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## **SPECIAL RISK MANAGEMENT COMMITTEE MEETING AGENDA**

**Monday, May 21, 2018  
10:30 a.m.**

**Newark Silliman Center  
Community Meeting Room  
6800 Mowry Ave  
Newark, CA 94560  
– and via teleconference**

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In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact Katie Sullivan at (916) 244-1164 or (916) 244-1199 (fax). Requests must be made as early as possible, and at least one full business day before the start of the meeting. All or portions of this meeting will be conducted in person and by teleconferencing in accordance with Government Code Section 54953(b). Teleconference locations are as follows: City of Dublin, 100 Civic Plaza Drive, Dublin, CA 94568; City of San Carlos, 600 Elm Street, San Carlos, CA 94070.

Documents and materials relating to an open session agenda item that are provided to the Association of Bay Area Governments Pooled Liability Program (ABAG PLAN) Risk Management Committee less than 72 hours prior to a regular meeting will be available for public inspection at 1750 Creekside Oaks Dr., Suite 200, Sacramento, CA 95833.

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|--------------------|--|
|                    | <b>1. CALL TO ORDER</b>  |
|                    | <b>2. INTRODUCTIONS</b>  |
|                    | <b>3. APPROVAL OF AGENDA AS POSTED (OR AMENDED)</b>  |
|                    | <b>4. PUBLIC COMMENTS</b> - This time is reserved for members of the public to address the Committee relative to matters of the ABAG PLAN not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person and twenty minutes in total. |

\* Reference materials enclosed with staff report.

**5. CONSENT CALENDAR**

If a Committee member would like to discuss any item listed, it may be pulled from the Consent Calendar.

- 4 \*A. Minutes from the April 4, 2018, Risk Management Committee Meeting  
*Recommendation: Staff recommends the Risk Management Committee approve the Consent Calendar.*

**6. RISK MANAGEMENT PROGRAM**

- 11 \*A. Presentation of Proposed PLAN JPA Risk Control Program for 2018/19  
*Staff makes no recommendation on Section 1 of the staff report as Bickmore has a potential financial interest in the outcome.*

*Staff recommends consolidating and simplifying the Grant Fund Program as outlined in Section 2 of the staff report.*

**7. CLOSING COMMENTS**

This time is reserved for comments by Risk Management Committee members and/or staff and to identify matters for future Risk Management Committee business.

- A. Risk Management Committee
- B. Staff

**8. ADJOURNMENT**

**NOTICES:**

- The next Executive Committee meeting will be held on June 6, 2018, at 10:00 a.m.
- The next Board of Directors meeting will be held on June 20, 2018, at 9:30 a.m.

\* Reference materials enclosed with staff report.

May 21, 2018

Agenda Item 5.A.

**CONSENT CALENDAR**

**SUBJECT: Consent Calendar**

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**BACKGROUND AND HISTORY:**

The Consent Calendar consists of items that require approval or acceptance but are self-explanatory and require no discussion. If the Committee would like to discuss any item listed, it may be pulled from the Consent Calendar.

**RECOMMENDATION:**

*Staff recommends the Risk Management Committee approve the Consent Calendar.*

**REFERENCE MATERIALS ATTACHED:**

- A. Minutes from the April 4, 2018, Risk Management Committee Meeting

**ASSOCIATION OF BAY AREA GOVERNMENTS POOLED  
LIABILITY ASSURANCE NETWORK  
(ABAG PLAN)**

**MINUTES OF THE RISK MANAGEMENT COMMITTEE  
MEETING OF APRIL 4, 2018**

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A regular meeting of the Risk Management Committee was held on April 4, 2018, at Alliant Insurance Services, Inc., 100 Pine St., 11<sup>th</sup> Floor, San Francisco, CA, 94111.

