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RISK MANAGEMENT COMMITTEE MEETING AGENDA

**Thursday, October 9, 2025
10:00 a.m.**

[Zoom](#)

**Meeting ID: 824 1309 9840
Password: None.**

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; Town of Atherton, 91 Ashfield Rd, Atherton, CA 94027; City of Dublin, 100 Civic Plaza, Dublin, CA 94568; City of Foster City, 610 Foster City Blvd, Foster City, CA 94404; City of Half Moon Bay, 501 Main St, Half Moon Bay, CA 94022; and the City of Pacifica, 170 Santa Maria Ave, Pacifica, CA 94044; City of San Carlos, 600 Elm St, San Carlos, CA 94070; City of San Carlos, 600 Elm St, San Carlos, CA 94070.

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 Kassandra Batista at kassandra.batista@sedgwick.com (916) 244-1103 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) Claims Committee less than 72 hours prior to a regular meeting will be available for public inspection at 1750 Creekside Oaks Dr., Suite 200, Sacramento, CA 95833

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| <u>Page</u> | 1. CALL TO ORDER |
| | 2. INTRODUCTIONS/ROLL CALL |
| | 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.
- 4 *A. Minutes from the April 10, 2025, Risk Management Committee Meeting
- 11 *B. Risk Management Balances as of September 30, 2025
Recommendation: Staff recommends the Risk Management Committee approve the Consent Calendar.
- 6. GENERAL MANAGER’S REPORT**
- 12 A. Report from PLAN JPA’s General Manager
Recommendation: None.
- 7. RISK CONTROL MATTERS**
- 13 *A. Discussion of Best Practices for Members
Recommendation: None.
- 16 *B. 2025/26 Risk Control Plan Update
Recommendation: None.
- 25 *C. Update on 2025 Sewer and Stormwater Summit
Recommendation: None.
- 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 Executive Committee meeting will be held on October 16, 2025, at 10:00 a.m. via Zoom videoconference.
- The next Annual Workshop Sessions will be held on December 3, 2025, at the Lodge at Tiburon in Tiburon, CA.
- The next Board of Directors meeting will be held on December 4, 2025, at the Lodge at Tiburon in Tiburon, CA.

October 9, 2025

Agenda Item 5.A.

CONSENT CALENDAR

SUBJECT: Consent Calendar

BACKGROUND AND HISTORY:

The Consent Calendar consists of items that require approval or acceptance but are self-explanatory and generally 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 April 10, 2025, Risk Management Committee Meeting
- B. Risk Management Balances as of September 30, 2025

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

**MINUTES OF THE RISK MANAGEMENT COMMITTEE
MEETING OF APRIL 10, 2025**

A regular meeting of the Risk Management Committee was held on April 10, 2025, via videoconference.

MEMBERS PRESENT: George Rodericks, Chair, Atherton
Diane Pitman, Foster City
Yulia Carter, Pacifica

MEMBERS ABSENT: Lisa Rossi, Half Moon Bay
Sarah Monnastes, Dublin

OTHERS PRESENT: Eric Dahlen, General Manager
Kassandra Batista, Administrative Analyst
Shane Baird, Risk Control Manager
Susan DeNardo, Litigation Manager
Marco Guardi, Senior Vice President of Risk Control

1. CALL TO ORDER:

The Regular Meeting of the PLAN JPA Risk Management Committee meeting was called to order at 10:04 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):

Diane Pittman moved to approve the agenda as posted. Yulia Carter seconded the motion. A roll call vote was taken and the motion passed unanimously.

4. PUBLIC COMMENTS:

None.

5. CONSENT CALENDAR:

George Rodericks moved to approve the following item: A) Minutes from the October 10, 2025, Risk Management Committee Meeting. Yulia Carter seconded the motion. A roll call vote was taken and the motion passed unanimously.

6. ADMINISTRATIVE MATTERS:

A. Risk Control Contract Renewal

Mr. Marco Guardi, Vice President of Risk Control, Sedgwick provided an overview of proposed updates to the expiring risk control contract between PLAN JPA and Sedgwick, set to expire on June 30, 2025. The renewal includes enhancements to existing services and introduces a new optional program called **SORSE**.

Contract Renewal Highlights:

- **Loss Analysis Function:** A new service to identify loss drivers and conduct root cause analysis, helping members improve operations and reduce claims.
- **Focused Member Services:** Targeted service plans for approximately 10 members based on loss analysis findings.
- **Ergonomic Evaluation Shift:** Transition from in-person evaluations to a self-assessment tool via Safety National, allowing members to adjust workstations independently.
- **Cost Savings:** The revised contract reflects a reduction with savings passed on to PLAN JPA members.

SORSE Program Overview:

An optional, flat-fee service package designed to help members address workers' compensation exposures more directly.

