



**NCCSIF
Risk Management Committee Meeting
AGENDA**

Location: Bonanza Inn Conference Center
1001 Clark Avenue
Yuba City, CA 95991
(530) 674-8824

Date/Time: October 18, 2012 - 9:30 a.m.

- 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.

AGENDA

- 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 14, 2012
 - pg. 07 2. ADA Safety Grant Funds Utilization
- E. PRESENTATIONS**
 - 1. **NCCSIF 3rd Annual Walking Challenge** I 4
Karen Reuben from ACI Specialty Benefits will be available via teleconference to discuss the NCCSIF 3rd Annual Walking Challenge
- F. RISK MANAGEMENT BUSINESS**
 - pg. 08 1. **Risk Control Services Summary as of October 1, 2012** I 1
The Committee will receive an updated regarding the Risk Control Services provided by Bickmore as of October 1, 2012.



pg. 21	2. Upcoming Services <i>The Committee will receive an update on Upcoming Services from Bickmore.</i>	I 1
pg. 22	3. Police Risk Management Committee Meetings <i>Chief Paul Nanfito of the City of Red Bluff was appointed Vice-Chair of the Police Risk Management Committee and will provide a report on the August 23, 2012 PRMC meeting.</i>	I 1
pg. 26	4. Long Range Planning Meeting Topics <i>The Committee will be asked to discuss and recommend Risk Management topics for the Long Range Planning Meeting to be held on December 13, 2012.</i>	I 1
pg. 27	5. Rescheduling of December Risk Management Committee Meeting <i>The December Risk Management Committee meeting will be re-scheduled due to the December Long Range Planning Session. The Committee will be asked to discuss and select a new date for the meeting.</i>	A 1
	G. INFORMATION ITEMS	I 1
pg. 28	1. NCCSIF Travel Reimbursement Form 2. PARMA Conference at Rancho Mirage, CA on February 13 – 16, 2013	

H. ADJOURNMENT

UPCOMING MEETINGS

- Executive Committee Meeting – November 15, 2012
- Claims Committee Meeting – November 15, 2012
- Board of Directors Meeting – December 13, 2012
- Risk Management Meeting – TBD

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. 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 18, 2012**

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 14, 2012
2. ADA Safety Grant Funds Utilization



**MINUTES OF THE
NCCSIF RISK MANAGEMENT COMMITTEE MEETING
BONANZA INN CONFERENCE CENTER, YUBA CITY, CA
JUNE 14, 2012**

MEMBERS PRESENT

Tom Watson, City of Corning
Paula Islas, City of Galt
Elisa Arteaga, City of Gridley
Paul Shelgren, City of Lincoln
Dixon Coulter, City of Marysville
Liz Ehrenstom, City of Oroville
Sandy Ryan, City of Red Bluff
Russell Hildebrand, City of Rocklin
Natalie Walter, City of Yuba City
Crystal Peters, Town of Paradise

MEMBERS ABSENT

Juanita Barnett, City of Anderson
Robert Richardson, City of Auburn
Shelly Kittle, City of Corning
Kim Stalie, City of Dixon
Loo Ng, City of Folsom
Jeff Butzlaff, City of Ione

Carla Soracco, City of Jackson
John Lee, City of Lincoln
Catrina Olson, City of Nevada City
Dave Warren, City of Placerville
Marni Rittburg, City of Rio Vista
Wayne Peabody, City of Willows

GUESTS & CONSULTANTS

Don Atkins, City of Corning
Bill Bowen, City of Galt
Gary Keeler, City of Gridley
Paul Shelgren, City of Lincoln
Allen Byers, City of Oroville
Paul Nanfито, City of Red Bluff
Ron Lawrence, City of Rocklin
Susan Adams, Alliant Insurance Services
Johnny Yang, Alliant Insurance Services
Henri Castro, Bickmore Risk Services
Jeff Johnston, Bickmore Risk Services

Tom Kline, Bickmore Risk Services

A. CALL TO ORDER

The meeting was called to order at 9:33 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: Dixon Coulter **SECOND:** Natalie Walter **MOTION CARRIED**

D. CONSENT CALENDAR

1. Minutes of the Risk Management Committee Meeting – April 26, 2012

A motion was made to approve the consent calendar.

MOTION: Dixon Coulter **SECOND:** Paula Islas **MOTION CARRIED**

E. RISK MANAGEMENT BUSINESS

E1. Police Risk Management Committee Meetings

Ms. Susan Adams explained that the Board of Directors was unsure as to how valuable the Police Risk Management Committee (PRMC) Meetings were and directed staff to hold a Risk Management Committee meeting with invitations sent out to Police Chiefs to attend and give feedback and thoughts regarding the continuation and format of future PRMC meetings.

Mr. Jeff Johnston introduced the Bickmore staff consisting of Henri Castro, Tom Kline and himself and provided a brief history of the staff's background. He then proceeded to give a presentation regarding police risk management training and meetings they currently provide for another client, the Central San Joaquin Valley Risk Management Authorities (RMAs) that Bickmore hosts PRMC meetings for. Mr. Tom Kline then discussed the current formats utilized by ICRMA, BCJPA and CSJVRMA with respects to PRMC meetings. He touched on the following topics/ideas:

- Police Liability
- Police Roundtable discussion
- Police Representation on the Risk Management Committee
- Police Forums

- Use of Force
- Reducing Liability

Mr. Kline then discussed the claims exposure which needed the focus of the PRMC and touched on a few which were ethical decision making, officer involved shootings and assessments of police performance.

Ms. Henri Castro also discussed the CalOSHA regulation regarding Aerosol Transmissible Diseases and how this affects the Police Department advising of Bickmore's CalOSHA blessed program regarding the exposure.

Mr. Kline provided talking points to discuss the possible procedures and format of PRMC meetings which were as follows:

- Committee Purpose
- Formal vs. informal
- Format
- Attendance
- Meeting Times
- Accountability

The RMC asked the Police Department representatives attending the meeting for their input on future meetings, are they necessary, which do they prefer, teleconferences or in person meetings and topics and format for future meetings. There was much discussion with the majority stating that in person meetings are the most valuable, but would like the option of having telephone and/or video conferencing services available if they cannot make the meeting in person.