**MEMBERS PRESENT:** Brian Dossey, Chairman, Colma  
Julia Carter, Dublin  
Laci Kolc, American Canyon  
Yulia Carter, Half Moon Bay (*arrived during Item 6.A*)  
David Benoun, Newark  
Jenny Liu, San Carlos (*arrived during Item 6.A*)

**MEMBERS ABSENT:** Michael Taylor, Saratoga

**OTHERS PRESENT:** Rob Kramer, General Manager, Bickmore  
Yahaira Martinez, Assistant General Manager, Bickmore  
Katie Sullivan, Analyst, Bickmore  
Jeff Johnston, Risk Control Services Director, Bickmore

**1. CALL TO ORDER:**

The April 4, 2018, Risk Management Committee meeting was called to order at 10:30 a.m. by Chairman, Brian Dossey.

**2. INTRODUCTIONS:**

Those present introduced themselves.

**3. PUBLIC COMMENTS:**

None.

**4. APPROVAL OF AGENDA AS POSTED (OR AMENDED):**

*Laci Kolc moved to approve the agenda as posted. Julie Carter seconded the motion. Motion passed unanimously by Brian Dossey, Julie Carter, Laci Kolc, and David Benoun.*

**5. CONSENT CALENDAR:**

*Julia Carter moved to approve the following items: A) Minutes from the October 11, 2017, Risk Management Committee Meeting; and B) Cathie Bigger-Smith Contract Termination Letter. Laci Kolc seconded the motion. Motion passed unanimously by Brian Dossey, Julie Carter, Laci Kolc, and David Benoun.*

**6. RISK MANAGEMENT PROGRAM:**

**A. Discussion and Update of the Risk Management Grant Fund Program:**

Mr. Jeff Johnston, Risk Control Services Director, provided the Committee with an overview of the current status of PLAN's grant fund program for the 2017/2018 program year. He began with a summary of the risk service credits, which included the annual risk assessments and use of risk console, mandatory goal setting and tracking, goal assessment recommendation, and phone and email consultations.

For 2017/2018, the focused area for assessments is Facilities Maintenance and Hazard Identification. All members have been contacted in regards to scheduling, with 24 of the assessments being completed and uploaded into Risk Console. Mr. Johnston responded to a question with regard to what was included in the contract with Ventiv, and he advised many tools are available for members to view and track their own risk control program and funds; however, he would need to look into it further how to provide access to the members. Currently Ventiv is being utilized internally by the risk control staff to manage the assessment process. He moved on to the use of the risk service credits and discussed they were primarily used for Ms. Cathie Bigger-Smith, former Risk Services Manager, to conduct assessments, set and track goals, provide a goal tracker to the members, as well as respond to phone calls and emails. Due to the way the credits are currently allocated, smaller towns would be depleted of their credits with the mandatory services supplied by Ms. Bigger-Smith, which puts a strain on what they would be able to accomplish.

A discussion ensued regarding the formation of the risk service credits program and that the pool had agreed to make mandatory assessments as part of each city or town's best practices. After a brief discussion around maintaining the best practices to ensure all members were actively managing their risk, Mr. Johnston assured that if any refinement to the risk service credits were to be proposed, the pool's best interest would be kept at the forefront to ensure active participation from all members.

Mr. Johnston provided summaries of the remaining balances in each program to the Committee and discussed the program and training grants and how those funds are allowed to be used. There is currently \$455,000 available, and each member is allocated their share of whatever amount is designated each year. Any surplus at the end of the program year carries over into the following year's designated amount. He noted that only \$6,000 has been spent, but he's expecting members to begin submitting their reimbursement requests soon. Mr. Johnston reminded the Committee if the grant request correlates to a required Risk Management Goal, the total amount of the request can be paid for utilizing the grant funds the City has available; however, for any other risk management related item not specific to the City's Goal, a 50% match is required from the member. Mr. Johnston advised the funds are in various buckets and it has been challenging to determine which requests qualify for 100% reimbursement or the 50% reimbursement. There is no formal documentation to guide staff on how to manage the funds in the grant program so the majority of requests are being approved. Mr. Johnston stated that under Agenda Item 6.B., staff provided a proposal for refining the entire grant program to make everything clearer and more simple going forward.

Mr. Johnston reviewed the available funds in the regional training grant and discussed what is covered. A discussion ensued around communication with notifying members of when and where the training would be, as some members were interested in attending but had no knowledge the training was occurring. It was also discussed if the regional trainings should only be conducted for trees and sewers and to let members schedule any other trainings that they need on their own. The Committee indicated they didn't realize that there were separate buckets for the training grants and usually just followed what Ms. Gertruda Luermann, Metropolitan Transportation Commission, had scheduled for them. It was also discussed that the Defensive Driver training grant is separate from the other training grants. It covers training at the local and regional level and many requests have started to come in. Staff is scheduling those in the respective agencies; however, it is open to all members.

