



**President**  
Mr. Roger Carroll  
Town of Loomis

**Vice President**  
Mr. Kelly McKinnis  
City of Weed

**Secretary**  
Ms. Pamela Russell  
City of Etna

**Treasurer**  
Ms. Linda Romaine  
Town of Fort Jones

## **SMALL CITIES ORGANIZED RISK EFFORT BOARD MEETING AGENDA**

**Location: Webinar / Teleconference**

**Date/Time: Monday, September 23, 2013 at 10:00 AM**

**This Meeting Agenda shall be posted at the address of the teleconference locations shown below with access for the public via phone/speaker phone.**

**A Action**  
**I Information**  
**1 Attached**  
**2 Hand Out**  
**3 Separate Cover**  
**4 Verbal**  
**5 Previously**

1. City of Biggs, 465 C Street, Biggs, CA 95917
2. City of Colfax, 33 South Main Street, Colfax, CA 95713
3. City of Dorris, 307 Main Street, Dorris, CA 96023
4. City of Dunsmuir, 5915 Dunsmuir Avenue, Dunsmuir, CA 96025
5. City of Etna, 422 Main Street, Etna, CA 96027
6. Town of Fort Jones, 11960 East Street, Fort Jones, CA 96032
7. City of Isleton, 101 2<sup>nd</sup> Street, Isleton, CA 95641
8. City of Live Oak, 9955 Live Oak Blvd., Live Oak, CA 95953
9. Town of Loomis, 3665 Taylor Road, Loomis, CA 95650
10. City of Loyalton, 210 Front Street, Loyalton, CA 96118
11. City of Montague, 230 13<sup>th</sup> Street, Montague, CA 96064
12. City of Mount Shasta, 305 North Shasta Blvd., Mount Shasta, CA 96067
13. City of Portola, 35 – 3<sup>rd</sup> Street, Portola, CA 96112
14. City of Rio Dell, 675 Wildwood Avenue, Rio Dell, CA 95562
15. City of Shasta Lake, 1650 Stanton Drive, Shasta Lake, CA 96019
16. City of Susanville, 66 North Lassen Street, Susanville, CA 96130
17. City of Tulelake, 501 Main Street, Tulelake, CA 96134
18. City of Weed, 550 Main Street, Weed, CA 96094
19. City of Yreka, 701 4<sup>th</sup> Street, Yreka, CA 96097
20. Alliant Insurance Services, 1792 Tribute Road Ste. 450, Sacramento, CA 95815

*The Small Cities Organized Risk Effort or SCORE, 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.*

<i>PAGE</i>	<b>A. CALL TO ORDER</b>	
	<b>B. ROLL CALL</b>	
	<b>C. APPROVAL OF AGENDA AS POSTED</b>	A 1
	<b>D. PUBLIC COMMENTS</b>	
	<b>E. CONSENT CALENDAR</b>	A 1
	<i>All matters listed under the consent calendar are considered routine with no separate discussion necessary. Any member of the public or Board of Directors may request any item to be considered separately.</i>	
Pg. 1	1. Board of Directors Meeting <i>Draft</i> Minutes – June 28, 2013	
	<b>F. JPA BUSINESS</b>	
Pg. 15	1. <b>Safety and Loss Control Service Plan for FY 2013-14</b>	A 1
	<i>The Board of Directors should review, discuss and approve the Safety and Loss Control Service Plan developed and recommended by the Ad Hoc Committee.</i>	
Pg. 20	2. <b>Risk Management Grant Program Introduction and Proposal</b>	I 1
	<i>Staff will present to the Board a recommendation for developing a Risk Management Safety Grant program for discussion and consideration.</i>	
Pg. 21	3. <b>Safety and Loss Control Plan for FY 2014-15</b>	I 1
	<i>The Board should review and discuss if there is a need to fund for a Loss Control Services provider for the 2014-15 Fiscal Year.</i>	

**G. CLOSING COMMENTS**

**ADJOURNMENT**

**UPCOMING MEETING**

October 24, 2013 Training Day – Napa, CA

October 25, 2013 Board of Directors Meeting – Napa, CA

**MISSION STATEMENT**

**To protect the assets of members by reducing, sharing, controlling and stabilizing the cost of risk, while providing a high level of cost effective services.**

**IMPORTANT NOTICES AND DISCLAIMERS:**

*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 Laurence Voiculescu at Alliant Insurance at (916) 643-2702.*

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*The Agenda packet will be posted on the SCORE website at [www.scorejpa.org](http://www.scorejpa.org). Documents and material relating to an open session agenda item that are provided to the SCORE 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, SCORE 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.*

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## CONSENT CALENDAR

### ACTION ITEM

**ISSUE:** Items on the Consent Calendar should be reviewed by the Board and, if there is any item requiring clarification or amendment, such item should be pulled from the agenda for separate discussion. The Board should adopt the Consent Calendar excluding those items removed.

