebrand, Walter.  
**NAYS:** None.

## **E. RISK MANAGEMENT BUSINESS**

### **E1. Risk Control Services as of June 12, 2014**

Ms. Henri Castro provided an update on the Risk Control Services as of June 12, 2014 noting that this year there has been many programs performed by Bickmore. She listed a few items that were addressed this year which were Cal/OSHA written program development, liability exposures, urban forest maintenance, mandated reporting, on-site safety training, hazard inspections, playground inspections, safety committee participation and ergonomic evaluations.

Ms. Castro advised CalOSHA has added a sub-section requiring employers to assess each employees exposures to identify what type of PPE are required and certified. There was a question as to whether a PPE Assessment is required for administrative employees. Ms. Castro will look further into this but did advise that Bickmore recommends assessments are done by job tasks versus job title. A recommended program will be provided by Bickmore regarding this new requirement.

Ms. Castro advised that with respects to Regional Training Workshops, three were provided during the year. The Hazard Communication which had 25 participants, Traffic Control and Flagger Training with 66 attendees and the Certified Pool Operator Training with 7 attendees.



She also advised that a monthly e-mail is now being sent to members with a risk control topic and a list of training resources that are immediately available. Topics include back safety, heat illness prevention, outdoor hazard awareness and tool safety.

She also touched on upcoming webinars which were aerial lift safety in July, lockout/tagout in August, confined space in September and forklift safety in October. Members also have access to over 300 online streaming videos, sample programs, development guides and safety publications on the Bickmore website.

## **E2. Upcoming Services**

Ms. Castro advised that the 2014/15 Bickmore contract is very similar to what was done last year. She noted that Bickmore was purchased by York but the service plan and contract stays with Bickmore and there will be no changes the risk control services provided to NCCSIF. Two additional consultants have been hired by Bickmore who will assist in servicing NCCSIF members as well. She also asked that members continually provide feedback on the consultants. Another thing that will be done this year is an update of member assessments.

Ms. Castro asked if NCCSIF would like Bickmore to coordinate all Regional Training Workshops for NCCSIF and how many would the group like. Currently with respects to public works the regional workshops planned are tree trimming, commercial vehicle safety, traffic control and NFPA 70 and arc flash. With respects to police the workshops planned are ergonomic for police, post driving safety and liability risk. These workshops will be separate from the PRMC meeting trainings. Other topics would be reasonable suspicion for alcohol and drug testing, slip trips and falls, driving safety, wellness and fitness programs. Ms. Castro will provide a survey to members for Regional Training Workshops. Ms. Ehrenstrom suggested having 4 regional trainings with two different sessions for northern members and southern members. She then touched on Website Resources which are webinars, on-line streaming safety videos, sample program and safety training publications.

Mr. Kline is currently developing best practices with respects to Police such as reducing injury from suspect altercation, vehicle ergonomics, training exercise injury prevention, personal fitness injury prevention, duty belt alternative, slip trip and fall prevention, sleep deprivation and return to work best practices. Ms. Castro also advised that the High Heat Hazards requirements will be decreasing and she will be updating members as the new requirements are being passed.

**A motion was made to approve the recommended NCCSIF Risk Control Service Plan for the 2014/15 policy year.**

**MOTION:** Michael Daly    **SECOND:** Natalie Walter    **MOTION CARRIED**  
**AYES:** Kiser, Conley, Silva, Ramsey, Wilfong, Arteaga, Pattison, Daly, Lee, Shaver, Ehrenstrom, Hildebrand, Walter.  
**NAYS:** None.



### **E3. Train the Trainers Program**

Ms. Castro gave a brief history of the Train the Trainers Program and explained that members discussed the idea of developing a train-the-trainer program to provide additional resources to members for training that is not, generally, paid for by NCCSIF and/or available through Bickmore. The two primary examples include CPR/AED certificate and AB1825 manager and employee training. Ms. Castro suggested that the group focus in on two or three topics to focus in on suggesting CPR training noting that members had firefighters who are able to provide this training. Ms. Ehrenstrom advised that CPR Training is usually combined with First Aid Training and so there may be a need for two instructors.

Mr. George Silva advised that at the City of Dixon, lifeguards are used to train staff on CPR and First training but the problem is usually that the equipment is too old. Ms. Ehrenstrom advised that there was discussion on NCCSIF purchasing the equipment for these types of Regional Training Sessions. Mr. Hildebrand suggested organizing a training session around the available resources. Mr. Jim Ramsey advised that there may be a need for more trainers due to the testing process. Mr. Simmons advised that equipment would be inexpensive to purchase. The majority of the costs would be the maintenance of the equipment. With respects to AED, there may be more costs associated with this equipment.