Mr. Johnston reviewed the Sewer Smart Grants and how that program was established. It was set up as more of a sponsorship with Mr. Dave Patzer by ABAG PLAN and PLAN pays the majority of the location and events fees for a workshop. He noted that not many members from ABAG PLAN have attended in the past, and other attendees outside of ABAG PLAN have contributed far less funds towards the event while having more attendees. He asked for the Committee to consider if they wanted to continue sponsoring this program in the future; however no decision was made at this time. In regards to the Sewer Smart Grant funds, no reimbursement requests have come in, but some challenges have arisen. If the members utilize Mr. Patzer, then PLAN pays him from those grant funds. If the agency enlists sewer services from other than Mr. Patzer and Sewer Smart, there are no guidelines that help staff determine how to handle those requests and how they should get paid. Mr. Johnston mentioned that the Sewer Smart grants are first come, first served and that he would be asking the Committee for guidance on the issue later in the meeting.

**B. Consideration of Proposed Risk Management Program for Program Year 2018/2019:**

Following the review of the current grant fund, Mr. Rob Kramer, General Manager, discussed staff's understanding of the program that is currently in place and noted his opinion that every risk-sharing pool should have a base risk management/risk control program that is available to all the members. This program should encompass things such as a common assessment of best practices, the availability of professional support services to accomplish annual goals, telephone and e-mail support on risk management and risk control related issues and regional training opportunities. He proposed having staff come back in May to a special RMC meeting with a layout of what the 2018/2019 program could look like, and to discuss how the Committee and the pool may want to proceed going forward.

Risk service credits are currently used to pay for the annual goal setting meetings and assessments, with remaining balances used for phone and email consultations. Due to the risk service credits allocation method, many smaller members are required to use the majority of their funds for assessments and goals, with little left over for consultations and recommendation for implementation. Mr. Kramer explained that along with a significant amount of administrative time used in managing the credits, the current hourly rate for consultations creates challenges and discourages some members from engaging if they are saving their credits for other reasons. This causes the consultants to be underutilized due to a lack of time and resources that are needed

to implement long term goals. He proposed there be a flat fee in the administrative budget that would provide core risk control services to all members, which would eliminate risk service credits altogether. This would allow the pool to budget the expense to ensure all members receive a baseline of services. He reiterated these services could include:

- Annual assessments;
- Unlimited phone and email consultation;
- Up to three days of service for each member to assist with recommendation implementation, including: onsite assistance, training, and program review/development;
- Development of more tools and resources to assist with common recommendations;
- Facilitation of regional trainings; and
- Management and refinement of Risk Console or similar programs.

Mr. Kramer further noted that the members seem to really appreciate the Grant Fund program overall and that a component of that funding could still be maintained that would allow members to use those funds to support any risk management/risk control related objectives. Committee members discussed that they were interested in simplifying the program. In response to a question regarding the Shared Agency Risk Pool (SHARP) grant fund program, Mr. Kramer stated that having one base program with more flexibility would be beneficial regardless of the line of coverage; therefore in the future, staff will be proposing rolling the SHARP program into PLAN and everything risk control related would be one large program.

It was requested staff provide a list of programs that the members could utilize their grant funds for, and Mr. Johnston suggested that remaining collaborative while developing a new grant fund program would be beneficial, for both the Committee and staff, to ensure the pool is receiving the type of program that works for them. He shared his ideas in regards to eliminating the goal-setting meetings and trackers, as they are not financially feasible for some members. He also recommended keeping the assessments as it allows staff to meet the members and provide one-on-one assistance with risk management. He assured the committee staff would focus on best practices and suggested measuring in deliverables rather than charging by the hour, which would be equal to each member having three days of service in which they can utilize staff for any risk control needs. Committee members agreed to hold a Special

Risk Management Committee meeting towards the end of May in order for staff to develop and present the new 2018/2019 Risk Control Plan as discussed.