**RECOMMENDATION:** The Program Administrator recommends adoption of the Consent Calendar after review by the Board of Directors. *Items requested to be removed for Consent will be placed back on the agenda in an order determined by the President.*

**FISCAL IMPACT:** None

**BACKGROUND:** Items of importance, that may not require discussion, are included on the Consent Calendar for adoption.

### ATTACHMENT:

1. Board of Directors Meeting *Draft* Minutes – June 28, 2013



**Small Cities Organized Risk Effort (SCORE)  
Board of Directors Meeting Minutes  
June 28, 2013**

**Member Cities Present:**

Mark Sorensen, City of Biggs  
Laurie Van Groningen, City of Colfax  
Brenda Bains, City of Dunsmuir  
Pamela Russell, City of Etna  
Linda Romaine, Town of Fort Jones  
Robert Jankovitz, City of Isleton  
Satwant Takhar, City of Live Oak  
Roger Carroll, Town of Loomis  
Kathy LeBlanc, City of Loyalton  
Ted Marconi, City of Mt. Shasta

Leslie Tigan, City of Portola  
Ian Kaiser, City of Portola  
Susan Scarlett, City of Portola  
Stephanie Beauchaine, City of Rio Dell  
John Duckett, City of Shasta Lake  
Randolph Darrow, City of Tulelake  
Ron Stock, City of Weed  
Steve Baker, City of Yreka

**Member Cities Absent:**

Carol McKay, City of Dorris  
Janie Sprague, City of Montague  
Jared Hancock, City of Susanville

**Consultants & Guests**

Susan Adams, Alliant Insurance Services  
Michael Simmons, Alliant Insurance Services  
Laurence Voiculescu, Alliant Insurance Services  
Angela Salisbury, York Risk Services  
Debra Yokota, York Risk Services

Tom Baber, York Risk Services  
Kevin Wong, Gilbert Associates, Inc.  
Tracey Smith-Reed, Gilbert Associates, Inc.  
Jack Kastorff, SBK Risk Services

**A. CALL TO ORDER**

Mr. Roger Carroll called the meeting to order at 10:08 a.m.

**B. ROLL CALL**

The above mentioned members were present constituting a quorum. Cities absent from this meeting were the City of Dorris, City of Montague and City of Susanville.



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

A motion was made to approve the Agenda as posted.

**MOTION:** Ted Marconi

**SECOND:** Steve Baker

**MOTION CARRIED**

### **D. PUBLIC COMMENT**

There were no public comments.

### **E. CONSENT CALENDAR**

1. "Draft" Board of Directors Meeting Minutes – March 23, 2013
2. Local Agency Investment Fund (LAIF) Monthly Statement of Investments –March 31, 2013
3. Union Bank Account Statement – May 2013
4. SCORE Checking Account Transaction List – March – May 2013
5. Investment Statements from Chandler Asset Management – May 2013
  - a. Account 590
    - i. Portfolio Summaries
    - ii. Compliance Report
6. ACI Specialty Quarterly Utilization Report – January 1, 2013 – March 31, 2013
7. ACI Specialty Benefit Contract Renewal for 2013-2015
8. SBK Monthly Statements – March – May 2013
9. TargetSolutions Utilization Report – May 31, 2013

**A motion was made to approve the Consent Calendar as presented.**

**MOTION:** Ron Stock

**SECOND:** Steve Baker

**MOTION CARRIED**

### **F. COMMITTEE REPORTS**

- F1. ERMA Board of Directors Minutes – April 22, 2013**
- F2. LAWCX Board of Directors Minutes – April 30, 2013**
- F3. CJPRMA Board of Directors Annual Membership Meeting Minutes – May 14-16, 2013**

The Committee Reports are provided to the Board for information purposes.

### **G. ADMINISTRATIVE REPORTS**

#### **G1. President's Report**

Mr. Roger Carroll addressed the Board with two items of interest, as follows:



1. Mrs. Leslie Tigan will be retiring from her role of City Manager and SCORE Board representative for the City of Portola. Mr. Roger Carroll and Susan Adams thanked Leslie for her service to SCORE throughout the years, and awarded Mrs. Tigan with an award on behalf of SCORE. Leslie addressed the Board and stated that it was an honor to serve on the SCORE Board and attend SCORE's meetings.
2. Mr. Roger Carroll stated that the contract with SBK Risk Services will be expiring on June 30, 2013 and will not be renewed, as discussed at the March 22, 2013 Board of Directors Meeting. Mr. Carroll thanked Mr. Jack Kastorff for his services throughout the years and invited him to address the Board with any comments.

Mr. Kastorff gave a brief speech, which included a brief outline of his background and experience in the arena of Safety and Loss Control. Mr. Kastorff then stated that he had performed over 50 training sessions on the topic of Sexual Harassment and has not had any issues until this year when several members have expressed their dissatisfaction with the material and his delivery methods. Mr. Kastorff then thanked the Board, excused himself and left the room.

## **G2. Alliant Update**

Ms. Susan Adams addressed the Board and pointed out the handout addressing ISO changes in insurance forms and the importance of proper contractual agreements involving public entities. Some of the new standardized ISO forms have been revised to limit insurance coverage to only what was required in the contract language. A training webinar offered by CSAC EIA a few weeks prior to the meeting addressed these changes and will be offered again on July 24, 2013. Ms. Adams encouraged all members to attend in order to promote awareness of the ISO form changes.

Ms. Adams also reminded members of the upcoming CAJPA conference that will take place in September in South Lake Tahoe, CA. She gave a brief overview of what CAJPA is as an organization and how the conference is extremely relevant to JPAs operating within the State of California. Mr. Roger Carroll also encouraged members to attend and take advantage of the numerous training opportunities that are available to those that attend.

Ms. Linda Romaine asked the Board if SCORE is currently not under contract for Risk Management Services. Ms. Susan Adams confirmed that as of July 1, 2013, SCORE is no longer under an exclusive Risk Management agreement, allowing the pool to decide what types of training are relevant and how the budget should be allocated to better address risk exposures specific to SCORE.

