



**Small Cities Organized Risk Effort (SCORE)
Board of Directors Meeting Minutes
October 29, 2021**

Member Cities Present:

Mark Sorensen, City of Biggs
Wes Heathcock, City of Colfax
Shanna Stahl, City of Colfax
Blake Michaelsen, City of Dunsmuir
Todd Juahz , City of Dunsmuir
Jefferson Spencer, City of Dunsmuir
Luis Cibrian, City of Live Oak
Roger Carroll, Town of Loomis
Sean Rabe, Town of Loomis

David Dunn, City of Montague
Muriel Terrell, City of Mt. Shasta
Lauren Knox, City of Portola
Kyle Knopp, City of Rio Dell
Wendy Howard, City of Shasta Lake
Dan Newton, City of Susanville
Chandra Jabbs, City of Susanville
Jenny Coelho, City of Tulelake
John Elsnab, City of Yreka

Member Cities Absent:

City of Etna
City of Loyalton

City of Isleton
City of Weed

Consultants & Guests

Marcus Beverly, Alliant Insurance Services
Conor Boughey, Alliant Insurance Services
Michelle Minnick, Alliant Insurance Services
David Patzer, DKF

Ariel Leonhard, Sedgwick
Summer Simpson, Sedgwick
Carlos Oblites, Chandler Asset Management

A. CALL TO ORDER

Mr. Wes Heathcock called the meeting to order at 9:37 a.m.

B. ROLL CALL

The above mentioned members were present constituting a quorum. Cities absent from this meeting were the City of Etna, City of Isleton, City of Loyalton, City of Weed.

C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as presented.

MOTION: Roger Carroll

SECOND: Wendy Howard

**MOTION CARRIED
UNANIMOUSLY**



D. PUBLIC COMMENT

There were no public comments.

E. CONSENT CALENDAR

1. Board of Director Teleconference – June 25, 2021 AMENDED
2. Board of Directors Teleconference Meeting Minutes – August 27, 2021
3. SCORE Checking Register – August—September 2021
4. Chandler Asset Management Investment Statements – August—September 2021
5. US Bank Account Statement – August—September 2021
6. Local Agency Investment Fund (LAIF) Quarterly Statement of Investments – September 30, 2021
7. Treasurer’s Report for Period Ending September 30, 2021
8. PRISM Pollution FY 22/23 Premium Estimate (V1) – October 2021
9. Alliant Commission Disclosure Letter and Fact Sheet Retail vs. Wholesale Commissions
10. SCORE FY 21-22 Loss Control Grant Funding Usage as of October 21, 2021

A motion was made to accept the consent calendar.

MOTION: Wendy Howard

SECOND: Jenny Coelho

**MOTION CARRIED
UNANIMOUSLY**

F. ADMINISTRATIVE REPORTS

E1. President’s Report

Mr. Wes Colfax had nothing to report.

E.2. Alliant Update

Members were provided with a reminder that the Annual Vendor Survey will be going out shortly and were encouraged to provide responses before the end of the year so the results can be presented to the Board at the January meeting.

G. FINANCIAL

G.1. Chandler Asset Management Financial Portfolio Review

Carlos Oblites provided the Board with a review of the SCORE Financial Portfolio and the financial position of the SCORE JPA. Interest rates which has caused the fair value of the assets to go down. He noted that Chandler is in substantial compliance.

G.2. SCORE Investment Policy

Marcus Beverly noted that Chandler has provided a letter summarizing the recommended changes to the investment policy (change yield to return). Carlos Oblites also provided the Board with a review



of the recommended change to prohibited investments (SB 998 changes) allowed for the purchase of securities that could help to stimulate the economy.

A motion was made to approve the Investment Policy.

MOTION: Roger Carroll

SECOND: Muriel Terrell

**MOTION CARRIED
UNANIMOUSLY**

H. JPA BUSINESS

H.1.A. CAJPA ACCREDITATION STANDARDS – CHANDLER CONTRACT AMENDMENT

Marcus Beverly provided the Board with a reminder that SCORE is Accredited with Excellence and in order to maintain that standard we are addressing items that CAJPA is now incorporating as their new standards. The amendment was provided to ensure that the agreement with Chandler satisfies the new CAJPA requirement.

A motion was made to approve the amendment as presented.

MOTION: Wendy Howard

SECOND: Jenny Coelho

**MOTION CARRIED
UNANIMOUSLY**

H.1.B. CAJPA ACCREDITATION STANDARDS – NON-CLAIMS DISPUTE RESOLUTION

Marcus Beverly noted that this was a newer standard to establish a policy to resolve any disputes with an agreement this policy would provide the process to resolve any disputes.

A motion was made to approve the Resolution as presented.

MOTION: Blake Michaelson

SECOND: Roger Carroll

**MOTION CARRIED
UNANIMOUSLY**

H.2. POLICY & PROCEDURE REVIEW

Marcus noted that this policy was originally created in 2014 as the result of report, which established driving standards and Physical Fitness standards for Firefighters. Potential WC presumptions can add to a potential claim from Volunteer firefighters. Program Administration has reached out to Bickmore to determine if there are any new standards available and will keep the board informed of changes.

H.3. SCORE FY 22/23 MEETING DATES AND LOCATIONS

Marcus Beverly noted that the Board meets quarterly on the last Friday of the month; he noted that only one meeting has been held via teleconference in August. Marcus recommended the January



meeting could be a Teleconference but March we should meet in person with the Actuary. After a discussion it was noted that members would like to continue in person meetings.

A motion was made to approve the meeting dates as presented.

MOTION: Wendy Howard

SECOND: Blake Michaelson

**MOTION CARRIED
UNANIMOUSLY**

Cyber Security, COVID, Sewer Risk Management Presentation

The Board received a presentation from David Patzer and John Balestrini from DKF Loss Control which included information regarding the Sewer Smart website. John Balestrini provided the Board with information related to Cyber Security: 1) Training, 2) Boots on the ground Security (Password Manager & Two Factor Security, 3) Good antivirus protection 4) Backup & Archive, 5) 3rd party Audits. Members were also encouraged to create an incident response program for Ransomware if you are not considering hiring a third party auditor. It was mentioned that due to COVID-19 CalOSHA will enact permanent regulations – DKF will be working to update the COVID-19 and that will be sent out in the coming months. Additionally, members were encouraged to use Wildfire incident checklist so in the event of a wildfire you will have a game plan of attack. Lastly, members were reminded about My Safety Officer and noted that any training completed can be sent to DKF and they will help to keep track of the training and when it is needed next.

I. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.95 **REQUESTING AUTHORITY

1. Workers' Compensation

- a. SCWA-555926 v. City of Yreka** Shasta Lake, Loomis
- b. SCWA-243618 v. City of Susanville** Dunsmuir, Colfax

J. REPORT FROM CLOSED SESSION

The Board returned from closed session at 11:02.M. Mr. Beverly reported that the above closed session items were discussed and appropriate direction was given to Staff and the Claims Administrator.

K. Town Hall Open Discussion on Member Issues

Members were notified of the CJPRMA Renewal request for information that will be going out at the beginning of November and will be due December 6, 2021.

L. INFORMATION ITEMS

L.1. Glossary of Terms

This was provided as an information item only.



L.2. FY 21/22 Resource Contact Guide

This was provided as an information item only.

M. CLOSING COMMENTS

There were no closing comments.

N. AJOURNMENT

The meeting was adjourned at 12:16 PM

NEXT MEETING DATE: January 28, 2021 Gaia Hotel, Anderson CA

Respectfully Submitted,



Muriel Terrell, Secretary

2/3/22
Date