

# Risk Management Committee Meeting



YOUR BEST PROTECTION

ACWA JPIA Executive Conference Room  
2100 Professional Drive  
Roseville, CA 95661

Wednesday  
January 17, 2024  
1:00 P.M.

Chair: Randall Reed, Cucamonga Valley Water District

Vice-Chair: David Wheaton, Citrus Heights Water District

Ron Duncan, San Geronio Pass Water Agency

Eddie Gonzalez, Desert Water Agency

Bob Kuhn, San Gabriel Basin Water Quality Authority

Gaby Olson, Valley Center Municipal Water District

John Weed, Alameda County Water District

Dan York, Sacramento Suburban Water District



YOUR BEST PROTECTION

# RISK MANAGEMENT COMMITTEE MEETING

## AGENDA

JPIA Executive Conference Room  
2100 Professional Drive, Roseville, CA 95661  
(800) 231-5742 - [www.acwajpia.com](http://www.acwajpia.com)

**Wednesday, January 17, 2024, 1:00 PM**

**Zoom Link** Meeting ID: 532 180 4035; Password: 5742; Telephone No.: 1 (669) 900-6833

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

- Duncan – 47180 Woodcliff Drive, Banning
- Gonzalez – 1200 Gene Autry Trail South, Palm Springs
- Kuhn – 337 W. Foothill Blvd., Glendora
- Olson – 29300 Valley Center Road, Valley Center

### **WELCOME**

### **CALL TO ORDER AND ANNOUNCEMENT OF QUORUM**

**ANNOUNCEMENT RECORDING OF MEETING** This meeting may be recorded to assist in preparation of minutes. Recordings will only be kept 30 days following the meeting, as mandated by the Ralph M. Brown Act.

### **EVACUATION PROCEDURES**

**PUBLIC COMMENT** Members of the public will be allowed to address the Risk Management Committee on any agenda item prior to the Committee's decision on the item. They will also be allowed to comment on any issues that they wish to discuss which may or may not be on the agenda. If anyone present wishes to be heard, please let the Chair know.

### **INTRODUCTIONS**

### **ADDITIONS TO OR DELETIONS FROM THE AGENDA**

Presenter

Page#

#### **I. CONSENT AGENDA**

Reed

- \* A. Approve the minutes of the meeting of January 30, 2023

4

**II. ADMINISTRATION**

Reed A. Report on meetings attended on behalf of the JPIA

**III. LOSS REPORTS**

Greenfield A. Review Claims Analysis for Liability, Property, and Workers' Compensation Programs **10**

**IV. RISK MANAGEMENT DEPARTMENT UPDATE**

Flint \* A. Report on the Risk Management Department 2022/23 Fiscal Year Summary **11**

Flint/Advisors B. Report on 2023/24 Risk Assessment Focus Areas **19**

Flint/Advisors \* C. Discuss the Commitment to Excellence Sprains/Strains Program **20**

Bunde D. Member Loss Review **22**

Flint/Patton E. Commitment to Excellence History Development and Ten-Year Celebration **23**

**V. OTHER UPDATES**

Crawford \* A. Training Update **24**

Phillips B. Director of Member Outreach Update **28**

**VI. UPCOMING MEETINGS**

Reed A. There are no additional meetings scheduled for the remainder of the year.

**ADJOURN**

\*Related items enclosed.

**Americans With Disabilities Act** – The JPIA conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. A request for disability-related modification or accommodation, in order to participate in a public meeting of the JPIA, shall be made to: Terry Lofing, Administrative Assistant III, ACWA JPIA, PO Box 619082, Roseville, CA 95661-9082; telephone (916) 786-5742. The JPIA's normal business hours are Monday – Friday, 7:30 a.m. to 4:30 p.m. (Government Code Section 54954.2, subdivision. (a)(1).)

Written materials relating to an item on this Agenda that are distributed to the JPIA's Risk Management Committee within 72 hours before it is to consider the item at its regularly scheduled meeting will be made available for public inspection at ACWA JPIA, 2100 Professional Drive, Roseville, CA 95661-3700; telephone (916) 786-5742. The JPIA's normal business hours are Monday – Friday, 7:30 a.m. to 4:30 p.m.



YOUR BEST PROTECTION

*Unapproved Minutes*

## **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**

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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**

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Gaby Olson, Valley Center Municipal Water District

### **STAFF PRESENT**

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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**

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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**

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Chair Bockmiller welcomed everyone in attendance.