Mr. Roger Carroll and Mr. Michael Simmons expressed that training and risk management services are available to members via SCORE's partner pools like CJPRMA and LAWCX as well as through the contracted on-line training provider (TargetSolutions). Any other specialized services that do not fall in the scope of the above can always be contracted from other sources through the Program Administrator, as needs dictate.



Mr. Roger Carroll also stated that as discussed at the March 2013 Board of Directors Meeting, an ad-Hoc committee will be evaluating training needs prior to the October 2013 Training Day and Board meeting and will bring to the Board a training matrix proposal that will better match the pool's exposures. The Board will then review it and take action as needed to secure the services of vendors as dictated by the then proposed training matrix.

Mr. Ron Stock, City of Weed expressed his dissatisfaction with the policy and stated that Mr. Kastorff has been a valuable resource to SCORE over the years, agreeing with Ms. Linda Romaine. He also stated that he was not aware that the contract was not going to be renewing. Instead, he was under the impression that the contract was going to be renewed and meetings were going to be held to discuss Mr. Kastorff job performance.

Mr. Michael Simmons stated that it was clearly decided that the contract was not going to renew and the new risk management and loss control training matrix was going to be the main topic of discussion for the October Training meeting along with the revised Retroactive Rating Calculation Plan.

Mr. Roger Carroll thanked Mr. Stock for his input and referenced the March 2013 Board of Director meeting minutes, informing Mr. Stock that the Board made the decision unanimously in March to not renew the contract due to several complaints from Board members who were dissatisfied with the services and timeliness of Mr. Kastorff's reports. It was then decided to not renew the contract and hold meetings over the summer in order to determine what the needs of the JPA are. In addition, the decision was to consider Mr. Kastorff for future loss control engagements where the Board believed he was qualified and having the option to secure training from other sources without binding SCORE into an exclusive agreement with SBK.

Mr. Carroll went on to state that it is important to hear feedback when the item is being discussed in order to avoid misunderstandings in the future. When the item was up for discussion, no feedback along the lines of what has been stated by Mr. Ron Stock was heard.

Ms. Stephanie Beauchaine addressed the Board stating that Mr. Kastorff visited the City of Rio Dell unannounced and spent an entire day with her and other staff without accomplishing anything. She has never received any written reports detailing the scope of Mr. Kastorff visit to Rio Dell.

Mr. Brenda Bains addressed the Board and confirmed that she was one of the members that had brought the unannounced visitation issues by Jack/SBK to the Board's attention. She also said that she was visited at the City of Dunsmuir by Mr. Kastorff and nothing was accomplished at that time. Mr. Kastorff then visited the City of Dunsmuir again since the last Board Meeting in March.

Mr. Stephanie Beauchaine asked Ms. Romaine what sort of services the Town of Fort Jones has received from Mr. Kastorff. Ms. Romaine answered stating that Mr. Kastorff was involved with working with their Fire Dept. as well as playground inspections.





Mr. Carroll confirmed that these services are still available to the pool through its excess partner pools like CJPRMA and LAWXCX as well as TargetSolutions. In addition, Mr. Carroll reiterated that it is important to spend time developing a risk management program that will adequately serve the JPA in the future. A plan has been implemented to facilitate the discussions in preparation for the Board of Directors meeting in October 2013. In the meantime, if any services are needed, members can contact the Program Administrator and solutions will be offered on an as needed basis.

Mr. Steve Baker stated that the JPA should move forward quickly to develop the new Risk Management and Loss Control training matrix so that it will be ready for adoption at the October 2013 Training/Board Meeting.

Mr. Randolph Darrow, City of Tulelake agreed that time was of the essence in developing the new raining solution matrix.

### **G3. CJPRMA Update**

As part of the CJPRMA update, Mr. Carroll advised that CJPRMA has issued an announcement for the upcoming webinar by CSAC EIA that will address ISO form changes and the importance of good contract writing.

Mr. Carroll also encouraged members to send their contracts to Alliant and allow them to review and make changes as needed in order to ensure that the contractual insurance requirements are adequate for the scope of the contract.

Ms. Susan Adams reiterated the importance of members taking the time to understand the ISO form changes and to make changes to the way they engage into contracts.

### **G4. ERMA Update**

Mr. Roger Carroll addressed the Board noting that ERMA's premiums have remained relatively flat compared to last year.

There were no further ERMA updates.

### **G5. LAWXCX Update**

Mr. Ted Marconi addressed the Board and stated that LAWXCX approved SCORE's S.I.R. increase to \$250,000 per claim. In addition, LAWXCX adopted a discount rate of 3.5% for their budget calculation which will amount to approximately 4% increase in premium for SCORE. On the other hand, given the recent S.I.R. increase, SCORE will be paying less in premium to LAWXCX for the 2013-14 Program Year but will have to increase funding internally.



Mr. Marconi also noted that LAWCX recently hired a new Executive Director. LAWCX also provided several training options in the areas of loss control and Workers' Compensation. These topics will be presented at the October Training Day in more detail.

Ms. Susan Adams, reminded the Board that Mr. Marconi, who has served as the Board representative for SCORE on the LAWCX Board will be retiring effective July 1, 2013. As such, a replacement Board representative will need to be appointed at the next Board meeting in October. In the interim, Mr. John Duckett, City of Shasta Lake has agreed to fill in for Mr. Marconi as the member representative for SCORE.