Upon further discussion it was suggested that a survey be performed to determine which member has what type of trainer available for certain types of training. Also identifying what types of training require a certified trainer will be researched. Ms. Castro suggested a trainer loan program and communication for available training slots within member agencies. Ms. Castro also advised that fit testing may be available through Bickmore in the upcoming future. Direction was given to the program consultants as suggested.

### **E4. Police Risk Management Committee Meeting Summary**

Mr. Tom Kline provided the Committee with a summary of the Police Risk Management Committee meeting on May 8, 2014. He advised that at the meeting there was a body camera presentation by VieVu. There was also discussion on the Police Risk Management Committee budget. Mr. Johnny Yang advised that according to VieVu's proposal the amount of cameras would provide 3 cameras per agency. With respects to Taser it would amount to 2 cameras per agency. Wolfcom cameras were about \$500 per unit and Scorpion cameras were about \$100 per unit. Mr. Kline noted that a Workers' Compensation Claims Analysis was provided at the meeting as well as a Wellness & Fitness Programs for Police Training provided by Mr. Ron Berryhill. During a Round Table Discussion, the PRMC decided to have an Employee Practices attorney will be invited to attend the upcoming PRMC meeting on August 7, 2014 to address concerns of the PRMC Personnel Records, Public Records and Police Officer Bill of Rights.



## **E5. Police Risk Management Funds**

Mr. Kline that the Police Risk Management Committee has discussed and requests \$50,000 for Police Risk Management Funds for the initial purchase of Body Cameras for participating member agencies which is projected to have a significant impact in reducing the severity of future claims. Ms. Ehrenstrom advised that some members currently have policies in place and will provide to assist other agencies in policy development regarding body cameras. Mr. Ed Pattison expressed his concern in the officers' discretion in when to turn the body cameras on and off.

Mr. Kline explained that there are three aspects in the purchase of body cameras. One would be the purchase of the cameras. Second would be the policies regarding the use of body cameras and the third would be the server storage required for the use of the body cameras. Mr. Ramsey expressed that the ease of use in storing the information from the body cameras play a large role in the success of the body cameras implementation.

Ms. Ehrenstrom noted that member agencies have expressed that in using the cameras have, they have seen claims dropped just knowing there was a video recording of the incident. She also noted another discussion that may be required is what happens if an agency is currently using body cameras and how NCCSIF would fairly include them into the body cameras program.

A motion was made for the approval of \$50,000 to be included in the Risk management Budget this year for the initial purchase of Body Cameras for participating member agencies' police departments.

**MOTION:** Russell Hildebrand      **SECOND:** Michael Daly      **MOTION CARRIED**  
**AYES:** Kiser, Conley, Silva, Ramsey, Wilfong, Arteaga, Pattison, Daly, Lee, Shaver, Ehrenstrom, Hildebrand, Walter.  
**NAYS:** None.

## **E6. NCCSIF 2014/15 Risk Management Budget**

Mr. Yang provided a brief summary of the major changes from the prior year for Risk Management Expenses which were as follows:

- Injury and Prevention Training has been removed from the budget this year.
- Risk Management Services & Trainings has been changed to Outside Training and was increased from \$25,000 to \$30,000. These funds will be used for Regional Training Sessions for NCCSIF.
- Increased Police Risk Management Committee Training Budget from \$12,000 to \$12,400 according to the Bickmore contract.
- Increased Bickmore Risk Control Services from \$156,260 to \$160,220. Bickmore expenses have been broken out by service this year.
- Occu-Med Health Consulting remains the same at \$18,000.



- Increased ACI/Welness from \$13,840 to \$14,150.
- A Police Risk Management Fund has been included for the initial purchase of Police Body Cameras required by the Police Risk Management Committee in the amount of \$50,000.

This amount to an increase of

A motion was made to approve the NCCSIF 2014/15 Risk Management Budget as presented.

**MOTION:** Russell Hildebrand      **SECOND:** Jim Lindley      **MOTION CARRIED**  
**AYES:** Kiser, Conley, Silva, Ramsey, Wilfong, Arteaga, Pattison, Daly, Lee, Shaver, Ehrenstrom, Hildebrand, Walter.  
**NAYS:** None.

**F. INFORMATION ITEMS**

**F1. NCCSIF Travel Reimbursement Form**

**G. ADJOURNMENT**

The meeting was adjourned at 11:48 a.m.