



**MINUTES OF THE
NCCSIF RISK MANAGEMENT COMMITTEE MEETING
ROCKLIN EVENT CENTER, ROCKLIN, CA
JUNE 15, 2017**

COMMITTEE MEMBERS PRESENT

Liz Cottrell, City of Anderson
Shari Harris, City of Auburn
Tom Watson, City of Corning
Kim Stalie, City of Dixon
Kristine Haile, City of Folsom
Matt Michaelis, City of Gridley
Jon Hanken, City of Ione

Dalacie Blankenship, City of Jackson
Astrida Trupovnieks, City of Lincoln
Corey Shaver, City of Nevada City
Liz Ehrenstrom, City of Oroville (**Chair**)
Dave Warren, City of Placerville
Sandy Ryan, City of Red Bluff
Natalie Springer, City of Yuba City

OTHER MEMBERS PRESENT

Julie Rucker, City of Elk Grove

Jason Johnson, City of Rocklin

COMMITTEE MEMBERS ABSENT

City of Colusa (vacant)
Jim Ramsey, City of Elk Grove
Cora Hall, City of Galt
City of Marysville (vacant)

Crystal Peters, Town of Paradise
Donna Lee, City of Rio Vista
Kimberly Sarkovich, City of Rocklin
Wayne Peabody, City of Willows

CONSULTANTS & GUESTS

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

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

A. CALL TO ORDER

Chair Liz Ehrenstrom called the meeting to order at 10:03 a.m.

B. INTRODUCTIONS

Introduction was made and the majority of the members were present constituting a quorum.

C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

Motion: Dave Warren

Second: Kim Stalie

Motion Carried

Ayes: Cottrell, Harris, Watson, Stalie, Haile, Michaelis, Hanken, Blankenship, Shaver, Ehrenstrom, Warren, Ryan

Nays: None



The pillars of a risk-aware organization culture must start at the top. Ms. Dori Zumwalt indicated that she is available to deliver claims trending reports at City Council meetings.

Ms. Castro noted the passage of Assembly Bill (AB) 2007 pertaining to Youth Sports Organizations concussion or other head injuries. Ms. Castro pointed out that city must have a protocol in place especially for City sponsored youth sports activity.

Ms. Castro noted the passage of AB-1386 pertaining to Emergency medical care: epinephrine (epipen) auto-injectors. Ms. Castro indicated that a safety communication will be sent out soon and it is important to note for cities with services for children such as daycare, after school programs and summer programs to be familiar with administering epipen.

Ms. Castro indicated that Cal OSHA passed a Workplace Violent Incident Reporting System for Hospitals in April. This guidelines affects healthcare industry medical response personnel like firefighter/EMTs (emergency medical technician).

Natalie Springer arrived at 10:26 am.

Mr. Beverly indicated the addition of special events and volunteer programs to the FY 17/18 risk assessments. Mr. Beverly noted that CJPRMA covers Special Events Liability if a contract is secured with a hold harmless agreement and that the CJPRMA retained limit drops to \$25,000. If members allow a Fireworks display, the city must require the vendor to provide a minimum of \$1 Million limit, but suggested to secure a \$5 Million limit with additional insured endorsement from the vendor and to obtain a permit. Mr. Beverly referred members to Alliant's Insurance Requirements in Contracts (IRIC) Procedural Manual for reference when drafting contract insurance requirements.

Mr. Beverly noted that if a city employee is driving his/her own car on city business the employee's insurance will be primary for any claims. The NCCSIF coverage is excess over the employee's own insurance, but would not be covered if employee has five or more points on their driving records over the last three years. Volunteers are covered for workers' compensation by way of resolution by the city extending that coverage.

Ms. Castro indicated that everyone is subject to Mandated Reporting including Public Works and any departments that deals with children, with the exception of employees under eighteen.

Information only, no action was taken.

F.2. Development of Safety Ambassador Program

Ms. Castro indicated at the last meeting the Committee discussed implementing a safety incentive system. While the philosophy behind such programs seemed sound, the Risk Management Committee opted an approach to cultivate a safety culture instead of reward system and thus a Safety Ambassador Program is to be developed. Ms. Castro provided examples of similar programs by other pools:



- Safety Liaison Program - similar to a mini safety conference.
- Cash for Culture Safety - it is an annual campaign where all employees can submit a safety ideas and solutions and win cash awards.
- Schedule a Safety Day or Train-the-Trainer as one of the Regional Trainings, alternate trainings in North and South region.

Different safety related incentive programs such as monetary rewards, prize awards or other forms of recognitions were discussed. The Committee members are mixed on how to structure such program when the needs and resources of each city varies. The intent is to make this Safety Ambassador program as a platform to involve public works leader or supervisor in various departments.

The Committee directed the Program Administrator and Bickmore to structure a plan that is feasible to all members for consideration at the October meeting.

F.3. Round Table Discussion

Mr. Beverly indicated that CJPRMA added coverage for unmanned aerial vehicle (UAV), commonly known as drones, effective July 1, 2017 with retained limit of \$500. It was noted that in order for coverage to apply, members must register the drones with CJPRMA in addition to operating the drones pursuant to FAA (Federal Aviation Administration) regulations.

Mr. Beverly reported that the Understanding Legal Marijuana workshop held in Red Bluff was well attended. In the contrary, the training held in Lincoln was not well attended due to lack of no show. It was noted that there were a number of members signed up, but only three attended. Ms. Astrida Trupovnieks stated that it was not clearly communicated who the intended audience for the training as the materials presented was geared to law enforcement perspective.

In light of recent events, Active Shooter Training was briefly discussed and Ms. Castro reminded members that FEMA (Federal Emergency Management Agency) has publication on Active Shooter Training.

G. INFORMATION ITEMS

1. NCCSIF 2017 Meeting Calendar
2. NCCSIF Travel Reimbursement Form

H. ADJOURNMENT

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

Respectfully Submitted,

Date