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<https://www.planjpa.org/>

**RISK MANAGEMENT COMMITTEE MEETING
AGENDA**

**Monday, April 17, 2023
11:00 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.

- Page**
- 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.

* Reference materials attached with staff report.

Page 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 October 20, 2022, Risk Management Committee Meeting

9 *B. Update on the 2022/23 Risk Control Plan

14 *C. Precision Concrete Contract

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

6. RISK CONTROL MATTERS

17 A. Focused Assessments and Best Practices Update

Recommendation: None.

18 *B. 2023 Sewer and Stormwater Summit Proposal

Recommendation: Staff recommends the Risk Management Committee approve PLAN JPA sponsorship of the 2023 Sewer & Stormwater Summit as proposed, and direct staff to submit the proposal to the Executive Committee.

21 C. Consideration of the 2023/24 Risk Control Plan and Grant Fund Program

Recommendation: Staff recommends the Risk Management Committee recommend approval of the proposed 2023/24 Risk Control Service Plan to the Board of Directors at their meeting in June 2023.

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 PLAN JPA Executive Committee meeting will be held on April 20, 2023, at 10:00 a.m. at the San Carlos City Hall.
- The next PLAN JPA Board of Director's meeting will be held on June 21, 2023, at 9:30 a.m. location TBD

* Reference materials attached with staff report.

April 17, 2023

Agenda Items 5.A.-5.C.

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 20, 2022, Risk Management Committee Meeting
- B. Update on the 2022/23 Risk Control Plan
- C. Precision Concrete Contract

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

**MINUTES OF THE RISK MANAGEMENT COMMITTEE
MEETING OF OCTOBER 20, 2022**

A regular meeting of the Risk Management Committee was held on October 20, 2022, via videoconference.

MEMBERS PRESENT: George Rodericks, Chair, Atherton
Jeremy Dennis, Portola Valley
Suzanne Creekmore, Tiburon

MEMBERS ABSENT: Lisa Lopez, Half Moon Bay
Yulia Carter, Pacifica

OTHERS PRESENT: Eric Dahlen, Senior Consultant
Katie Sullivan, Assistant General Manager
Bill Taylor, Risk Control Manager
Derek Steege, Sedgwick Program Administration
Matt Braley, Contractual Risk Transfer Manager

1. CALL TO ORDER:

The Regular Meeting of the PLAN JPA Risk Management Committee meeting was called to order at 10:03 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. George Rodericks seconded the motion. A roll call vote was taken and the motion passed unanimously George Rodericks, Jeremy Dennis, and Suzanne Creekmore.

4. PUBLIC COMMENTS:

None.

5. CONSENT CALENDAR:

Suzanne Creekmore moved to approve the following item: A) Minutes from the April 26, 2022, Risk Management Committee Meeting. Jeremy Dennis seconded the motion. A roll call vote was taken and the motion passed unanimously by George Rodericks, Jeremy Dennis, and Suzanne Creekmore.

6. RISK CONTROL MATTERS:

A. 2022/23 Risk Control Plan and Grant Fund Program Update

The Board of Directors reviewed and approved the proposed 2022/23 Risk Control Service Plan on June 22, 2022. The 2022/23 Risk Control Service Plan was influenced by interactions with members and discussions from the December 2021 Strategic Planning Session.

Bill Taylor, 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. Mr. Taylor reviewed the following highlights of the services provided:

- Risk Control Services on Request
 - Provided training, ergonomic evaluations, and program development utilizing WebEx, Zoom, and Teams virtual platforms. On-site services provided when COVID-19 protection requirements can be maintained.
- Focused Member Services
 - Nine PLAN JPA members were identified as having a 2022/23 ex-mod greater than 120%. Staff provided one-on-one risk control services catered to issues they are most interested in addressing and/or their more significant liability exposures.
- Development of Focused self-Assessment Materials
 - Staff continues to build and refine documents for focused self-assessment and companion to best practices.
- Defensive Driving
 - Available regionally and to individual members utilizing virtual platforms. Recommended annually.
- Regional Training
 - Four regional training sessions, including the 2022 Sewer and Stormwater Summit. Other trainings include Fall Protection Training, Sexual Abuse and

Molestation Claims Against Public Entities, and Safe-Lifting and Industrial Ergonomics.

