



1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833
(800) 541-4591 Fax (916) 244-1199
<https://www.planjpa.org/>

RISK MANAGEMENT COMMITTEE MEETING AGENDA

**Tuesday, April 26, 2022
10:00 a.m.**

Zoom

Please Contact Katie Sullivan for Videoconference Information

All or portions of this meeting will be conducted by teleconferencing in accordance with Government Code Section 54953(b). Teleconference locations are as follows: Sedgwick, 1750 Creekside Oak Drive, Suite 200, Sacramento, CA 95833; City of Atherton, 91 Ashfield Rd, Atherton, CA 94027; City of Half Moon Bay, 501 Main St Half Moon Bay, CA 94022; City of Pacifica, 170 Santa Maria Ave, Pacifica, CA 94044; Town of Portola Valley, 765 Portola Rd, Portola Valley, CA 94028; and Town of Tiburon, 1505 Tiburon Blvd Tiburon, CA 94920.

Each location is accessible to the public, and members of the public may address the Risk Management Committee from any teleconference location.

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 katie.sullivan@sedgwick.com (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.

Documents and materials relating to an open session agenda item that are provided to the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA) 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.

- | | |
|--------------------|---|
| <u>Page</u> | 1. CALL TO ORDER |
| | 2. INTRODUCTIONS |
| | 3. APPROVAL OF AGENDA AS POSTED (OR AMENDED) |
| | 4. PUBLIC COMMENTS - This time is reserved for members of the public to address the Committee relative to matters of the PLAN JPA 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. |

Page 5. CONSENT CALENDAR

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

5 *A. Minutes from the October 7, 2021, Risk Management Committee Meeting

10 *B. Update on the 2021/22 Risk Control Plan

Recommendation: Staff recommends the Risk Management Committee approve the Consent Calendar.

6. RISK CONTROL MATTERS

22 *A. Risk Control Staffing Update

Recommendation: Staff recommends the Risk Management Committee recommend to the Executive Committee the appointment of Bill Taylor as PLAN JPA's Risk Control Manager, effective July 1, 2022.

24 B. Focused Assessments and Best Practices Update

Recommendation: Staff requests volunteers from the Risk Management Committee to beta test the focused assessments and best practices and provide staff with feedback by May 7, 2022.

26 C. Cyber Risk Management Update

Recommendation: None

27 *D. 2022 Sewer and Stormwater Summit Proposal

Recommendation: Staff recommends the Risk Management Committee approve proposed PLAN JPA sponsorship of the 2022 Sewer & Stormwater Summit, and direct staff to submit the proposal to the Executive Committee.

31 E. Consideration of the 2022/23 Risk Control Plan and Grant Fund Program

Recommendation: Staff recommends the Risk Management Committee recommend approval of the proposed 2022/23 Risk Control Service Plan to the Board of Directors at their meeting in June 2022.

7. ADMINISTRATIVE MATTERS

34 *A. Sedgwick Risk Management Services Contract Renewal

Recommendation: Staff makes no recommendation as there is a financial interest in the outcome.

8. 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

9. ADJOURNMENT

NOTICES:

- The next PLAN JPA Executive Committee meeting will be held on May 19, 2022, at 10:00 a.m. at the San Carlos Adult Community Center
- The next PLAN JPA Board of Director's meeting will be held on June 22, 2022, at 9:30 a.m. location TBD

April 26, 2022

Agenda Item 5.A.-5.B.

CONSENT CALENDAR

SUBJECT: Consent Calendar

BACKGROUND AND HISTORY:

The Consent Calendar consists of items that require approval or acceptance but are self-explanatory and require no discussion. If a Committee member 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 October 7, 2021, Risk Management Committee Meeting
- B. Update on the 2021/22 Risk Control Plan

**POOLED LIABILITY ASSURANCE NETWORK JOINT
POWERS AUTHORITY
(PLAN JPA)**

**MINUTES OF THE RISK MANAGEMENT COMMITTEE
MEETING OF OCTOBER 7, 2021**

A regular meeting of the Risk Management Committee was held on October 7, 2021, via videoconference.

MEMBERS PRESENT: Lisa Lopez, Half Moon Bay
Yulia Carter, Pacifica
Jeremy Dennis, Portola Valley
Suzanne Creekmore, Tiburon (*Left during Agenda Item 6.C*)

MEMBERS ABSENT: George Rodericks, Chair, Atherton

OTHERS PRESENT: Jon Paulsen, General Manager
Katie Sullivan, Assistant General Manager
Terrie Norris, Risk Control Manager
Karla Lopez, Administrative Assistant
Cindy Rodas, Portola Valley

1. CALL TO ORDER:

The Regular Meeting of the PLAN JPA Risk Management Committee meeting was called to order at 10:39 a.m.

2. INTRODUCTIONS:

Roll call was taken, and it was determined there was a quorum present.

3. APPROVAL OF THE AGENDA AS POSTED (OR AMENDED):

Jeremy Dennis moved to approve the agenda as posted. Lisa Lopez seconded the motion. A roll call vote was taken and the motion passed unanimously Lisa Lopez, Jeremy Dennis, Yulia Carter, and Suzanne Creekmore.

4. PUBLIC COMMENTS:

None.

5. CONSENT CALENDAR:

Jeremy Dennis moved to approve the following item: A) Minutes from the February 10, 2021, Risk Management Committee Meeting. Yulia Carter seconded the motion. A roll call vote was taken and the motion passed unanimously by Lisa Lopez, Jeremy Dennis, Yulia Carter, and Suzanne Creekmore.

6. RISK CONTROL MATTERS:

A. 2021/22 Risk Control Plan and Grant Fund Program Update

The Board of Directors reviewed and approved the proposed 2021/22 Risk Control Service Plan on June 18, 2021. The 2021/22 Risk Control Service Plan was influenced by interactions with members and discussions from the December 2020 Strategic Planning Session.

Terrie Norris, Risk Control Manager, stated some modifications to the plan were made to ensure compliance with the evolving COVID-19 conditions for the safety and health of PLAN JPA members and staff. Ms. Norris reviewed the following highlights of the services provided:

- Risk Control staff continued to provide training, ergonomic evaluations, and program development using WebEx, Zoom, and Teams virtual platforms. On-site services were provided when COVID-19 protection requirements were able to be maintained.
 - Ergonomic evaluations were the second highest requested service from members.
- Members with 2021/22 ex-mod greater than 120% were provided one-on-one risk control services initiated by risk control staff. Specific needs were addressed with the goal to help these members reduce their loss experience and ex-mod.
- Self-assessment and best practice documents continued to be built and developed and focused on topics previously identified by the Risk Management Committee.
- Defensive Driving was continuously available regionally and to individual members utilizing various platforms. Ride-a-long defensive driving has been put on hold due to COVID-19 social distancing restriction.
- Regional Trainings with topics as Managing Change, Best Moves for Injury Prevention, Responding to Aggressive Behavior in the Workplace, Sewer and Stormwater Summit, and Supporting the Troubled Employee.
- The Risk Control Manager continued to review the submissions for Risk Management Grant Fund Reimbursements to ensure submissions were within program guidelines

and submitted by authorized personnel and provided guidance as needed regarding proposed expenditures.

