



## NCCSIF RISK MANAGEMENT COMMITTEE MEETING AGENDA

**Date:** Thursday, October 10, 2013  
**Time:** 10:45 a.m.

**Location:** Lincoln City Hall (Third Floor Conference Room)  
600 Sixth Street  
Lincoln, CA  
(530) 894-6699

**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.*

#### **A. CALL TO ORDER**

#### **B. PUBLIC COMMENTS**

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

A 1

#### pg. 01 **D. 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. 02 1. Minutes of the Risk Management Committee Meeting – June 13, 2013

#### **E. RISK MANAGEMENT BUSINESS**

#### pg. 06 1. **Risk Control Services Summary as of October 10, 2013**

I 2

*Henri Castro will address the Committee will receive an update regarding the Risk Control Services provided by Bickmore as of September 30, 2013.*

#### pg. 08 2. **Police Risk Management Committee Meeting Summary**

I 1

*Ms. Liz Ehrenstrom will provide the Committee with a summary of the August 15, 2013 NCCSIF Police Risk Management Committee Meeting.*

#### **F. INFORMATION ITEMS**

I 1

pg. 12 1. PARMA Conference

pg. 15 2. NCCSIF Travel Reimbursement Form



## **G. ADJOURNMENT**

### **UPCOMING MEETINGS**

Police Risk Management Committee Meeting – November 2013

Executive Committee Meeting – November 14, 2013

Claims Committee Meeting – November 14, 2013

Board of Directors Meeting – December 12, 2013

Risk Management Committee Meeting – December 12, 2013

*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 Johnny Yang at Alliant Insurance at (916) 643-2712.*

*The Agenda packet will be posted on the NCCSIF website at [www.nccsif.org](http://www.nccsif.org). Documents and material relating to an open session agenda item that are provided to the NCCSIF Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at 1792 Tribute Road, Suite 450, 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*



**Risk Management Committee Meeting  
October 10, 2013**

**Agenda Item D.**

**CONSENT CALENDAR**

**ACTION ITEM**

**ISSUE:** The Risk Management Committee should review items on the Consent Calendar and, if there is any item requiring clarification or amendment, such item(s) should be pulled from the agenda for separate discussion. The Risk Management Committee should approve the Consent Calendar excluding those items pulled. Any items removed from Consent will be agendized later during the meeting as recommended by the Chair and approved by the Committee.

**RECOMMENDATION:** It is the recommendation of Staff to approve the Consent Calendar after review by the Risk Management Committee.

**FISCAL IMPACT:** None.

**BACKGROUND:** The Committee places the following items on the Consent Calendar for approval. The Committee may approve the Consent Calendar items as presented, or any individual may request that an item be pulled for discussion and separate action during the meeting. Remaining items would then be approved by action of the Committee.

**ATTACHMENTS:**

1. Minutes of the Risk Management Committee Meeting – June 13, 2013



**MINUTES OF THE  
NCCSIF RISK MANAGEMENT COMMITTEE MEETING  
LINCOLN CITY HALL, LINCOLN, CA  
JUNE 13, 2013**

**MEMBERS PRESENT**

Juanita Barnett, City of Anderson  
Tom Watson, City of Anderson  
Bruce Cline, City of Folsom  
Paula Islas, City of Galt  
Ed Pattison, City of Ione  
Michael Daly, City of Jackson  
John Lee, City of Lincoln  
Matt Michaelis, City of Marysville  
Liz Ehrenstrom, City of Oroville  
Sandy Ryan, City of Red Bluff  
Russell Hildebrand, City of Rocklin  
Tim Sailsbery, City of Willows  
Crystal Peters, Town of Paradise

**MEMBERS ABSENT**

City of Auburn  
City of Colusa  
City of Dixon  
City of Gridley  
City of Nevada City  
City of Rio Vista  
City of Yuba City

**GUESTS & CONSULTANTS**

George Silva, City of Dixon  
Susan Adams, Alliant Insurance Services  
Johnny Yang, Alliant Insurance Services  
Henri Castro, Bickmore

**A. CALL TO ORDER**

The meeting was called to order at 9:54 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:** Russell Hildebrand      **SECOND:** Sandy Ryan      **MOTION CARRIED**

**D. CONSENT CALENDAR**

1. Minutes of the Risk Management Committee Meeting – April 25, 2013

A motion was made to approve the consent calendar.