The consensus of the discussion by the attendees the Committee was to have quarterly PRMC meetings with teleconferencing option available. The start time of the meeting will be from 10:00 am to 12:00 pm or 9:00 am to 11:00 am. The meetings will be Agendized with minutes provided including a Round Table discussion at the end of the meeting. The Agendas would also provide Loss Analysis of the Police Department by member. These meetings are to be held on Thursday with the first meeting being held in August. It was also decided that Yuba City will be the location where the PRMC meetings will be held. Natalie Walter from Yuba City will speak to their police department about holding these meetings in their location. Staff recommended that the PRMC appoint a representative to attend the RMC meetings to advise the RMC of their meetings, what was discussed and outcomes.

A motion was made to continue the Police Risk Management Committee meetings subject to the decisions above.

MOTION: Ron Lawrence **SECOND:** Dixon Coulter **MOTION CARRIED**

E2. Risk Control Services Summary as of June 1, 2012

Ms. Henri Castro provided the Committee with a Summary of the services provided by BRS as of June 1, 2012. She also advised the Committee that the Vendor Services/Employee Training Matrices have been finalized and will be updated on an annual basis. These resources will be available on the website. Ms. Natalie Walter requested the Summary be provided showing the updates from prior meetings.

E3. Upcoming Services

Ms. Henri Castro advised the Committee that Bickmore has completed the assessment for the City of Galt. Mr. Johnston advised that Teri Norris will be brought on to assist Ms. Castro with the initial member assessments to help speed up the process of completing all of the assessments for NCCSIF members.

E4. Review and Approval of Risk Management Policy & Procedure for Volunteers

Ms. Adams explained that at the April 26, 2012 Risk Management Committee meeting, staff was directed to draft a policy and procedure regarding the use of volunteers by members. This issue was raised by various members addressing the use of volunteers and whether this increases the city's Workers' Compensation or Liability Costs.

Ms. Castro drafted a Policy and Procedure following CSAC's current Policy and Procedure regarding the use of volunteers. There was discussion regarding whether this Policy and Procedure should be provided as a requirement or a general guideline to all members. Ms. Castro was asked to revise the draft P&P to detail the areas that are required by members and those that should be used as a guideline.

E5. Fire Services Training from TargetSolutions

Ms. Adams explained that the Board of Directors and the Executive Committee has discussed the Lexipol Fire Policy Manual and determined that the information provided was not of interest and did not justify the annual cost of \$103,000. TargetSolutions provides NCCSIF online training which is purchased at a discounted cost through CSAC-EIA and they also offer Fire Training classes. NCCSIF Fire Chiefs were contacted and asked to review this training to determine if it is of interest and value to them. Staff has been directed to provide Fire Chiefs with specifics regarding the services available through TargetSolutions.

E6. BackSafe (FIT) Loss/Utilization Analysis

Ms. Adams explained that staff has been directed to provide an analysis to determine if the services received from BackSafe (FIT) resulted in reduced frequency and severity of back injury losses. Ms. Adams explained that in reviewing the analysis, there has not been significant



decrease in the severity or frequency of back losses. The majority of the losses were due to back losses from the Police and Fire Departments.

There was further discussion regarding possible alternatives to BackSafe training upon which Ms. Castro offered to look into specialized training to assist in back losses.

A motion was made to discontinue the utilization of services from BackSafe (FIT) for the 2012/13 program year.

MOTION: Russell Hildebrand **SECOND:** Dixon Coulter **MOTION CARRIED**

E7. Review and Approval of 2012/13 Risk Management Budget

Ms. Adams explained that the major changes from the prior year for Risk Management Expenses are as follows:

- Included \$15,000 for member requested training that is not included in services received from Bickmore Risk Services, i.e., Confined Space, Certificate Pool Operators, Employment Practices Liability, etc.
- Online Risk Management Services was reduced from \$41,800 to \$12,000 to more accurately reflect actual usage compared to anticipated usage
- FIT/Backsafe is increased from \$75,000 to \$80,000 to more accurately reflect usage

A motion was made to approve the 2012/2013 Risk Management Budget upon removal of \$80,000 Backsafe (FIT) budget with an allocated \$40,000 to Injury Prevention Training.

MOTION: Russell Hildebrand **SECOND:** Sandy Ryan **MOTION CARRIED**

F. INFORMATION ITEMS

F1. NCCSIF Travel Reimbursement Form

The Information Items are provided as an update only.

G. ADJOURNMENT

The meeting was adjourned at 11:55 a.m.

**NCCSIF
ADA and Safety Grant Fund Reimbursements History**

Member	ADA Grants Declared in FY 2009 Board Meeting 4/24/2009	Risk Management Grants elected to be retained in WC admin by members from their WC shared refund FY 2010	Risk Management Grants elected to be retained in WC admin by members from their WC shared refund FY 2011	Risk Management Grants elected to be retained in WC admin by members from their WC shared refund FY 2012	Total funds available FY 2009 - FY 2012 for ADA grants and Risk Management Grants	Total Disbursements Paid through Last Update	Funds Available
Anderson	\$ 6,496	8,039.00	7,650.00	7,540.00	29,725.00	14,535.00	15,190.00
Auburn	6,397	-	-	8,098.00	14,495.00	6,397.00	8,098.00
Colusa	6,258	-	-	5,817.00	12,075.00	6,258.00	5,817.00
Corning	6,157	6,149.00	5,788.00	5,678.00	23,772.00	23,772.00	-
Dixon	6,592	-	-	-	6,592.00	6,592.00	-
Folsom	16,732	62,977.00	-	61,737.00	141,446.00	27,037.35	114,408.65
Galt	7,613	14,375.00	14,135.00	14,171.00	50,294.00	36,123.00	14,171.00
Gridley	6,144	6,391.00	-	6,507.00	19,042.00	6,144.00	12,898.00
Ione	-	-	-	-	-	-	-
Jackson	5,627	3,510.00	3,487.00	-	12,624.00	5,500.00	7,124.00
Lincoln	6,303	8,638.00	10,028.00	-	24,969.00	24,969.00	-
Marysville	6,758	-	-	-	6,758.00	-	6,758.00
Nevada City	5,665	-	-	-	5,665.00	5,665.00	-
Oroville	7,633	-	-	-	7,633.00	7,633.00	-
Placerville	6,883	-	-	-	6,883.00	6,883.00	-
Paradise	7,182	-	-	-	7,182.00	7,182.00	-
Red Bluff	7,339	12,860.00	12,493.00	12,290.00	44,982.00	32,692.00	12,290.00
Rio Vista	5,818	-	4,770.00	4,766.00	15,354.00	5,818.00	9,536.00
Rocklin	9,178	24,019.00	25,254.00	25,419.00	83,870.00	58,451.00	25,419.00
Willows	5,856	4,618.00	4,412.00	-	14,886.00	8,656.00	6,230.00
Yuba City	8,607	-	-	22,184.00	30,791.00	30,791.00	-
	\$ 145,238	151,576.00	88,017.00	174,207.00	559,038.00	321,098.35	237,939.65

SEE DETAIL BELOW



**Risk Management Committee Meeting
October 18, 2012**

Agenda Item F.1.