B. Update on 2021 Sewer and Stormwater Summit

The 2021 Sewer and Stormwater Summit will be held virtually on October 20, 2021. At the June 18, 2021, Board of Directors meeting, the Board approved PLAN JPA's continued participation in the Summit and approved the sponsorship fee which may range from \$12,250 to \$15,250.

Ms. Norris reported the 2021 Sewer and Stormwater Summit would be presented on a virtual platform.

The Summit has four tracks with five sessions in each track providing 20 educational opportunities:

- Track 1 – Safety & Leadership
- Track 2 – Management / Regulatory Compliance
- Track 3 – Operations
- Track 4 - Stormwater

As of September 24, 2021, 258 people have registered for the Summit. Sixteen PLAN JPA members have registered 84 employees, compared to 61 employees in 2020, and four risk managers who participate in servicing PLAN JPA are registered to attend.

C. Law Enforcement Liability Risk Management Update

The PLAN JPA Board of Directors held a special Law Enforcement Liability breakout session at their December 9, 2020, meeting. During this meeting, the results of a member survey regarding law enforcement exposures was discussed and a presentation by Nathan Oyster, Burke, Williams, & Sorensen, LLP. Members were invited to include their representatives from their law enforcement departments in the breakout session.

At the February 10, 2021, Risk Management Committee Meeting, staff reported the attendees of the December 2020 Law Enforcement session provided several recommendations for additional law enforcement support and resources. Ms. Norris reminded the Committee staff was also directed to develop risk management information and/or training regarding Police Explorer/Cadet/Youth program risk exposure.

Jon Paulsen, General Manager, reviewed concerns around Law Enforcement Liability claims and informed the Committee of different options for additional support:

- Increased Law Enforcement Liability training within the current risk control program.
- Quarterly sessions with expert speakers and target assessments.
- Utilizing a consultant for developments and updates to policies.

At the June 18, 2021, Board of Directors meeting, PLAN JPA voted to become a member of the California Affiliated Risk Management Authority (CARMA), an excess coverage risk sharing pool. In addition to the excess coverage, PLAN JPA would have a new partner in reducing law enforcement liability exposures and losses. At the September 24, 2021, CARMA Board of Directors meeting, it was discussed it was time to implement some sort of high exposure liability training program to assist underlying CARMA members, ensure a consistent message across JPAs, and provide economies of scale in the procurement of training and other resources.

The Committee agreed it was best for PLAN JPA to follow suit with initiatives put in place by CARMA.

D. Cyber Risk Assessment Update

As an initiative from PLAN's December 2019 Strategic Planning Session, PLAN staff developed a four-part series of cyber risk webinars which were presented to members from August 19, 2020, to September 23, 2020. Attendance and feedback were positive and as a next step, many member explored pursuing cyber risk assessment services. Mr. Paulsen informed the Committee the market for cyber services is both limited in terms of California municipal entity experience and prohibitively expensive for small and mid-sized entities.

In response, Sedgwick Pooling added a California IT Risk Control Manager, Colette Klier, to the team and approximately six PLAN JPA members have engaged with Ms. Klier for risk assessments. Mr. Paulsen stated initial feedback has been positive; however, there are limited follow up services at this time. Therefore, staff was presented with a third-party cyber solutions provider specializing in work with public agencies as an alternative.

Mr. Paulsen reviewed the benefits from ResoluteGuard with the Committee and the Committee agreed having ResoluteGuard present to the Board of Directors would be beneficial.

E. Contractual Risk Transfer Update

Mr. Paulsen informed the Committee Joseph Costamagna, Contractual Risk Manager, has left Sedgwick to join a school district JPA in June 2021. Sedgwick replaced Mr. Costamagna with Kathleen Creedon and Ric Burwell to support this member service need. Ms. Creedon and Mr. Burwell assisted members with risk transfer trainings on a variety of subjects and remote contracts and insurance consulting for PLAN members. Due to COVID-19 restrictions, no onsite trainings have been conducted. Staff plans to resume onsite trainings when safe and appropriate.

F. Discussion Regarding Contract for Risk Control Services

PLAN JPA contracted with Sedgwick for risk control services beginning July 1, 2018. The initial term of the contract was through June 30, 2019, and was then extended to June 30, 2022 via amendment.

At the December 2021 Board of Directors meeting, the Board will need to decide on one of three options for risk control services in 2022:

- Negotiate another extension to the existing Sedgwick contract for risk control services;
- Negotiate a new contract with Sedgwick for risk control services; or
- Issue a Request for Proposal (RFP) for risk control services.

After a brief discussion, the Committee directed staff to bring forward at the next Executive Committee meeting.

7. CLOSING COMMENTS:

A. Risk Management Committee

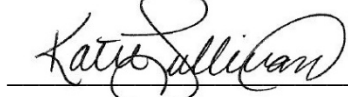
None.

B. Staff

None.

8. ADJOURNMENT

The Regular Meeting of the PLAN JPA Risk Management Committee was adjourned at 11:46 a.m.



Katie Sullivan, Assistant Board Secretary

**PLAN JPA Risk Management Committee Agenda
Meeting of April 7, 2022**

Agenda Item 5.B.

RISK CONTROL MATTERS

SUBJECT: Update from PLAN JPA's Risk Control Manager

BACKGROUND AND HISTORY:

The Board of Directors reviewed and approved the proposed 2021/2022 Risk Control Service Plan. Staff reported that the PLAN JPA Strategic Planning Session and staff interactions with PLAN JPA members influenced the proposed risk control service plan for 2021/22. The 2021/2022 retained the most popular and needed services from the 2020/2021 service plan while adding some new features to assist PLAN JPA members reduce their loss experience. This report contains some of the highlights of the risk control services provided.

