



**MINUTES OF THE
NCCSIF RISK MANAGEMENT COMMITTEE MEETING
ROCKLIN EVENT CENTER, ROCKLIN, CA
APRIL 26, 2018**

COMMITTEE MEMBERS PRESENT

Liz Cottrell, City of Anderson
Toni Benson, City of Colusa
Tom Watson, City of Corning
Rachel Ancheta, City of Dixon
Jim Ramsey, City of Elk Grove
Kristine Haile, City of Folsom
Juan Solis, City of Gridley
Yvonne Kimball, City of Jackson

Astrida Trupovnieks, City of Lincoln
Liz Ehrenstrom, City of Oroville (Chair)
Gina Will, Town of Paradise
Dave Warren, City of Placerville
Sandy Ryan, City of Red Bluff
Yujun Du, City of Rio Vista
Kimberly Sarkovich, City of Rocklin

OTHER MEMBERS PRESENT

Kim Stalie, City of Dixon
Elisa Arteaga, City of Gridley

Andy Schiltz, City of Rocklin

COMMITTEE MEMBERS ABSENT

Shari Harris, City of Auburn
Cora Hall, City of Galt
Jon Hanken, City of Ione
Martha Brown, City of Marysville

Loree McCay, City of Nevada City
Wayne Peabody, City of Willows
Sheleen Loza, City of Yuba City

CONSULTANTS & GUESTS

Marcus Beverly, Alliant Insurance Services
Raychelle Maranan, Alliant Insurance Services
Dori Zumwalt, York Risk Services

Henri Castro, Bickmore
Gail Zeigler, Bickmore
Tom Kline, Bickmore

A. CALL TO ORDER

Meeting opened at 10:12 a.m. Chair Liz Ehrenstrom declared the absence of a quorum noting that no motions or voting will occur until a quorum is recognized.

B. INTRODUCTIONS

Introduction was made. Meeting convened with reports only.



F.1. Risk Management Services, Assessments and Recommendations

Ms. Gail Zeigler updated the Committee on services Bickmore provided to the members during 2017/18 program year to date and the scorecard which reflects members' progress to Risk Management Assessment for best practices and framework. Ms. Zeigler clarified the blue dot is a place holder.

Juan Solis and Elisa Arteaga arrived at 10:16 a.m.

Yvonne Kimball arrived at 10:21 a.m.

Yujun Du arrived at 10:22 a.m.

Chair Ehrenstrom confirmed that a quorum is present and called the meeting to order.

Bickmore added the two new categories, Volunteer Risk Management and Special Events Risk Management, as part of the Hazard and Safety Assessments. Regional training topics and upcoming scheduled trainings were discussed.

C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

Motion: Dave Warren **Second:** Jim Ramsey **Motion Carried**
Ayes: Cottrell, Benson, Ancheta, Ramsey, Haile, Solis, Kimball, Trupovnieks, Ehrenstrom, Will, Warren, Ryan, Du, Sarkovich
Nays: None

D. PUBLIC COMMENTS

There were no public comments made.

E. CONSENT CALENDAR

1. Minutes of the Risk Management Committee Meeting - October 19, 2017
2. TargetSolutions Usage Report 2017-18 as of April 12, 2018

A motion was made to approve the consent calendar.

Motion: Kim Sarkovich **Second:** Rachel Ancheta **Motion Carried**
Ayes: Cottrell, Benson, Ancheta, Ramsey, Haile, Solis, Kimball, Trupovnieks, Ehrenstrom, Will, Warren, Ryan, Du, Sarkovich
Nays: None



F. COMMITTEE BUSINESS

F.2. Police Risk Management Committee (PRMC)

F.2.a. PRMC Update

Mr. Tom Kline indicated that trainings are held at each Police Risk Management Committee (PRMC) meetings. Topics recently covered were: Lexipol and Legal Update at the November 2, 2017 meeting; and Below 100 - A Common Sense Approach to Officer Safety at the February 1, 2018 meeting. Mr. Kline noted that there are twelve bills pending that were introduced in the California Legislature 2018-2019 Regular Session that affect the police agencies.

Discussion ensued on De-Escalation issues in recent events and the lack of training for police officers on 5150 process and procedure from their standard training requirement. The consensus of the Committee is to provide supplemental trainings for police agencies on Crisis Intervention and De-Escalation via Regional Training forum to ensure sufficient trainings are provided to members. Chair Ehrenstrom suggested to offer a webinar option to accommodate officers' already busy schedule.