RISK CONTROL SERVICES SUMMARY AS OF OCTOBER 1, 2012

INFORMATION ITEM

ISSUE: Ms. Henri Castro from Bickmore Risk Services will address the Committee to update them on the services that BRS has provided the NCCSIF members through October 1, 2012.

RECOMMENDATION: None.

FISCAL IMPACT: None.

BACKGROUND: NCCSIF contract with Bickmore Risk Services on January 1, 2012 to provide risk control services. Ms. Henri Castro is NCCSIF's consultant for these services.

ATTACHMENT:

1. BRS Staff Report
2. Member Services Report

NCCSIF Risk Control Member Services Report
January 1, 2012 – October 11, 2012

Entity Name (Client)	Owner	Work Status	Activity	Specialty	Specialty2	Specialty3	Description	Notes
Anderson, City of								
Oct	Terrie S. Norris	In Progress	Assessment	Other			City Wide	10/2/12 Finished interviews with city representatives, and sent report to Jane for processing.
July	Enriqueta Castro	Completed	Phone & E-mail Consultation	Parks and Recreation			Disc Course Exposure	7/23/12 - Received a call from Kristen Maze requesting advise on disc golf courses. I sent an email confirming our conversation. The City of Anderson has an 18 hole Disc Golf Course where there are two tee areas where the players are required to throw the disc across a public roadway to make the pole hole (basket). Kristen is concerned that the city may have some liability in the event a player is hit by a vehicle while playing through these two holes. I recommended a redesign of the disc golf course as outlined in the PDGA Course Design Guide, Section 9, Layout.
Aug	Enriqueta Castro	Completed	Training	Other			CPR Training	8/6/12 - 19 employees received CPR training and certification. Forwarded invoice to Alliant for reimbursement.
Mar	Enriqueta Castro	Completed	Phone & E-mail Consultation	Parks and Recreation			Swimming pool chemical treatment	3/13/12 - Question - Is the person treating the swimming pool was required to be a Certified Pool Operator. Reviewed the California Code of Regulations, Title 22, Chapter 20 Public Swimming Pools. There was no specific reference to a "Certified Pool Operator" requirement. However, Section 65521, Pool Supervision Responsibility, states that "Every pool shall be under the supervision of a person who is fully capable of, and shall assume responsibility for, compliance with all requirements relating to pool operation, maintenance and safety of bathers." Sent email.
Mar	Enriqueta Castro	Completed	Phone & E-mail Consultation	Parks and Recreation			Skateparks	3/16/12 - Pam requested information on skateboard parks and the use of BMX bikes. Provided safety publication and had telephone discussion.
Mar	Enriqueta Castro	Completed	Training	Orientation				
Auburn, City of								
N/A	Enriqueta Castro	Completed	Training	Orientation				7/6/12 - No response to date. Closing deliverable. Will conduct an orientation during the assessment.
Mar	Enriqueta Castro	Completed	Phone & E-mail Consultation	ADA				3/21/12 - Andy Heath requested information about the new ADA requirements. Provided ADA Guide http://www.ada.gov/smtown.htm#anchor23988 and an example of a transition plan.
	Enriqueta Castro	Not Started	Assessment	Other			City Wide	
Colusa, City of								
Sep	Terrie S. Norris	In Progress	Assessment	Other			City Wide	10/10/12 - Received final information from Colusa personnel, completed the report, and sent to Jane for processing.
Jun	Enriqueta Castro	Completed	Training	Orientation				6/27/12 - Conducted the orientation visit with city management.

NCCSIF Risk Control Member Services Report
January 1, 2012 – October 11, 2012

Entity Name (Client)	Owner	Work Status	Activity	Specialty	Specialty2	Specialty3	Description	Notes
Corning, City of								
Feb	Enriqueta Castro	Completed	Phone & E-mail Consultation	Parks and Recreation			New skatepark	2/22/12 - Participated in a teleconference with city to provide feedback on the new skatepark development.
Aug	Enriqueta Castro	Completed	Phone & E-mail Consultation	ADA				8/27/12 - Request from John Brewer for information about an ADA specialist. Provided email response.
Mar	Enriqueta Castro	Completed	Phone & E-mail Consultation	Parks and Recreation			Skateparks & Playgrounds	3/15/12 - Provided sample skate park ordinance and signage. Also included the BRS publication about skate parks and some information about the relevant regulations.
Mar	Enriqueta Castro	Completed	Phone & E-mail Consultation	Parks and Recreation			Lifeguard Certification	3/22/12 - Received call from Dawn asking if lifeguard certifications are acceptable from the American Heart Association. I reviewed the applicable health and safety code and confirmed the code does not include The American Heart Association, however, it does indicate "equivalent qualifications". I contacted the California Department of Parks and Recreation who confirmed CPR training, offered by the American Heart Association, is compatible to the American Red Cross, but indicated that the American Heart Association does not have a lifeguard certification training program in place, to their knowledge.
Mar	Enriqueta Castro	Completed	Training	Orientation				
Dixon, City of								
Aug	Enriqueta Castro	Appointment Set	Assessment	Other			City Wide	10/11/12 - Assessment complete. Report under development
May	Enriqueta Castro	Completed	Training	Safety Committee				5/10/12 - Attended Safety Committee meeting and provided information about the upcoming assessment.
Sep	Enriqueta Castro	Completed	Training	Safety Committee				9/12/12 - Attended Safety Committee meeting.
Jul	Lee Sorenson	Completed	Program Development	Auto, Fleet and Driver Risk			Commercial Driver Drug & Alcohol Policy	7/31/12 Received the MS Word file. I e-mailed a proposal to Steve Johnson and Janet Koster to use a CalTIP RC Field Service day for the project. I am closing this deliverable and opening a new CalTIP deliverable if approved.
Mar	Enriqueta Castro	Completed	Phone & E-mail Consultation	Waste Water and Sewer				3/8/12 - Research and response to Waste Water Pond Plant question regarding required sings around 440 acre pond. Talked to George Silva and Sandy Jones. Also emailed response.
Mar	Enriqueta Castro	Completed	Phone & E-mail Consultation	Police Department Operations			K-9 Question	3/8/12 - Request to review Police K-9 policy. 1/30 - I reviewed the program and noted that it was a Lexipol product updated as of 11/19/10. I confirmed with Steve that this was the most current policy published by Lexipol.
Mar	Enriqueta Castro	Completed	Training	Other			EPL - Sexual Harassment Training	3/8/12 - Two sessions conducted. Over 100 attendees.