Core Services (9 total):

1. **Quarterly Safety Trainings** – Four sessions per year on safety topics selected by the member.
2. **Safety Committee Participation** – Sedgwick staff provide consultation and examples from other agencies.
3. **Written Program Support** – Review, development, or revision of one safety program annually (e.g., IIPP, ergonomics).

Additional Services Available:

- **Hazardous Materials Inventory & CUPA Submissions**
- **Industrial Hygiene Services** – Includes assessments, hearing conservation, and noise evaluations.
- These services are provided via Sedgwick’s partner, V5 Global, with preferred pricing.

Pricing & Administration:

- SORSE participation costs **\$18,000 annually per member**.
- PLAN JPA will treat SORSE as a **pass-through program**, covering the cost upfront and invoicing participating members, simplifying budgeting and avoiding separate contracts.

Transition from Previous Programs:

- SORSE replaces the former “Rental Safety Officer” contracts, offering broader services and streamlined administration under the PLAN umbrella.

It was noted that alongside the contract renewal and the SORSE program, Mr. Shane Baird, PLAN JPA Risk Control Manager’s role will shift to place greater emphasis on analyzing and addressing trending liability and property losses across PLAN JPA members. While the SORSE program introduces a more directed approach to workers’ compensation exposures, PLAN JPA remains a liability and property pool, and the priority is to reduce claims in those areas.

Shane’s focused engagement with members will center on identifying and mitigating loss trends specific to each member, aiming to drive down claim frequency and severity.

Additionally, PLAN JPA continues its long-standing sponsorship of the Stormwater and Sewer Summit, which has seen consistent growth in participation. Staff will begin analyzing whether there is a correlation between summit participation and reductions in claims, with the goal of reporting findings to the full board to demonstrate the program’s return on investment (ROI).

Diane Pittman moved to forward the Risk Control Contract Renewal to the Executive Committee. George Rodericks seconded the motion. A roll call vote was taken and the motion passed unanimously.

7. **RISK CONTROL MATTERS:**

A. **Discussion of Focused Assessment Topics for 2025/26**

Shane Baird, PLAN JPA Risk Control Manager, outlined a revised approach to member assessments for the upcoming fiscal year. Historically, assessments targeted members with experience modification (ex mod) scores over 220, using self-assessment checklists and site inspections to identify liability exposures such as slip and fall risks.

For FY 2025–2026, the focus will shift to **topic-based assessments** aligned with **trending liability loss drivers**. Each quarter will concentrate on a specific risk area:

- **Q1 (Jul–Sep 2025):** Sewer Loss Prevention and Management
- **Q2 (Oct–Dec 2025):** Cyber Risk Management Practices
- **Q3 (Jan–Mar 2026):** Asset Management
- **Q4 (Apr–Jun 2026):** Wildfire Risk Management

Members will receive checklists for each topic. Based on responses, Shane and the risk control team will identify gaps and collaborate with members to develop tailored plans to address those gaps.

The revised approach aims to proactively reduce liability exposures by aligning assessments with actual loss trends.

Diane Pittman moved to approve the focused topics listed in this report for 2025/26 as proposed and Staff to submit the proposal to the Executive Committee. Yulia Carter seconded the motion. A roll call vote was taken and the motion passed unanimously.

B. **Consideration of the 2025/26 Risk Control Plan and Update to the Risk Management Grant Fund Program**

The Board of Directors reviewed and approved the proposed 2025/26 Risk Control Service Plan on April 10, 2025. Previous strategic planning sessions, along with conversations and interactions with PLAN JPA members, provided direction for the proposed risk control service plan for 2025/26.

The guidance provided by the Risk Management Committee and the Executive Committee influenced the proposed plan. Staff recommends retaining core services from prior years while adding new services to address evolving risk issues. Shane Baird, Risk Control Manager, provided an overview of the proposed services, which include:

- **Risk Control Orientation**
 - Staff will conduct orientation meetings or service campaigns with new members, board members, or other personnel to provide an overview of available risk control services and resources.
- **Member Services & Outreach**
 - Members may request up to four (4) service days annually for support with liability and employee safety risk management programs. Services include safety training plans, hazard inspections, training sessions (virtual or on-site), written program assistance, ergonomic evaluations, and safety committee support.
- **Focused Assessments on Designated Topics**
 - All PLAN JPA members will complete quarterly self-assessments on trending liability topics. Topics for 2025/26 include:
 - Stormwater Loss Prevention & Management (Jul–Sep 2025)
 - Cyber Risk Management Practices (Oct–Dec 2025)
 - Asset Management (Jan–Mar 2026)
 - Wildfire Risk Management (Apr–Jun 2026)
 - Based on assessment results, staff will provide tailored recommendations, which may include training, policy updates, or use of grant funds.
- **Regional Training**
 - Staff will coordinate at least four (4) regional training events, including the annual Sewer and Stormwater Summit. This includes topic research, trainer selection, event management, and materials coordination.
- **Self-Assessment Checklists & Materials**
 - Staff will continue developing a library of self-assessment forms, best practices, and sample documents for liability risk management. Materials will be posted on the Sedgwick Risk Control Resources webpage.
- **Oversight of Risk Management Grant Fund Reimbursements**
 - Staff will review submissions to ensure compliance with program guidelines and provide guidance on proposed expenditures. An annual report on member usage will be submitted.
- **Sedgwick Risk Control Website Resources**
 - Members will have unlimited access to over 300 streaming videos, safety handouts, regulatory publications, sample programs, forms, checklists, and recorded webinars. Members will also be invited to live webinars and receive safety communications.
- **Unlimited Phone and Email Consultation**
 - Members may contact Sedgwick risk control professionals at any time for technical guidance and support on risk management issues.

- **SORSE**
 - The SORSE program (Sedgwick Outsource Risk and Safety Expertise) remains available as an optional service for members seeking targeted support for workers' compensation exposures.

Diane Pittman moved to recommend approval of the proposed 2025/26 Risk Control Service Plan Update to the Board of Directors at their meeting in June 2025. George Rodericks seconded the motion. A roll call vote was taken and the motion passed unanimously.

C. Consideration of Fixed Pricing Agreement with DataWorks Right or Way Assessment Management and Condition Assessment

It was noted by the Committee that the agreement was already signed and executed. This item was dismissed in the interest of time.

D. 2025 Sewer and Stormwater Summit Proposal

Mr. Baird presented the proposal for the 2025 Sewer and Stormwater Summit, which has continued to grow in attendance and remains a valuable training resource for PLAN JPA members. The summit will follow a similar format to previous years, offering a full day of training with five sessions and multiple tracks per session, allowing attendees to choose topics most relevant to their roles.

The summit is jointly hosted with CSRMA and CSF and features subject matter experts presenting on key issues related to sewer and stormwater management.

The summit cost has increased slightly from \$14,000 to \$14,750, a difference of \$750, which staff noted is minimal given the value and scope of the event.

George Rodericks moved to approve PLAN JPA Sponsorship of the 2025 Sewer & Stormwater Summit as proposed, and direct Staff to submit the proposal to the Executive Committee. Diane Pittman seconded the motion. A roll call vote was taken and the motion passed unanimously.

8. 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 10:36 a.m.



Eric Dahlen, General Manager

**GRANT FUND ALLOCATION
FOR FISCAL YEAR 2025-2026**

Member	2025/26 GRANT FUND Allocation	CarryOver From 24/25	Total Available at start of fiscal year	July 2025	Aug 2025	Sept 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	April 2026	May 2026	June 2026	Total Grants Expensed in 25/26	Risk Mgmt Grant Available for Use
AMERICAN CANYON	\$ 4,507	\$ 905	\$ 5,411													-	\$ 5,411
ATHERTON	\$ 6,795	\$ 0	\$ 6,795													-	\$ 6,795
BENICIA	\$ 8,376	\$ 18,494	\$ 26,869			26,869.00										26,869.00	\$ 0
BURLINGAME	\$ 10,236	\$ (0)	\$ 10,236													-	\$ 10,236
CAMPBELL	\$ 8,599	\$ 1,142	\$ 9,741													-	\$ 9,741
COLMA	\$ 3,506	\$ 6,539	\$ 10,045													-	\$ 10,045
CUPERTINO	\$ 8,129	\$ 89,850	\$ 97,979													-	\$ 97,979
DUBLIN	\$ 10,701	\$ 42,010	\$ 52,711													-	\$ 52,711
EAST PALO ALTO	\$ 4,755	\$ 53,701	\$ 58,456													-	\$ 58,456
FOSTER CITY	\$ 5,202	\$ 80,098	\$ 85,300													-	\$ 85,300
HALF MOON BAY	\$ 5,968	\$ 37,655	\$ 43,623													-	\$ 43,623
HILLSBOROUGH	\$ 7,493	\$ 0	\$ 7,493													-	\$ 7,493
LOS ALTOS HILLS	\$ 5,083	\$ 23,945	\$ 29,028													-	\$ 29,028
LOS GATOS	\$ 5,926	\$ 34,916	\$ 40,843													-	\$ 40,843
MILLBRAE	\$ 6,891	\$ 57,329	\$ 64,220													-	\$ 64,220
MILPITAS	\$ 10,357	\$ 102,676	\$ 113,033													-	\$ 113,033
MORGAN HILL	\$ 9,007	\$ 33,676	\$ 42,682													-	\$ 42,682
NEWARK	\$ 6,737	\$ 91,121	\$ 97,858													-	\$ 97,858
PACIFICA	\$ 7,866	\$ 0	\$ 7,866													-	\$ 7,866
PORTOLA VALLEY	\$ 3,775	\$ 0	\$ 3,775													-	\$ 3,775
ROSS	\$ 3,968	\$ (0)	\$ 3,968													-	\$ 3,968
SAN BRUNO	\$ 9,808	\$ 28,081	\$ 37,889													-	\$ 37,889
SAN CARLOS	\$ 9,077	\$ 0	\$ 9,077													-	\$ 9,077
SARATOGA	\$ 5,674	\$ 25,444	\$ 31,118													-	\$ 31,118
SOUTH SAN FRANCISCO	\$ 8,235	\$ 69,341	\$ 77,576													-	\$ 77,576
SUISUN CITY	\$ 8,992	\$ 80,486	\$ 89,479													-	\$ 89,479
TIBURON	\$ 8,019	\$ 38,313	\$ 46,332													-	\$ 46,332
WOODSIDE	\$ 6,319	\$ 2,798	\$ 9,117													-	\$ 9,117
GRAND TOTAL	\$ 200,000	\$ 918,521	\$ 1,118,521	\$ -	\$ -	\$ 26,869.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,869.00	\$ 1,091,652

