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RISK MANAGEMENT COMMITTEE MEETING AGENDA

**Thursday, October 8, 2026
11:00 a.m.**

[Zoom](#)

**Meeting ID: 834 1548 9495
Password: 279625**

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 Oaks 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 San Carlos	600 Elm St., San Carlos, CA 94070
City of Suisun City	701 Civic Center Blvd, Suisun City, CA 94585

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

- Page**
- 1. CALL TO ORDER**
 - 2. INTRODUCTIONS/ROLL CALL**
 - 3. APPROVAL OF AGENDA AS POSTED (OR AMENDED)**

- | | |
|--------------------|---|
| <u>Page</u> | 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. |
| | 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 9, 2026, Risk Management Committee Meeting
<i>Recommendation: Staff recommends the Risk Management Committee approve the Consent Calendar.</i> |
| | 6. RISK CONTROL MANAGER'S REPORT |
| 10 | *A. Report from PLAN JPA's Risk Control Manager
<i>Recommendation: None.</i> |
| | 7. RISK CONTROL MATTERS |
| 15 | *A. 2026/27 Risk Control Plan Update
<i>Recommendation: None.</i> |
| | 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 Annual Workshop Sessions will be held on December 8, 2026, at the Oceano Hotel in Half Moon Bay, CA.
- The next Board of Directors meeting will be held on December 9, 2026, at the Oceano Hotel in Half Moon Bay, CA.

**PLAN JPA
RISK MANAGEMENT COMMITTEE MEETING**

**October 8, 2026
Agenda Items 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 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 9, 2026, Risk Management Committee Meeting

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

**MINUTES OF THE RISK MANAGEMENT COMMITTEE
MEETING OF APRIL 9, 2026**

A special meeting of the Risk Management Committee was held on April 9, 2026, via videoconference.

MEMBERS PRESENT: George Rodericks, Chair, Atherton
Sarah Monnastes, Dublin
Diane Pitman, Foster City
Christina Penland, Suisun City

MEMBERS ABSENT: Kenneth Stiles, Half Moon Bay

OTHERS PRESENT: Stephanie Coy, Pacifica
Eric Dahlen, General Manager
Kassandra Batista, Administrative Analyst
Shane Baird, Risk Control Manager
Miguel Beas, Accounting Specialist
Jackie Miller, Workers' Compensation Program Manager

1. CALL TO ORDER:

The Regular Meeting of the PLAN JPA Risk Management Committee meeting was called to order at 10:01 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):

Sarah Monnastes moved to approve the agenda as posted. Diane Pitmam seconded the motion. A roll call vote was taken and the motion passed unanimously.

4. PUBLIC COMMENTS:

None.

5. CONSENT CALENDAR:

Diane Pitman moved to approve the following item: A) Minutes from the November 6, 2025, Risk Management Committee Meeting; and B) Sedgwick Safety Training Catalog. Sarah Monnastes seconded the motion. A roll call vote was taken and the motion passed unanimously.

6. ADMINISTRATIVE MATTERS:

A. Discussion of Workers' Compensation Risk Control Contract

Mr. Dahlen provided an update on the Risk Control Services Contract addendum specific to the Workers' Compensation Program. He explained that the addendum was initially approved for a six-month period following the launch of PLANWORKS to allow staff time to evaluate the services, pricing structure, and overall needs of the program. Following review by staff and Sedgwick Risk Control Services, no significant changes to the existing addendum were recommended.

The Committee discussed the services provided through PLANWORKS and the potential overlap with PLAN JPA's existing loss control services and the optional Sedgwick Outsourced Risk and Safety Expertise (SORSE) program. Staff clarified that PLANWORKS risk control services are focused on workers' compensation and employee-related exposures, while PLAN JPA's existing risk control services primarily address property and liability exposures. SORSE provides additional individualized safety and California Division of Occupational Safety and Health (Cal/OSHA) compliance support and is available to members at an additional cost.

Staff clarified that PLANWORKS provides two service days annually to participating members and that the \$32,000 cost for the risk control services is shared among participating PLANWORKS members. The Committee discussed the importance of clearly distinguishing the services available under each program. Staff agreed to prepare a side-by-side comparison of PLAN JPA loss control services, SORSE, and PLANWORKS, including the respective services and costs.