Risk Control Services on Request

Risk Control staff continues to provide training, ergonomic evaluations, and program development using WebEx, Zoom and Teams virtual platforms. On-site services have and can be provided when COVID-19 protection requirements can be maintained. A list of the services that have been provided and scheduled for the 2021/2022 program year is in the reference materials for this report. Two members have consulted with Terrie Norris to develop annual training schedules. Five members are now including risk control staff in their regularly scheduled safety/risk management committee meetings. Customized training can be developed such as the hazard recognition training developed for a member using the member's own loss incidents. Not using a limiting list of services, staff has been able to come up with creative services to meet member needs.

Ergonomic evaluations are the second highest requested service from members. Members can initiate an ergonomic service request using an online request form, accessible within the Members Only section of the PLAN JPA website (<https://www.planjpa.org/member-forms/> in the Resources section). The most frequent users of the ergonomic evaluation request system continue to be American Canyon, Benicia, Dublin, San Carlos, and South San Francisco.

Focused Member Services

Seven members were identified as having a 2021/22 ex-mod greater than 120% (based on the *Proposed 2021/2022 Operating Budget*). The members included in the Focused Member Services were contacted via email and telephone call. Six of the seven members responded and consented to an initial meeting "getting to know you" meeting with each member to explore what risk control issues they are most interested in addressing and/or what is keeping them up at night regarding risk management. Our goal continues to be to help them reduce their loss experience.

PLAN JPA Risk Management Committee Agenda
Meeting of April 7, 2022

Agenda Item 5.B.
Page 2

Some members chose:

- Including us in their safety and/or risk management meetings
- Development of loss trend analyses of their worker's compensation and their liability experience to help them better focus their safety and risk control efforts
- Scheduling safety training
- Development/revision of compliance plans

Follow up meetings are being scheduled for completion before the end of the year. Open projects will continue for these members into the new program year.

Development of Focused Self-Assessments Materials

Risk Control staff continues to build and refine documents for focused self-assessment and companion best practice documents. Both self-assessment and best practices documents have been developed for:

- Aquatics Risk Management
- Playground Liability
- Sidewalk Liability
- Urban Forest Management
- Vehicle Use and Operations

During the RMC's October 2021 meeting, several of the RMC members volunteered to beta test the materials. Staff will be forwarding the materials to the RMC members who volunteered. Once the materials are ready, they will be posted to the Sedgwick Risk Control Website for easy access to all PLAN JPA members. Members will have the choice of conducting their own self-assessment and proceeding or conducting their self-assessment and discussing the results with risk control, or they may request on-site assistance whereby risk control would conduct the assessment through interviews with the appropriate member staff members and on-site observations.

Regional Training

The risk control service plan calls for the provision of four regional training sessions, which includes the 2021 Sewer and Stormwater Summit. The PLAN JPA members continue to respond very favorably to the provision of regional training when offered in an online format; members have commented that online training saves the time would have been expended traveling back and forth around the bay area. Staff arranged for six webinars covering topics such as workplace violence prevention, health and wellness utilizing the services ACI Benefits. The six webinars were well received. These webinars were recorded and posted on the Sedgwick Risk Control

PLAN JPA Risk Management Committee Agenda
Meeting of April 7, 2022

Agenda Item 5.B.
Page 3

Resources website to provide greater flexibility and access to our members and refresher training. Provided and currently identified webinar include:

- Managing Change – August 2021 – designed to help employees for the change from remote to on-site employment – 30 employees of PLAN JPA members registered
- Best Moves for Injury Prevention – September 2021 – designed to help employees learn simple pre-work and interim work stretches to reduce the risk of musculoskeletal injuries. – 41 employees PLAN JPA members registered
- Responding to Aggressive Behavior in the Workplace – October 2021 – designed to help employees recognize and defuse potentially violence situations – 79 employees of PLAN JPA members registered
- Shedding the Stigma – Mental Health Awareness – November 2021 – designed to help supervisors identify and appropriately intervene with employees who have become violent – 34 employees of PLAN JPA members
- Holiday Stress – December 2021 – designed to help all employees manage the stress that comes with the holiday season – 45 employees of PLAN JPA members
- Navigating Challenging Times – January 2022 – designed to provides tools to recognize difficult situations in the workplace and confront them in ways that are effective and non-aggressive – 46 employees of PLAN JPA members

When members request training services that permit regional training invitations, additional regional training opportunities are organized.

The 2021 Sewer & Stormwater Summit is counted with the regional training opportunities. More on the Sewer & Stormwater Summit below.

Sewer and Stormwater Summit – October 2021

1. Was provided in a virtual environment.
2. Summit sessions were for future use by attendees.
3. Was free of charge to the employees of PLAN JPA and CSRMA members.
4. Offered a special Agency registration package for non-sponsoring agencies who have multiple employees who need to maintain education credits.
5. Offered a reduced registration cost for non-sponsoring individuals as the costs of hosting the Summit are reduced due to the elimination of food and hotel accommodations.
6. Had links to sponsor organizations posted on the virtual conference website.
7. Had networking opportunities for attendees via chat rooms.
8. Offered attendees the opportunity to interact with vendors through chat rooms.
9. Provided vendors an opportunity to post videos depicting their services.
10. Required vendors to pay a fee to participate to cover the added cost of hosting.

PLAN JPA Risk Management Committee Agenda
Meeting of April 7, 2022

Agenda Item 5.B.
Page 4

Registrants were sent instructional emails at the end of September regarding how they can build their agenda on the conference platform. As registration continues, new registrants will receive the same information. In the days immediately prior to the board cast registrants will receive detailed instructions regarding what to do/expect on October 20th when they login. The emails will also include information on how to access the speaker and vendor chat rooms that will be available during the Summit broadcast.

The summit had four tracks with five sessions in each track providing 20 education opportunities:

- Track 1 – Safety & Leadership
- Track 2 – Management / Regulatory Compliance
- Track 3 – Operations
- Track 4 – Stormwater

356 people registered for the Summit. Fifteen PLAN JPA members registered 107 employees, and 4 risk control managers who participate in servicing PLAN JPA registered to attend. Of those registrants associated with PLAN JPA, 80 attended on the day of broadcast. The final count for the 2020 Summit was only 61 PLAN JPA registrants, so we were well ahead of last year's count.

Due to the overwhelming response to the 2021 Sewer and Stormwater Summit, PLAN JPA will receive a refund of \$3,141 from its initial \$10,000 deposit. This is a significant reduction compared to when the Summit was an in-person event servicing fewer attendees.