## **H. JPA BUSINESS**

### **H1. Alliant Program Administration Agreement Renewal**

Mr. Roger Carroll gave a brief overview of the ad-Hoc committee teleconference and the discussion that was held in between Alliant staff and Board Members. The committee has compared what other pools are paying for Program Administration services and noted that SCORE is receiving good value.

In addition, the ad-Hoc committee requested that a clause is inserted into the new contract allowing the board to have first right of refusal in the event that key personnel is replaced. The document presented in the agenda packet includes this clause.

**A motion was made to approve the proposed 2013-2018 Alliant Program Administration Agreement.**

**MOTION:** Ted Marconi

**SECOND:** Leslie Tigan

**MOTION CARRIED**

### **H2. Gilbert Associates, Inc. Accounting Services Overview**

Mr. Kevin Wong gave a brief overview of the time, cost and services Gilbert Associates, Inc. has provided to SCORE throughout the current year.

Mr. Wong stated that his firm has spent approximately 600 hours serving SCORE through May 31, 2013. In addition to preparing the year end financials and making audit preparations, Gilbert is also collaborating with staff and the Finance Committee to develop a new retro calculation method for the future.

### **H3. Financial Audit Services**

The Board of Directors heard an update on the selection made by the Ad Hoc Finance Committee in response to the RFP for Financial Audit Services that was issued by the JPA.



Ms. Susan Adams stated that Crowe Horwath was the winning vendor, although the decision came down to a 3-2 vote with both vendors being highly qualified to perform the audit.

**A motion was made to approve the ad-Hoc committee recommendation to select Crowe Horwath as the financial auditor.**

**MOTION:** Linda Romaine                      **SECOND:** Kathy Le Blanc                      **MOTION CARRIED**

#### **H4. Finance Committee Member Appointments**

Ms. Susan Adams noted that SCORE previously appointed a standing Finance Committee made out of five (5) Board members but two of the members have since left or retired, leaving vacancies that needed to be filled. The members were replaced with Board Member volunteers on a first come, first serve basis.

The 3 new members that were appointed were Jared Hancock from the City of Susanville, Steve Baker from the City of Yreka and Muriel Howarth-Terrell from the City of Mount Shasta.

It was also mentioned that Mr. Ted Marconi will be retiring and the committee will return to a 5 member format.

**A motion was made to confirm the new Finance Committee members and return the Committee to the status of standing Finance Committee.**

**MOTION:** Ted Marconi                      **SECOND:** John Duckett                      **MOTION CARRIED**

#### **H5. Resolution 13-01 establishing FY 2013-14 Board of Directors Meeting Dates**

Annually the Staff presents a resolution to the Board with proposed dates of Board meetings and locations. Under the Brown Act, Government Code Section 54954(a), a regular meeting of the governing Board of a local agency is one where the date is established by ordinance or resolution.

Ms. Susan Adams stated that the August meeting will likely not take place in person but will be left on the calendar just in case. She also noted that locations were not listed on the schedule as the Board may wish to consider having future meetings in Shasta Lake, CA.

Mr. John Duckett asked for feedback from members on the current meeting room and configuration as well as any suggestions for improvements in the future. He also mentioned that there are several hotels nearby that could host members arriving the night prior.

Feedback was generally positive with suggestions to improve upon the layout of the room and spacing out the seating. A consensus was reached to hold future Board meetings in Shasta Lake, CA.



**A motion was made to amend Resolution 13-01 to list Shasta Lake, CA instead of “TBD” for future meetings (not including the October Training Day and Board meeting).**

**MOTION: Steve Baker                      SECOND: Stephanie Beauchaine                      MOTION CARRIED**

**H6. Training Day Session Meeting Discussion**

Ms. Susan Adams addressed the Board and gave a brief update on the probable layout of the upcoming October 2013 Training Day and Board of Directors meeting.

In addition to various guest speakers and vendor presentations, Alliant Insurance Services will offer an optional SCORE Member Orientation for those who wish to attend. The orientation will include a program outline, a presentation of how the budget is calculated as well an introduction to all coverages, services and benefits available to members.

The New Member Orientation will start at 8 AM with the Training Day meeting starting at 10 AM.

It was also stated that the entire event will be master billed this year, in lieu of covering the costs on a reimbursement basis as was done in prior years.

**H7.a. Approval of SCORE’s Liability Memorandum of Coverage**

Mr. Roger Carroll stated that SCORE’s Memorandum of Coverage for both programs (Liability and Workers’ Compensation) is approved annually by the Board.

There were no changes to either of the two documents from the prior year.

**A motion was made to approve the Liability Memorandum of Coverage for the 2013-14 Program Year.**

**MOTION: Steve Baker                      SECOND: Pamela Russell                      MOTION CARRIED**

**H7.b. Approval of SCORE’s Workers’ Compensation Memorandum of Coverage**

Mr. Roger Carroll stated that SCORE’s Memorandum of Coverage for both programs (Liability and Workers’ Compensation) is approved annually by the Board.

There were no changes to either of the two documents from the prior year.