Mr. Marcus Beverly indicated that Lexipol is conducting a De-Escalation webinar on May 10, 2018 and reminded members to encourage their police officers to participate. The webinar is free to NCCSIF members.

Information only.

F.2.b. PRM Grant Fund Usage Report

Mr. Beverly reviewed the historical grant usage report and noted that most agencies are using the grant for body-worn cameras (BWC) but few have not taken advantage of the grants: Galt has not used any funds so far but is working to implement a BWC program with Council approval; Willows recently outsourced their police department, but plans to remain in the program to fund their Lexipol Fire Policy Service annual fee; Jackson plans to use the funds for BWCs but has yet to request; and Anderson is taking a wait and see approach as management feels the drawbacks outweigh the benefits.

Information only.

F.3. RM-16 Special Event Risk Management

Mr. Beverly indicated that the Special Events Best Practices were presented to the Board at their meeting on December 14, 2017. The Board requested a change in the last recommendation to obtain waivers from participants only for City-sponsored events and concern about the ability for members to obtain a traffic management plan approved by a qualified engineer. Mr. Beverly noted



that legal counsel revealed that review and approval from someone other than a qualified engineer will not provide the design immunity sought for the plan.

The Committee had significant discussion on what criteria is required on traffic control plan and whether it applies to city sponsored event only or any event in the city. Traffic control plan applies to any events requiring road closure. Members were referred to California Manual on Uniform Traffic Control Devices handbook on Caltrans website and Manual on Uniform Traffic Control Devices for Streets and Highways on the U.S. Department of Transportation Federal Administration website for reference. Mr. Beverly reminded members that city should have a hold harmless language when issuing permits and insurance requirements naming the city as additional insured on vendors holding event at any city properties including streets, sidewalks, etc. Mr. Beverly asked members for a consulting engineer that they would recommend and will share the contact information to the rest of the members.

A motion was made to recommend RM-16 Special Event Risk Management to the Board of Directors for approval as presented.

Motion: Dave Warren **Second:** Toni Benson **Motion Carried**
Ayes: Cottrell, Benson, Ancheta, Ramsey, Haile, Solis, Kimball, Trupovnieks, Ehrenstrom, Will, Warren, Ryan, Du, Sarkovich
Nays: None

F.4. FY 18/19 Risk Control Services Plan and Budget

Mr. Beverly presented the Risk Control Services Budget and noted it is the same items as last year. The Lexipol Policy Manual and Daily Training Bulletin (DTB) services increased by 8% to provide DTBs for all members. Mr. Beverly indicated each member is allocated \$4,000 for Member Training and Risk Management fund for conferences and trainings. This is a use-it-or-lose-it and must be used within the fiscal year. Mr. Beverly made an exception for the current year unexpended fund to be used to pre-register to CAJPA (California Association of Joint Powers Authorities) annual conference in September 2018, CalPELRA (California Public Employers Labor Relations Association) annual conference in December 2018 or any risk management related trainings. The training fund is applicable to the CSMFO (California Society of Municipal Finance Officers) annual conference.

A motion was made to recommend the FY 18/19 Risk Control Services Budget to the Board of Directors for approval as presented.

Motion: Jim Ramsey **Second:** Gina Will **Motion Carried**
Ayes: Cottrell, Benson, Watson, Ancheta, Ramsey, Haile, Solis, Kimball, Trupovnieks, Ehrenstrom, Will, Warren, Ryan, Du, Sarkovich
Nays: None

Tom Watson arrived at 11:08 a.m.



Mr. Beverly noted that Bickmore's current contract ends June 30, 2019. If members require additional service or any modification to Bickmore's contract terms feedback should be provided to Program Administrators.

F.5. Round Table Discussion

Mr. Jim Ramsey brought up the carbon monoxide leaks with the Ford Explorer including some Police Interceptor model issue. There is no definitive conclusion whether the carbon monoxide leak is a manufacturer defect or as a result from after-market installation of police equipment. This is a potential police safety issue and some members installed off-the-shelf Carbon Monoxide system for precautionary measures.

Ms. Zeigler reported that the very first Risk Management for Supervisors and Managers Training was held with the City of Folsom last week. Ms. Kris Haile stated that the training was very well received and participants came out of the training with keen awareness that risk management is everyone's responsibility.

G. INFORMATION ITEMS

NCCSIF Travel Reimbursement Form

H. ADJOURNMENT

The meeting was adjourned at 11:35 a.m.

Next Meeting Date: June 14, 2018

RMC Approval Date of Minutes: 10/25/2018

Respectfully Submitted,



Gina Will, Secretary

10/25/18
Date