Oversight of the Risk Management Grant Fund Reimbursements

The Risk Control Manager continues to review the submissions for Risk Management Grant Fund Reimbursements to ensure submissions are within the program guidelines and submitted by authorized personnel and will provide guidance as needed regarding proposed expenditures. Reimbursements were made since July 1, 2021 include:

Member	Expended For	Amount
Hillsborough	Cyber Assessment and Yubikey Tokens	\$7,975.63
Milpitas	ADA Study and Transition Plan	\$134,158.00
Newark	Replacement AED Pads	\$3,649.19
San Carlos	GFOA ADA and Web Compliance Training	\$35.00
San Carlos	LCW Webinar on Returning to the Workplace	\$400.00
San Carlos	Public Agency Risk Management Association (PARMA) Annual Conference Registration	\$248.00

**PLAN JPA Risk Management Committee Agenda
Meeting of April 7, 2022**

**Agenda Item 5.B.
Page 5**

Member	Expended For	Amount
San Carlos	Public Agency Risk Management Association (PARMA) Membership Renewal	\$150.00
San Carlos	California Association of Code Enforcement Officers (CACEO) Membership Renewal	\$95.00
San Carlos	Government Finance Officers Association (GFOA) Membership Renewal	\$150.00
San Carlos	International Public Management Association (IPMA) Membership Renewal	\$417.00
San Carlos	Society for Human Resource Management (SHRM) Membership Renewal	\$219.00
San Carlos	Labor Law Posters and Brochures	\$317.79
San Carlos	Update the Overflow Emergency Response Plan	\$2,500.00
San Carlos	Training on the updated Overflow Emergency Response Plan	\$6,000
Woodside	CSMFO Conference	\$600.00
Woodside	Springbrook Annual Conference	\$225.00
Woodside	CSMFO membership	\$330.00

Sedgwick Risk Control Website Resources

The risk control staff continues to add resources the Sedgwick Risk Control Resources website.

Law Enforcement Liability Risk Management Update

The PLAN JPA Board of Directors held a special Law Enforcement Liability breakout session at their December 9, 2020, meeting. During this meeting the results of a member survey regarding law enforcement exposures was discussed and Nathan Oyster, Burke, Williams, & Sorensen, LLP, gave a presentation on his experience in civil rights and officer involved shooting cases providing unique insight for litigation trends. Members were invited to include their representatives from their law enforcement departments in the breakout session.

At the June 18, 2021, Board meeting PLAN JPA voted to become member of California Affiliated Risk Management Authorities (CARMA) an excess coverage risk sharing pool. In addition to the excess coverage, PLAN JPA would have a new partner in reducing law enforcement liability exposures and losses. At their September 24, 2021, meeting CARMA discussed that it may be time to invest in CARMA's future by implementing some sort of high exposure liability training program to assist the underlying CARMA members, ensure a consistent message across JPAs, and provide economies of scale in the procurement of training and other resources.

**PLAN JPA Risk Management Committee Agenda
Meeting of April 7, 2022**

**Agenda Item 5.B.
Page 6**

The Police Liability Continuum Training Outline and the Police Intervention Training – ABLE program documents are attached as references to this report were discussed at the CARMA Board Meeting. The CARMA Board decided to make Law Enforcement its “High Exposure Liability Training Program” for this program year. Staff, as directed by the RMC, continue to monitor CARMA’s progress on its Law Enforcement tools and resources to expedite access to PLAN JPA members.

Member	Activity	Project Status
American Canyon, City of	Ergonomics Evaluation	Completed
Atherton, Town of	Focused Member – Initial Risk Control Services meeting	Completed
	Workers' Compensation Loss Trend Analysis	Awaiting Member Data
Benicia, City of	Ergonomics Evaluation	Awaiting Member Response
	Ergonomics Evaluation	Completed
Campbell, City of	CPSI inspection of new playground	Completed
Cupertino, City of	Hazard Awareness Consultation	Completed
	Hazard Awareness Training for Supervisors	Completed
	CPSI Playground Inspection	Completed
	Risk Management Committee Consultation - July	Completed
	Risk Management Committee Consultation - September	Completed
	Risk Management Committee Consultation - November	Completed
	Risk Management Committee Consultation – January	Completed
	Risk Management Committee Consultation – March	Completed
	Risk Management Committee Consultation - May	Scheduled
Dublin, City of	Ergonomics Evaluation	Completed
	Ergonomics Evaluation	Completed
	Safety Week Presentation – IIPP and CPP Update	Completed
	IIPP and CPP Program Updates	In Progress
	Safety Committee Meeting	Completed
	Safety Committee Meeting	Completed
Foster City, City of	Ergonomics Evaluation	Completed
	Defensive Driving	Canceled
Half-Moon Bay, City of	Coast Trail Hazards Consultation	Completed
	5 Year Liability Loss Trend Analysis	In Progress

Member	Activity	Project Status
	Safety Committee Consultation	Completed
	Safety Committee Consultation	Completed
	Safety Committee Consultation	Scheduled
Los Altos Hills, Town of	Aerial Lift Training	In Progress
	Confined Space Entry & Fall Protection w/Ladder Safety Training	In Progress
	Equip Ops & Welding, Cutting, Hot Work & Compressed Gas Safety Training	In Progress
	Ergonomics Training - Industrial & Office	Completed
	Excavation & Trenching and Heavy Equipment Training	In Progress
	Focused Member – Follow Up Meetings	Completed
	Focused Member – Initial Risk Control Services meeting	Completed
	Haz Com & LOTO Training	In Progress
	Hearing Conservation and BBPP Training	In Progress
	Hearing Conservation Program Review and Revision	In Progress
	Heat Illness Prevention & Traffic Control/Flagger Training	In Progress
	Heat Illness Prevention Program Review and Revision	In Progress
	Respiratory & Tool Safety Training	In Progress
	Workplace Violence Prevention – Development	Awaiting Member
	Workplace Violence Training	Completed
Los Gatos, Town of	Safety Committee Consultation	Completed
	Safety Committee Consultation	Completed
	Safety Committee Consultation	Scheduled
	Training Aerial & Forklifts Forklift	In Progress
Milpitas, City of	Update 5-year loss analysis	Completed
	LOTO Program Development	Completed

Member	Activity	Project Status
Morgan Hill, City of	Annual Training Consultation	Completed
	Aerial Device Training & Certification	Awaiting Member Availability
	Confined Space Entry Awareness Training	Completed
	Defensive Driving Training	Scheduled
	Drug and Alcohol-Free Workplace Awareness Training	Scheduled
	Emergency Action Preparedness Refresher Training	Completed
	Fall Protection Program Development	Completed
	Fall Protection Training	Completed
	Forklift Training & Certification	Completed
	Hazard Communication and LOTO Training	Completed
	Heat Illness Prevention and Bloodborne Pathogens Exposure Control Training	Scheduled
	Hearing Conservation Training	Completed
	IIPP Training for City Hall	Awaiting Member Availability
	IIPP Training for PW	In Progress
	IIPP Program Review and Revision	Completed
	Industrial Ergo for PW Training	Completed
	Outdoor Hazards	Scheduled
	LOTO Program Development	In Progress
	PPE Refresher Training	Completed
	Respiratory Protection Certification and Training	Completed
	Tool Safety Training	Completed
	Traffic Control & Flagging Training	Completed
	Trenching and Excavation Training	Completed
	Workplace Violence Prevention	Completed