**A motion was made to approve the Workers’ Compensation Memorandum of Coverage for the 2013-14 Program Year.**

**MOTION: Pamela Russell                      SECOND: Steve Baker                      MOTION CARRIED**



### **H8.a. 2013-14 Property Program Renewal**

Ms. Susan Adams addressed the Board and stated that SCORE received a very favorable Property Renewal proposal for the 2013-14 year. There was a very slight increase of 2.12% which is extremely low compared to the average market increase of 18-20%. There was an increase in total insurable values of 19.84 % for the entire pool.

Ms. Susan Adams also encouraged members to look at the appraisal reports to make sure there are no inaccuracies in property information or values.

Mr. Michael Simmons addressed the Board and outlined some of the additional features of the Alliant PEP/IP Property Insurance Program. Members were reminded that this program automatically includes course of construction coverage, unscheduled property coverage, as well as other very useable coverages that are beneficial to have and are included in this policy at no additional cost.

**A motion was made to approve the 2013-14 PEP/IP/APIP Property Program renewal.**

**MOTION: Ted Marconi**

**SECOND: Leslie Tigan**

**MOTION CARRIED**

### **H8.b. 2013-14 APIP/PEPIP Claims Reporting Acknowledgements**

Mr. Michael Simmons stated that the Claims Reporting Acknowledgement Forms are attached to the agenda packet for Board review. In addition, he outlined the benefits of the Cyber Liability and Pollution Liability coverages that are included in SCORE's PEP/IP/APIP policy.

He reiterated to the Board that it is crucial to report any claims timely, as specified in the attached documentation in order to maximize the benefit of the coverage and avoid any claim denials from the carrier(s).

The claims reporting procedures should be shared with all City staff, and it is particularly important to distribute the forms to all Public Works personnel and supervisors so as to avoid any confusion or reporting delays in the event of an incident.

Ms. Susan Adams announced that the Board can delegate authority to the Board President to sign the acknowledgement form on behalf of the entire JPA.

A motion was made to delegate authority to the Board President to sign the claims acknowledgement form and acknowledge that the Board received the information as respects the claims reporting requirements presented in the agenda packet.

**MOTION: Steve Baker**

**SECOND: Stephanie Beauchaine**

**MOTION CARRIED**



## **H9. Retrospective Rating Distributions Summary**

At the March 22, 2013 Board of Directors meeting the Board of Directors approved a total combined distribution of \$750,000 out of both programs. The first \$500,000 was to be distributed out of the Liability Program and the remainder of \$250,000 was to be distributed out of the Workers' Compensation program.

With this in mind, the Board was provided with an updated summary distribution chart showing the amounts that each City is entitled to receive (if any). The chart also shows negative equity positions for those Cities that are not eligible for any refunds at this time.

Members were also asked to indicate how they would like to apply their distributions on the forms that were provided and return their selections to Mrs. Tracey Smith-Reed for processing.

## **H.10 Revised Retrospective Rating Plan of Action**

The Finance Committee has met with Alliant staff and the Gilbert Associates to establish the foundation for a new and improved retrospective rating plan. The meeting was held via teleconference and there were several questions from the Finance Committee members which prompted staff to delay implementation and continue to further refine the program with the intent to present a final version at the October 2013 Training Day meeting.

It was previously indicated by some members that Cities should have more control of their banking layer equity amounts without being limited by the Board of Directors adopting a distribution amount or percentage.

Mr. Kevin Wong added that some thought has been given on how to introduce safety nets into the new calculation system that will prevent the JPA Programs from being depleted of funds at the time the money is returned to members,

The consensus of the discussion was that staff will continue working with the JPA accountant (Gilbert) and arrive to a solution that will serve the best interests of the pool and its members while reconciling the Audited Financial numbers with the retrospective calculation numbers.

## **I. FINANCIAL**

### **I.1 Quarterly Financials for Period Ending March 31, 2013**

Mrs. Tracey Smith-Reed addressed the Board and presented the March 31, 2013 Quarterly financial statements.

- Net assets decreased as funds were re distributed back to members.
- As respects the current assets, all investment earnings have been reinvested up to this point.



- The claims recovery receivables are currently at \$89,000; however \$60,000 was recently received from the excess carriers.
- Members receivables have also increased

Ms. Reed stated that bank service charges have increased substantially with Union Bank and recommends that the pool looks into other banking institution alternatives that are currently offering lower fees, such as Bank of NY or US Bank.

Mr. Ted Marconi inquired on whether the financials reflect the last 2012-13 FY deposits for the Workers' Compensation program. Ms. Reed indicated that those funds are not reflected in the financials for 3/31/13.

Ms. Reed also advised that the pool might issue some assessments later on in the FY as decisions are made on how to remediate the negative positions of some members.

**A motion was made to receive and file the March 31, 2013 Quarterly Financials as well as to move the holding accounts to US Bank or Bank of New York at a lower cost.**

**MOTION: Ted Marconi**

**SECOND: Kathy LeBlanc**

**MOTION CARRIED**

## **I.2. 2013-14 Adoption of the 2013-14 SCORE Program Budget**

Mr. Roger Carroll stated that annually the Board of Directors reviews and approves the JPA Budget for the following program year.

The Budget has been included in the agenda packet for the Board to review and discuss with staff. The total equity subsidy due to the 3% increase cap in actuarial funding amounts to a combined total of \$78,715.

The FY 2013-2014 budget is \$2,722,412. Compared to last year, the budget has **remained relatively flat**, showing an increase of only 2.75%. **Administration costs have gone down** from \$745,065 in the prior year to \$705,738 for FY 2013-14. In addition, Total Expenses have increased to \$2,761,782 (up from \$2,668,979 in FY 2012-13) mainly due to increased claims funding. There was a decrease in financial audit costs due to the new contract with Crowe Horwath.