- Oversight of Risk Management Grant Fund Reimbursement
 - Review submissions for Risk Management Grant Fund Reimbursement to ensure submissions are within program guidelines and submitted by authorized personnel.

B. Update on 2022 Sewer and Stormwater Summit

The 2022 Sewer and Stormwater Summit will be held virtually in October 2022. At the June 22, 2022, Board of Directors meeting, the Board approved PLAN JPA's continued participation in the Summit and approved the sponsorship fee.

Mr. Taylor reported the 2022 Sewer and Stormwater Summit would continue to 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 23, 2022, 209 people have registered for the Summit. Nine PLAN JPA members have registered 71 employees. Mr. Taylor noted it is expected for attendance to increase as the Summit approaches.

C. ResoluteGuard and Cyber Underwriting Updates

An initiative from PLAN JPA's December 2019 Strategic Planning Session was discovering cyber security options for members. Staff developed a four-part series of cyber risk webinars which were presented during Summer 2020. Eric Dahlen, Senior Consultant, reminded the Committee Sedgwick also added Colette Klier, California IT Risk Control Manager, to the team to assist members with cyber security assessments.

In June 2022, PLAN JPA executed an agreement with ResoluteGuard, LLC to provide an option to obtain cyber risk management services. Mr. Dahlen stated as of the meeting, ten PLAN JPA members entered into discussions with ResoluteGuard and four members stated they have similar services already in place.

Additionally, Alliant provided staff with additional information regarding the underwriting process for cyber coverage. With capacity, employed underwriters, and coverage all shrinking, pricing will increase. Other options are being explored for the 2023/24 Program Year.

D. Discussion Regard PLAN JPA Grant Fund Allocations

As of September 30, 2022, the Risk Management Grant Fund has a balance of \$1.3M available for use by PLAN JPA members. Since July 1, 2021, only seven members have utilized their funds over the past 15 months.

Mr. Dahlen expressed this is a growing liability for PLAN JPA and the following options were provided to the Executive Committee:

- Option 1: Pause annual funding of \$500k until fund balance falls below \$500k;
- Option 2: Decrease annual funding from \$500k to \$250k; or
- Option 3: Pause annual funding indefinitely.

The Executive Committee reviewed the three options and elected to place a moratorium on the addition of funds to the Grant Fund, pending further discussion.

After a brief discussion, the Committee directed staff to obtain feedback from the Executive Committee at their next meeting.

E. Discussion of Topics for Strategic Planning Session

Mr. Dahlen reminded the Committee PLAN JPA holds a Strategic Planning Session in conjunction with the December Board of Directors meeting to discuss topics of concern and areas of interest to the membership. He reviewed the following suggestions:

- Grant Fund Allocation
- Executive/Claims Committee Merger
- Coverage Limits
- Case Trends
- Actuarial Capping of Losses for the Liability Program
- Surplus & Equity Targets
- Member Allocation Calculations
- ERMA Option for EPL
- Rejected Government Claims & Process

Discussion ensued around topics and whether to hold the Strategic Planning Session in person or virtually. The Committee directed staff in-person would be best and to plan accordingly with the Board of Directors meeting.

7. **CLOSING COMMENTS:**

A. **Risk Management Committee**

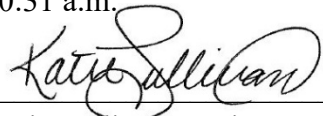
None.

B. **Staff**

None.

8. **ADJOURNMENT**

The Regular Meeting of the PLAN JPA Risk Management Committee was adjourned at 10:31 a.m.