October 9, 2025

Agenda Item 6.A.

GENERAL MANAGER'S REPORT

SUBJECT: Report from PLAN JPA's General Manager

BACKGROUND AND HISTORY:

PR and Media discussions

Staff has coordinated a roundtable-style presentation and discussion, complete with an opportunity for questions and answers, for the December 4, 2025, PLAN JPA annual strategic planning meeting. Staff has sent out several registration links via email and are encouraging the attendance of not just the Board of Directors, but also any department directors and/or city managers that may interact with the Media.

Addendum to the Risk Control contract due to Workers' Compensation program

Staff is working with the Risk Control team for PLAN to create an enhanced scope of work that accounts for responsibilities to serve members who participate in the new workers' compensation coverage program, effective January 1, 2026.

STAFF RECOMMENDATION:

None.

REFERENCE MATERIALS ATTACHED:

None.

October 9, 2025

Agenda Item 7.A.

RISK CONTROL MATTERS

SUBJECT: Discussion of Best Practices for Members

BACKGROUND AND HISTORY:

Staff wanted to identify the top three total incurred losses by department and the top three most frequent losses by department. The purpose is to bring awareness to the members for the purpose of best practices discussion.

1. The top three severity based on total incurred is (excludes police):
 - a. Trees (\$36,830,156.69)
 - b. Streets (\$17,232,009.25)
 - c. Sidewalks (\$4,317,965.27)
2. The top three most frequent by department (excludes police):
 - a. Street (813)
 - b. Trees (476)
 - c. Sidewalks (204)