NCCSIF Risk Control Member Services Report
January 1, 2012 – October 11, 2012

Entity Name (Client)	Owner	Work Status	Activity	Specialty	Specialty2	Specialty3	Description	Notes
Mar	Enriqueta Castro	Completed	Phone & E-mail Consultation	Parks and Recreation			Bounce Houses	3/15/12 - Received email from Steve Johnson requesting information on bounce houses. I sent him the Can You Risk It publication and discussed the information over the phone.
Mar	Enriqueta Castro	Completed	Training	Orientation				
Folsom, City of								
Jul	Enriqueta Castro	Completed	Assessment	Other			City Wide	8/16/12 - Sent final report to Bruce Cline
Jul	Enriqueta Castro	Completed	Phone & E-mail Consultation	Aerial & Fork Lifts	Heat Illness			7/20/12 - Provided Darin Ajax, Environmental Spec. Supv with additional information on forklift posting requirements and daily checklists. Also provided heat illness guide and policy to assist with shade and water requirements.
Jul	Enriqueta Castro	Completed	Phone & E-mail Consultation	Other			Maintenance of Commercial Ice Machine	7/20/12 - Received a call from Chief Phillips inquiring if the City is required to use a certified vendor to clean and maintain the commercial ice machines located throughout the city. I discussed the question with Chief Phillips, conducted research, and provided a response via email. In summary, based on my research, I was not able to locate a specific health and safety code requiring the use of a "certified" vendor to clean and maintain the machines. I did provide three website articles that provided detailed direction on when and how to clean the ice machines. I also sent the applicable California Retail Food Code and the Health and Safety Code #114193 and 114171, and the applicable Cal/OSHA Title 8, Regulation 4555, Ice cubing and Ice Scoring machines provides direction on enclosure requirements.
Aug	Enriqueta Castro	Completed	Phone & E-mail Consultation	BBP				8/6/12 - Received email from Sharon Blackburn, PD, requesting BBP resources.
Jul	Enriqueta Castro	Completed	Physical Inspection	Other			Fire Marshall City Hall Inspection	7/13/12 - Participated in the Fire Marshall's inspection of City Hall.
Jun	Enriqueta Castro	Completed	Other	Other			Meeting with Executive Mgmt Team	6/25/12 - Met with the Executive Management Team to provide feedback on ways to enhance the city's safety culture.
May	Enriqueta Castro	Completed	Other	Other			Meeting with HR Director	5/3/12 - Met with the HR Director to review the NCCSIF service plan and discuss the city's action plan.
Mar	Enriqueta Castro	Completed	Phone & E-mail Consultation	Parks and Recreation			Skateboard parks	3/8/12 - Research and response to skate park question about allowing BMX bikes in skateboard parks. Sent email response to Debra Corbett. Developed a sign in sheet and surface inspection form.
Mar	Enriqueta Castro	Completed	Phone & E-mail Consultation	ADA				3/8/12 - Received request from Bruce Cline on the new ADA pool requirements effective March 2012. Research and provided feedback. Developed Safety Communication based on this request.

NCCSIF Risk Control Member Services Report
January 1, 2012 – October 11, 2012

Entity Name (Client)	Owner	Work Status	Activity	Specialty	Specialty2	Specialty3	Description	Notes
Mar	Enriqueta Castro	Completed	Phone & E-mail Consultation	Other			EAP through NCCSIF	3/22/12 - Kris inquired about the ACI EAP. Provided program and contact information
Apr	Enriqueta Castro	In Progress	Program Development	Hearing Conservation				<p>4/5/12 Met with Public Works Super to review the noise study conducted in the vehicle maintenance shop. Meeting with C. Barake to review to study and develop program</p> <p>5/29/12 - Provided updated draft program. Discussed progress with Kent Gary. He is identifying tasks/occupations for sound level testing. Once testing complete I will evaluate information and complete written program. F/U call 6/30/12</p> <p>7/6/12 - Sent f/u email to check on status of testing and program development</p> <p>8/6/12 - Received email from Candy Glass. City is identifying applicable job classes for testing. Once testing complete will complete written program.</p> <p>8/14/12 - Provided suggested step to conduct employee testing, obtaining required protection, program development, and training.</p> <p>9/28/12 - Await testing results, new due date of 10/31/12.</p>
Apr	Enriqueta Castro	In Progress	Program Development	ATD			Police	<p>4/12/12 - Request to review the Lexipol policy on ATD to ensure it complies with Cal/OSHA requirements. It did not comply. Will provide additional assistance to develop written procedures for police.</p> <p>5/29/12 - Met with Chris Emery to obtain additional information. Written program development in progress.</p> <p>6/11/12 - Program under development. Draft planned to be completed by 6/15.</p> <p>7/6/12 - Sent the customized draft to Chris Emery on 6/26. Await feedback to complete the program. F/U on 7/26.</p> <p>8/6/12 - Sent Chris Emery a f/u email to check on questions outlined in July.</p>
Sep	Enriqueta Castro	In Progress	Assessment	Ergonomics			Zoo	<p>9/11/12 - Request to observe zoo employees to identify ergonomic areas of improvement and equipment upgrades. Conducted observation on 9/11. Report to follow</p> <p>10/11/12 - Report under development</p>
Sep	Enriqueta Castro	Completed	Other	Other			Meet with EMT to Develop Action Plan	10/11/12 - Visit complete.
Mar	Enriqueta Castro	Completed	Assessment	Ergonomics				