**MOTION:** Bruce Cline      **SECOND:** Catrina      **MOTION CARRIED**

**E. RISK MANAGEMENT BUSINESS**

**E1. New Additional Insured Forms Require Revised Contract Wording – Webinar from CSAC - EIA**

The Risk Management Committee joined the hosted by CSAC-EIA and presented by Mr. Robert Marshburn regarding the new Additional Insured Forms Requiring Revised Contract Wording.

**E2. Risk Control Services Summary as of May 31, 2013**

Ms. Castro gave a brief summary of the Risk Control Services provided to members as of May 31, 2013. She also advised that the Risk Assessments Report will be provided to member cities at the end of June.

Ms. Castro explained that a few members have reached out to her regarding notices from vendors about Hazard Communications are required to be updated as soon as possible. Ms. Castro advised that the regulations start in December and continues on through 2016.

**E3. Hazard & Safety Assessments Update**

Ms. Castro advised that all NCCSIF members have received their Hazard & Safety Assessment.

**E4. 2013/2014 Regional Training Survey Results**

Ms. Castro advised that at the April 25<sup>th</sup> Risk Management Committee meeting the Committee discussed the option of providing regional training sessions for the 2013/2014 program year. A survey was provided to the Committee members to help determine the most requested topics. The Top Four Topics were Sidewalk Liability, ADA Compliance, Public Entity Leader, and Traffic Control. Each training topic will receive two sessions for members further north and those further south.

## **E5. Upcoming Services**

Ms. Castro addressed the Committee regarding the following services to be provided to members within the next few months:

- Work on finalizing 2012/2013 open projects
- Contact each member to develop the 2013/2014 action plans (two days of service) based on the assessment recommendations and member requests
- Contact each member to discuss potential plans for their service day in 2013/2014
- Continue to deliver phone/email consultative services
- Continue to develop and provide safety publications and resources
- Discuss new additions to the Bickmore Risk Control website
  - Enhanced Streaming Video service available July 1, 2013
  - Recorded Webinars
    - Confined Space
    - Cal/OSHA Update webinar
    - Playground Safety
    - Storm Water Pollution

## **E6. Police Risk Management Committee Meeting Summary**

Ms. Adams advised that the Draft Police Risk Management Committee Meeting is included in the Agenda packet and explained that at the last PRMC Meeting Mr. Bruce Kilday and Ms. Carrie Frederickson from the Law Firm of Angelo, Kilday and Kilduff, LLP presented the Committee with a Use of Force Lessons Learned presentation which the Committee found very insightful. Ms. Liz Ehrenstrom then reached out to the Board to encourage member attendance at future PRMC meetings.

## **E7. NCCSIF 2013/2014 Risk Management Budget**

Ms. Adams advised that annually the NCCSIF Risk Management Committee reviews and approves the Risk Management Budget for the next fiscal year. She noted an error in the Agenda write up which should show the decrease of Risk Management Services & Trainings from \$30,000 to \$25,000 rather than \$300,000 to \$25,000. With that correction the major changes from the prior year for Risk Management Expenses are as follows:

- Decreased Injury and Prevention Training from \$40,000 to \$25,000
- Decreased Risk Management Services & Trainings from \$30,000 to \$25,000
- Increased Police Risk Management Committee Training Budget from \$5,000 to \$12,000
- Increased Bickmore Risk Control Services from \$115,000 to \$155,000
- Decreased Occu-Med Health Consulting from \$23,000 to \$18,000
- Increased ACI/Wellness Optional from \$12,100 to \$13,840



The overall Risk Management Budget is \$433,300, which is an increase of \$24,000 over the prior year.

**A motion was made to approve the NCCSIF 2013/2014 Risk Management Budget.**

**MOTION:** Bruce Cline      **SECOND:** Russell Hildebrand      **MOTION CARRIED**

**F. INFORMATION ITEMS**

**F1. CAJPA 2013 Fall Conference September 10 – 13, 2013**

**F2. NCCSIF Travel Reimbursement Form**

**G. ADJOURNMENT**

The meeting was adjourned at 12:17 p.m.