The Committee expressed support for moving the contract forward. No formal action was taken.

7. RISK CONTROL MATTERS:

A. Discussion of Focused Assessment Topics for 2026/27

Mr. Baird presented the proposed focused assessment topics for the upcoming program year. The proposed topics included contractor selection and control, fire department liability risk management, road and street maintenance, and Americans with Disabilities Act (ADA) compliance and transition plans. The assessments will be distributed quarterly and are intended to help members identify potential gaps in their programs and provide opportunities for risk control assistance.

The Committee discussed the proposed topics and recommended moving the ADA compliance and transition plan assessment to the first quarter due to upcoming compliance deadlines affecting certain member agencies. The Committee expressed support for the change, and Mr. Shane Baird confirmed the assessment schedule would be revised accordingly.

Sarah Monnastes moved to approve with ADA compliance and transition plans moved to the first quarter of the program year. Diane Pitmam seconded the motion. A roll call vote was taken and the motion passed unanimously.

B. Consideration of the 2026/27 Risk Control Plan and Update to the Risk Management Grant Fund Program

Mr. Shane Baird presented the proposed 2026/27 Risk Control Plan and reported that the services remain largely unchanged. Each member will continue to receive four service days, which may be used for risk control plan development, safety training plan development, liability hazard inspections, onsite or virtual safety training, and assistance with written programs. The Plan also includes focused assessments, regional training, Risk Management Grant Fund oversight, website resources, and unlimited telephone and email consultations.

The Committee discussed establishing a more structured schedule for Risk Control Orientation meetings for new members, Board representatives, and other member personnel. Members supported holding the orientations quarterly, while continuing to offer individual orientations as needed.

Mr. Shane Baird also reported that at least four regional training events are planned and confirmed that the ADA compliance-focused assessment discussed under the previous agenda item would be moved to the first quarter.

Diane Pitman moved to approve the proposed 2026/27 Risk Control Plan Update. Christina Penland seconded the motion. A roll call vote was taken and the motion passed unanimously.

C. 2026 Sewer O & M Academy (SOMA)

Mr. Shane Baird provided an update on the Sewer and Stormwater Summit, which has been restructured and renamed the Sewer O&M Academy (SOMA). He explained that the previous program consisted of a single six-hour annual event, and feedback indicated that it was difficult for employees to be away from their regular duties for an entire day. The new program will instead provide training throughout the year, with separate tracks for managers and supervisors and frontline staff. Each track will include 11 live classes annually.

Mr. Shane Baird reported that the training will be offered as live webinars and recorded for members who are unable to attend. Members will also have access to additional sewer-related recordings and resources through SewerAcademy.com.

The total cost of the restructured program is \$12,350, compared to \$14,750 for the previous one-day summit, resulting in \$2,400 savings. Staff clarified that PLAN JPA pays the program cost and that the program is available to member agencies.

Christina Penland moved to approve the Sewer O & M Academy. Diane Pitman seconded the motion. A roll call vote was taken and the motion passed unanimously.

D. Consideration of Precision Concrete Agreement

Mr. Shane Baird presented the proposed renewal of the Precision Concrete Cutting agreement. He reported that sidewalk losses were previously identified as the most frequent and third most severe loss category, totaling approximately \$4.3 million. Over the previous five-year contract period, Precision Concrete Cutting addressed more than 30,000 sidewalk offsets and inspected more than 2,000 miles of sidewalk infrastructure.

Mr. Shane Baird reviewed changes to the new agreement, including a reduced annual escalation rate of 3%, compared to 5% under the previous agreement. The agreement also provides expanded assessment and repair pricing options, allowing assessments based on sidewalk mileage or individual addresses and repair pricing based on the size and severity of the hazard or volume of work. He noted that more than 20 members were currently utilizing the vendor's services and that Risk Management Grant Funds could be used to reimburse eligible sidewalk hazard projects.

The Committee discussed how the agreement applies to individual member agencies. Staff clarified that the agreement provides negotiated pricing for PLAN JPA members, but each member may choose whether to engage Precision Concrete Cutting and would contract for services individually.

Christina Penland moved to approve the Fixed Pricing Agreement for Sidewalk Repair. Sarah Monnastes seconded the motion. A roll call vote was taken and the motion passed unanimously.