NCCSIF Risk Control Member Services Report
January 1, 2012 – October 11, 2012

Entity Name (Client)	Owner	Work Status	Activity	Specialty	Specialty2	Specialty3	Description	Notes
Apr	Enriqueta Castro	Completed	Assessment	Ergonomics				
Mar	Enriqueta Castro	Completed	Training	Orientation				
Oct	Enriqueta Castro	In Progress	Training	Confined Space			Contract Training	10/11/12- Kent Freeman is scheduled to conduct training.
Galt, City of								
Jun	Mary Beth O'Connell	Completed	Training	BBP			Public Works	6/12 BBP Training. 2 sessions. Mary Beth will conduct the training.
Jul	Enriqueta Castro	Completed	Assessment	Other			City Wide	8/16/12 - Sent final report to Paula Islas.
Oct	Enriqueta Castro	In Progress	Training	BBP			Police	5.24.12 - Return phone call from P. Islas to discuss blood borne pathogens workshops in June and September. June workshop for Public Works and Galt Market employees. September workshops are for Police. To send us the Police ECP for review. 10/11/12 - Training postponed until Nov/Dec.
Jul	Enriqueta Castro	Completed	Phone & E-mail Consultation	Other (Describe below)			Air Quality - Potential Mold Exposure	7/30/12 - Paula Islas called about a potential mold exposure. Carol Barake, CIH, talked to Paula and confirmed with an email. Tom referred her to me when she called with potential mold and asbestos exposures. Employees were starting to be relocated out of their office spaces and she needed to respond quickly. I spoke with her briefly to explain the process, and referred her to John Martinelli at Forensic Analytical in Citrus Heights. Given that the space was occupied and the employees were already concerned, I advised that it would not be appropriate for their in-house staff to start tearing out the water-damaged ceiling tiles and other materials under the drop ceiling. It is an older building so there may also be an asbestos exposure. I explained that Forensic would provide an initial inspection with limited environmental monitoring. After the initial inspection, they will provide a scope of work and a short list of contractors who are qualified to perform the remediation work. At the completion of the remediation work, Forensic will conduct air monitoring to "clear" the space for employees.
Mar	Enriqueta Castro	Completed	Phone & E-mail Consultation	Respiratory Protection Program				3/13/12 - Question about whether a medical questionnaire is required for employees who use a "dust mask" as defined by Cal/OSHA. Emailed response (the questionnaire is not required for a "dust mask". Provided link to Cal/OSHA's Guide to Respiratory Protection which confirms on page 7 that it is not required. http://www.dir.ca.gov/DOSH/dosh_publications/Respiratory.pdf
Sep	Enriqueta Castro	In Progress	Training	Other			Sexual Harassment Training	9/18/12 - Received a request for Sexual Harassment training for the City of Galt. Forwarded the information to Gerry Preciado at Bickmore.
Mar	Enriqueta Castro	Completed	Training	Orientation				

NCCSIF Risk Control Member Services Report
January 1, 2012 – October 11, 2012

Entity Name (Client)	Owner	Work Status	Activity	Specialty	Specialty2	Specialty3	Description	Notes
Gridley, City of								
Sep	Terrie S. Norris	Completed	Assessment	Other			City Wide	10/2/12 - Emailed completed report to Elisa Artega.
Aug	Enriqueta Castro	Completed	Phone & E-mail Consultation	Parks and Recreation			Certified Pool Operator	8/14/12 - Received a call from Melanie Montero inquiring about the next CPO training class. The City is developing a water spray park and the vendor told Melanie that they are required to have a CPO on staff. I reviewed Title 22, article 3, 65521 and provided information to her.
Aug	Enriqueta Castro	Completed	Training	Other			CPO Training - Coordination	8/16/12 - Request from Malanee to attend CPO training (3 employees) on 10/1. Vendor: Knorr Systems, Inc. Email: I spoke with Susan and NCCSIF will cover the cost of the CPO training for your three employees @ \$350/person. Please forward the invoice directly to Susan for reimbursement.
Mar	Enriqueta Castro	Completed	Phone & E-mail Consultation	Other			Dial-A-Ride Program	3/15/12 - Elisa requested assistance developing best practices for their Dial-A-Ride program. Discussed over the phone, during safety committee meeting and sent email.
Mar	Enriqueta Castro	Completed	Training	Orientation				
Ione, City of								
N/A	Enriqueta Castro	Completed	Training	Orientation				3/22/12 - Talked to Jeff Butzlaff, City Manager, who advised that he will be on staff for about 3 more months and his city was going through major personnel changes. He requested that I call them next month to schedule the visit. 6/11/12 - Will combine the orientation and assessment visit. Will discuss the status with the rm committee on 6/14/12. 7/6/12 - No response to date. Closing deliverable. Will conduct an orientation during the assessment.
	Enriqueta Castro	Not Started	Assessment	Other			City Wide	
Jackson, City of								
Aug	Enriqueta Castro	Completed	Assessment	Other			City Wide	10/11/12 - Report complete, sent to technical editor for proofing, editing, and chart development.
May	Enriqueta Castro	Completed	Training	Orientation				5/25/12 - Visit completed
Lincoln, City of								
Oct	Terrie S. Norris	Appointment Set	Assessment	Other			City Wide	9/16/12 - October 15th date confirmed and scheduling document sent.

NCCSIF Risk Control Member Services Report
January 1, 2012 – October 11, 2012

Entity Name (Client)	Owner	Work Status	Activity	Specialty	Specialty2	Specialty3	Description	Notes
Sep	Enriqueta Castro	Completed	Phone & E-mail Consultation	Other			Fire department training resources	9/20/12 - Received a call from Mark Macias to discuss the specific resources available for their fire department. We reviewed the vendor matrix with a focus on fire department. Also send detailed information about the Coach Hofman resources on our website.
Mar	Enriqueta Castro	Completed	Training	Orientation				
Marysville, City of								
Apr	Enriqueta Castro	Completed	Training	Orientation				
	Enriqueta Castro	Not Started	Assessment	Other			City Wide	
Nevada City, City of								
May	Enriqueta Castro	Completed	Training	Orientation				
	Enriqueta Castro	Not Started	Assessment	Other			City Wide	
Northern California Cities Self Insurance Fund								
May	Enriqueta Castro	Completed	Phone & E-mail Consultation	Heat Illness				5/15/12 - Drafted a Safety Training Topic email providing information about the heat illness prevention and the resources available through Cal/OSHA.
May	Enriqueta Castro	Completed	Other	Other			Vendor Service Matrix Development	5/29/12 - Matrix complete. Sent email to NCCSIF distribution.
May	Enriqueta Castro	Completed	Other	Other			Training Matrix Development	5/29/12 - Matrix complete. Sent to NCCSIF email distribution.
	Enriqueta Castro	In Progress	Program Development	Other			Volunteer Policy	6/1/12 - Prepared draft policy for RM committee review. 9/20/12 - No progress to date.
	Enriqueta Castro	In Progress	Regional Training	Other			Certified Pool Operator	6/1/12 - Request from Galt and Anderson. Coordinating with Susan to determine how to deliver this training 7/6/12 - Training approval received. Will research and coordinate training. 8/6/12 - Suspend until April 2013
	Enriqueta Castro	In Progress	Regional Training	Other			Hazmat Refresher	6/1/12 - Request from Rocklin. Coordinating with Susan to determine how to deliver this training
	Enriqueta Castro	In Progress	Regional Training	Confined Space			Confined Space Entry	6/1/12 - Request from Rocklin and Folsom. Coordinating with Susan to determine how to deliver this training

