



YOUR BEST PROTECTION

Approved: January 17, 2024

Risk Management Committee Meeting

ACWA JPIA Executive Conference Room
2100 Professional Drive,
Roseville, CA 95661
(800) 231-5742

January 30, 2023

This meeting consisted of a simultaneous Zoom teleconference call at the ACWA JPIA, 2100 Professional Drive, Roseville, CA 95661, and the following remote sites:

- Cota
- Gonzalez
- Kuhn

MEMBERS PRESENT

Chair: Fred Bockmiller, Mesa Water District

Vice-Chair: David Drake, Rincon del Diablo Municipal Water District

Ron Duncan, San Geronio Pass Water Agency

Eddie Gonzalez, Desert Water Agency (left at 3:41 p.m.)

Bob Kuhn, San Gabriel Basin Water Quality Authority

John Weed, Alameda County Water District

Dan York, Sacramento Suburban Water District (left at 3:00 p.m.)

MEMBERS ABSENT

Gaby Olson, Valley Center Municipal Water District

STAFF PRESENT

Chief Executive Officer/Secretary: Walter "Andy" Sells

Adrienne Beatty, Assistant Executive Officer

Mathew Bunde, Senior Risk Control Advisor

Chimene Camacho, Executive Assistant to the CEO

Andrew Corral, Senior Risk Control Advisor

Sarah Crawford, Training Manager

David deBernardi, Director of Finance

Robin Flint, Risk Control Manager

Robert Greenfield, General Counsel

Erik Kowaleski, System/Network Administrator

Peter Kuchinsky II, Lead Risk Control Advisor

Terry Lofing, Administrative Assistant III (*Recording Secretary*)

Lee Patton, Senior Risk Control Advisor

Jeremy Sadler, Risk Control Advisor

Patricia Slaven, Director of Human Resources and Administration

Sandra Smith, Employee Benefits Manager

Dan Steele, Finance Manager

Melody Tucker, Workers' Compensation Manager
Chuck Wagenseller, Cost Estimator/Risk Control Advisor
Nidia Watkins, Member Services Representative II
Mike Whitright, IT Support Specialist

OTHERS IN ATTENDANCE

Cathy Green, Orange County Water District, ACWA Vice President
Chris Kapheim, Kings River Conservation District
Melody McDonald, San Bernardino Valley Water Conservation District
Randall Reed, Cucamonga Valley Water District
J. Bruce Rupp, Humboldt Bay Municipal Water District

WELCOME

Chair Bockmiller welcomed everyone in attendance.

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chair Bockmiller called the meeting to order at 2:00 p.m. He announced there was a quorum.

ANNOUNCEMENT RECORDING OF MINUTES

Chair Bockmiller announced that the meeting would be recorded to assist in the preparation of minutes. Recordings are only kept 30 days following the meeting, as mandated by the California Brown Act.

PUBLIC COMMENT

Chair Bockmiller noted that, as the agenda stated, members of the public would be allowed to address the Risk Management Committee on any agenda item before the Committee decides on that item. Comments on any issues on the agenda, or not on the agenda, were also welcomed. No comments were brought forward.

INTRODUCTIONS

Chair Bockmiller welcomed all in attendance. He introduced Ron Duncan, San Geronio Pass Water Agency, as a new member of the Risk Management Committee. He also introduced Andrew Corral, Senior Risk Control Advisor, and Mike Whitright, IT Support Specialist, as new Staff members.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

Chair Bockmiller asked for any additions to or deletions from the agenda. Staff had none.

CONSENT AGENDA

Chair Bockmiller called for approval of the minutes of the January 31, 2022 meeting:

M/S/C (Drake/York) (Bockmiller-Yes; Drake-Yes; Duncan-Yes; Gonzalez-Yes; Kuhn-Yes; Weed-Yes; York-Yes): That the Risk Management Committee approve the minutes of January 31, 2022.