Member	Activity	Project Status
PLAN JPA	Focused Self-Assessment Development Lia RM Goals and Action Plans	In Progress
	Focused Self-Assessment Development Urban Forest Management	Completed
	Focused Self-Assessment Development Vehicle Use & Operations Self-Assessment Peer Review	Completed
	Best Practices Companion to Self-Assessment Sidewalks	In Progress
	Best Practices Companion to Self-Assessment Contractual Risk Transfer Best Practices	In Progress
	Focused Self-Assessment Development Contractual Risk Transfer Self-Assessment	In Progress
	Focused Self-Assessment Development Law Enforcement Liability Best Practices	In Progress
	Focused Self-Assessment Development Playground Liability Self-Assessment Review	In Progress
	Focused Member – Initial Consultation	Completed
	Workers' Compensation Loss Trend Analysis	In Progress
Pacifica, City of	Liability Loss Trend Analysis	In Progress
	Drug and Alcohol-Free Policy Development	Completed
	Focused Member – Initial Consultation	Completed
San Bruno, City of	Safety Committee Consultation	Completed
	Safety Committee Consultation	Completed
	Safety Committee Consultation	Scheduled
	Safety Committee Consultation	Scheduled
	Towing Policy Consultation	In Progress
	Urban Forest Management Consultation	Completed
	Volunteer Management	In Progress
	WC and Liability Loss Analyses	In Progress
	Focused Member – Initial Consultation	Completed
	Focused Member – Follow-Up Meeting	Completed
San Carlos, City of	5-Year Liability Loss Trend Analysis	Completed
	Annual Risk Management Committee Consultation	Completed

Member	Activity	Project Status
	Bicycle/Pedestrian Public Education Materials Consultation	In Progress
	Confined Space Entry Program Development	In Progress
	Defensive Driving – General Training	Scheduled
	Defensive Driving – Service Van Training	Scheduled
	Ergonomic Evaluations	Scheduled
	Ergonomics Phone & E-mail Consultation	Completed
	Ergonomics Training	In Progress
	Ergonomics Training	Completed
	Hazard Communication Training	Completed
	Hearing Conservation Program Development	In Progress
	Hearing Conservation Training	In Progress
	Heat Illness Prevention Program Review and Revision	In Progress
	Heat Illness Prevention Training	Scheduled
	Hot Work Permit Program Development	In Progress
	Lockout/Tagout Program Development	In Progress
	Outdoor Hazards Training	Scheduled
	PPE Program Development	In Progress
	Silica Dust Exposure Control Program Development	In Progress
	Silica Dust Potential Exposure Incident Consultation	Completed
	Urban Forest Management Consultation	In Progress
	Urban Forest Management Public Education Consultation	In Progress
Saratoga, City of	Focused Member – Initial Meeting	Completed
	Safety Committee Consultation	Completed
	Safety Committee Consultation	Completed
	Safety Committee Consultation	Completed



Risk Control Services Summary July 1, 2021, to March 18, 2022

Member	Activity	Project Status
	Safety Committee Consultation	Scheduled
South San Francisco, City of	Ergonomics Evaluation	Scheduled
	Ergonomics Evaluation	Completed
	Ergonomics Evaluation	Completed
	Ergonomics Evaluation	Completed
	Ergonomics Evaluation	Completed

April 26, 2022

Agenda Item 6.A.

RISK CONTROL MATTERS

SUBJECT: Risk Control Staffing Update

BACKGROUND AND HISTORY:

In the Spring of 2019, Terrie Norris was appointed as PLAN JPA's Risk Control Manager. Ms. Norris has been an influential addition to the PLAN team and has provided outstanding service to all PLAN JPA members.

Earlier this year, Ms. Norris announced her plans to retire, effective July 1, 2022. As such, Sedgwick has assigned Bill Taylor to the PLAN JPA team. Mr. Taylor started with Sedgwick in 2020 as Risk Control Manager and has over 30 years of experience in risk management – most recently at the City of Anaheim as Safety Manger.

Mr. Taylor has been working with Ms. Norris, learning PLAN JPA, for the past couple months to facilitate the transition and develop the 2022/23 program year risk control plan.

Jon Paulsen, General Manager, Ms. Norris, and Mr. Taylor will be present to answer any questions of the Committee.

RECOMMENDATION:

Staff recommends the Risk Management Committee recommend to the Executive Committee the appointment of Bill Taylor as PLAN JPA's Risk Control Manager, effective July 1, 2022.

REFERENCE MATERIALS ATTACHED:

- Bill Taylor CV



Bill Taylor, CSP, CEAS

Manager, Risk Control Services

33+ years in risk management

Bill has over 33 years of industry experience. He provides a variety of services to our public entity clients, including assessments, training, and program and policy reviews. He currently serves as the risk control manager for a self-insured pool with 30 members, most of which are municipalities.

Prior to joining Sedgwick, Bill served as the City of Anaheim Safety Manager and as the Safety Officer for the City of Pomona and City of Pasadena. In these roles, he administered each city's safety programs for the city's employees and departments. He has also developed and implemented several safety policies and programs, including a safety property management and inspection program to protect over 300 of Anaheim's city-owned buildings from property losses. Bill regularly performed site inspections, risk assessments, ergonomic evaluations, and accident investigations. He also developed and conducted safety, occupational health, and related training activities. His work as the respective safety manager for the cities resulted in the reduction of workers' compensation and liability claim costs and the number of incidents.

In addition, Bill has performed legislative and regulatory advocacy before the California Occupational Safety and Health Standards Board and the California State Legislature. Bill is a past president of Public Agency Safety Management Association (PASMA).

Credentials and Professional Affiliations

- Certified Safety Professional (CSP)
- Certified Ergonomic Assessment Specialist (CEAS)
- Public Agency Safety Management Association - Legislative and Regulatory Representative (2012-2020)
- Public Agency Safety Management Association - President (2010-2011)
- Public Agency Safety Management Association - Legislative and Regulatory Representative (2009)
- American Society of Safety Professionals (ASSP) – Professional Member

Agenda Item 6.B.

