

MUNICIPAL POOLING AUTHORITY (MPA)

MINUTES OF THE RISK CONTROL EXECUTIVE COMMITTEE MEETING OF JANUARY 21, 2016

A regular meeting of the Risk Control Executive Committee was held on January 21, 2016, at the offices of Municipal Pooling Authority in Walnut Creek, CA.

MEMBERS PRESENT: Joe Kriskovich, City of Manteca
Neville Vania, City of Pittsburg
LeeAnn McPhillips, City of Gilroy
Mike Chandler, City of Martinez

MEMBERS ABSENT: Allan Cantando, City of Antioch PD
Kevin Rohani, City of Oakley

OTHERS PRESENT: Carol Barake, MPA
Karen Thesing, MPA
Michael Groff, MPA
Dixie Sala, MPA

1. CALL TO ORDER:

The January 21, 2016 Risk Control Executive Committee Meeting was called to order at 9:18 a.m. by Chairperson Carol Barake.

2. INTRODUCTIONS:

Those present introduced themselves.

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

One change was noted on the agenda. The agenda should read "Thursday", January 21st instead of "Wednesday".

Joe Kriskovich moved to approve the agenda as amended. Neville Vania 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 September 30, 2015; B) Risk Control Council Meeting Summary from December 3, 2015. Neville Vania seconded the motion. Unanimous vote of all members present and represented herein.

6. **ACTION ITEMS**

A. **MPA RISK CONTROL PERFORMANCE MEASURES: RISK ASSESSMENT SUMMARY**

Carol Barake advised the Committee that in reviewing the risk assessments conducted for MPA members, scoring indicates the need for more consistent risk management performance among MPA members. Eight members scored in the 80-100% range, indicating effective risk management programs. Six members scored in the 50-79% range, indicating that their risk management efforts require improvement to meet the adopted performance measures. Five members scored in the 0-49% range, indicating that risk management programs are not effective in controlling their exposures. Even though we have a large population of members that are either effective in controlling their risks or working to control risks, we are faced with a challenge in how to get the remaining members at least up into the middle range.

Kriskovich commented that as he suggested at the last Risk Control Council Meeting, a mentoring program for those low-scoring members could help get them on track with effective risk management practices. He stated he would be more than happy to share some of his agency's policies, procedures and programs with other members. Barake agreed that this could be a good way to shift the low-scorers up to the middle range.

There was some discussion about identifying the low-scoring members as an incentive for them to put more effort into increasing their scores. LeeAnn McPhillips suggested discussing this with all Board members at their next meeting. Barake commented that she'll be working with the low-scoring members to develop an action plan. She also advised that in 2017 she will be performing a second round of assessments and if perhaps by that time, the low-scorers have not made any significant change, then it might be a good time to start identifying those members.

Vania moved to require the six members who scored 50% or less on the MPA risk assessment submit an action plan. The action plan will describe how they will improve their risk management programs prior to the second round of risk assessments scheduled for the spring of 2017. Kriskovich seconded the motion. Unanimous vote of all members present and represented herein.

B. **MPA BEST PRACTICES DEVELOPMENT**

The recent risk assessments revealed that we need to achieve a more uniform level of risk management efforts as a pool, and developing best practices as a guide for all members will help in that regard. Barake advised that staff has developed model best practices for the Injury Illness Prevention Program, Ergonomics Program and Workers' Comp Management Program. Staff is asking for support and guidance from members who have strong risk management programs in Public Works Liability and Police Liability, to ensure consistency with existing best practices developed for law enforcement and public works operations.

A short discussion ensued on how best to achieve this. Barake suggested forming committees comprised of police command staff and public works managers from member agencies who scored high on the risk assessments.

Chandler moved to approve the following items: A) The model best practices developed for the Injury Illness Prevention Program, Ergonomics Program and Workers' Comp Management Program; B) The development of best practices for Public Works Liability and Police Liability, including forming working groups to guide best practice development for members.

7. INFORMATIONAL ITEMS

A. POLICE LIABILITY (RMTAC) MEETINGS: 2016

Barake stated she has received several inquiries from members about reconvening the Risk Management Training Advisory Committee (RMTAC). The RMTAC group met on a regular basis from 2006 to 2011 and discussed topics relevant to injury/illness prevention and controlling liability exposures associated with law enforcement operations.

While Barake was conducting the recent risk assessments, she inquired of the police command staff at each location whether they had found the RMTAC meetings of benefit and if they would like to see them reconvene. Response was very positive and Barake has tentatively scheduled the first meeting for May 2016.

Barake plans to invite Craig Fries of Precision Simulations, Inc. to make a presentation at this meeting. Precision Simulations is a nationally recognized leader in Forensic Analysis and Visualization, providing scene documentation, reconstruction analysis and 3D visualization in both the private sector, as well as law enforcement agencies. Committee members were familiar with Mr. Fries and the work he does and are looking forward to this presentation.

B. MPA ERGONOMICS COORDINATOR UPDATE

Barake advised the Committee that we had over 30 attendees attend the first of two Ergonomics Coordinator Trainings held on January 14th. In fact, we had such a large turnout, we are working to move the Advanced Ergo Training to the City of Walnut Creek's City Hall. The second session is scheduled for March 17th. Barake worked with Creative Supports to produce an Ergonomics Equipment Catalog that offers discounted pricing to MPA members. Kenneth Milliken from Creative Supports brought select ergonomic pieces of furniture to the training and during the lunch break, gave a demonstration on some of them. He also plans to participate in the second training and provide another demonstration.

C. CSAC-EIA CRITICAL INCIDENT MANAGEMENT SERVICES

Barake announced that MPA in conjunction with CSAC-EIA will be hosting a Critical Incident Response Workshop at Walnut Creek's City Council Chambers on July 20, 2016. CSAC-EIA has

partnered with Dr. Steve Albrecht and Dr. Bob May of Mainstream Unlimited to provide pre-incident services, as well as post-incident services. The training will be free of charge to all MPA members. Member-specific, pre-incident training will be available at a discounted rate, should a member choose to provide additional training.

Additionally, CSAC-EIA has created a Critical Incident Response Team, tasked with supporting members in need at the time of a critical incident. Each critical incidence is different and calls for a different skill set of team members, which CSAC-EIA will create from existing staff, as well as our service partners and industry experts.

D. MPA 2016 RISK CONTROL CALENDAR

Barake provided Committee members with an updated training calendar for 2016 and she briefly reviewed the upcoming trainings.

8. ADJOURNMENT:

The January 21, 2016 Risk Control Executive Committee Meeting adjourned by general consensus of the Committee members at 9:56 a.m.