**C. Consideration of New Vehicle Packets:**

Ms. Yahaira Martinez, Assistant General Manager, advised staff created new PLAN vehicle packets which contain auto liability cards, basic accident information “do’s and don’ts” during the exchange with the other party involved, and an auto accident form. She informed the Committee that some members have already asked for them and they were distributed with the caveat that they have not been approved by the Risk Management Committee. She noted that once approved, they will be made available for download on the member’s only side of the PLAN JPA website, and staff would send the direct link to each member via email.

The Risk Management Committee approved the new vehicle packets for PLAN JPA.

**D. Discussion of Du-All Safety Engagement:**

Mr. Kramer advised the Committee that historically, PLAN has vetted safety vendors and negotiated global contracts with preferred vendors. Previously, Du-All’s Safety had a contract with PLAN that would allow members to use Du-All to deliver services using risk service credits. Their contract has expired, however members have requested services using their risk service credits. Recently, Ms. Bigger-Smith was the only consultant used in assessments and goal managing, and Du-All Safety was only being brought in to conduct specific training related to defensive driving, workers’ compensation, and other liability-related sessions.

Mr. Kramer stated if the Committee decides to make no changes to the current grant fund program, he recommended they consider adding Du-All Safety to the preferred vendor list. On the contrary, if the Committee and the Board of Directors choose to incorporate the risk service credits and training grant funds into the administrative budget, preferred vendors may no longer be necessary as members would be able to access service providers of their choice by using their grant funds.

Upon discussing, the Committee agreed they would like to see what improvements could be made to simplify the program and directed staff to schedule a special Risk Management Committee meeting to be held in May. Further, the Committee decided

to hold off on making any decisions in regards to contracting with Du-All Safety until the proposed 2018/2019 grant fund program has been reviewed.

**E. Discussion of Significant Grant Fund Request:**

Mr. Johnston and Mr. Kramer provided background information in regards to a significant grant fund request from the City of Morgan Hill. The City had inquired if there were funds available in the Sewer Smart program that would allow them to purchase a sewer camera truck in the amount of \$170,000. The City requested the full \$85,000 currently available in the Program; however, staff felt they could not approve or deny the request given there are no written guidelines that specify what qualifies and if there would be a maximum reimbursement amount.

After discussing, the Committee agreed that the Sewer Smart program is intended for consulting services and program development and implementation; not for capital purchases or equipment; therefore, they advised staff to deny the City of Morgan Hill's request.

**7. CLOSING COMMENTS**

**A. Risk Management Committee**

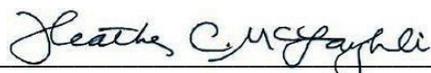
Mr. Brian Dossey, Chairman, took a moment to thank the Committee and staff for their presence and participation at the meeting.

**B. Staff**

Mr. Kramer also thanked the Committee for meeting and reminded them a Doodle poll will be sent via email to determine a date for the Special Risk Management Committee meeting, with the location at either Newark or San Carlos.

**8. ADJOURNMENT**

The Regular Meeting of the PLAN JPA Risk Management Committee was adjourned at 11:49 a.m.

  
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Heather McLaughlin, Board Secretary

**RISK MANAGEMENT PROGRAM**

**SUBJECT: Presentation of Proposed PLAN JPA Risk Control Program for 2018/19**

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**BACKGROUND AND HISTORY:**

At the last Risk Management Committee meeting, staff discussed with the Committee the idea of reviewing a slightly different service model for the provision of risk control services to the members in the 2018/19 program year.

That discussion centered around developing a draft risk control plan that would provide “core risk control services” for all members, and also provide a streamlined and simplified annual Grant Fund program to supplement and support each member’s respective risk management program.

1. Proposed Core Services Risk Management Program

Mr. Jeff Johnston and Ms. Gail Zeigler, Bickmore, will be in attendance to review with the committee the attached proposed core services risk management program. This program would include a first year on-site risk control orientation, an annual risk assessment of select best practices, dedicated time to assist with recommendation implementation(s), regional training, unlimited phone and email support as well as a couple of additional refinements.

The proposed cost would be funded through the annual budget process.