### **CALL TO ORDER AND ANNOUNCEMENT OF QUORUM**

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

### **ANNOUNCEMENT RECORDING OF MINUTES**

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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**

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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**

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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**

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

### **CONSENT AGENDA**

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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**

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### **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**

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### **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**

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### **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**

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

**ACWA JPIA**  
**Review Claims Analysis for Liability, Property and**  
**Workers' Compensation Programs**  
**January 17, 2024**

**BACKGROUND**

JPIA collects data on losses in all Programs. We are actively collecting additional data and presenting the data to the Risk Management Committee.

**CURRENT SITUATION**

The charts for workers' compensation reflect trends in years of service, the likelihood of injury, and the causes of injury.

In the Liability Program, we review claims based on five primary causes: Construction, Employment Practices, Infrastructure, Vehicle-Related, and a catch-all other. Here we are looking at the frequency and total net incurred of these losses.

In the Property Program, statistics will be shared at the meeting regarding loss trend analysis.

**RECOMMENDATION**

None, informational only.

**ACWA JPIA**  
**Risk Management Department 2022/23 Fiscal Year Summary**  
**January 17, 2024**

**BACKGROUND**

The Risk Management Department provides onsite or virtual risk assessments, consultative services, loss reviews, and training services to JPIA members participating in our Workers' Compensation, Liability, and Property Programs. The JPIA Risk Management Department offers the following value-added services:

- Ready access to regionally located Certified Safety Professionals.
- Develop water industry "best practices" through our Commitment to Excellence Program.
- Assist member agencies with the implementation of safety and risk control programs.
- Annual focus areas to concentrate on specific hazards, promote JPIA resources and measure the effectiveness of risk reduction efforts.
- Provide ergonomic evaluations.
- Act as a resource for model safety and risk control programs, checklists, and best practices through our "best practices" and Risk Control Manual resources.
- Recognize employees for safety and loss reduction efforts through the H.R. LaBounty Safety Awards Program.
- Promote the Risk Control Grant Program that is designed to facilitate a strategic investment by a member's management team in their risk control and safety program projects or equipment and incentivize members to renew their Commitment to Excellence efforts to prevent or mitigate loss.

**CURRENT SITUATION**

Following is a summary update demonstrating the JPIA's core values and the Risk Management Department's efforts to provide service, support, and resources to members during the 2022/23 fiscal year.

**RECOMMENDATION**

None, informational only.

# 2022-23 Fiscal Year Summary



Risk Assessment Visits, 220



Consultative Visits, 72



Training Classes, 175  
Training Attendees, 1,801



H.R. LaBounty Safety Awards, 30  
Nominations



Risk Control Grant Program, 12  
Applications



JPIA Source, 4



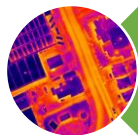
Splash Alert, 1



Prospect Member / Recreation &  
Special Events RAS, 303 Hours



Jurisdictional Inspections, 419



Infrared Surveys, 5 Members

# H.R. LaBounty Safety Award Winners

## Fall 2022

<b>Employee's Name</b>	<b>District's Name</b>
<i>Mike Kidd</i>	<i>Calleguas Municipal Water District</i>
<i>Jaysen Ortega</i>	<i>Crescenta Valley Water District</i>
<i>Jessica Zaragoza</i>	<i>Elsinore Valley Municipal Water District</i>
<i>Juliana Luengas</i>	<i>Fallbrook Public Utility District</i>
<i>Isabel Casteran</i>	<i>Fallbrook Public Utility District</i>
<i>Kolton Gustafson</i>	<i>Helix Water District</i>
<i>Manny Barron</i>	<i>Helix Water District</i>
<i>Charles Contreras</i>	<i>Madera Irrigation District</i>
<i>Kandyce Delgado</i>	<i>Moulton Niguel Water District</i>
<i>Paul Johnson</i>	<i>Sacramento Suburban Water District</i>
<i>Manuel Colinga</i>	<i>San Bernardino Valley WCD</i>
<i>Tommy Purvis</i>	<i>San Bernardino Valley WCD</i>
<i>Michael Guizar</i>	<i>San Bernardino Valley WCD</i>
<i>Ryan Carlson</i>	<i>Vista Irrigation District</i>
<i>Nick Nazaroff</i>	<i>Walnut Valley Water District</i>
<i>David Lias</i>	<i>Walnut Valley Water District</i>
<i>Alex Cabrera</i>	<i>Walnut Valley Water District</i>
<i>Carmen Fleming</i>	<i>Walnut Valley Water District</i>
<i>Tom Getman</i>	<i>Western Municipal Water District</i>
<i>Nick Barnes</i>	<i>Western Municipal Water District</i>
<i>Jesse Mobley</i>	<i>Western Municipal Water District</i>
<i>Steve Clayton</i>	<i>Yorba Linda Water District</i>
<i>Miguel Rameriez</i>	<i>Yorba Linda Water District</i>