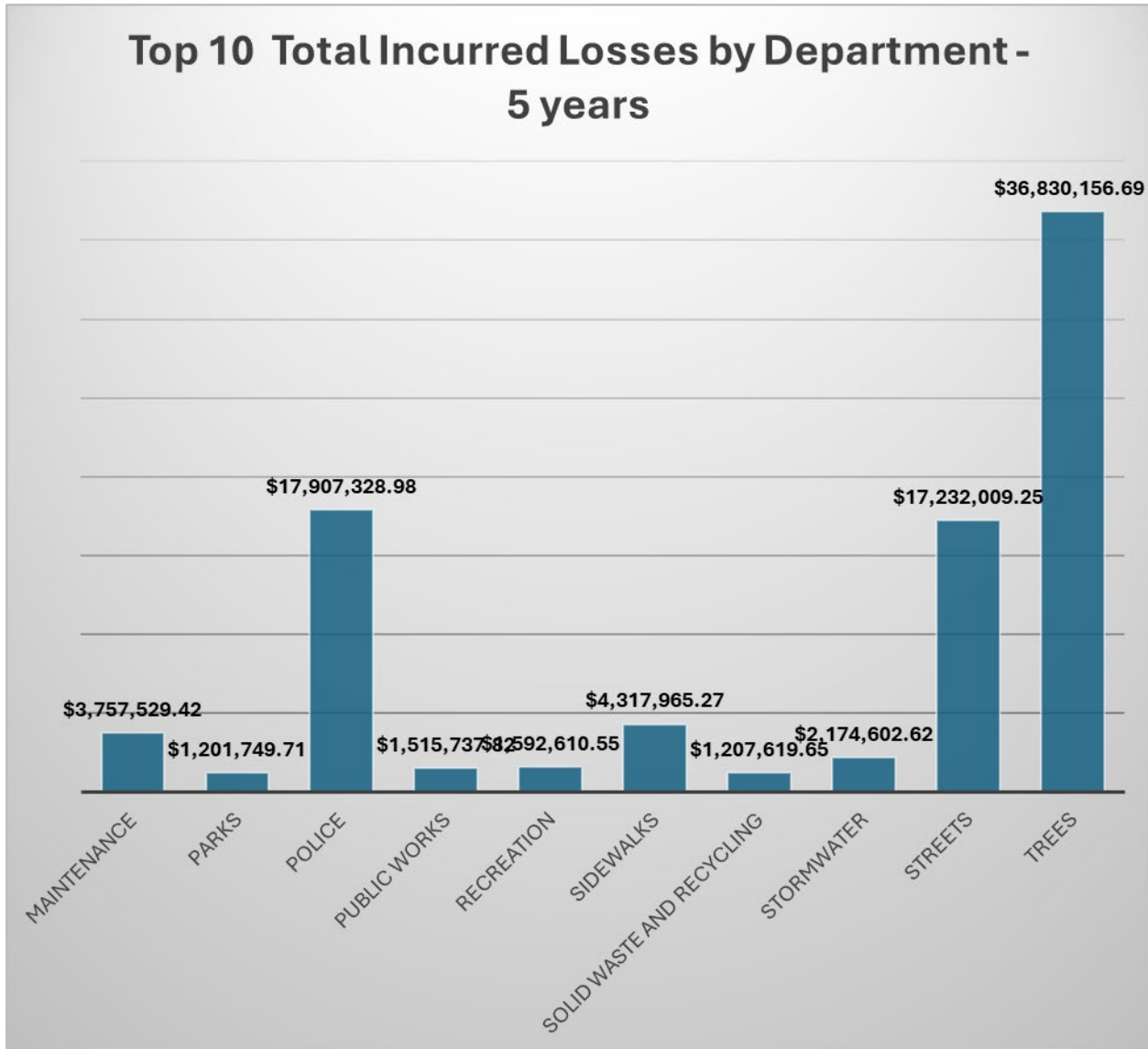
RECOMMENDATION:

None.

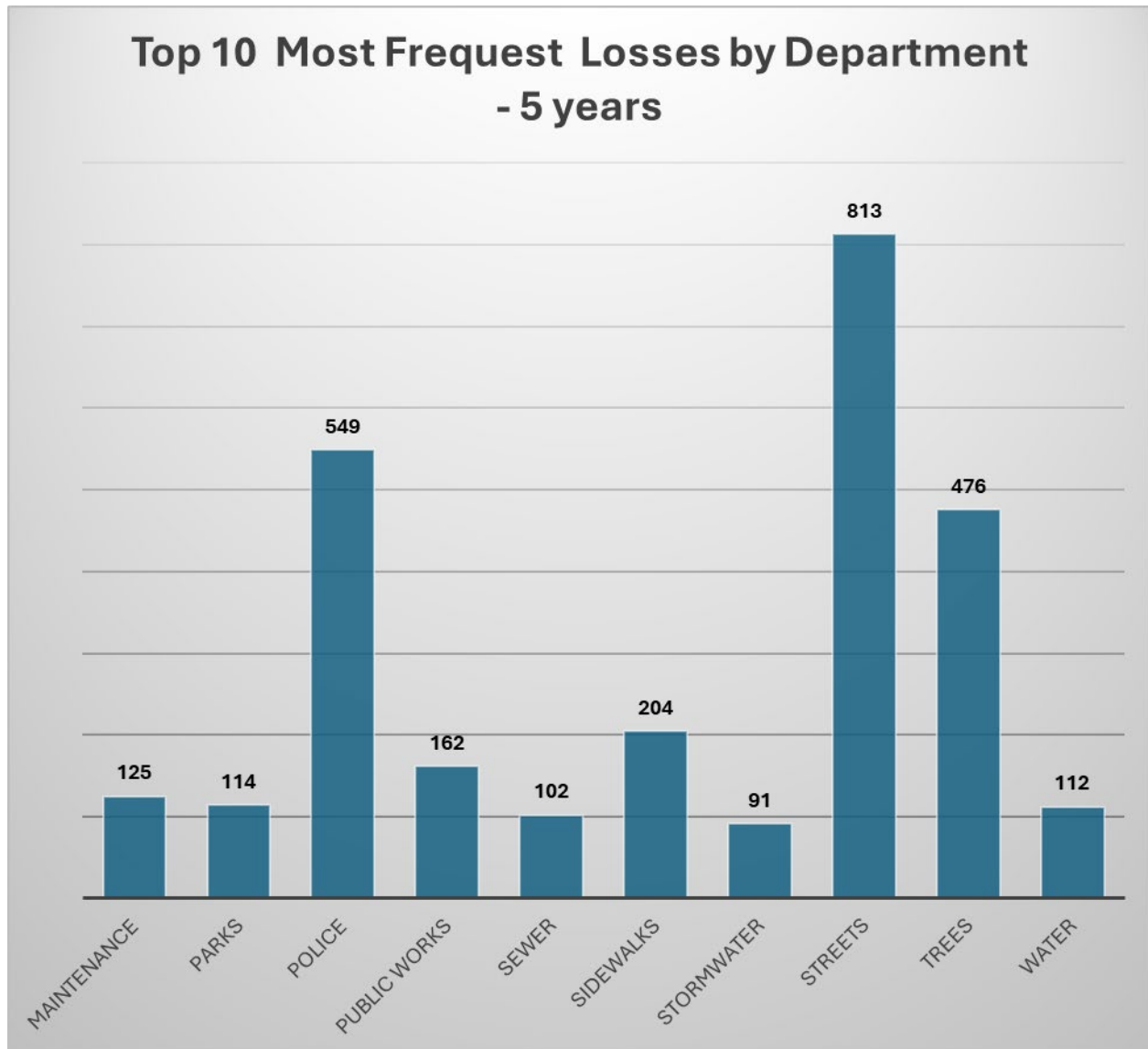
REFERENCE MATERIALS ATTACHED:

- Top 10 PLAN total incurred losses based on severity 5-years
- Top 10 PLAN most frequent losses by department type 5-years

October 9, 2025



October 9, 2025



October 9, 2025

Agenda Item 7.B.

RISK CONTROL MATTERS

SUBJECT: 2025/26 Risk Control Plan Update

BACKGROUND AND HISTORY:

The Board of Directors reviewed and approved the 2025/2026 Risk Control Service Plan on June 26, 2025. Previous strategic planning sessions, along with conversations and interactions with PLAN JPA members, provided direction for the proposed risk control service plan for 2025/2026. 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 and program development using virtual and in person platforms. A list of the services that have been provided and scheduled for the 2025/2026 program years and is attached to this report. Additionally, three (3) members (Cupertino, Los Gatos, and San Carlos) have included PLAN JPA Risk Control staff in their regularly scheduled safety/risk management committee meetings.

PLAN JPA Risk Control staff confirmed Alliant Insurance Services is able provide up to seven (7) days of service, per year, for Infrared Electrical Services. A four-year rotating schedule has been developed, and reminder emails were sent out 09/10/2025 reminding the current members to get schedule this service with Alliant services. The Town of Woodside has scheduled and the city of Foster City has expressed interest. The members listed below are in the queue for this program year.

Campbell	
Foster City	Responded
Los Gatos	
Milpitas	
San Carlos	
Suisun City	
Woodside	Scheduled

Focused Member Services

In an effort to mitigate PLAN JPA's risk, staff was directed to conduct loss analyses for 10 members and develop and implement services plans for each member based on the loss analyses results. Ten members have been identified based on the 2025/2026 ex-mod rate. Risk Control has begun the loss analyses for these members. Currently two have been completed and eight remain. As each analysis is completed Risk Control will set up a meeting with the member to discuss the recommended services. The goal will be to help them reduce their loss experience and their ex-mod.

Development of Focused Self-Assessments Materials

Risk Control staff continues to build and refine documents for focused self-assessment and companion best practice documents. Four focused assessments were approved by the Board on June 26, 2025. The focused assessments will be bent out each quarter after they are developed. The first of four focused assessment was sent out August 18, 2025. This assessment and prior assessments can be accessed on the Sedgwick Risk Control website. Below is the schedule for the four focused assessments.

- Stormwater Loss Prevention & Management – Sent August 18, 2025
- s Prevention & Management – Sent August 18, 2025
- Cyber Risk Management Practices – October to December 2025
- Asset Management – January to March 2026
- Wildfire Risk Management – April to June 2026

Defensive Driving

Defensive driving is offered regionally and to individual members utilizing virtual platforms. The next scheduled virtual webinar is TBD. Behind-the-wheel driver evaluations are also available to PLAN JPA members. These evaluations can be scheduled by contacting the Risk Control Manager.

Regional Training

The Risk Control Service Plan incorporates at least four (4) regional training sessions, including the 2025 Sewer and Stormwater Summit. PLAN JPA members continue to participate, with higher-than-average attendance, due to them being an online training as it eliminates travel time. Other webinars that have been provided or are scheduled include:

- Dangerous Conditions of Roadways – August 20, 2025
- Sidewalk Safety – August 27, 2026
- Sewer and Stormwater Summit – October 09,2025
- Tree Work Safety Training – TBD
- Defensive Driver Training – TBD
- Cyber Risk – TBD

Additional regional training opportunities will be reviewed and scheduled upon request.