In addition, \$8,000 is included to have our biennial Liability and Workers' Compensation claims audit done this year (\$4,000 for each program). The last audits were conducted during the 2011/12 Fiscal Year.

**A motion was made to approve and adopt the 2013-14 SCORE Program Budget with a 3% actuarial rate increase cap from the prior year.**

**MOTION: Linda Romaine**

**SECOND: Satwant Takhar**

**MOTION CARRIED**





### **I.3 Delegation of Investment Authority to SCORE Treasurer**

Mr. Roger Carroll advised that on an annual basis Government Code 53607 provides for the delegation of authority of the legislative body of local agency to invest funds to the Treasurer.

However, such delegation cannot exist beyond one year. Thus, the Board will need to authorize the elected appointed treasurer to invest the funds for SCORE.

**A motion was made to delegate authority to invest or reinvest funds to the Treasurer.**

**MOTION: Leslie Tigan                      SECOND: Steve Baker                      MOTION CARRIED**

### **I.4 City of Isleton and Tulelake Premium Installment Plan**

Ms. Susan Adams indicated that the City of Tulelake has agreed to the installment plan that staff prepared and that is presented as part of the agenda packet. The installments will be adjusted at invoicing to reflect the actual premium deposit due.

If the Board agrees to the installment plan, Staff recommends collecting the equivalent of two (2) installments up front on July 1<sup>st</sup>, followed by 10 remaining equal installments as outlined in the attached payment plan.

The City of Isleton also agreed to the installment plan prepared by staff at their request, adding that they might be able to pay the entire balance early this year. Isleton already has a credit carry-over from the 2012-13 Program Year that will be applied towards their 2013-14 Premium Deposit.

**A motion was made to delegate authority to approve the payment plans as presented.**

**MOTION: Pamela Russell                      SECOND: Stephanie Beauchaine                      MOTION CARRIED**

### **J. CLOSED SESSION PURSUANT TO GOVERNMENT CODE 54956.95**

At 11:55 a.m, pursuant to Government code section 54956.95, the Board held a closed session to discuss the following claims for payment of tort liability loss or public liability loss.

#### **1. Liability**

- a. Hubbard vs. City of Yreka
- b. Arth vs. City of Dunsmuir
- c. Estate of Michael Parker vs. City of Susanville
- d. Drury vs. City of Susanville





## **2. Workers' Compensation**

- a. Jay Banner vs. City of Mount Shasta\*\*
- b. James Cummings vs. City of Weed\*\*
- c. Steven Woldanski vs. City of Williams\*\*

## **K. REPORT FROM CLOSED SESSION**

The Board returned from closed session at 12:16 p.m. Mr. Carroll reported that the above closed session items were discussed and appropriate direction was given to Staff and the Claims Administrator.

## **L. INFORMATION ITEMS**

**L.1 2013 CAJPA Fall Conference – Sept 10-13, 2013 in South Lake Tahoe, CA.**

**L.2 SCORE Resource Contact Guide**

This was provided as an information item only.

## **M. CLOSING COMMENTS**

There were no closing comments.

## **AJOURNMENT**

The meeting was adjourned at 12:29 p.m.

**NEXT MEETING DATE: October 24 & 25, 2013 in Napa, CA**

Respectfully Submitted,

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Pamela Russell, Secretary

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Date

## **SAFETY AND LOSS CONTROL SERVICES PLAN FOR FY 2013-14**

### **ACTION ITEM**

**ISSUE:** The Board of Directors should review, discuss and approve the Safety and Loss Control services plan developed and recommended by the Safety and Loss Control Ad Hoc Committee.

SCORE's 2013-14 budget includes a \$75,000 allocation for Safety and Loss Control services. The SCORE Board of Directors will hear the Safety and Loss Control Ad Hoc committee recommendations for the FY 2013-14 Loss Control Services Plan as follows:

1. Allocate \$35,000 to Sewer and Waste Water training by David Patzer (DKF Solutions).
2. Allocate \$21,000 to IIPP and Emergency Action plan development/updates and training – Title 8 CalOSHA compliance items. Section 1 of the Loss Control Survey Analysis document (attached). Qualified Vendors outlined below.
3. Allocate a total of \$19,000, \$1,000 per member for safety and/or loss control needs. Funds that are not used by the end of the FY will remain available in the pool. To access funds, a request on City letterhead is to be sent to Program Administrator to be approved by SCORE President.
4. Adopt a list of qualified approved\* vendors that can be used to include the following:
  - ✓ DKF Solutions (David Patzer)
  - ✓ SBK Risk Services (Jack Kastorff)
  - ✓ Bickmore
  - ✓ Willis

\*All others firms not listed above are be subject to prior Board approval, President, Staff, or a combination of Board President and Staff, etc.

**RECOMMENDATION:** Staff recommends approval and implementation of the Loss Control Service Plan developed with the Ad Hoc Committee and outlined above for the 2013-14 Fiscal Year.

**FISCAL IMPACT:** None. (\$75,000 was budgeted for Safety and Loss Control Services for the 2013-14 Fiscal Year)



**Small Cities Organized Risk Effort  
Board of Directors Meeting  
September 23, 2013**

**BACKGROUND:** Effective June 30, 2013, the contract for loss control services with SBK was non-renewed. The Board agreed to delegate authority to an Ad Hoc Committee to investigate and develop a new Safety and Loss Control Plan to better serve the JPA and its members by address exposures that result in frequency and severity of losses to SCORE.