E. Discussion of Risk Management Grant Funds & Cap

Mr. Shane Baird provided an update on the Risk Management Grant Fund Program and the implementation of the three-year cap beginning with the current program year. He explained that members that have reached their cap may need to use existing grant fund balances before receiving additional allocations. Staff has contacted affected members regarding their balances and the need to submit eligible reimbursement requests.

Mr. Shane Baird reported that the upcoming program year will be funded at \$500,000. Member allocations are based equally on contributions to the liability program and the experience modification factor. Funds that cannot be allocated to members that have reached their cap will be returned to the pool and redistributed to members below their respective caps. He explained that the cap was implemented after the combined balance of unused member grant funds had grown to more than \$2 million.

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 11:03 a.m.



Eric Dahlen, General Manager

**PLAN JPA
RISK MANAGEMENT COMMITTEE MEETING**

**October 8, 2026
Agenda Items 6. A.**

PLAN'S RISK MANAGER'S REPORT

SUBJECT: Report from PLAN JPA's Risk Manager

BACKGROUND AND HISTORY:

Sedgwick Outsourced Risk & Safety Expertise (SORSE):

The SORSE program was approved by the Risk Management Committee on April 10, 2025, to provide additional services beyond those available in PLAN. SORSE provides core service that include 8 additional trainings , quarterly participation in safety committee meetings and assistance with review, development and implementation of one safety program. Addition services are available purchase which include hazardous material inventory services and industrial hygiene & environmental services.

Four (4) Plan members have elected to join the SORSE program. Those members include Foster City, Hillsborough, Los Altos Hills, and Newark.

Sewer O&M Academy:

The Sewer O&M Academy is a year-round training and resource program designed to strengthen sanitary sewer systems operation and maintenance across public agencies while directly supporting an insurance pools core objectives: loss prevention, claims reduction, and regulatory compliance.

Sewer O&M Academy	
Member Directory	
Agency	User Count
American Canyon	28
Burlingame	11
Foster City	36
Hillsborough	21
Millbrae	55
Milpitas	76
San Bruno	4
San Carlos	10
South San Francisco	23
Suisun City	10

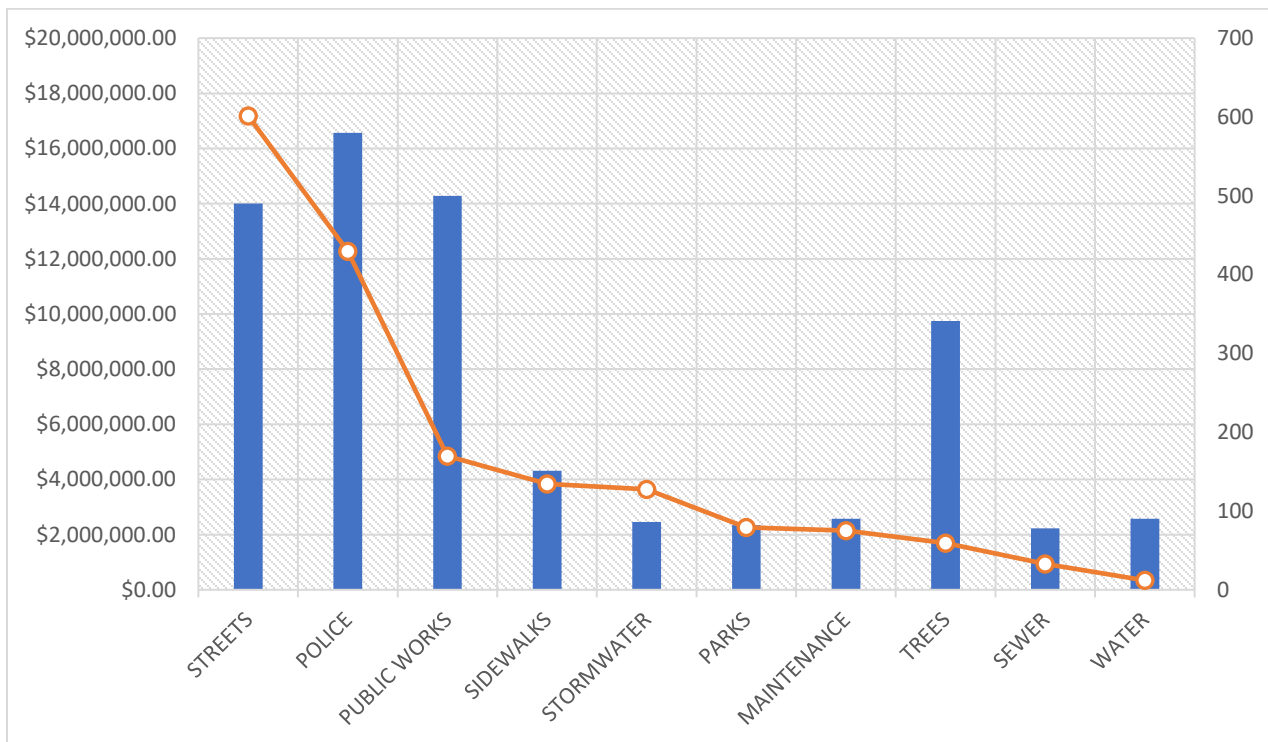
**PLAN JPA
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PLAN Best Practices for Members:

Plan Risk Control staff wanted to identify what losses are impacting the pool as a whole, so the PLAN Risk Control Manager completed a five (5) year loss runs analysis to identify the top three total losses incurred by department and the top three most frequent losses by department.

1. The top three severity based on total incurred:
 - a. Streets (\$17,183,844.80)
 - b. Public Works (\$4,854,249.66)
 - c. Sidewalks (\$3,836,633.25)
2. The top three most frequent by department:
 - a. Public Works (500)
 - b. Streets (490)
 - c. Trees (341)



RECOMMENDATION:

None.

REFERENCE MATERIALS ATTACHED:

- 2026/27 Risk Control Services Summary



Risk Control Services Summary July 1, 2026, to October 01, 2026

Member	Activity	Project Status
American Canyon, City of	None	N/A
Atherton, Town of	Assessment (1)	Completed
Benicia, City of	Assessment (1)	Completed
	Phone & Email Consultation (1)	Completed
Burlingame, City of	Assessment (1)	Completed
	Phone & Email Consultation	Completed
Campbell, City of	Phone & Email Consultation	Completed
Colma, Town of	Phone & Email Consultation	Completed
City of Cupertino	None	N/A
Dublin, City of	Training (2)	In Progress
East Palo Alto, City of	None	N/A
Foster City, City of	None	N/A
Half-Moon Bay, City of	Phone & Email Consultation (1)	Completed
Hillsborough, Town of	Assessment (4)	Completed
	Phone & Email Consultation (1)	Completed
Los Altos Hills	Phone & Email Consultation (2)	Completed
Millbrae	Assessment (1)	Completed
	Phone & Email Consultation (1)	Completed
	Training (1)	Completed
Milpitas, City of	None	N/A
Morgan Hill, City of	Training (11)	In Progress
Newark, City of	Phone & Email Consultation (1)	Completed
	Training (1)	Completed
PLAN JPA	Regional Training: Dangerous Conditions of Roadways	In Progress
	Regional Training: El Nino Safety	In Progress



Risk Control Services Summary July 1, 2026, to October 01, 2026

Member	Activity	Project Status
	Regional Training: Cyber Security	In Progress
	Regional Training: Dealing with Difficult People	In Progress
	Focused Assessment (1)	Completed
	Focused Assessment (3)	In Progress
Pacifica, City of	None	N/A
Portola Valley, Town of	Phone & Email Consultation	Completed
	Assessment (1)	Completed
Ross, Town of	Phone & Email Consultation (2)	Completed
	Assessment (1)	Completed
San Bruno, City of	Facility Inspections (10)	Completed
	Park inspections (17)	Completed
San Carlos, City of	Facility Inspections (8)	Completed
	Park Inspections (5)	Completed
	Training (2)	In Progress
	Safety Committee Meeting (2)	Completed
	Phone & Email Consultations (2)	Completed
Saratoga, City of	Assessment (3)	Completed
South San Francisco, City of	None	N/A
Suisun City, City of	None	N/A
Woodside, Town of	Training (2)	Completed



Risk Control Services Summary
July 1, 2026, to October 01, 2026

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

RISK CONTROL MATTERS

SUBJECT: 2026/27 Risk Control Plan Update

BACKGROUND AND HISTORY:

The Board of Directors reviewed and approved the 2026/2027 Risk Control Service Plan on June 25, 2026. Previous strategic planning sessions, along with conversations and interactions with PLAN JPA members, provided direction for the proposed risk control service plan for 2026/2027. 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 2026/2027 program years and is attached to this report. Risk Control staff also provides inspections for members which includes city hall, public parks, playgrounds, and senior/adult/youth centers, just to name a few.