## H.R. LaBounty Safety Award Winners Spring 2023

<u>Employee's Name</u>	<u>District's Name</u>
Matt Heape	El Dorado Irrigation District
Zachary Goerzen	Kings River Conservation District
Guy Atwood	Moulton Niguel Water District
Todd Novacek	Moulton Niguel Water District
James Sampson	Moulton Niguel Water District
Steve Vit and Customer Field Department	Moulton Niguel Water District
Joe Crockett	Sacramento Suburban Water District
Ben Harris	Sacramento Suburban Water District
Lindsay Degan	Sweetwater Authority

# ACWA JPIA 2022/2023 Risk Control Grant Program Recipients



Members agree to update ACWA JPIA to review project progress and results, and share lessons learned and observations about the implementation and outcomes. Upon completion of the project, members will provide a report to the Risk Management Committee and Executive Committee, summarizing the project goals and results achieved.

## Montague Water Conservation District (MWCD) – Fire Suppression Water Trailer

MWCD currently uses an all-terrain vehicle (ATV) equipped with a small water tank in conjunction with backpack water sprayers for fire suppression during non-agricultural burning permitted through their county. MWCD plans to update its Smoke Management Plan and purchase a 525-gallon tow behind water trailer. This improved **engineering control** will allow MWCD to better control vegetation when burning by allowing them to move along canals faster, mitigate hot spots with better control, and reduce concerns from the public. This purchase aligns with the *C2E Infrastructure and Wildfire Prevention* best practices.

## Fresno Metropolitan Flood Control District (FMFCD) – Confined Space Davit Arm

FMFCD has identified potential fall and confined space rescue challenges at both of their reservoir control towers. The District plans to install a Davit Fall Protection System at both locations to prevent fall injuries and improve rescue operations associated with their confined spaces. This new system, which is a combination of improved **administrative** and **engineering controls** is a *C2E Ergonomics and Falls* best practice.

## Central Water District (CWD) – Pipe Locator Equipment

Currently, CWD uses maps, visual cues, and manual “potholing” (shoveling) to determine the location of their water lines. This method can take time, is labor intensive, and comes with ergonomic risks. Purchasing portable electronic pipe locating equipment **eliminates** the need for potholing and is a *C2E Infrastructure and Ergonomics* loss reduction focus area best practice. The new pipe locating equipment also has GPS capabilities which will help record coordinates for GIS mapping.

## Helix Water District (HWD) – Absence of Voltage Testers Installation

HWD is purchasing 20 Panduit VeriSafe Absence of Voltage Testers (AVTs) for their pump station and treatment motor control centers. AVTs will **eliminate** the need for staff to open electrical panel doors to manually perform an absence of voltage test. By removing this step, staff and contractors avoid the potential of an electrical hazard such as an arc flash. Installing AVTs creates the preferred **engineering control** instead of relying on personal protective equipment (PPE). PPE can be hot and heavy and is a less effective control. This is a *C2E Equipment Failure* loss reduction focus area and injury prevention best practice.

## Majestic Pines Community Services District (MPCSD) – Utility Locating Program

MPCSD had difficulty locating their transite water lines since they were installed many years ago, and tracer wire was not a common installation practice at that time. MPCSD has purchased locators to help reduce the risk of costly line strikes and reduce the amount of time staff needs to spend working around traffic. The locators also allow the District to accurately update maps and enable them to share information with other utilities when requested. This improved **engineering control** is a *C2E Construction* best practice.