**ATTACHMENTS:**

1. Safety and Loss Control Survey Analysis

Section 1. CalOSHA Required Policies, Procedures and Training	Importance	Available from Target Solutions	COST YEAR 1	COST YEAR 2	COST YEAR 3
4. Develop a Confined Space and provide training in accordance with Title 8 CCR Section 5157	HIGH	X	\$18,000	\$18,000	\$3,600
10. Develop a Hazard Communication policy and provide training in accordance with Title 8 CCR Section 5194	HIGH	X	\$16,000	\$6,400	\$12,800
12. Develop a Personal Protective Equipment policy and provide training in accordance with Title 8 CCR Section 3380	HIGH	X	\$12,400	\$18,600	\$6,200
<b>7. Develop an Emergency Action and provide training in accordance with Title 8 CCR Section 3220</b>	HIGH	N/A	\$11,600	\$11,600	\$8,700
5. Develop a Fall Protection policy and provide training in accordance with Title 8 CCR Section 1671, et al	HIGH	X	\$15,000	\$25,000	\$10,000
<b>1. Develop an Illness and Injury Prevention Program and provide training in accordance with Title 8 CCR Section 3203</b>	HIGH	N/A	\$9,600	\$19,200	\$6,400
3. Develop a Blood borne Pathogens policy and provide training in accordance with Title 8 CCR Section 5193	HIGH	X	\$8,200	\$24,600	\$12,300
11. Develop a Hearing Conservation policy and provide training in accordance with Title 8 CCR Section 5098	MEDIUM	X	\$9,000	\$15,000	\$9,000
9. Develop a Lockout//Tagout policy and provide training in accordance with Title 8 CCR Section 3314	MEDIUM	X	\$9,600	\$12,800	\$12,800
13. Develop a Heat Illness Prevention policy and provide training in accordance with Title 8 CCR Section 3395	MEDIUM	X	\$9,600	\$7,200	\$9,600
16. Develop an Excavation policy and provide training in accordance with Title 8 CCR Section 1541	MEDIUM	X	\$8,000	\$6,000	\$8,000
<b>2. Develop a Transite (asbestos) Pipe policy and provide training in accordance with Title 8 CCR Section 1529 *</b>	MEDIUM	N/A	\$17,200	\$4,300	\$25,800
6. Develop a Respiratory Protection policy and provide training in accordance with Title 8 CCR Section 5144	LOW	X	\$3,800	\$19,000	\$19,000
15. Develop an Electrical Safety (Low Voltage) policy and provide training in accordance with Title 8 CCR Low Voltage Electrical Safety Orders	LOW	X	\$16,500	\$16,500	\$27,500
14. Develop a HazWoper – First Responder Operations policy and provide training in accordance with Title 8 CCR Section 5192	LOW	X	\$23,200	\$5,800	\$34,800
8. Develop a Fire Prevention Plan and provide training in accordance with Title 8 CCR Section 3221	LOW	X	\$9,000	\$6,000	\$18,000

Total Year 1	Total Year 2	Total Year 3
\$196,700	\$216,000	\$224,500

Section 2. STATE WATER RESOURCES CONTROL BOARD REQUIREMENTS	High	Medium	Low	Cost per Member	Year 1 Cost	Year 2 Cost	Year 3 Cost	Available from David Patzer
1. Perform a Sanitary Sewer Management Plan (SSMP) audit against the Waste Discharge Requirements, updated Monitoring and Reporting Program (MRP) Requirements and the State Water Resources Control Board (SWRCB) Pre-SSMP Inspection Questionnaire	4	3	3	\$ 4,500	\$ 18,000	\$ 13,500	\$ 13,500	X
2. Develop and/or update Overflow Emergency Response Plans to reflect new MRP requirements and the California Sanitation Risk Management Authority's model Sewer Overflow and Backup Response Plan Best Practices. Develop a Sanitary Sewer Overflow and Backup Response reference guide. Create a Sanitary Sewer Overflow and Backup Response packet.	4	2	4	\$ 4,600	\$ 18,400	\$ 9,200	\$ 18,400	X
3. Develop Pump Station Emergency Response Plans reflecting State Water Resources Control Board (SWRCB) Office of Enforcement guidelines, in accordance with SWRCB SSMP requirements.	4	3	3	\$ 5,000	\$ 20,000	\$ 15,000	\$ 15,000	X
4. SOP Training for operating sewer cleaning and emergency response equipment in accordance with SWRCB SSMP requirements.	5	2	3	Generic Policy; \$2000 to \$6000 per piece of equipment; estimated 6-8 equipment types for the entire JPA	\$ 10,000	\$ 4,000	\$ 6,000	X
5. Develop a Water Quality Monitoring Plan for SSO's 50,000 gallons or greater, in accordance with MRP requirements as of August 2013.	3	5	2	\$4500 for generic policy + \$135/hr for individual city customization	\$ 10,000	\$ 6,750	\$ 2,700	X
6. Provide SSO Volume Estimation Training in accordance with SWRCB SSMP requirements.	3	2	3	\$2400 per session + textbooks; up to 15 employees per; \$2000 per session if 2 sessions per day at same location. Several cities can send PWorks staff.	\$ 3,000	\$ 3,000	\$ 3,000	X
7. Other Sewer and/or Waste Water Treatment Plan training is available on demand? What topics are of interest to members?(Please list below)								
a. City of Shasta Lake - Filling Paperwork Correctly					TBD			
b. City of Yreka - Update SSMP					Included in #1			
c. City of Yreka - Complete SOPs for SSMP					Included in #1 and #2			
d. City of Yreka - Tactical Communication Skills					TBD			
e.								
f.								
g.								
<b>Total - Year 1</b>					<b>Total - Year 2</b>	<b>Total - Year 3</b>		
\$79,400					\$51,450	\$58,600		