RISK CONTROL MATTERS

SUBJECT: Focused Assessments and Best Practices Update

BACKGROUND AND HISTORY:

The Board approved the Risk Management Committee's proposal to replace the Ventiv on-line focused self-assessment program with focused self-assessment and companion best practice documents developed by Sedgwick risk control team members. This change eliminated the \$20,000 annual cost of Ventiv, as the development of the self-assessment and best practices documents would be part of the Sedgwick Risk Control Services at no additional charge. When using the self-assessment forms, PLAN members have the choice of:

- conducting their own self-assessment and proceeding
- conducting their self-assessment and discussing the results with risk control
- requesting virtual or on-site consultation with risk control whereby risk control staff would conduct the assessment through interviews with the member's subject matter staff and, when conducted on-site, condition observation.

At its October 2021 meeting, members of the Risk Management Committee agreed to beta test the documents that have been completed and provide feedback to Terrie Norris, PLAN JPA Risk Control Manager.

Risk Control staff has been working to build and refine the focused self-assessment and companion best practice documents. Both self-assessment and best practices documents have been developed for the following liability exposure areas:

- Aquatics Risk Management
- Playground Liability
- Sidewalk Liability
- Urban Forest Management
- Vehicle Use and Operations

Staff is asking for confirmation of which Risk Management Committee members will participate in the beta testing, and an indication of which topics they volunteer their agency to review. Risk Control will provide recommendations regarding who within their agency should complete the beta test, as they should be reviewed by the member's staff member who has oversight and knowledge of the subject. Members completing the beta testing are asked to provide feedback regarding:

- Clearly stated and easily understood question
- Thoroughness
- Ease of use
- The need for additional directions on use

April 26, 2022

Agenda Item 6.B.

Page 2

Risk Management Committee volunteers will receive both the focused assessment and companion best practice they volunteered to review, along with a guide regarding who in their agency may have the subject knowledge needed to respond. Staff will coordinate the responses and make amendments as needed. Once the materials are ready, they will be posted to the Sedgwick Risk Control Website for easy access to all PLAN JPA members.

RECOMMENDATION:

Staff requests volunteers from the Risk Management Committee to beta test the focused assessments and best practices and provide staff with feedback by May 7, 2022.

REFERENCE MATERIALS ATTACHED:

None

April 26, 2022

Agenda Item 6.C.

RISK CONTROL MATTERS

SUBJECT: Cyber Risk Management Update

BACKGROUND AND HISTORY:

As an initiative from PLAN's December 2019 strategic planning meetings, PLAN staff focused on discovering cyber security options for members. Staff developed a four-part series of cyber risk webinars which were presented to members from August 19, 2020, to September 23, 2020. Additionally, Sedgwick Pooling added a California IT Risk Control Manager, Colette Klier, to our team. To date, approximately six (6) members have engaged Sedgwick to perform cyber security risk assessments. At the December 8, 2021, Strategic Planning Session, Jon Paulsen, General Manager, and Jeff Schobel, CEO of ResoluteGuard, presented the capabilities of ResoluteGuard to members.

On March 22, 2022, the PLAN Board of Directors voted to enter into a services agreement with ResoluteGuard. The agreement is currently under review with Greg Rubens, Legal Counsel. Upon a complete review and acceptance, the agreement will be forwarded for execution.

Staff have begun discussing implementation strategies with the vendor in anticipation of contract execution.

RECOMMENDATION:

None

REFERENCE MATERIALS ATTACHED:

None.

RISK CONTROL MATTERS

SUBJECT: 2022 Sewer and Stormwater Summit Proposal

BACKGROUND AND HISTORY:

Attached to this report is the DKF proposal for the 2022 Virtual Sewer and Stormwater Summit. The Summit will be held on October 12, 2022. The proposed cost range for PLAN JPA is \$10,000 to \$13,000. The proposed price range is \$2,500 less than the 2021 proposal. I believe the reduction is due to DKF having to refund us a portion of our original deposit each of the last two years due to the increased attendance to the Summit combined with the reduced cost of presenting it virtually. Last year's virtual Sewer & Stormwater Summit was well received. 356 people registered for the Summit. Fifteen PLAN JPA members registered 107 employees, and 4 risk control managers who participate in servicing PLAN JPA registered to attend. Of those registrants associated with PLAN JPA, 80 attended on the day of broadcast.

The 2022 conference will be provided in a virtual environment available via computer, smart phone, tablet, and iPad.

1. The sessions will be recorded for future use by attendees.
2. Members of sponsor organizations, PLAN JPA and CSRMA, will be able to attend at no charge.
3. A special Agency registration package will be offered for those non-sponsoring agencies whose employees need to maintain education credits.
4. Registration cost for non-sponsoring individuals will be reduced to acknowledge our reduce cost due to the elimination of the food and hotel costs.
5. Links to sponsor organizations will be posted on the virtual conference website.
6. Networking opportunities for attendees will be made available via chat rooms.
7. Attendees will also be able to interact with vendors through chat rooms.
8. Vendors will be provided an opportunity to post videos depicting their services.
9. Vendors will pay a fee to participate to cover the added cost that result from hosting their access points.

The initial payment of \$10,000 will be invoiced in September 2021, with the balance of \$3,000 (if needed) will be billed after the financials have been completed. However, there is a potential to receive a refund if the costs are lower, or the revenues exceed the costs as they did last year.

Risk control staff will release a "hold the date" notice that will include the change to a virtual presentation after the June PLAN JPA Board of Directors meeting. Risk control staff will continue to distribute the registration flyer as soon as DKF makes it available and will send periodic reminders to PLAN JPA members and safety contact up to the week prior to the Summit.

April 26, 2022

Agenda Item 6.D.
Page 2

RECOMMENDATION:

Staff recommends the Risk Management Committee approve proposed PLAN JPA sponsorship of the 2022 Sewer & Stormwater Summit, and direct staff to submit the proposal to the Executive Committee.

REFERENCE MATERIALS ATTACHED:

- DFK Solutions Group 2022 Sewer and Stormwater Summit Proposal

This PROPOSAL is made on February 28, 2022, by and between DKF Solutions Group, LLC (hereinafter referred to as DKF) and the Pooled Liability Assurance Network Joint Powers Authority (hereafter referred to as PLAN JPA). This PROPOSAL is valid until June 30, 2022.