Katie Sullivan, Assistant Board Secretary



Risk Control Services Summary July 1, 2022, to March 30, 2023

Member	Activity	Project Status
American Canyon, City of	Ergonomic Evaluations (7)	Completed
	Ergonomic Evaluations (9)	Completed
Atherton, Town of	Ergonomic Evaluations (10)	Completed
	Contractual Risk Transfer Consultations (2)	Completed
Benicia, City of	Ergonomic Evaluations (13)	Completed
	Parks and Recreation Consultation	Completed
Burlingame, City of	Traffic Control and Flagger Training	Completed
Campbell, City of	Playground Inspections	Scheduled
Colma, Town of	Ergonomic Evaluation	In Progress
	Traffic Control and Flagger Training	In Progress
Cupertino, City of	Liability Exposures Consultation	In Progress
	Traffic Control and Flagger Training	Completed
	Risk Management Committee Meetings (2)	Completed
	Bike Safety Program Consultation	Completed
	Facility Safety Inspections	Completed
Dublin, City of	Hazmat Inspection and CERS Submission	Completed
	Ergonomic Evaluations (12)	Completed
	Defensive Driver Training	In Progress
	IIPP/PPP/EAP Training	Completed
	Safety Committee Meeting	Completed
	Safety Committee Meeting	Completed
	Safety Signage Consultation	Completed
	Traffic Control and Flagger Training	Completed
IIPP Program Development	In Progress	
Foster City, City of	Defensive Driver Training	Completed
	Ergonomic Evaluations (5)	Completed



Risk Control Services Summary July 1, 2022, to March 30, 2023

Member	Activity	Project Status
Half-Moon Bay, City of	Safety Training Matrix	In Progress
	Safety Meeting	Completed
Los Altos Hills, Town of	Aerial Lift Training	In Progress
	Equip Ops & Welding, Cutting, Hot Work & Compressed Gas Safety Training	In Progress
	Ergonomics Training - Industrial & Office	In Progress
	Traffic Control and Flagger Training	In Progress
	Focused Member – Follow Up Meetings	Completed
	Haz Com & LOTO Training	In Progress
	PPE Training	In Progress
Los Altos Hills, Town of	Hearing Conservation Program Review and Revision	Awaiting Member
	Heat Illness Prevention Program Review and Revision	Awaiting Member
	Accident Investigation Training	Completed
	Hearing Conservation/Bloodborne Pathogens and Eye Wash Training	Completed
	Hazard Communication & Lockout/Tagout Training	Completed
	Personal Protection Equipment Training	Completed
	Traffic Control and Flagging Training	Completed
	Fall Protection/Ladder Safety & Confined Space Awareness Training	Scheduled
	Heat Illness/Wildfire Smoke & Outdoor Hazards Training	Scheduled
	Respiratory Protection & Silica Dust Training	Scheduled
Los Gatos, Town of	Safety Committee Meeting	Completed
Milpitas, City of	Driver Safety Program Development	Awaiting Member
	Hot Work Policy	In Progress
Morgan Hill, City of	Traffic Control & Flagger Training	In Progress
	Fall Protection & Ladder Training	In Progress
	Asbestos Awareness Training	Completed



Risk Control Services Summary July 1, 2022, to March 30, 2023

Member	Activity	Project Status
	Respiratory Protection Certification and Training	In Progress
	Tool Safety Training	In Progress
	Workplace Violence Prevention Training	Completed
	IIPP Training	Completed
	IIPP Program Development	In Progress
	Emergency Action Plan Training	Completed
Newark, City of	Office Ergonomics Training	Completed
	EAP Consultation	Completed
	Drug and Alcohol Policy Development	Awaiting Member
	Workplace Violence Training	Completed
	Workplace Violence Policy	In Progress
	Ergonomic Evaluation (1)	Completed
	FAA Consultation	Completed
	ADA Consultation	Completed
	Indoor Air Quality Consultation	Completed
PLAN JPA	None	
Pacifica, City of	Ergonomic Evaluations (3)	Completed
Ross, Town of	None	
San Bruno, City of	Drug and Alcohol Training	In Progress
	Towing Policy Consultation	In Progress
	Urban Forest Management Consultation	Completed
	Volunteer Management	In Progress
	Cal/OSHA Consultation	Completed
	IIPP Program Development	Completed
	Liability Exposures Consultation	In Progress
	Heat Illness Program Development	In Progress