Section 3. Other Loss Control Services or Training	High	Medium	Low	Available from Target Solutions	Year 1 Cost	Year 2 Cost	Year 3 Cost
<b>1. Sidewalk Liability – Slip And Fall Hazards &amp; ADA Compliance:</b> a. ADA Title 2 Compliance Training, Development and Implementation of a Transition Plan  b. Training on identifying slip/trip and fall hazards; develop a plan to repair and address dangerous sidewalk/road conditions  c. Implement IICRC recommendation to involve industrial hygienist to set protocol for sewer claims and minimize liability exposure as well as cleanup expenses	3	3	4	N/A	TBD - Costs are currently being evaluated Cameron Dewey @ York will present at October Training Day Cameron Dewey @ York will present at October Training Day		
<b>2. On Site AB 1825 (Sexual Harassment) Training</b>	3	3	4	N/A			
<b>3. On Site AB 1234 (Ethics) Training</b>	3	3	4	N/A			
<b>4. Certified Pool Operators (CPO)</b>	3	5	2	X	TBD		
<b>5. On Site Inspections of Exposures – if so please list exposures:</b> a. <b>Rio Dell City Hall</b> b. <b>Rio Dell WWTP</b> c. <b>City of Yreka Contaminated Equipment</b> d. <b>City of Yreka - Waste Oil</b> e. <b>City of Yreka - Waste Anti-Freeze</b> f.	6	1	7	N/A N/A	None \$155/hr - incl. travel	\$365-400 per person	\$365 -\$400 per person
<b>6. Driver Safety and Fleet Management</b>	3	4	3	X			
<b>7. Playgrounds</b>	1	5	4	X	TBD - Costs are currently being evaluated		
<b>8. Flagging</b>	4	2	3	N/A	TBD - Costs are currently being evaluated		
<b>9. Human Resources</b>	2	3	5	N/A	TBD - Costs are currently being evaluated		
<b>10. Contractual Liability – risk transfer</b>	3	3	3	N/A	No Cost - Alliant will provide		
<b>11. Any additional Loss Control Services not listed in this document:</b> a. b. c. d. e.							



## **RISK MANAGEMENT GRANT PROGRAM INTRODUCTION AND PROPOSAL INFORMATION ITEM**

**ISSUE:** The SCORE Board of Directors should review and discuss the creation of a Risk Management Grant Program to be effective July 1, 2014 as presented by staff. This Grant would provide members with funds to be used for loss control services, training and other risk control needs.

These funds will be available to members by submitting a request on City Letterhead detailing the scope of the loss control services being provided. The intent is for the funds to be used to reduce risk and losses to the members.

**RECOMMENDATION:** The Program Administrator and Ad Hoc committee recommends implementing a Risk Management Grant Fund beginning in the 2014-15 Program Year. This program would be funded from program equity prior to declaration and distribution of retrospective rating dividends.

**FISCAL IMPACT:** Recommendation is to fund each program, Liability and Workers' Compensation with \$100,000 from equity of each program. Allocation of funds will be based on percentage (%) of contributions made by members to each program annually. The funds will be available on a combined basis for both programs.

**BACKGROUND:** During the Ad Hoc Loss Control Committee meetings, discussions were held regarding the Risk Management needs of SCORE and its members. Given the input from the Committee, Staff recognized and suggested a Risk Management Fund that can be implemented to assist members in better addressing their loss exposures by granting financial assistance to assist in mitigating losses.

**ATTACHMENTS:** None.

## FY 2014 -15 SAFETY AND LOSS CONTROL PLAN

### INFORMATION ITEM

**ISSUE:** The Board of Directors should discuss and evaluate the need to contract with a professional loss control firm effective July 1, 2014 in addition to the Risk Management Grant Fund. Services provided would include:

- Hazard and safety assessments
- Scorecards detailing overall assessment scores as well as lowest and highest scoring areas
- Annual on-site visits and departmental surveys – minimum of 2 days annually
- Meetings with key personnel at each Member location
- On-site training
- Developing Risk Management action plans with City departments and track progress
- Risk management program development as needed
- Quarterly safety newsletters
- Toll-free Telephone Hotline

**RECOMMENDATION:** None at this time.

**FISCAL IMPACT:** \$40,000-\$50,000 annually.

**BACKGROUND:** The Safety and Loss Control Ad Hoc Committee has met with Staff to evaluate the available Training programs as well as to develop a new Loss Control strategy for the JPA. To facilitate a more appropriate discussion, and to determine Program needs, Staff issued a Loss Control Survey to all SCORE Members, requesting that they provide feedback on the areas that they would like to see being addressed through training. Several members indicated an interest in on-site risk control services and on-site training being made available.

**ATTACHMENTS:** None.