As outlined in the attached summary table, this proposal has little impact on the current risk management grant funding and reduces the current annual outlay of resources from equity by nearly \$175,000.

The attached summary provides additional detail on proposed services.

2. Proposed changes to the Grant Fund Program

The current Grant Fund program is broken into various buckets. The prior Risk Service Credits portion, which last year totaled \$361,052 and was funded out of equity, would be replaced with the proposed risk management program outlined above and would be funded through the annual budget process.

All of the other programs; Risk Management Program Grants (\$455,177); Risk Management Training Grants (\$98,000); and Sewer Smart Grants (\$85,000) would all be rolled into one simple Grant Fund.

**ABAG PLAN**  
**SPECIAL RISK MANAGEMENT COMMITTEE MEETING**

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**May 21, 2018**

Staff is recommending the new Grant Fund Program follow something similar to the proposed guidelines (see attached). We will be seeking input from the Committee regarding this policy at the meeting.

Additionally, staff is recommending the Grant Fund accounts be funded in 2018/19 as follows:

1. Staff will be recommending to the Executive Committee and Board of Directors a total of \$500,000 be allocated from equity to the Grant Fund Program in 2018/19. These funds would be distributed “pro-rata” based on each member’s percentage of premium as outlined in the policy. An example of this allocation has been attached. This is the same method utilized in the past.
2. Additionally, after all reimbursement requests for the 2017/18 program year have been completed. Staff will recommend all remaining funds in “all” of the current buckets be combined and re-allocated to the members via the same pro-rata formula outlined above.

In essence, members would receive their initial allocation on July 1, funded from equity, and an additional allocation sometime in January 2019, funded from the remainder of all funds unused from the prior program years. This combination should provide a nice starting balance for most, if not all members.

Annually, thereafter, staff would recommend the Board review the equity position of the group and make further allocations of equity, as appropriate, to continue to replenish or add funds to the individual Grant Fund account balances.

**RECOMMENDATION:**

*Staff makes no recommendation on Section 1 of the staff report as Bickmore has a potential financial interest in the outcome.*

*Staff recommends consolidating and simplifying the Grant Fund Program as outlined in Section 2 of the staff report.*

**REFERENCE MATERIALS ATTACHED:**

- Proposed 2018/19 Risk Management Program Summary
- Proposed 2018/19 Risk Management Program Service Detail
- Sample Grant Fund Allocation
- Draft PLAN JPA Grant Fund Policy

## Proposed Risk Management Program Summary

Comparing 2017/18 Actual to 2018/19 Proposed

Current			Proposed		
Program	2017/18 Budget	Detail	Program	2018/19 Budget	Detail
Risk Service Credits	\$361,052	<ul style="list-style-type: none"> <li>• Each member is allocated credit based on 4.5% of their annual contribution for the 2017/18 program year, which totals \$361,052 for all members</li> <li>• An hourly consultant fee is charged for risk assessments, goal setting, goal tracking, phone and email consultation, and recommendation implementation.</li> </ul>	All-Inclusive Base Risk Control Program	<b>\$305,585</b>  (included in the Administrative Budget)	<ul style="list-style-type: none"> <li>• Onsite risk control orientation and planning for us to assist with implementation of recommendations</li> <li>• Annual risk assessment</li> <li>• Risk console subscription and refinement of implementation, including access and training for all members</li> <li>• Up to 2 risk control service days per member to assist with recommendation implementation</li> <li>• Up to 15 days of defensive driver training on request</li> <li>• Up to 15 days of ride-along driver evaluations</li> <li>• Up to 10 days of contractual risk transfer training</li> <li>• Up to 3 regional trainings in addition to the Sewer Summit</li> <li>• Resource development to assist with recommendation implementation</li> <li>• Unlimited phone and email consultation</li> <li>• Unlimited access to the Bickmore Risk Control Website</li> </ul>
Risk Management Program Grants	\$455,177	<ul style="list-style-type: none"> <li>• Each member is allocated their share of the total budget (\$450,000 plus rollover from the prior program year)</li> </ul>	Risk Management Program Grants	<b>\$455,177</b>  (Earmark to come out of surplus. The amount is an approximation)	Consideration should be given to rolling all separate grant fund buckets into one fund and allowing 100% reimbursement for any expenses related to addressing liability-related