PLAN JPA Risk Control staff confirmed Alliant Insurance Services is able to provide up to seven (7) days of service, per year, for Infrared Electrical Services. A four-year rotating schedule has been developed. Initial emails were sent out 07/01/2026 to those seven (7) members who are scheduled for this service the program year. To date only one member has completed the inspections and two members responded interested in the Infrared Service Inspections. Reminder emails were sent out to those who have not scheduled on 08/03/2026 & 10/01/2026. The members listed below are in the queue for this program year.

Burlingame	Completed
Colma	Responded
Half Moon Bay	
Newark	
Los Altos Hills	
Portola Valley	
Ross	Responded

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 2026/2027 ex-mod rate. Risk Control has completed those loss run analyses for those 10 members. As each analysis was completed Risk Control has sent over the results with recommendations to focus on this program year. The goal is to help those members reduce their loss experience and their ex-mod rate.

Focused Assessments on Designated Topics

PLAN JPA
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Since many members have some of the same exposures to liability issues, rather than focus on individual members, it is proposed that during the 2026/27 Program Year, focused assessments will be completed for all PLAN JPA members on particular topics that could have an impact on liability losses. Below are the topics the Board settled on for 2026/27 program-year.

Based on the results of these assessments, recommendations will be made to assist each member in addressing their exposures. Recommendations could include using grant funds for specific purposes, policy updates, and providing training and webinars to PLAN members on specific topics.

The first of the four has been sent out and Risk Control staff will continue to build and send out a focused assessment based on the schedule below.

- ADA Compliance & Transition Plans– July to September 2026
- Fire Department Liability Risk Management – October to December 2026
- Road/Street Maintenance– January to March 2027
- Contractor Selection & Control – April to June 2027

Regional Training

Risk Control Staff will coordinate at least four (4) regional training events. These events will be held either virtually or in-person. This service includes topic research, trainer selection and fees, event management, and materials coordination.

- “Super” El Nino – First and Third Party Liability Risk
- Dangerous Roadway Conditions
- Cyber Security Risk
- Dealing with Difficult People

Oversight of the Risk Management Grant Fund Reimbursements

The Risk Control Manager continues 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 also provides guidance regarding proposed expenditures, as needed, and will submit an annual report regarding member usage of the Risk Management Reimbursement Grant funds. To date, three (3) PLAN members have submitted request.

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. PLAN Risk Control is available for all PLAN members to address their questions via email, phone call or text.

RECOMMENDATION:

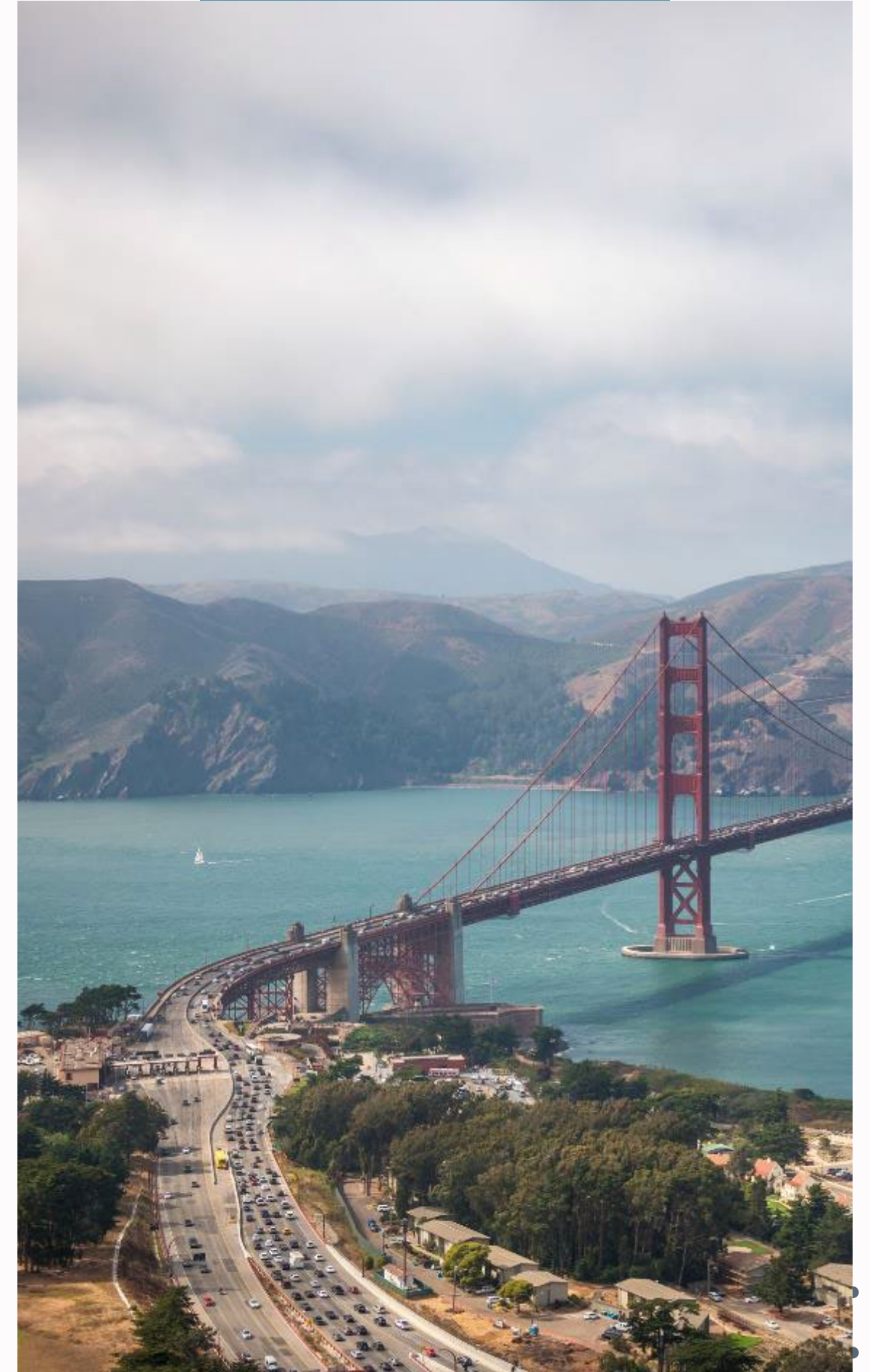
None.

REFERENCE MATERIALS ATTACHED:

- SORSE Presentation.



SEDWICK OUTSOURCED RISK AND SAFETY EXPERTISE (SORSE)



CONTENT

01

What is **SORSE** and why was it created?

