

MUNICIPAL POOLING AUTHORITY (MPA)

MINUTES OF THE RISK CONTROL EXECUTIVE COMMITTEE MEETING OF May 25, 2016

A regular meeting of the Risk Control Executive Committee was held on May 25, 2016, at the offices of Municipal Pooling Authority in Walnut Creek, CA.

MEMBERS PRESENT: Tracy Robinson, City of Lafayette
Neville Vania, City of Pittsburg
LeeAnn McPhillips, City of Gilroy - Telephonically
Mike Chandler, City of Martinez
Kevin Rohani, City of Oakley

MEMBERS ABSENT: Allan Cantando, City of Antioch PD

OTHERS PRESENT: Carol Barake, MPA
Ric Burwell, MPA
Michael Groff, MPA
Dixie Sala, MPA

1. CALL TO ORDER:

The May 25, 2016 Risk Control Executive Committee Meeting was called to order at 10:40 a.m. by Chairperson Carol Barake.

2. INTRODUCTIONS:

Those present introduced themselves.

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

No changes were made to the agenda as posted.

Neville Vania moved to approve the agenda as posted. Tracy Robinson seconded the motion. Unanimous vote of all members present and represented herein.

4. PUBLIC COMMENTS:

None.

5. CONSENT CALENDAR:

Mike Chandler moved to approve the following items: A) Risk Control Executive Committee Meeting Agenda/Minutes from January 21, 2016; B) Risk Control Council Meeting Summary from April 14, 2016; C) 2016 Training Events Calendar – Revised April 2016. Neville Vania seconded the motion. Unanimous vote of all members present and represented herein.

6. ACTION ITEMS

A. MPA RISK CONTROL GRANT FUND UPDATE

Carol Barake reminded the Committee that MPA had approved using a portion of the \$349,594 CARMA dividend to fund a grant program supporting the risk assessment program we had introduced in 2015. Members had \$15,000 available to address deficiencies identified in members' risk assessments. June 30, 2016 was set as the deadline for submitting requests for grant funds. As of today's meeting, ten (10) members have submitted requests and several others are pending. Staff is asking for direction from the Committee on how to utilize the remaining unused grant funds for 2015-17. Staff also is requesting input on the future of the Risk Control Grant Fund Program to support ongoing risk assessment progress.

The Committee agreed that it would be best to extend the deadline from June 30, 2016 to August 31, 2016 to allow more members to apply for funds. Barake will conduct an outreach effort to ensure that members do not overlook this important resource.

Vania moved to extend the previous deadline of June 30, 2016 to submit grant fund requests to August 31, 2016. Chandler seconded the motion. Unanimous vote of all members present and represented herein.

Committee members also discussed the disposition of the remaining grant funds and they agreed the best option would be to roll over unused funds to the next risk assessment cycle (2017-2019).

Chandler moved to roll over remaining grant funds to the next fiscal year. Vania seconded the motion. Unanimous vote of all members present and represented herein.

7. INFORMATIONAL ITEMS

A. MPA Risk Assessment Program: Status of Member Action Plan Development

Barake advised members she had completed three of the six member meetings to develop and/or monitor action plan implementation for members who had scored 50% or less on the MPA risk assessment. Three member meetings were scheduled for June and July. Barake stated she would continue to monitor the action plans prior to the second round of assessments scheduled for the spring of 2017.

B. MPA BEST PRACTICES DEVELOPMENT

Barake reviewed the model best practices developed for the Injury Illness Prevention Program, Ergonomics Program and Workers' Comp Management Program. These best practices will be uploaded to MPA's new website that is scheduled to go live in the fall. It is

staff's hope that the best practices will serve as a guide for all members, and especially assist those members that scored low in their risk assessments.

Staff is working to form Best Practices Working Committees to develop best practices for the Public Works and Police Department liability exposures.

C. MPA ERGONOMICS COORDINATOR UPDATE

MPA, in conjunction with UC Davis Extension, held Ergonomics Coordinator Training sessions in January and March 2016. The goal of this training is to help member cities designate representatives who can perform basic ergonomic evaluations at their location. Twelve (12) member cities participated in the workshops, with a total of seventeen (17) ergonomic coordinators completing both training sessions. Ongoing training will be provided to the coordinators to expand the ergonomic coordinator pool as time goes on.

D. POLICE LIABILITY (RMTAC) MEETING: MAY 17, 2016

Several member police departments expressed interest in reinstating the RMTAC meetings to provide a forum for police liability issues. Staff held the first meeting on May 17, 2016 with Craig Fries from Precision Simulations, Inc. as the featured speaker. Craig provided attendees with a two hour class focusing on the use of cutting edge forensic engineering tools to reconstruct incidents. The class was well attended and lunch was served following Mr. Fries presentation.

E. TARGET SOLUTIONS LAW ENFORCEMENT MODULE UTILIZATION

Barake provided the Committee with an update on the utilization of the Target Solutions Law Enforcement module. All MPA members have access to Target Solutions online training which is provided through CSAC-EIA. In May of 2015, MPA purchased a Law Enforcement Module to supplement the CSAC-EIA modules with resources specifically for our police departments. In the first year of the agreement (May 2015-April 2016), our police departments registered 145 users and completed 380 courses in the Law Enforcement Module. This is a 50% utilization of the 300 users purchased on the agreement. The agreement to provide the additional Law Enforcement Module expires in 2018, and Barake stated she will continue to monitor the usage and advise the Committee on whether to continue to provide this service.

8. ADJOURNMENT

The May 25, 2016 Risk Control Executive Committee Meeting adjourned by general consensus of the Committee members at 11:36 a.m.