Oversight of the Risk Management Grant Fund Reimbursements

The Risk Control Manager continues to review the submissions for Grant Fund Reimbursements to ensure submissions are within the program guidelines and submitted by authorized personnel as well as providing guidance as needed regarding proposed expenditures. From 7/1/2025 to 09/25/2025, two (2) PLAN JPA members (Atherton & Benicia) submitted requests for reimbursements. The Grant Fund currently contains a balance of \$1,091,652.

RECOMMENDATION:

None.

REFERENCE MATERIALS ATTACHED:

- 2025-2026 Risk Control Service Summary
- 2025-2026 Risk Control Service Plan

Member	Activity	Project Status
American Canyon, City of	Phone & Email Consultation (DOT/Drug and Alcohol Testing) (1)	Completed
Atherton, Town of	Grant Funds Request (1)	Completed
Benicia, City of	Grant Funds Request (1)	Completed
Burlingame, City of	None	N/A
Campbell, City of	Focused Assessment (1)	Completed
Colma, Town of	None	N/A
City of Cupertino	Safety Committee Meeting (1)	Completed
	Phone & Email Consultation (3)	Completed
Dublin, City of	Phone & Email Consultation (2)	Completed
East Palo Alto, City of	None	N/A
Foster City, City of	Focused Assessment (1)	Completed
	Safety Committee Meeting (1)	In Progress
	Assessments (2)	Completed
Half-Moon Bay, City of	Phone & Email Consultation (1)	In Progress
Hillsborough, Town of	None	NA
Los Altos Hills	Training (2)	In Progress
Los Gatos, Town of	Training (1)	Completed
	Training (2)	In Progress
Millbrae	None	N/A
Milpitas, City of	None	N/A
Morgan Hill, City of	Phone & Email Consultation (1)	Completed
	Training (5)	Completed
	Training (12)	In Progress
Newark, City of	None	N/A
PLAN JPA	Regional Training: Dangerous Conditions of Roadways	Completed



Risk Control Services Summary July 1, 2025, to September 25, 2025

Member	Activity	Project Status
	Regional Training: Sidewalk Safety	Completed
	Regional Training: Tree Work Safety	In Progress
	Regional Training: Defensive Driving	In Progress
	Regional Training: Cyber Risk	In Progress
	Webinar: Sewer & Stormwater Summit	In Progress
Pacifica, City of	Facility Inspections (2)	Completed
Portola Valley, Town of	None	N/A
Ross, Town of	Focused Assessment (1)	Completed
San Bruno, City of	None	N/A
San Carlos, City of	Facility Inspections (9)	Completed
	Park Inspections (10)	Completed
	Training (1)	Completed
	Safety Committee Meeting (1)	Completed
	Safety Committee Meeting (1)	In Progress
	Phone & Email Consultations (3)	Completed
Saratoga, City of	Phone & Email Consultations (2)	Completed
South San Francisco, City of	Phone & Email Consultation	Completed
Suisun City, City of	None	N/A
Tiburon, City of	Phone/Email Consultation (1)	Completed
Woodside, Town of	None	N/A



Risk Control Services Summary
July 1, 2025, to September 25, 2025

PLAN JPA INFRARED INSPECTION SCHEDULE					
PROGRAM YEARS					
2023-2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029
Benicia	American Canyon	Campbell	Burlingame	Benicia	American Canyon
Cupertino	Atherton	Foster City	Colma	Cupertino	Atherton
Dublin	Dublin	Los Gatos	Half Moon Bay	East Palo Alto	Dublin
East Palo Alto	Millbrae	Milpitas	Newark	Hillsborough	Millbrae
	Morgan Hill	San Carlos	Los Altos Hills	San Bruno	Morgan Hill
	Tiburon	Suisun City	Portola Valley	Saratoga	Tiburon
	Pacifica	Woodside	Ross	South San Francisco	Pacifica
4	7	7	7	7	7



2025/2026 PROPOSED RISK CONTROL SERVICE PLAN

The guidance provided by the Risk Management Committee and the Executive Committee influenced the proposed risk control service plan for 2025/26. 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 2025/26 includes:

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

Since many members have some of the same exposures to liability issues, rather than focus on individual members, it is proposed that during the 2025/26 year focused assessments be completed for all PLAN members on particular topics that appear to be driving our liability losses. Below is a proposed list of focused assessment topics for 2025/26

- Stormwater Loss Prevention & Management – July to September 2025
- Cyber Risk Management Practices – October to December 2025
- Asset Management – January to March 2026
- Wildfire Risk Management – April to June 2026

During 2024/25, each quarter, a focused assessment checklist will be sent to each member for the topic for that quarter. Members will be asked to complete the self-assessment checklist and return it to the Risk Services Manager. Based on the results of these assessments, recommendations will be developed to assist each member in addressing their particular exposures. Recommendations could include using grant funds for specific purposes, policy updates, providing training and webinars to PLAN members of particular topics. 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.