Risk Control Services Summary July 1, 2022, to March 30, 2023

Member	Activity	Project Status
San Carlos, City of	Ergonomic Evaluations (12)	Completed
	Hearing Conservation Program Development	In Progress
	Heat Illness Prevention Program Review and Revision	In Progress
	Hot Work Permit Program Development	In Progress
	PPE Program Development	In Progress
	Continuity of Operations Plan	Awaiting Member
	Asbestos Consultation	Completed
	Lockout/Tagout Program Review	Completed
	Contractor Safety Policy Consultation	Completed
	Forklift Training	Completed
Saratoga, City of	Traffic Control and Flagging Training	Scheduled
	Risk Management Committee Meeting	Completed
	Defensive Driver Training	Scheduled
	Heavy Equipment Training	Scheduled
	Ladder Safety Training	Scheduled
	Facility Inspections	Completed
	Safety Committee Meeting	Completed
South San Francisco, City of	IIPP & CPP Program Development	In Progress
	Contractual Risk Transfer	In Progress
	Ergonomic Evaluation (1)	Completed
Suisun City, City of	Ergonomic Evaluations (2)	Scheduled
	Ergonomic Consultation	Scheduled
	Traffic Control and Flagger Training	Completed
Suisun City, City of	IIPP and Training Matrix	In Progress
	Heat Illness Program Consultation	Completed



Risk Control Services Summary July 1, 2022, to March 30, 2023

Member	Activity	Project Status
	COVID-19 Prevention Program	In Progress
Tiburon, City of	None	



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PROPOSAL FOR “NOT TO EXCEED” AGREEMENT BETWEEN: THE PLAN JPA AND PRECISION CONCRETE CUTTING (PCC)

Overview

Uneven sidewalks caused by ground settling and tree roots cause a potential hazard to pedestrians. Displaced sidewalks cause problems for both public and private entities in the form of trip and fall liability exposure.

This AGREEMENT is created for the sole purpose of establishing an agreed-upon set of services and related cost to allow PLAN JPA members access to professional sidewalk inspection and repair maintenance services. Furthermore, this AGREEMENT creates no obligation or expectation that any work will result from this agreement. The FEES and PRICING SCHEDULE listed below are for the period JUNE 1, 2023 to MAY 30, 2026. The CONTRACTOR’s specific services are defined below and are available to MEMBER on as needed basis. The exact terms and conditions of such services are to be arranged between the CONTRACTOR and MEMBER. MEMBER is responsible for initiating and requesting any work of Contractor.

Background Information on Precision Concrete Cutting

PCC has been repairing and inspecting sidewalks since 1990. The company does work throughout the United States and with dozens of cities in California.

Precision Concrete Cutting is leader in sidewalk asset management. We specialize in surveying sidewalk infrastructure and repairing uneven sidewalks. Our unique saw-cutting method for correcting off-set sidewalk panels leaves behind ADA compliant results for a fraction of the cost of new concrete. Our clients benefit from detailed GIS maps that allows them to create a GIS data base to cost effectively manage their sidewalk infrastructure.

ASSESSMENT SERVICES

Precision Concrete Cutting technicians will walk every panel in the project area and visually inspect for potential tripping hazards and damage. PCC will provide a GIS compatible report that list each location identified including a photo, exact location, off-set height and square foot amount for replacement locations.

PROPRIETARY MOBILE DATA COLLECTION SOFTWARE

Precision Concrete Cutting has developed a proprietary mobile software that is useable across multiple platforms (Android, iPhone, iPad, Smart Phone, etc.)