**Risk Management Committee Meeting  
October 10, 2013**

**Agenda Item E.1.**

**RISK CONTROL SERVICES UPDATE AS OF OCTOBER 10, 2013**

**INFORMATION ITEM**

**ITEM:** Ms. Henri Castro will provide the Committee with an update on the following services Bickmore has provided NCCSIF members during the 2013/2014 program year to date:

**Member Services:**

- Unlimited phone and email consultation services
- Developed customized actions plans for the 2013/2014 program year
- Conducted City of Elk Grove orientation visit
- Member specific services conducted to date:
  - Injury and Illness Prevention Program (IIPP) written program development
  - IIPP on-site training
  - IIPP webinar development
  - Heat Illness Program development
  - Hazard Communication program development
  - Hazardous materials inventory
  - Aerosol Transmissible Diseases program development for police and fire
  - Bloodborne Pathogens Exposure Control Plan development
  - Respiratory Protection Program development
  - Hearing Conservation Program development
  - Safety Committee training and participation
  - Ergonomic individual and department evaluations
  - Mandated Reporter policy development
  - Playground CPSI inspections

**Resources provided to Members:**

- Safety Communications distributed to members
  - Heat Illness Prevention
  - Outdoor Hazards
  - Back to School Safe Driving Tips
  - Violence Prevention - Active Shooter
- Webinars
  - Cal/OSHA Update
  - Playground Safety
  - Safety in the Trees
  - POST Safe Driving Campaign
  - Sewer Overflow



**Risk Management Committee Meeting  
October 10, 2013**

**Regional Safety Training Workshops**

The first regional workshop for the program year was conducted on October 1 and 3, 2013. The topic focused on the new hazard communication requirements. An overview of the workshop and the evaluations will be presented during the meeting.

**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 consultant for these services.

**ATTACHMENTS:**

- Member Services Summary 7/1/13 – 10/10/13 (Handout)
- Hazard Communication Regional Workshop evaluation report (Handout)



**Risk Management Committee Meeting  
October 10, 2013**

**Agenda Item E.2.**

## **POLICE RISK MANAGEMENT COMMITTEE MEETING SUMMARY**

### **INFORMATION ITEM**

**ITEM:** Ms. Liz Ehrenstrom will provide the Committee with a summary of the August 15, 2013 Police Risk Management Committee meeting. Minutes of the meeting has been provided to the Committee's review and discussion.

**FISCAL IMPACT:** None.

**RECOMMENDATION:** None. This item is provided as information only.

**BACKGROUND:** None.

**ATTACHMENTS:** None.

**MINUTES OF THE  
POLICE RISK MANGEMENT COMMITTEE MEETING  
AUGUST 15, 2013**

**MEMBERS PRESENT**

Chief John Ruffcorn, City of Auburn  
Lt. Sheldon Sterling, City of Folsom  
Chief Bill Bowen, City of Galt  
Chief Bill Lagrone, City of Oroville  
Chief Paul Nanfito, City of Red Bluff  
Cpt. Chad Butler, City of Rocklin

**GUESTS & CONSULTANTS**

Tom Kline, Bickmore Risk Services  
Henri Castro, Bickmore Risk Services  
Kelli Vitale-Carons, York Risk Services Group, Inc.  
Johnny Yang, Alliant Insurance Services  
Dr. Jocelyn Roland  
Liz Ehrenstrom, City of Oroville  
Vi Cobb, City of Red Bluff  
Jason Bennett, City of Red Bluff  
Russell Hildebrand, City of Rocklin  
Sgt. Forrest Richardson, City of Rocklin

**A. CALL TO ORDER**

The meeting was called to order at 10:17 a.m.

**B. PUBLIC COMMENTS**

There were no public comments.

**C. APPROVAL OF AGENDA AS POSTED**

There was no discussion on this item.

**D. CONSENT CALENDAR**

**D1.** 07.07.13 Draft Police Risk Management Committee Meeting Minutes

There was no discussion on this item.