NCCSIF Risk Control Member Services Report
January 1, 2012 – October 11, 2012

Entity Name (Client)	Owner	Work Status	Activity	Specialty	Specialty2	Specialty3	Description	Notes
	Enriqueta Castro	In Progress	Regional Training	Traffic Control & Flagging				6/1/12 - Request from Anderson and Placerville. Coordinating with Susan to determine how to deliver this training
	Enriqueta Castro	In Progress	Regional Training	Other			Utility Marking	6/1/12 - Request from Folsom. Coordinating with Susan to determine how to deliver this training
	Enriqueta Castro	Completed	Phone & E-mail Consultation	Heat Illness				5/15/12 - Sent members a Safety Topic email on heat illness. Provided Cal/OSHA requirements and resources
Oroville, City of								
Oct	Terrie S. Norris	Appointment Set	Assessment	Other			City Wide	8/20/12 Spoke with Liz and set appointment for 10/16/12; She hopes to be back from her back surgery by then. 9/16/12 - October 16th appointment confirmed.
Apr	Enriqueta Castro	Completed	Phone & E-mail Consultation	Other			Parachute Ops in City Airport	4/30/12 - Received call from Art Darosa requesting risk management information regarding allowing a private company to run parachute operations at city airport. Sent the BRS safety publication on this topic and requested him and city attorney to review and give me a call back so we could discuss next step.
Aug	Enriqueta Castro	Completed	Phone & E-mail Consultation	BBP				8/20/12 - Received call from Liz requesting information about hep b vaccination requirements for a newly transferred waste water employee. Tom Kline provided feedback via email.
Mar	Enriqueta Castro	Completed	Training	Orientation				
Paradise, Town of								
Jul	Enriqueta Castro	Completed	Training	Other			CPR Training	7/26/12 - CPR/First Aid training for 10 employees. Conducted by RTI (hours reflects coordination time)
Jun	Enriqueta Castro	Completed	Training	Orientation				6/20/12 - Orientation completed with Crystal Peters.
	Enriqueta Castro	Not Started	Assessment	Other			City Wide	
Placerville, City of								
May	Enriqueta Castro	Completed	Phone & E-mail Consultation	Traffic Control & Flagging			City risk management	5/31/12 - Received call from Susan Zeto to discuss training. Also provided an overview of both matrices and discussed the challenges of effective risk management.
Jun	Enriqueta Castro	Completed	Training	Orientation				
	Enriqueta Castro	Not Started	Assessment	Other			City Wide	

NCCSIF Risk Control Member Services Report
January 1, 2012 – October 11, 2012

Entity Name (Client)	Owner	Work Status	Activity	Specialty	Specialty2	Specialty3	Description	Notes
Red Bluff, City of								
Sep	Terrie S. Norris	Completed	Assessment	Other			City Wide	9/28/12 - Sent report via email to Cheryl Smith.
Aug	Enriqueta Castro	Completed	Phone & E-mail Consultation	Other			NCCSIF Resources	8/13/12 - Received call from Vy Cobbs requesting clarification and additional information about the NCCSIF resources. Sent the Vendor Services Matrix and provided direction.
Jul	Enriqueta Castro	Completed	Phone & E-mail Consultation	ADA	Parks and Recreation		Swimming pools/skate parks	7/31/12 - Sent Cheryl Smith requested information about ADA requirements for swimming pools, BMX bikes in skateparks, and Disc golf courses
Mar	Enriqueta Castro	Completed	Phone & E-mail Consultation	Parks and Recreation			Dog Parks	3/22/12 - Provided requested information on dog park risk management best practices.
Mar	Enriqueta Castro	Completed	Training	Orientation				
Rio Vista, City of								
	Enriqueta Castro	Completed	Training	Orientation				3/16/12 - Left msg with Hector De LaRosa to schedule meeting 3/22/12 - Sent f/u email 6/11/12 - Will combine the orientation and assessment visit. Will discuss the status with the rm committee on 6/14/12.
Apr	Enriqueta Castro	Completed	Training	Other			Sexual Harassment	4/18/12 - Five employees attended the sexual harassment training conducted at Dixon.
	Enriqueta Castro	Not Started	Assessment	Other			City Wide	
Rocklin, City of								
Sep	Enriqueta Castro	Appointment Set	Assessment	Other			City Wide	10/11/12 - Assessment complete, report under development.
Jun	Enriqueta Castro	Completed	Program Development	ATD			Fire	6/25/12 - Met with Rocklin fire during the IIPP training to discuss the ATD requirements for fire. Provided a draft of the ATD ECP to Rick Holmes.
Jun	Enriqueta Castro	Completed	Program Development	ATD			Police	6/29/12 - Provided the model ATD Police procedures to Lt. Butler at the request of Russell. Offered additional assistance if needed.
Jun	Enriqueta Castro	Completed	Training	IIPP				6/1/12 - At Russell Hildebrand's request, scheduled IIPP training for managers and supervisors. 6/21/12 - Conducted IIPP training for managers/supervisors.
Jun	Enriqueta Castro	Completed	Phone & E-mail Consultation	IIPP	BBP	ATD		6/1/12 - Telephone consultation with Russell Hildebrand to provide an overview of how the IIPP and other written programs tie into the city's overall safety program.