- Provides GPS Coordinates – Integrates with GIS systems
- Mapping – Provides detailed location data plotted with Google Maps
- Detailed Reporting – Provides specific and detailed data on measurements for every trip hazard
- Addresses – The software gives the address and longitude / latitude of each trip hazard location
- Additional Data – Records additional sidewalk data (ie. spalling, cracks, replacement spots, and any other data you need)
- Sidewalk Asset Management – Precision Concrete Cutting offers complete sidewalk asset management



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To Date, PCC has been awarded 6 patents by the US Patent and Trademark Office on our trip hazard removal equipment and process. The following is each patent description and number where they can be reviewed on the US Patent office web site – www.uspto.gov

- 6,827,074 - Hub and blade combination patent
- 6,896,604 - Dust hood patent
- 7,000,606 - Cutting apparatus and broadening patent
- 7,143,760 - Method patent
- 7,201,644 - Variations and broadening patent
- 7,402,095 - Extended methods patent

Service Option #1 Sidewalk Assessment Services

CONTRACTOR will inspect sidewalks and provide a written inspection report in the format approved by the MEMBER (optional curbs and gutters can be included in the scope of work). The inspection reports shall include the identification, location, and description of each problem and recommended action to be taken. The format and information required may be changed at the request of MEMBER with the agreement of both parties.

Sidewalk Assessment Fee Schedule

Cost Per Sidewalk Mile	Total Sidewalk Miles	Estimated Cost per Day	Estimated Man Days	Total Estimated Assessment Cost
\$386.00	TBD	\$1,000	TBD	\$ TBD

Service Option #2 Sidewalk Assessment and Uneven sidewalk Repair Services

Pricing Schedule based on the CPI Increase over the 6-year period outline below.

Year	3/8 to 1/2"	>1/2 to 1"	>1-2"	CPI % Increase
2023	\$ 35.72	\$ 71.45	\$ 141.75	7%
2024	\$ 38.22	\$ 76.45	\$ 151.67	7%
2025	\$ 40.90	\$ 81.80	\$ 162.29	7%
2026	\$ 43.76	\$ 87.53	\$ 173.65	7%

Services Offered:

- Sidewalk Assessment Services cost of \$386 a sidewalk mile
- Uneven Sidewalk Repair Services range in cost per measurements and table above.

- Sidewalk Removal and Replacement is not included, as a project of that size is going to require the PLAN Member to go to bid.

Precision Concrete Cutting is committed to providing the highest quality service to our clients. Should you have any questions or comments, please do not hesitate to contact us.

PCC Representative:

Joseph Ortega

Vice President

PLAN JPA REPRESENTATIVE:

X _____

Title

April 17, 2023

Agenda Item 6.A.

RISK CONTROL MATTERS

SUBJECT: Focused Assessments and Best Practices Update

BACKGROUND AND HISTORY:

During the past year focused assessments were initiated for four of the nine members with ex-modification factors (Ex-Mod) over 120%. Members were provided with self-assessment checklists, and several members requested on-site facility safety inspections to further identify and manage liability exposures such as trips and fall exposures. Some of the members are in the process of conducting their own self-assessment as well.

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

Once the materials are finalized, they will be posted to the Sedgwick Risk Control Website for easy access to all PLAN JPA members.

RECOMMENDATION:

None

REFERENCE MATERIALS ATTACHED:

None

April 17, 2023

Agenda Item 6.B.

RISK CONTROL MATTERS

SUBJECT: 2023 Sewer and Stormwater Summit Proposal

BACKGROUND AND HISTORY:

Attached to this report is the DKF Solutions Group (DKF) proposal for the 2023 Virtual Sewer and Stormwater Summit. The Summit will be held on Thursday, October 12, 2023. The proposed cost estimate for PLAN JPA is \$13,000. Last year's virtual Sewer & Stormwater Summit was well-received, with 393 people registered for the Summit. Eleven PLAN JPA members registered 92 employees, and two risk control managers who participate in servicing PLAN JPA registered to attend. Of those registrants associated with PLAN JPA, 65 attended on the day of broadcast.