## **E. RISK MANAGEMENT**

### **E1. Risk Management Committee Meeting Summary**

Ms. Liz Ehrenstrom explained that at the June 13, 2013 Risk Management Committee meeting the Risk Management Committee Ms. Henri Castro provided an update of the Risk Control Services provided by Bickmore and discussed upcoming Risk Control Services. Ms. Castro advised the Police Risk Management Committee of available resources on Bickmore's website.

Ms. Ehrenstrom noted that the Risk Management Budget was approved which included a Police Risk Management Committee Training Budget increase from \$5,000 to \$12,000.

### **E2. Police Liability and Workers' Compensation Claims Analysis**

Mr. Tom Kline advised that staff has provided, in the agenda packet, a 1-year Liability and Workers' Compensation Analysis regarding Police losses. Strain, Physical Altercation, Training, Contagious Diseases, and Slip, Trip or Fall are the loss leaders for Workers' Compensation. Civil Rights/Excessive Force/False Arrest is the leading loss leader for Liability. At today's meeting a handout has been provided which shows losses from 07/01/07 – 06/30/13 with a more comprehensive breakdown of the losses.

He suggested performing a further analysis, drilling down on the losses to determine any actions that can be taken to help lower the frequency of losses.

### **E3. Round Table Discussion**

Mr. Kline advised that at the last Police Risk Management Committee, Mr. Bruce Kilday provided a presentation on Use of Force and today the Committee will receive a presentation on Fit for Duty Evaluations. He then requested suggested topics for the next Police Risk Management Committee meeting. The Committee requested a presentation on Officer Involved Shootings and the following meeting the Committee will discuss the Skelly Hearings, Police Officer Bill of Rights and so on.

Ms. Ehrenstrom requested that staff drill down on the Strain losses further to determine if these losses are from lower back or fitness involved claims which brought up the discussion on possible Wellness Programs for the Police Department. Ms. Kelli Vitale-Carson suggested that staff contact Savvy Fitness to determine if their services will be beneficial to NCCSIF.

Ms. Castro suggested that staff takes a look at those members who are currently using a wellness program to determine if their Workers' Compensation claims are noticeably positively affective in relation to other members who do not have a wellness program in place.

Staff was asked to reach out to Wellness Networks to see if there are possible group rates that can be brought to NCCSIF for further discussion.

Mr. Kline explained that at the November meeting, a presentation will be provided on Officer Involved Shootings. The Committee will then discuss Labor Laws at its February meeting. Staff will also research possible wellness options to be brought to NCCSIF for discussion.

## **F. REDUCING THE RISKS OF A FITNESS FOR DUTY EVALUATION**

Dr. Jocelyn Roland will provide the Committee with a presentation on understanding the best approach to a fitness-for-duty evaluation and how this may help reduce the risks posed to entities in terms of exposure, loss of good employees, and costs associated with unnecessary time-off and return to work. Topics will include:

- Evaluating the referral
- Collecting data for the evaluation
- Timing the evaluation
- Less intrusive and employee friendly options
- Reports – what to request and what to expect
- Understanding the totality of risks presented
- Finding a quality professional given the referral question

## **H. INFORMATION ITEMS**

**H1. NCCSIF Meeting Calendar 2013**

**H2. NCCSIF Resource Contact Guide**

These items were provided as information only.

## **I. ADJOURNMENT**

The meeting was adjourned at 1:00 p.m.



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## PARMA 2014 CONFERENCE REGISTRATION IS NOW OPEN

### New at PARMA

#### PARMA SCHOLARSHIPS FOR THE ANNUAL CONFERENCE

If you would like to attend the PARMA Conference, February 9-12, 2014 in San Jose, CA, but your entity does not have the funding to allow it, consider applying for a PARMA Scholarship. Information on how to apply can be found in the PARMA Community. Just log in with your email address and passcode, go to the Resource Pages and download an application. Don't miss out on a fabulous educational opportunity - let us help you get there!