02

What **SORSE** covers

03

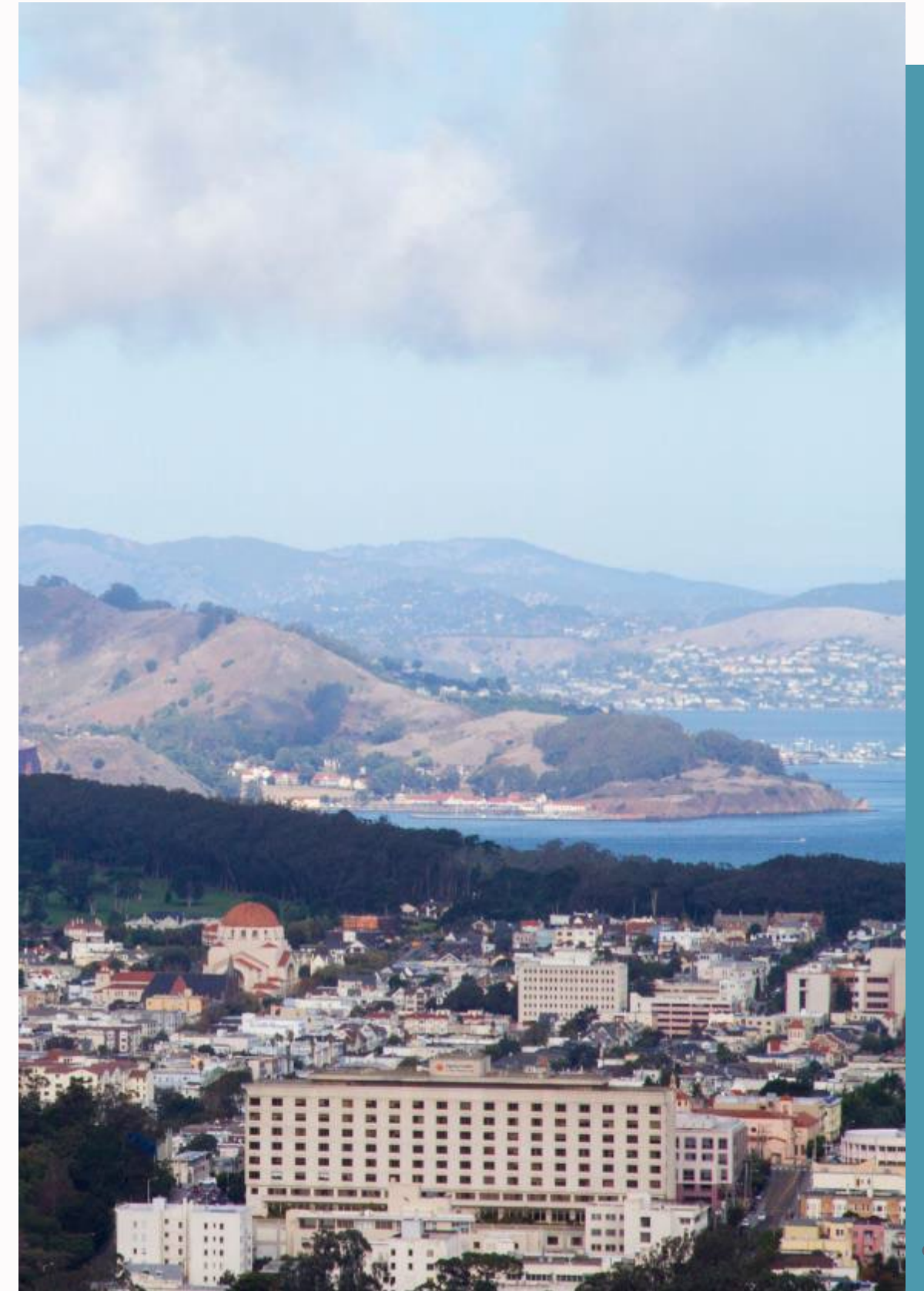
Fees associated with **SORSE**

04

Enrollment & Invoicing

05

Questions



SORSE

What is it and what is it for?

SORSE: Sedwick Outsourced Risk & Safety Expertise

- PLAN is a property and liability pool
- Safety services request beyond those available in PLAN
- SORSE as an optional safety solution, replaces RSOs
- Service Design, based on services routinely requested in existing/expiring Rent Safety Officer (RSO) agreements, services provided **include**



WHAT SORSE COVERS

Core Services (Annually) each member receives:

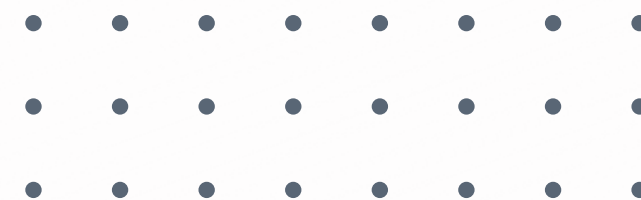
- Quarterly training topic of choice, two sessions each
- Quarterly participation in safety committee meetings by risk consultant
- Assistance with review, development, and implementation of one safety program

Hazardous Material Inventory Services

- Hazardous material inventory with annual reporting

Industrial Hygiene and Environmental Services

- Limited Asbestos Assessment
- Lead Risk Assessment
- Indoor Air Comfort Parameter Assessment
- Sound Level Monitoring
- UST leak compliance audit