RISK CONTROL DEPARTMENT UPDATE

Report on Risk Control Department 2021/22 Fiscal Year Summary

Robin Flint, Risk Control Manager, highlighted various activities the Risk Management Department conducted over the last 12 months.

- Conducted 254 Risk Assessments, and 98 Consult Visits, and taught 79 classes to 958 students.
- Onboarded Rainbow Municipal Water District and San Mateo County Flood and Sea Level Rise Resiliency District.
- Updated the Commitment to Excellence Guide and added Pest and Rodent Control, Unmanned Aerial Devices, Employment Practices, and Wildfire Prevention, as additional loss reduction categories.
- Received 36 nominations for the H.R. LaBounty Safety Awards Program.
- Eleven members received Risk Control Grant Awards.
- The Risk Management department was awarded the 2022 PRIMA Award.

Review Summary Analysis of 2021/22 Risk Assessment Focus Areas

Ms. Flint reported that the department focused on the loss reduction categories of Recreation/Special Events, Volunteer Resolutions, and Return-to- Work. While at risk assessment visits, the Advisors asked members questions in these areas to determine the level of awareness.

Recreation and Special Events

The Advisors asked members during risk assessment visits whether they had recreation or special events, and how those events are managed. Forty-seven percent said they manage events internally and 23 percent use vendors or concessionaires.

The Recreation and Special Events Policy was enhanced with collaboration from Member Services. Advisors will continue to promote good signage related to recreation activities. Members will be encouraged to maintain playgrounds with documented inspections and have at least one staff member become a Certified Playground Safety Inspector. Members should review vendor/concessionaire agreements every three years.

Volunteer Resolutions

The Advisors asked members if they were aware of the JPIA's Volunteer Resolution. Eighty-two percent said they were aware. Sixty-five percent have a Volunteer Resolution on file with the JPIA; 36 percent do not.

Advisors will continue to check whether a member has a Volunteer Resolution on file. New Liability Program members are asked to adopt a Volunteer Resolution as part of the underwriting process. A webinar on Volunteer Resolutions will be included as a Human Resources Hot Java topic in the future.

Return-to-Work Program

Ninety-two percent of members are aware of the benefits of having a Return-to-Work Program. Seventy-two percent have a written Return-to-Work Program, 6 percent do not have a program, and 22 percent are unsure.

Members will be encouraged to accommodate light duty when returning to work. Advisors will continue to share the JPIA's Return-to-Work Program on the Human Resources Best Practices webpage.

Report on 2022/23 Risk Assessment Focus Areas

For the coming year, the Risk Management team will focus on the areas of Accident/Incident Investigation, Unmanned Aerial Devices, and Emergency Preparedness.

Jeremy Sadler, Risk Control Advisor, provided an overview of the Accident/Incident Investigation focus area. Jeremy stated that employers are required to conduct accident investigations, and the investigation aims to find the root cause of the accident to prevent a recurrence.

Jesse Cota, Senior Risk Control Advisor, highlighted the Unmanned Aerial Devices. This year, Advisors will identify which members currently have drones and ensure members are aware of best practices for the use of drones, FAA regulations, and having proper coverage.

Andrew Corral, Senior Risk Control Advisor, reviewed the Emergency Preparedness focus area. Risk Advisors are verifying that members have an Emergency Response Plan, they have completed SEMS/NIMS training, and they use ICS protocols during training exercises. Best Practices resources are available in the Risk Control Manual, Section 13 – Emergency Action Plans; Section 27 – Wildfire Preparedness Response, Recovery, and Smoke Regulation; and in the Commitment to Excellence resources under Wildfire Prevention.

Report on Commitment to Excellence Program Ergonomics/Falls Prevention Loss Reduction Focus – FIT Pilot Program

Ms. Flint reported that the Sprains/Strains Pilot Program began in July 2022. The FIT Program was presented to us by Helix Water District in a Risk Control Grant Award submission, and they were awarded a grant. The Pilot Program was initiated to help reduce strains and sprains in the field and to meet our Commitment to Excellence Ergonomics/Fall Prevention objectives.