NCCSIF Risk Control Member Services Report
January 1, 2012 – October 11, 2012

Entity Name (Client)	Owner	Work Status	Activity	Specialty	Specialty2	Specialty3	Description	Notes
Aug	Enriqueta Castro	Completed	Phone & E-mail Consultation	Orientation			NCCSIF Services	8/13/12 - Called Michael Green, new HR Director and discussed the available NCCSIF resources
Aug	Enriqueta Castro	Completed	Phone & E-mail Consultation	Other			NCCSIF Resources	8/8/12 - Request from Tim Benoit for additional information on streaming videos and other NCCSIF resources
Mar	Enriqueta Castro	Completed	Program Development	IIPP	Hazard Communication	BBP	Additional programs. see notes	3/8/12 - Request to review the IIPP and help roll out by Russell Hildebrand. Actual request is to review IIPP, Hazard Communication, BBP, Emergency Action, Heat Illness, and Fire Prevention Plan.
Sep	Enriqueta Castro	Completed	Phone & E-mail Consultation	Ergonomics				9/18/12 - Received an email/call from Joe Dargi, IT to discuss the available resources specific to ergonomic exposures for his staff. Reviewed the website resources and discussed the vendor matrix.
Apr	Enriqueta Castro	Completed	Training	Orientation				
Willows, City of								
Sep	Terrie S. Norris	Completed	Assessment	Other			City Wide	9/28/12 - Sent report to Chief Wayne Peabody via email.
May	Enriqueta Castro	Completed	Training	Orientation				
Yuba City, City of								
Aug	Enriqueta Castro	Appointment Set	Assessment	Other			City Wide	10/11/12 - Report complete and distributed. Feedback received. Update in progress
May	Enriqueta Castro	Completed	Phone & E-mail Consultation	Other			Request for Office employee training materials	5/3/12 - received request from Ashley Rico for office exposure training materials. Sent her 3 BRS publications, 2 OSHA publications, the streaming video options, and Target Solutions web based course options.
May	Enriqueta Castro	Completed	Assessment	Ergonomics				5/16/12 - Evaluated Dianne Wright and Janielle Saigeon. Recommended specific equipment. Will conduct a follow up visit once equipment is installed. 6/22/12 - Sent a f/u email to Chief Daley to complete the ergo evaluations 7/9/12 - Sent an email to Chief Daley indicating that I was going to close this request, but he could feel free to give me a call he would like me to come out and complete the ergonomic evaluations. 6/1/12 - Request from Devon/Ashley to conduct four ergonomic evaluations for IT staff 6/22/12 - Met with the IT staff on 6/8 and coordinated with Devin to purchase the required equipment first and then I will return to conduct the individual assessment. Sent equipment recommendations with helpful website links. Will follow up in mid-July

NCCSIF Risk Control Member Services Report
January 1, 2012 – October 11, 2012

Entity Name (Client)	Owner	Work Status	Activity	Specialty	Specialty2	Specialty3	Description	Notes
								8/6/12 - Sent email to Devin requesting a call when they are ready for the individual assessments. Closing project.
Aug	Enriqueta Castro	Completed	Phone & E-mail Consultation	ATD	IIPP	PPE		8/14/12 - Received email from Natalie Walter requesting guidance on several topics. Spoke with her and provided guidance on ATD vaccination requirements for police and fire, developing a proactive safety incentive program, updating the IIPP and developing a purposeful safety committee, and reflective vest requirements for field representatives.
May	Enriqueta Castro	Completed	Training	Safety Committee			Fire Department	5/28/12 - Attended the Fire Dept safety committee meeting and provide an orientation of services and resources available
Mar	Enriqueta Castro	Completed	Training	Other			CPR & AED	3/8/12 - Total of 60 participants. Two classes conducted on 3/6 and one on 3/8.
Mar	Enriqueta Castro	Completed	Phone & E-mail Consultation	Parks and Recreation			Skate park	3/26/12 - Brad called to discuss revising its skate park regulations to allow BMX bikes to use the existing skate park. We discussed the pros and cons. I provided a safety publication and sample ordinance and provided information about government coded 831.7
Sep	Enriqueta Castro	Completed	Phone & E-mail Consultation	ATD				9/18/12 - Received email from Natalie Walker requesting Cal/OSHA requirements for vaccinations. Provided her with the Cal/OSHA summaries and regulation.

SUBJECT: Safety and Risk Control Services Summary

BACKGROUND AND STATUS:

Below is a summary of the risk control services and resources provided to members from January 1 through October 11, 2012. A detailed report outlining member specific services is included.

	Hours (as of)				
	4/18	6/1	10/11	12/	TOTAL
Phone & Email Consultation	19	12	13		44
Hazard & Safety Assessments		20	220		240
Orientation Visits	123	26			149
Ergonomic Evaluations	6	6	8		20
Training					
– BBP			8		8
– CPR/First Aid*					
– Sexual Harassment*					
– Vendor Training Coordination	2	4	3		9
Written Safety Program Review/Development	19	13			32
Resource Development	47	27			74
TOTAL:	216	108	252		576

* Training conducted by outside contractor. Invoiced directly to NCCSIF Training budget.

RECOMMENDATION:

None

REFERENCE MATERIALS ATTACHED:

NCCSIF Risk Control Member Services Report (January 1, 2012 – June 1, 2012)



**Risk Management Committee Meeting
October 18, 2012**

Agenda Item F.2.

UPCOMING SERVICES

INFORMATION ITEM

ITEM: Ms. Henri Castro will address the committee regarding services to be provided in the next few months to members which are as follows:

- Complete the remaining Hazard & Safety Risk Assessments
- Contact each member to develop a 2013 action plan based on the assessment recommendations and individual member requests
- Continue to deliver phone/email consultative services
- Scheduled Training
 - Sexual Harassment - Galt
 - Confined Space (location specific) – Folsom, Dixon
 - A/C Pipe – Yuba City/TBD
 - Hazmat - TBD

FISCAL IMPACT: None

RECOMMENDATION: None

BACKGROUND: None

ATTACHMENTS: None



**Risk Management Committee Meeting
October 18, 2012**

Agenda Item F.3.

**POLICE RISK MANGEMENT COMMITTEE MEETINGS
INFORMATION ITEM**

ISSUE: Chief Paul Nanfito with the City of Red Bluff was appointed the Police Risk Management Committee Vice-Chair and will give a brief update of what transpired at the August 23, 2012 Police Risk Management Committee meeting.

RECOMMENDATION: None. This is provided as information only.

FISCAL IMPACT: \$5,000 has been included in the 2012/13 budget for Police Risk Management meetings.