FEE ASSOCIATED WITH SORSE

Core Services

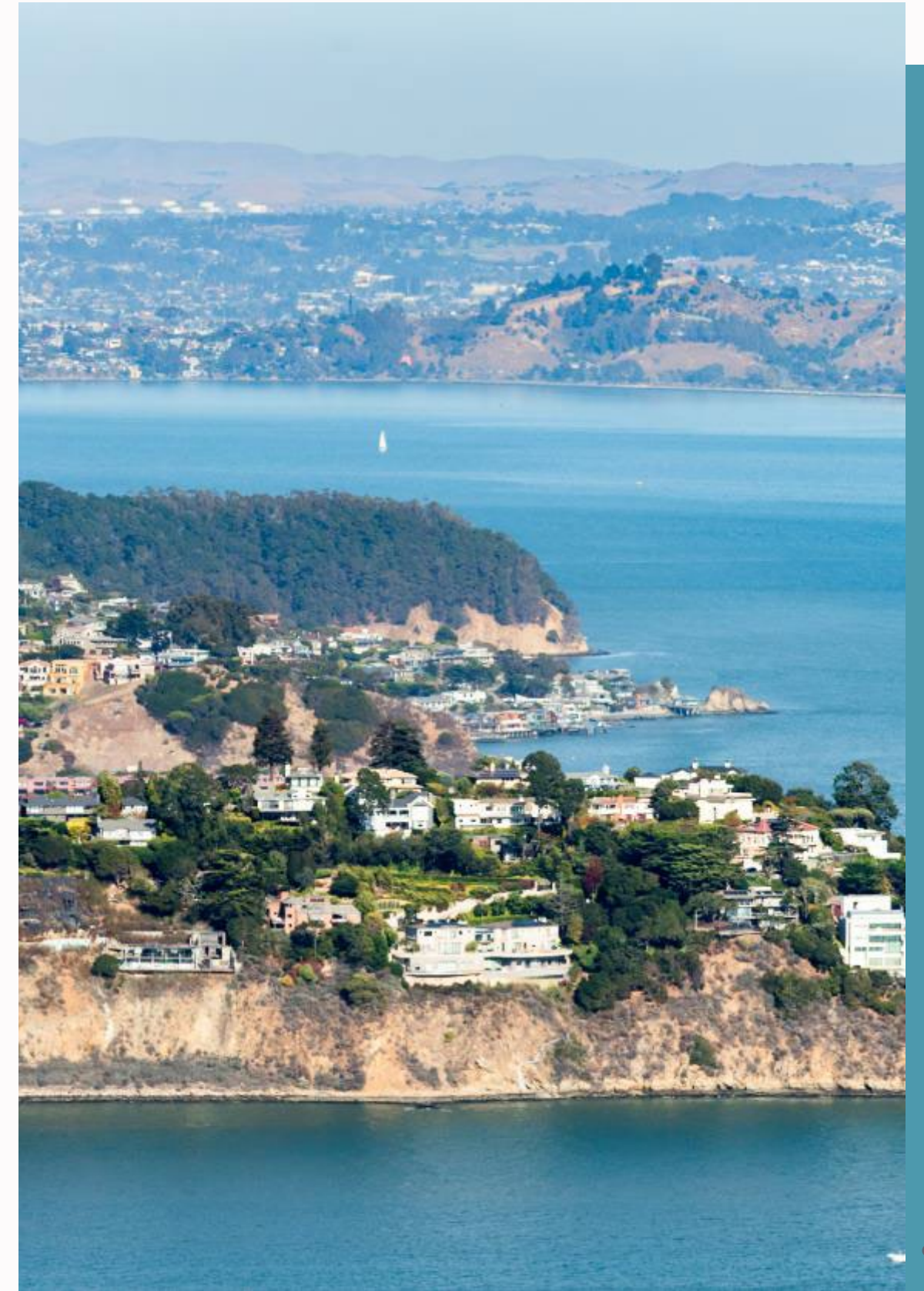
- \$18,000 annually

Hazardous Material Inventory Services

- \$16,500/member, first year
- \$9,500/member, second year+

Industrial Hygiene Services

- Asbestos Assessment – \$2,500 - \$4,500/site
- Lead Risk Assessment
- Indoor Air Comfort Parameter Assessment: \$5,550 - \$6,500/site
- Sound Level Monitoring: \$4,500 - \$5,500/site
- UST Leak Compliance Audit: \$4,200/site





HOW TO ENROLL & INVOICING

- Letter of engagement
 - Billed once annually
 - Cost offset by the LAWCX Grant
- 



QUESTIONS?



THANK YOU

Contact Us

-  661-619-3520
-  shane.baird@sedgwick.com
-  www.planjpa.org