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 2025/26 Risk Control Service Plan to the Board of Directors at their meeting in June 2025.

October 9, 2025

Agenda Item 7.C.

RISK CONTROL MATTERS

SUBJECT: Update on 2025 Sewer and Stormwater Summit

BACKGROUND AND HISTORY:

PLAN JPA co-sponsors an annual Sewer & Stormwater Summit with other risk-sharing pools and contracts with DKF Solutions Group (DKF) for coordination of the event. The Summit will be held on October 9, 2025, and provides education and training that help prevent sewer and stormwater loss incidents. This year's co-sponsors are PLAN JPA, California Sanitation Risk Management Authority (CSRMA), Northern California Cities Self Insurance Fund (NCCSIF), and Small Cities Organized Risk Effort (SCORE).

During the June 26, 2025, Board of Directors meeting, the Board approved PLAN JPA's continued sponsorship and participation in the Summit and approved the sponsorship fee of \$14,750. The Board's goal continues to be to mitigate associated PLAN JPA losses.

Similar to previous years, the 2025 Sewer and Stormwater Summit will be presented on a virtual platform.

The 2025 Virtual Summit:

1. Is recorded for future reference by attendees.
2. Is provided free of charge to the employees of PLAN JPA and CSRMA members.
3. Offers a special agency registration package for non-sponsoring agencies who have multiple employees requiring continuing education credits.
4. Offers a reduced registration cost for non-sponsoring individuals because of reduced delivery costs.
5. Provides links to sponsoring organizations posted on the conference website.
6. Provides networking opportunities for attendees via chat rooms.
7. Offers attendees the opportunity to interact with vendors through chat rooms.
8. Provides vendors an opportunity to post videos depicting their services.
9. Requires vendors to pay a fee to participate to cover the additional/associated costs.

PLAN JPA members were sent the registration announcement on July 22, 2025, and a reminder email was sent September 29, 2025, with additional reminders throughout the following months.

Registrants were sent instructional emails during the months of August and September regarding how they could build their agenda on the conference platform. As registration continued, new registrants received the same information.

**PLAN JPA
RISK MANAGEMENT COMMITTEE MEETING**

October 9, 2025

**Agenda Item 7.C.
Page 2**

The summit offers five (5) tracks with five (5) sessions in each track:

- Track 1 – Collections Workers Safety & Leadership
- Track 2 – Management & Regulatory Compliance
- Track 3 – Operations
- Track 4 – Stormwater
- Track 5 – Engineering

PLAN JPA Member	Number of Employees Registered for the Summit
American Canyon, City of	0
Atherton, City of	0
Benicia, City of	0
Burlingame, City of	0
Campbell, City of	0
Colma City of	0
Cupertino, City of	0
Dublin City of	0
East Palo Alto, City of	0
Foster City, City of	0
Half Moon Bay, City of	0
Hillsborough City of	0
Los Altos Hills, Town of	0
Los Gato, Town of	0
Millbrae, City of	0
Morgan Hill, City of	0
Newark, City of	0
Pacifica, City of	0
Ross, City of	0
PLAN JPA	0
San Bruno, City of	0
San Carlos, City of	0
Saratoga, City of	0
Sedgwick	0
South San Francisco, City of	0
Suisun City, City of	0
Tiburon, City of	0
Woodside, City of	0
Grand Total	0

October 9, 2025

Agenda Item 7.C.
Page 3

RECOMMENDATION:

None.

REFERENCE MATERIALS ATTACHED:

- 2025 Sewer and Stormwater Summit Announcement

— 20TH — ANNIVERSARY

SEWER AND STORMWATER SUMMIT

A Virtual Event

October 9th, 2025

20 Years of Progress: Building on the Past,
Preparing for the Future



For CSRMA, PLAN
JPA, NCCSIF, SCORE,
MBASIA

\$50.00 for Individual Non-Members

\$400.00 for Agency Non-Members (>8 Individuals)

Registration Opening Soon!

Who Should Attend?

- Public Works Directors
- City Attorneys
- Sewer System Managers
- Sewer Collections Workers
- Maintenance Personnel
- Stormwater Management Professionals



TRACK ONE
Collections Worker Safety &
Leadership

TRACK TWO
Management & Regulatory
Compliance

TRACK THREE
Operations

TRACK FOUR
Stormwater

TRACK FIVE
Engineering

Sponsored By:



Questions? Contact Kay Patzer - kpatzer@dkfsolutions.com

[Manage Your Subscription](#)

This message was sent to shane.baird@sedgwick.com from dpatzer@dkfsolutions.com

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