BACKGROUND: At the NCCSIF Strategic Planning session held in December 2011, one of the goals set by the Board of Directors was a review of the Police Risk Management Committee meetings to evaluate their value to the Police Departments including the time taken to attend the meetings. The Risk Management committee was tasked with evaluating these meeting to determine if they should be modified, disbanded, restructured or integrated into the Risk Management Committee meetings.

ATTACHMENT: Draft 08/23/12 Police Risk Management Committee Meeting Minutes



**MINUTES OF THE
POLICE RISK MANGEMENT COMMITTEE MEETING
AUGUST 23, 2012**

MEMBERS PRESENT

Chief John Ruffcorn, City of Auburn
Sgt. Michael Garlock, City of Auburn
Capt. Tony Welch, City of Dixon
Sgt. Ronald Willingmyre, City of Dixon
Sgt. Chris Emery, City of Folsom
Chief Bill Bowen, City of Galt
Asst. Chief Dean Price, City of Gridley
Chief Paul Nanfito, City of Red Bluff
Lt. Kyle Sanders, City of Red Bluff
Chief Ron Lawrence, City of Rocklin
Chief Rob Landon, City of Yuba City
Chief Gabriela Tazzari-Dineen, Town of Paradise
Sgt. Steve Rowe, Town of Paradise,
Lt. Al Billington, Town of Paradise

MEMBERS ABSENT

City of Anderson
City of Colusa
City of Corning
City of Ione
City of Jackson
City of Lincoln
City of Nevada City
City of Oroville
City of Placerville
City of Rio Vista
City of Willows

GUESTS & CONSULTANTS

Paula Islas, City of Galt
Matt Michaelis, City of Marysville
Russell Hildebrand, City of Rocklin
Susan Adams, Alliant Insurance Services
Johnny Yang, Alliant Insurance Services
Tom Kline, Bickmore Risk Services



A. CALL TO ORDER

The meeting was called to order at 10:04 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: Rob Landon **SECOND:** Ron Lawrence **MOTION CARRIED**

D. BUSINESS

D1. Appointment of NCCSIF PRMC Chair and Vice-Chair

Ms. Susan Adams asked that the Committee appoint a Chair and Vice-Chair to run the Police Risk Management Committee meetings and attend the Risk Management Committee meetings reporting on matters pertaining to the Police Risk Management Committee.

Mr. John Ruffcorn, City of Auburn volunteered for the Chair position and Mr. Paul Nanfito, City of Red Bluff, volunteered for the Vice-Chair position.

E. RISK MANAGEMENT

E1. Police Liability and Workers' Compensation Claims Analysis

Mr. Tom Kline presented to the Committee the Police Liability and Workers' Compensation Claims Analysis. With respects to Liability the three most frequent Causes of Loss were Auto Liability, Civil Rights and Third Party Property Damage claims. The three most severe Causes of Loss were Auto Liability, Excessive Force and False Arrest.

With respects to Workers' Compensation the five most frequent Causes of Loss were Contagious Disease Exposure, Repetitive Motion, Slip & Fall, Strain and Struck by or Against. The most sever Causes of Loss were Miscellaneous, Repetitive Motion, Slip and Fall, Strain and Struck by or Against. Staff was asked to provide more detail on the Miscellaneous Category and show losses related to Taser Usage in future meetings.

Ms. Adams advised that claims are available through the York website via Claims Connect provided by York and if any member desires access to put in a request with the Program Administration staff.

F. ROUND TABLE DISCUSSION

Upon reviewing the Claims Analysis Mr. Kline proceeded to ask the Committee to provide any exposures that may be important to consider. The exposures discussed consisted of the following: New vehicles; Tasers; Vehicle Inspection; Technology Advances; Driver Distractions; Fleet Safety.

With respects to Workers' Compensation the Committee discussed the following exposures: Weight Training; Fitness Funding; AB2451 Pension Reform; Defensive Tactics; Equipment Weight; Taser Usage; Contagious Diseases and Aerosol Transmissible Diseases.

Mr. Kline also advised the Board of possible Aerosol Transmissible Diseases Workshops which are available for the Committee.

G. POLICE TRAINING SESSION (ASSESSING POLICE PERFORMANCE)

Mr. Mark. J. Wittenberg, a veteran police manager, hosted an intermediate to advanced level police training session. This session provided the Committee with assessment principles used to reduce police department exposure to costly litigation. Topics included:

- The five red flags of poor police performance
- The four elements of police culture that drive outcomes
- The three things you can do now to improve morale, protect jobs, and build trust with the community
- How to decide if an assessment is needed

H. INFORMATION ITEMS

H1. NCCSIF Meeting Calendar 2012

H2. NCCSIF Resource Contact Guide

These items were provided as information only.

I. ADJOURNMENT

The meeting was adjourned at 2:04 p.m.



**Risk Management Committee Meeting
October 18, 2012**

Agenda Item F.4.

LONG RANGE PLANNING MEETING TOPICS

INFORMATION ITEM

ISSUE: Long Range Planning Session is an important process for improved JPA operations and is required by CAJPA for NCCSIF's accreditation every two years. At the September 13, 2012 Executive Committee meeting the Committee decided to hold a Long Range Planning Session to address the financial components of the NCCSIF pool that are currently impacted due to the economy which would include the following:

1. Reduction of equity in the Liability shared layer;
2. Confidence level funding;
3. Investment income earned verses rates used for discounting losses;
4. Assessment and Distributions from Retrospective Rating programs; and
5. Financial solvency of members.

FISCAL IMPACT: None (except for regular Board meeting costs).

RECOMMENDATION: Committee Members should review the following outline and comment on content and suggest additional topics that may be appropriate.

BACKGROUND: Long Range Planning can take many forms. This year the EC is suggesting that NCCSIF hold a Long Range Planning Session to discuss the key items as outlined above.

ATTACHMENT(S): None.



**Risk Management Committee Meeting
October 18, 2012**

Agenda Item F.5.

**RESCHEDULING OF DECEMBER RISK MANAGEMENT COMMITTEE
MEETING**

ACTION ITEM

ITEM: The December Long Range Planning Meeting is scheduled on December 13, 2012 prior to the Board of Directors meeting. The Committee will be asked to schedule a new date for the Risk Management Committee meeting which was originally scheduled for December 13, 2012.

FISCAL IMPACT: None.

RECOMMENDATION: None.

BACKGROUND: The Risk Management Committee meetings are held on the same day as the Board of Directors meeting on a quarterly basis.

ATTACHMENTS: None.

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 _____