The FIT Program training was conducted at Kaweah Delta Water Conservation District, Fallbrook Public Utility District, Mission Springs Irrigation District, and Browns Valley Irrigation District. The training was very well received in these Districts.

The Program will end in spring 2023. The Risk Management staff will conduct a debrief on the Program's effectiveness and next steps.

Member Loss Review

Mr. Cota provided a loss review for a member that had an employee burned by sulfuric acid in a transfer pump failure.

The District took corrective actions by developing a Chemical Work Tool checklist, refresher training was provided, personal protective equipment is being reviewed, using a chemical curtain, and moving the location of the eyewash/shower.

Review and make a recommendation on the Recreation and Special Events Policy

Nidia Watkins, Member Services Representative II, provided a review of the revised Recreation and Special Events Policy. The add/delete copy and final Policy were included in the packet for review. Ms. Watkins highlighted notable changes that were made to the final version.

Class III events require prior approval by the JPIA and may require an onsite Risk Assessment and approval by the JPIA's Chief Executive Officer or the Assistant Executive Officer. Four types of events will not be covered unless approved by the Executive Committee. Additionally, One-Day Special Event insurance may be purchased for an additional premium. The Risk Management Committee requested that a definition of "splash pad" be added to the Glossary of Terms included in the Board packets for future reference.

The Risk Management Committee made a recommendation to the Executive Committee:

M/S/C (Kuhn/Drake) (Bockmiller-Yes; Drake-Yes; Duncan-Yes; Gonzalez-Yes; Kuhn-Yes; Weed-Yes): That the Risk Management Committee recommend to the Executive Committee to approve the revised Recreation and Special Events Policy.

ADMINISTRATIVE/TRAINING

Training Update

Sarah Crawford, Training Manager, provided a brief update on the status of training over the last year. She stated that training has returned to in-person instructor-led training after the COVID-19 Pandemic. In March 2022, members began hosting on-site training at their facilities. In October 2022, the JPIA hosted a Training Conference in San Diego.

Ms. Crawford referred to a graph contrasting class attendance and course completions for pre-pandemic and post-pandemic training. Twelve JPIA members completed the

PDP Program in 2022, including Mesa Water District and Sacramento Suburban Water District.

In 2023, the Training Department plans to offer additional in-person training by using contract trainers, develop training internally and/or partner with vendors to purchase updated online courses and expand virtual offerings via live, instructor-led courses and eLearning.

LOSS REPORTS

Review Claims Analysis for Liability, Property, and Workers' Compensation Programs

Andy Sells, Chief Executive Officer, reviewed the loss reports for the Liability, Property, and Workers' Compensation Programs.

Liability Program

Mr. Sells stated that the current self-insured retention in the Liability Program is \$5,000,000. The graph showing the Occurrences Per \$1 Million of Payrolls shows that claims are staying low.

Property Program

Mr. Sells referred to the Reported Losses Per \$100 Million of Insured Values graph. The graph shows the self-insured retention increased in 2022/23 from \$100,000 to \$10,000,000 because JPIA's lead carrier was unwilling to quote coverage at a lower retention without significant coverage limitations. Higher claims include the Oroville spillway in 2016/17, the Thomas Fire in 2017/18, the Paradise Camp Fire in 2018/19, and the Caldor Fire in 2021/22. This Program is driven by catastrophic losses.

Workers' Compensation Program

The Workers' Compensation Program is very stable. The Program has a self-insured retention of \$2,000,000 and has remained the same for many years. Much effort has gone into keeping claims low by JPIA staff such as the Risk Management staff, the involvement of the Claims staff, encouraging members to take advantage of a return to work after injuries, and our training programs such as the FIT Program, and others, has paid large dividends in the Program.

UPCOMING MEETINGS

There are no additional Risk Management Committee meetings scheduled for 2023. Chair Bockmiller adjourned the meeting at 4:20 p.m.