SCOPE: PLAN JPA has requested a proposal to coordinate the 2022 Sewer and Stormwater Summit (*Summit*). Details:

- Provide a virtual conference capable of accommodating up to 500 participants.**
- Marketing of the Summit:**
 - Proposed Sewer and Stormwater Summit Theme: TBD
 - Develop and distribute online marketing and registration emails on a regular basis beginning in early July utilizing the following email databases:
 - State Water Resources Control Board Collections System Database (~1,200 cities/districts and ~1,500 contacts))
 - DKF Solutions Group Sewer System Database (~4,500 contacts)
 - Past Summit attendee database
 - Advertise in the CSRMA/CJPRMA monthly Did You Know e-newsletter and the CWEA online training calendar
 - Beginning in August, begin registrant engagement activities:
 - Video and email tutorials on preparing their agenda using the virtual conference platform
 - Encourage posting of questions to the speakers
 - Create registrant chatrooms on relevant topics and encourage registrants to engage each other
- Registration for Event**
 - Registration will be accomplished using DKF's online training registration system
 - Registrants from non-contributing pools will be charged \$75 per person or \$300 per agency/city
- Agenda and Schedule**
 - Develop four conference tracks as follows:
 - Collection System Operations
 - Regulatory Compliance, Engineering and Management
 - Collections Worker Safety
 - Stormwater Management
 - Each track will consist of five 50-minute seminar sessions on the related topic.
 - Summit Schedule will be as follows:
 - 7:00am Check-In
 - 8:00am Session 1 of Tracks 1, 2, 3, 4
 - 9:15am Session 2 of Tracks 1, 2, 3, 4
 - 10:30am Session 3 of Tracks 1, 2, 3, 4
 - 11:30am Session 4 of Tracks 1, 2, 3, 4
 - 11:30-12:30pm Lunch
 - 12:30-1:30pm Session 5 of Tracks 1, 2, 3, 4
 - 1:45-2:15 Speaker Chat Rooms open
 - 2:15pm Summit Ends
- Speakers**
 - Identify and arrange speakers for all sessions
 - Obtain training materials from each speaker

- Each speaker will receive a thank you gift (i.e. gift card for \$50) for their time and effort
- Record each speaker's session

6. Summit Setup

- Manage the setup and delivery of the Summit.
- Setup and manage check-in/registration table.
- Prepare and provide conference material for all attendees (to include speaker handouts, Summit evaluations forms, etc)
- Prepare, distribute and make available certificates for contact hours for registered attendees

7. Summit Follow Up

- Provide PLAN JPA Summit registration roster, speaker evaluations, Summit evaluations and cost analysis
- Provide PLAN JPA with a post summary description of the event, including attendee analysis which includes evaluation results, pool member representations and member names
- Maintain the Summit web site for 6 months for members and registrants to revisit and view recorded sessions

FEE and BUDGET:

DKF fee for the planning and management of the 2022 Sewer Summit **\$20,000**

Estimated budget for Sewer Summit expenses (Summit expenses include but are not limited to DKF fee, conference software and supporting software subscriptions, marketing and advertising items, speaker gifts, moderators and credit card processing fees) **\$32,000**

TOTAL ESTIMATED REVENUE:

Contributions:

PLAN JPA: **\$13,000**

CSRMA: **\$14,000**

Projected Revenue:

Registration Fees from Attendees from Non-Contributing Pools (*projecting 50 people for 2021; Registration fee \$50 per person or \$200 per agency/city*) **\$5,000**

..... **TOTAL ESTIMATED REVENUE \$32,000**

COMPENSATION: PLAN JPA will be invoiced \$10,000 in September 2022 and the remaining balance following the day of the Summit. Depending on revenue generated from registrations from non-contributing pool attendees and vendor fees, PLAN JPA may be invoiced up to another \$3,000 after the Summit. The amount invoiced will be based on final Summit costs minus contributions from the PLAN JPA, CSRMA and actual revenue split proportionately with the PLAN JPA. In the event of surplus revenue, it will be split proportionately with CSRMA and returned.

AVAILABILITY: DKF Solutions Group is available on or after May 15, 2022 to provide the services described in SCOPE.

ACCEPTANCE: To accept this proposal from DKF Solutions Group, LLC, for services described in SCOPE under the terms and conditions described herein, please sign below and return.

Name and Title of PLAN JPA Representative

Date

RISK CONTROL MATTERS

SUBJECT: Consideration of the 2022/23 Risk Control Plan and Grant Fund Program

BACKGROUND AND HISTORY:

The guidance provided by the Risk Management Committee and the Executive Committee influenced the proposed risk control service plan for 2022/23. PLAN JPA members continue to use the core services of our prior risk control service plans, and we recommend keeping those services while adding new ones to address evolving risk issues.

The proposed risk control service plan for 2022/23 includes:

- Risk Control Orientation
- Member Services & Outreach
- Focused Member Risk Control Services
- Regional Training
- Self-Assessment Checklists & Materials
- Oversight of the Risk Management Fund Reimbursements
- Sedgwick Risk Control Website Resources

Risk Control Orientation

Conduct member services campaigns and/or orientation meetings with each new member, new board member, or other personnel, as requested by the member, to provide an overview of risk control services and resources.

Focused Member Risk Control Services

For the service plan year, a subset of members will receive a focused review based partly on their experience modification (ex-mod) results. The PLAN JPA Risk Control Manager will schedule an interview with members whose ex-mod rate is above 120% (based on the Proposed 2022/2023 Operating Budget). The services will include an interview and assessment of loss drivers, changes in exposures, and identification of priorities in the risk management program. The goal is to help them reduce their loss experience and therefore their ex-mod. A risk control service plan will be developed for the members to determine the best use of their program service days and how to monitor progress and correction. Additional services generated from this focused review will fall under Member Services.

Member Services

Members can request risk control services to assist them with their liability and employee safety risk management programs. Sedgwick can provide members with risk control services equivalent of up to 4 service days annually. We use the service days reference to spread resources and service coverage, but we acknowledge that some members use us more than others. Services are wide-ranging and may include the following: risk control service plan development safety training plan development; hazard inspections; on-site and virtual safety training sessions;

consultative support on safety committees; assistance with written programs; and on-site or virtual ergonomic evaluations. Members are encouraged to contact the PLAN JPA Risk Control Manager to discuss their risk control needs and schedule services.

Self-Assessment Checklists & Materials

Risk Control staff will continue to build a library of materials related to liability risk management self-assessments. The documents developed will include focused self-assessment forms for each of the risk management topics; risk management best practices related to each topic; and a selection of exemplary documents associated with the risk management assessment topics. The library of materials will be posted on the Sedgwick Risk Control Resources webpage as each is developed.