The 2023 conference will be provided in a virtual environment available via computer, smart phone, tablet, and iPad. Following are additional details regarding the conference:

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 non-sponsoring agencies whose employees need to maintain education credits.
4. Registration cost for non-sponsoring individuals will be reduced in absence of 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 \$11,000 will be invoiced in September 20213, with the balance of \$2,000 (if needed) billed following the conclusion of the summit.

Risk control staff will release a "hold the date" notice 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 contacts up to the week prior to the Summit.

RECOMMENDATION:

Staff recommends the Risk Management Committee approve PLAN JPA sponsorship of the 2023 Sewer & Stormwater Summit as proposed, and direct staff to submit the proposal to the Executive Committee.

REFERENCE MATERIALS ATTACHED:

- DFK Solutions Group 2023 Sewer and Stormwater Summit Proposal

This PROPOSAL is made on March 11, 2023 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 15, 2023.

SCOPE: PLAN JPA has requested a proposal to coordinate the 2023 Sewer and Stormwater Summit (*Summit*). Details:

1. Provide a virtual conference capable of accommodating up to 500 participants.

2. 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

3. 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 \$495 per agency/city

4. Agenda and Schedule

- Date of Summit: Thursday October 12, 2023
- 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

5. 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, management and hosting the 2023 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)**\$34,000**

TOTAL ESTIMATED REVENUE:

Contributions:

PLAN JPA:**\$13,000**
 CSRMA:**\$14,000**
 NCCSIF:**\$1,000**
 SCORE:**\$1,000**

Projected Revenue:

Registration Fees from Attendees from Non-Contributing Pools (*projecting 50people for 2023; Registration fee \$75 per person or \$495 per agency/city*)**\$5,000**

TOTAL ESTIMATED REVENUE\$34,000

COMPENSATION: PLAN JPA will be invoiced \$11,000 in September 2023 and the remaining balance following the day of the Summit. Depending on revenue generated from registrations from non-contributing pool attendees, 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, other pool sponsors and actual revenue split proportionately with the PLAN JPA.

AVAILABILITY: DKF Solutions Group is available on or after May 15, 2023 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 2023/24 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 2023/24. As PLAN JPA members continue to use the core services from prior risk control service plans, staff recommends keeping those services while adding new ones to address evolving risk issues.

The proposed risk control service plan for 2023/24 includes:

- Risk Control Orientation
- Member Services & Outreach
- Focused Member Risk Control Services
- Regional Training
- Self-Assessment Checklists & Materials
- Oversight of the Risk Management Grant Fund Reimbursements
- Sedgwick Risk Control Website Resources
- Resource Development
- Unlimited Phone and Email Consultation

Risk Control Orientation

Staff will 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.

Member Services

Members can request risk control services to assist with their liability and employee safety risk management programs. Staff can provide members with risk control services equivalent of up to four service days annually. Staff uses the service days referenced to spread resources and service coverage but acknowledge that some members use 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.

Focused Member Risk Control Services

For the service plan year, a subset of members will receive a focused review based partly on their ex-modification factors (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 members reduce their loss experience and therefore their Ex-Mod. An

individualized 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.

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

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 material is developed.

Oversight of the Risk Management Grant Fund Reimbursements

The Risk Control Manager will continue to review Risk Management Grant Fund Reimbursement submissions 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, and will submit an annual report regarding member usage of the Risk Management Reimbursement Grant funds.

Sedgwick Risk Control Website Resources

Members will have unlimited access to all resources available on the Sedgwick Risk Control website, which includes over 300 online streaming videos, hundreds of safety training handouts, 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 risk control safety communications.

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 2023/24 is similar to 2022, addressing resource development in areas such as urban forest risk management, law enforcement risk management, and dangerous conditions. 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.

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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.

RECOMMENDATION:

Staff recommends the Risk Management Committee recommend approval of the proposed 2023/24 Risk Control Service Plan to the Board of Directors at their meeting in June 2023.

REFERENCE MATERIALS ATTACHED:

None