		<ul style="list-style-type: none"> <li>50-100% is awarded for each request, depending on the nature of the request</li> </ul>		based on contribution and rollover.)	exposures, eliminating the 50% reimbursement rule if it does not address a goal.
<b>Risk Management Training Grants</b>	\$98,000	Each member is allocated \$3,500 for employees to attend risk management training.	<b>Risk Management Training Grants</b>	<b>\$98,000</b> (Earmark to come out of surplus. Consider rolling into the Risk Management Grant Fund)	Consideration should be given to rolling all separate grant fund buckets into one fund and allowing 100% reimbursement for any expenses related to addressing liability-related exposures, eliminating the 50% reimbursement rule if it does not address a goal.
<b>Sewer Smart Grants</b>	\$85,000	Intended to cover 50% of the cost for a consultant to develop a sewer risk management program.	<b>Sewer Smart Grants</b>	<b>\$85,000</b> (Earmark to come out of surplus. Consider rolling into the Risk Management Grant Fund)	Consideration should be given to rolling all separate grant fund buckets into one fund and allowing 100% reimbursement for any expenses related to addressing liability-related exposures, eliminating the 50% reimbursement rule if it does not address a goal.
<b>Defensive Driver Training</b>	\$20,000	First come, first served basis for all members.	Members are encouraged to conduct training courses to address this exposure and are reimbursed for costs for outside instructors.	Included in Base Risk Control Program	
<b>Regional Training, Conference Sponsorship, and other member support</b>	\$100,000	Intended to cover costs that benefit all members of the pool.	Typical expenses include cost of outside speakers, venue, food, etc. for regional training. This budget also covers Management Data Report generation and the annual license fee for Risk Console to document the annual risk assessments and generate scorecards.	Included in Base Risk Control Program	
<b>Total</b>	<b>\$1,119,229</b>		<b>Total</b>	<b>\$943,762</b>	

## **Proposed Core Services Risk Management Program Service Detail For the 2018/19 Program Year**

### **On-Site Risk Control Orientation / Action Plan - \$34,720 (1 day per 28 members @ \$1240/day)**

Conduct on-site orientation visits for each member. The purpose of the visit is to provide an overview of the PLAN Risk Control Service plan, discuss member specific needs, develop action plans and review the available risk control resources for department managers and supervisors.

### **PLAN Risk Assessments - \$34,720 (1 day per 28 members @ \$1240/day)**

Conduct annual risk assessments. Each year, the assessments focus on PLAN performance measures for a preselected risk exposure(s) from the following topics:

- Risk Management Policy
- Injury & Illness Prevention Program (IIPP)
- Risk Management Organization
- Risk Management Goals and Action Plans
- Claim Reporting and Follow-up
- Vehicle Use and Operations
- Sidewalk Inspection and Maintenance
- Urban Forest management (Trees and Vegetation)
- Sewer Loss Prevention and Management
- Police Risk Management
- Fire Risk Management
- Contractor Selection and Control
- Road Maintenance
- Contractual Risk Transfer
- ADA Compliance and Transition Plans
- Playground Safety
- Facilities Maintenance and Hazard Identification
- Aquatics Programs
- Special Events and Facility Rentals
- Employment Best Practices

### **PLAN Risk Management Software Refinement and Management - \$18,350 (2.5 hours per member @ \$155 per hour - \$10,850 plus \$7,500 Ventive Consulting Cost) -**

Update and refine Risk Console to improve data collection and warehousing and reporting. In addition, the capability to add tracking for grant usage will be added to the platform, allowing each member to have access to monitor grant balances. The pricing includes consultation time from Ventive to make the necessary changes and training to members.

### **Risk Control Service Days on Request - \$69,440 (2 days per 28 members @ \$1,240/day)**

Provide risk control service days to assist with liability risk management. Services may include assisting with best practice recommendations identified in risk assessments, providing on-site training, participating/facilitating in risk management committee meetings, developing written programs, inspecting facilities, and other consulting services.