To find the Resource pages simple look on the left side of the PARMA Community pages for Resources. Click on that link and then scroll down to find the PARMA Conference Scholarship Application. Click on that link and then download the application by clicking on the green Download Resource Button on the right side of the page. Open the document, print it out and fill in the application. Instructions on where to send it are on the form.

#### REGISTER FOR THE PARMA GOLF TOURNAMENT

You can register for the annual PARMA Golf Tournament to be held at the Coyote Creek Golf Course in Morgan Hill, CA on Sunday, February 9, 2014. Just go to [www.parma.com](http://www.parma.com) and click on Events. Then close the 2014 PARMA Golf Tournament, log in and follow the prompts. No need to be a good golfer - you just need to want to have fun!

If you want to sponsor a tee box you can click on the PARMA Store and choose the event you would like to sponsor by clicking on it and adding it to your shopping cart. A receipt will be sent to you once you have paid for it.

#### NEW FOR THE 2014 CONFERENCE

PARMA is offering **Continuing Education Certificates** and **MCLE Credits** for Attorneys and Paralegals for attending selected sessions. These sessions are noted with a comment in the title field, so be sure to look for these when you register. This is part of PARMA's Strategic Plan to address requests from and meet the needs of its members.

#### EVENTS WORTH NOTING

Attendees at the 2014 PARMA Conference are in for a real treat this year. They will be hosted for a networking opportunity at the San Jose Tech Museum on Monday evening from 6-10 pm thanks to the sponsorship from **Alliant Insurance Services** and **Carl Warren & Company**. For those without plans for later in the evening the IMAX Theater at the Museum will have an 8 pm showing of the movie "Everest". All attendees are welcome to attend this event.

A 40th Anniversary deserves a special celebration and PARMA's banquet intends to be just that. This is that event where you can dress up -

bring along the cocktail dress and guys, wear a jacket. Of course you can come in business attire if you prefer but be a part of this Ruby Celebration. With a menu of Surf & Turf, dancing with your favorite band from last year and prizes generously sponsored by **Mullen & Filippi**, you can be guaranteed an evening to remember.

### PARMA EXHIBIT BOOTH INFORMATION

Exhibit booths are available for sale for the PARMA Conference. The exposition will be at the San Jose Convention Center with set up on Sunday, February 9 from 1-6pm. The show is Monday, February 10 from 7:30 - 4:00 pm and Tuesday, February 11 from 7:30 - 1:30pm. Tear down can begin at 1:45 following lunch which will be served both days in the exhibit hall. For a booth contract please click [HERE](#). For a diagram of the expo hall, please click [HERE](#). Please note that there are a large number of booths already sold for this show. For an updated list of booth availability please email [exhibit@parma.com](mailto:exhibit@parma.com) and request a listing so you do not choose booths that are already sold.

### PARMA COMMUNITY

The Community is a place to find not only chapter information for PARMA, updates about the conference and resources to make your life easier, but also a place to allow other PARMA members to post their meetings and white papers. Speakers can promote the sessions they will be presenting at both Chapter Meetings and the Annual Conference, AND it will be easier than before to actually reach out and make connections with other PARMA members. It also provides a forum for group discussions, news feeds and messaging.

**PARMA Members** have full access to everything in the Community. You can post meetings, make contacts, participate in group discussions, send/receive messages, take surveys and access/download/post resources. **Non Members** can view posted meetings, group discussions, resources and surveys. Non Members can view posted meetings, group discussions, resources and surveys.

### What to do First?

Click on the Community link, log in and create a profile for yourself. Then explore. Look up other members with the search box and invite them to link to you. Set your permissions so that you have set up when you want to get notifications. **This is the NEW LOOK of PARMA!**

**Membership:** PARMA's membership runs from January 1 - December 31 each year. For public agency employees the cost is \$100 for an entity and for associates/non-public agency employees the cost is \$275. Your employer/agency becomes the member and covers as many people from your location as would like to be a PARMA member. (If you have additional branches each must become their own member but will also have the ability to have multiple employees under the umbrella of the membership.)

## Our Platinum Sponsors



## PARMA 2014 Annual Conference

February 9-12, 2014  
San Jose, CA Convention Center



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# Northern California Cities State 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 \_\_\_\_\_