Resource Development

The COVID-19 pandemic significantly changed priorities and modified the services requested by members. In response to the pandemic, resources were developed to assist members with remote work challenges, reopening requirements, and new regulatory requirements. Virtual technology has enabled staff to continue delivering requested training and ergonomic evaluations. The focus for resource development for 2022/2023 is not much different from 2021. Sedgwick plans to address resource development in areas such as: urban forest risk management; law enforcement risk management; and cyber security. Staff will continue to explore availability of fixed pricing agreements for specialty services, such as those already established for: sewer compliance; aquatic risk management; and sidewalk inspection and maintenance.

Regional Training

Risk Control staff will coordinate at least four regional training events (including the annual Sewer and Stormwater Summit). These events will be held either virtually or in-person. This service includes topic research, trainer selection and fees, event management, and materials coordination.

Oversight of the Risk Management Grant Fund Reimbursements

The Risk Control Manager will continue to review Risk Management Grant Fund Reimbursement submission to ensure they are within the program guidelines and submitted by authorized personnel. The Risk Control Manager will also provide guidance regarding proposed expenditures, as needed. The Risk Control Manager will submit an annual report regarding how members are using the Risk Management Reimbursement Grant funds.

Unlimited Phone and Email Consultation

Members have unlimited access to Sedgwick risk control professionals for technical information and guidance. This service provides one central resource to help answer risk management questions.

Sedgwick Risk Control Website Resources

Members will have unlimited access to all the resources available on the Sedgwick Risk Control website, which includes over 300 online 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 in the distribution of Sedgwick safety communications.

RECOMMENDATION:

Staff recommends the Risk Management Committee recommend approval of the proposed 2022/23 Risk Control Service Plan to the Board of Directors at their meeting in June 2022.

REFERENCE MATERIALS ATTACHED:

None.

April 26, 2022

Agenda Item 7.A.

ADMINISTRATIVE MATTERS

SUBJECT: Sedgwick Risk Management Services Contract Renewal

BACKGROUND AND HISTORY:

PLAN JPA contracted with Sedgwick (formerly Bickmore/York Risk Services) for risk control services beginning July 1, 2018. The initial term of the contract was through June 30, 2019, and was then extended to June 30, 2022, via amendment.

At the October 21, 2021, Executive Committee meeting, the Committee discussed possible options for renewal. The Committee agreed to authorize Greg Rubens, Board Counsel, to negotiate a new contract with Sedgwick for risk control services and requested the term of the contract align with the Program Administration agreement.

Marco Guardi, Vice President Risk Services, and Holly Pon, Director of Risk Control Services at Sedgwick, will be in attendance to present the proposed contract terms and pricing to the Committee.

RECOMMENDATION:

Staff does not make a recommendation on this item as there is a financial interest in the outcome.

REFERENCE MATERIALS ATTACHED:

- Sedgwick Risk Control 2022-2025 Pricing Proposal

POOLED LIABILITY ASSURANCE NETWORK JOINT POWERS AUTHORITY

2022-2025 Pricing

Risk Control Services

Objectives

Sedgwick safety professionals will provide a combination of on-site and remotely delivered safety consultation services designed to provide a regular safety presence for the members of the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA). A safety professional will be dedicated as the PLAN JPA Risk Control Manager and report to the PLAN JPA staff, board, and respective committees. The goals of the safety program include a reduction in loss exposures for both employee safety and liability, reduced loss experience in both employee and liability losses, and increased compliance with regulatory safety-related matters.

COST OF SERVICES

The following cost proposal has been developed for PLAN JPA to review.

Proposed Contract Period: July 1, 2022, through June 30, 2025

Services	Task/Costs	Annual Fees
PLAN JPA risk control orientation	Conduct member services campaigns and/or orientation meetings with each new member, new board member, or other personnel, as requested by the member, to provide an overview of risk control services and resources. Time equivalent to six days a year for the whole pool at \$1,320/service day	\$7,920
Focused Member Risk Services	Provide select members with a focused review, including an interview and assessment of loss drivers, changes in exposures, and identification of priorities in the risk management program followed by development of a risk control service plan. Two days for each of the approximately 10 selected members at \$1,600/service day. (Additional services generated from review would fall under Member Services)	\$32,000
Member Services	Provide on-site or virtual risk control services to assist with member liability risk management programs and employee safety matters. Support for Cyber Security Risk Management services implementation. Equivalent of four service days per member (28 members) at \$1,600/service day	\$179,200
Ergonomic Evaluations	Computer workstation ergonomic evaluations available for all members. This may include on-site or virtual evaluations. Pricing includes assessment time, coaching, report writing, and follow-up consultations. Time equivalent of one service day per month for the whole pool at \$1,600/service day	\$19,200

Services	Task/Costs	Annual Fees
Risk Management Self-Assessment Checklists and Other Pool Projects	Continue to build a library of materials related to liability risk management self-assessments. Provide assistance with other pool projects including oversight of Risk Management Grant Fund Reimbursements. Time equivalent to one day per month for the entire pool at \$1,320/service day	\$15,840
PLAN JPA Meetings	Attend meetings. Pricing includes staff time for staff report development, analysis/research of topics, agenda preparation, meeting attendance, travel time, and expenses. Eight meetings per year for the whole pool at \$2,400/meeting	\$19,200
Training Coordination	Coordinate four regional or virtual or on-site pool-wide events annually, including workshops and webinars. Equivalent of seven days per year at \$1,320/service day.	\$9,240
Phone and Email Consultations	Unlimited access to a risk control professional for technical information and guidance. Time equivalent to 1 service day per month for the whole pool at \$1,320/service day	\$15,840
Safety Publications and Resources	Risk Control regularly develops safety publications and resources for our website portal. PLAN members will receive communication on new resources and will have access to all resources on our site.	\$0
Sedgwick Risk Control Website Access	Members have unlimited access to the website.	\$0
Total proposed annual contract fees effective July 1, 2022		\$298,440

Fee Structure

- All services identified in this agreement will be provided for the not-to-exceed fee of \$298,440 annually. This rate includes mileage, travel expenses, and value-added services such as access to streaming videos, webinars, and safety communications.
- Sedgwick will invoice PLAN JPA on a monthly basis at the rate of \$24,870. Payment is due within 30 days of receipt of our invoice.
- A 3% cost of living increase is proposed for years two and three, respectively.

Term	Annual Fee	Monthly Fee
Year 1: 2022-2023	\$298,440	\$24,870
Year 2: 2023-2024	\$307,393.20	\$25,616.10
Year 3: 2024-2025	\$316,615	\$26,384.58

- PLAN JPA will be asked to reimburse Sedgwick for any pre-approved additional expense(s) incurred that are beyond the scope of the Agreement. This will include such things as industrial hygiene lab work and supplies, training materials, refreshments for training attendees, etc.