### **Driver Training on Request - \$18,600 (15 days @ \$1,240/day)**

Provide on-site biennial Defensive Driving training.

**Driver Ride-a-long Evaluations on Request - \$18,600 (15 days @ \$1,240/day)**

Provide on-site biennial employee ride-a-long evaluations.

**Contractual Risk Transfer (CRT) Training on Request - \$7,500 (5 days @ \$1500/day)**

Provide on-site CRT training.

**Resource Development - \$10,075 (65 hours @ \$155 per hour)**

Create resources and tools to make it easier to implement recommendations. Examples of new tools include simplified guides and checklists, information about vendor and member solutions, and new industry best practices. These resources will be distributed to members via email where appropriate and all resources will be housed on the Bickmore Risk Control website.

**Regional Training - \$39,000 (\$3,500 per session and \$28,500 for 2018 Sewer Summit)**

Provide four regional training classes (includes Sewer Summit). This service includes topic research, trainer selection and fees, location selection, announcements, electronic registration management, and materials coordination. Depending on the response to these initial trainings at one location, regional training for the next program year could include multiple locations for one class.

**Unlimited Phone and Email Consultation - \$52,080 (Based on average of 1 hour per month per 28 members @ \$155/hour)**

Provide unlimited access to a risk control professional for technical information and guidance. This service provides one central resource to help answer risk management questions.

**Bickmore Risk Control Website Resources (No Charge)**

Members will have unlimited access to all the resources available on the Bickmore Risk Control website which includes over 300 on-line streaming videos, hundreds of safety training handouts and risk management regulatory publications, recorded safety webinars, sample programs, forms, and checklists. In addition, members will be invited to participate in all live webinars and will be included on our distribution of monthly safety communications.

**Total Cost: \$303,085**

**ABAG PLAN**  
**SAMPLE GRANT FUND ALLOCATION**

Member	2018/19 60% CL Loss & Admin Funding	Allocation Percentage	2018/19 GRANT FUND
AMERICAN CANYON	\$ 185,383	2.04%	\$ 10,216
ATHERTON	130,568	1.44%	7,195
BENICIA	655,902	7.23%	36,146
BURLINGAME	335,106	3.69%	18,467
CAMPBELL	365,430	4.03%	20,138
COLMA	102,532	1.13%	5,650
CUPERTINO	419,166	4.62%	23,099
DUBLIN	332,645	3.67%	18,331
EAST PALO ALTO	219,613	2.42%	12,102
FOSTER CITY	229,282	2.53%	12,635
HALF MOON BAY	113,452	1.25%	6,252
HILLSBOROUGH	204,264	2.25%	11,257
LOS ALTOS HILLS	104,193	1.15%	5,742
LOS GATOS	326,892	3.60%	18,014
MILLBRAE	207,108	2.28%	11,413
MILPITAS	565,977	6.24%	31,190
MORGAN HILL	595,485	6.56%	32,816
NEWARK	455,649	5.02%	25,110
PACIFICA	484,208	5.34%	26,684
PORTOLA VALLEY	46,942	0.52%	2,587
ROSS	83,120	0.92%	4,581
SAN BRUNO	847,460	9.34%	46,703
SAN CARLOS	504,316	5.56%	27,792
SARATOGA	181,873	2.00%	10,023
SOUTH SAN FRANCISCO	969,293	10.68%	53,417
SUISUN CITY	185,655	2.05%	10,231
TIBURON	146,336	1.61%	8,064
WOODSIDE	75,223	0.83%	4,145
<b>GRAND TOTAL</b>	<b>\$ 9,073,073</b>	<b>100%</b>	<b>\$ 500,000</b>



## DRAFT PLAN JPA GRANT FUND PROGRAM GUIDELINES PROPOSAL

### **Purpose:**

The purpose of the Grant Fund Program is to provide a mechanism for PLAN JPA members to fund expenditures that support their safety and risk management programs. These additional resources serve as incentives to encourage safety programs tailored to agencies' individual needs, and will allow Members to contend with city procedure barriers, city funding shortfalls and other challenges.

### **Funding:**

Annually the PLAN JPA Board of Directors will determine what, if any amount to allocate in total to the Grant Fund Program.

Allocations to each member's individual account will be made based pro-rata on the premium allocation percentage of the member as it relates to the overall premium of the group for the year in question. (For example if Member X's annual premium is 5% of the total premium for the group, 5% of the total allocation of Grant Funds will be allocated to that member's individual grant fund account.)

A participating Member's Grant Fund Allocation will be for that Member's account only. The Grant Fund accounts will be non-interest bearing. Any funds remaining in a Member's account at the end of a fiscal year will be carried over to that Member's account in the following fiscal year.

Should a Member withdraw from the Pool, the balance of their Risk Management Fund account will be returned within 90 days of the effective date of the Member's withdrawal or termination.

### **Use Guidelines:**

Program funds will be used to reimburse Member expenditures for the following:

1. Controlling or minimizing risks that could result in injury, illness, and/or claims filed against the Member
2. Development, implementation, and maintenance of safety and risk management programs.
3. Emergency and disaster preparedness.
4. Purchase of equipment, items or improvements that enhance safety of employees or the public.
5. Special expenditures permitted by the PLAN JPA Risk Management Committee.

Program funds will not be used to fund:

1. Deferred maintenance,
2. "Wear and tear" repair or replacement,
3. Operating supplies, materials, or equipment that are normally addressed in another department's budget

4. Monetary fines resulting from regulatory citations.

**Reimbursement Process:**

1. Each Member will designate a person authorized to submit requests for reimbursement from its individual Grant Fund account.
2. The Member's authorized representative will submit a completed request form to the PLAN JPA Risk Control Manager.
  - i. "Proposals for Purchase" submission will include a quote from the vendor, including the vendor's name and address.
  - ii. "Requests for Reimbursement" will include proof of payment and full description of the service or product.
  - iii. The PLAN JPA Risk Control Manager or his/her designee will be responsible for reviewing the proposals and requests, and initiating the payment or reimbursement process.
3. When a "Proposal for Purchase" is approved:
  - i. The check will be made payable to the Member designated on the request form and delivered to the requesting Member for completion or reimbursement of the purchase.
  - ii. The member will provide the PLAN JPA Risk Control Manager with a copy of the "paid" invoice once the purchase has been made to confirm the purchase.
  - iii. PLAN JPA accounting staff will combine this documentation with the documentation from the original purchase proposal as complete record of the transaction.
  - iv. If a copy of the paid invoice is not received by PLAN JPA, no further disbursements will be made until the required documentation of finished transaction is provided.
4. When a "Request for Reimbursement" is approved, the check will be made payable to the member and sent to the normal mailing address for that member unless as otherwise directed by the member's authorized representative.
5. The PLAN JPA Risk Control Manager will contact Members to discuss submissions that do not appear to meet PLAN JPA guidelines.
6. A Member may appeal denied requests to the Risk Management Committee.
7. PLAN JPA Accounting Staff will process reimbursements in accordance with the internal controls established by PLAN JPA.
8. The PLAN JPA Accounting Manager will prepare semi-annual reports of Grant Fund account balances. The PLAN JPA Risk Control Manager will prepare an annual report of how the funds were used. Both reports will be made to the Risk Management Committee.

**PLAN JPA  
Grant Fund Program  
Use of Funds Request**

<b>City:</b>		<b>Date:</b>	
<b>Name of Authorized City Representative:</b>		<b>Title:</b>	
<b>Signature:</b>			
<b>Phone No:</b>		<b>Email address:</b>	
<b>Make check payable<sup>1</sup> to:</b>			
<b>Deliver the check to:</b>			
<b>Use of Funds Description</b>			<b>Amount Requested</b>
			\$
<input type="checkbox"/> <b>Supporting documentation attached.</b>			<b>Total</b>
<i>Email request and support documents to PLAN JPA Risk Control Manager: Gail Zeigler at <a href="mailto:gzeigler@bickmore.net">gzeigler@bickmore.net</a>.</i>			\$
<b>Distribution of funds contingent on available fund balance.</b>			
Approved _____      Denied _____      Copy Rian Potvin _____  Signature _____      Date: _____ <i>PLAN JPA Risk Control Manager</i>			

<sup>1</sup> Use a separate form for each vendor.