## ACWA JPIA 2022/2023 Risk Control Grant Program Recipients

### Vista Irrigation District (VID) – Flow Control Facilities Solar Project

Installing a solar system with battery storage at two Flow Control facilities will ensure power for the District's SCADA system in the event of an outage due to damaged electrical equipment (hit power poles, storms, wildfires, etc.), Public Safety Power Shutoffs (PSPS) or rolling outages. Currently, during outages, these facilities require staff to physically operate hydraulic controls, sometimes in inclement weather, which could lead to undesired pressure flow and possible infrastructure failures. This **engineering control** is a *C2E Infrastructure Equipment Failure* best practice.

### West Stanislaus Irrigation District (WSID) – Canal Lateral Walkways

Staff cross canal laterals to perform maintenance and other operations activities. Currently, the staff uses a 4-inch by 12-inch timber walkboard with no handrails to cross laterals creating the potential for a fall. The goal is to replace the walkboards with engineered metal walkways with a railing that will be fabricated in-house and installed by District staff. There are approximately 50 lateral walkways that need replacement. This **engineering control** project is expected to take eight years to complete and is a *C2E Canal Structure Operations and Maintenance Infrastructure and Ergonomic/Falls* best practice.



# CAL/OSHA ADVISORY COMMITTEE MEETING

November 30, 2023

## Rulemaking Updates

1. **Aerosol Transmissible Diseases for Employees not Covered by Section 5199 (Permanent Infectious Disease Standard).** Cal/OSHA will post a discussion draft and schedule an Advisory Committee meeting to discuss the draft. Cal/OSHA expects to begin the advisory process in 2024.
2. **First Aid Kit Contents (Title 8 Sections 1512 and 3400).** In response to Petition 519, an advisory committee meeting was held on June 29, 2011. Formal rulemaking was noticed on March 4, 2022, and the public hearing was held before the Standards Board on April 21, 2022. Formal rulemaking began on March 4, 2022, but terminated on February 27, 2023, without the adoption of the proposal. Rulemaking is planned to restart in 2024.
3. **Indoor Heat.** Labor Code section 6720 requires Cal/OSHA to propose an indoor heat regulation to the Standards Board. Cal/OSHA convened Advisory Committee meetings on February 28, 2017, in Oakland; May 25, 2017, in Ontario; and February 8, 2018, in Oakland. Cal/OSHA posted the most recent discussion draft on April 22, 2019. Cal/OSHA staff finished all other rulemaking documents and submitted those to the Standards Board staff on October 19, 2021. The Standards Board staff provided comments and edits to Cal/OSHA on March 8, 2022. Cal/OSHA resubmitted all rulemaking documents to the Standards Board on May 23, 2022. The proposed regulation was noticed on March 31, 2023, and the public hearing was held on May 18, 2023. The first 15-day Notice period was from August 4 to August 22, 2023. A second 15-day Notice period is expected in November 2023. A vote by the Standards Board on the proposal is expected for the first quarter of 2024.
4. **Lead in Construction and General Industry (Title 8 Sections 1532.1, 5155, 5198).** Six advisory meetings were held from 2011 to 2015 to consider a proposal to update the lead standards for both general industry and construction, in response to recommendations from the California Department of Public Health to lower the (airborne) permissible exposure limit and the blood lead levels at which employers must take specific actions to protect exposed employees. Cal/OSHA submitted a Standardized Regulatory Impact Analysis to the Department of Finance in February 2019. Cal/OSHA submitted the draft rulemaking package to the Standards Board staff in September 2019, revised the package in response to the Standards Board staff comments, and resubmitted it in October 2021. The Standards Board staff returned the package to Cal/OSHA on April 11, 2022, with additional comments. Cal/OSHA completed changes and updates to the package and will resubmit to the Standards Board staff. The proposed regulation was noticed on March 3, 2023, and the public hearing was held on April 20, 2023. The first 15-day Notice period was from July 7 to July 24, 2023, and the second

# CAL/OSHA ADVISORY COMMITTEE MEETING

November 30, 2023

## Rulemaking Updates

15-day Notice period was from October 6 to October 25, 2023. A vote by the Standards Board on the proposal is expected for the first quarter of 2024.

5. **Marijuana (Recreational and Medical).** As provided in Labor Code section 147.6, Cal/OSHA convened an Advisory Committee on January 31, 2018, which evaluated whether there was a need to develop regulations specific to the marijuana industry. The Advisory Committee reviewed the following: exposure to second-hand marijuana smoke, combustion, inhalation of harmful substances, armed robberies, and repetitive strain injuries. On September 7, 2018, Cal/OSHA staff submitted a written report to the Standards Board on the findings and recommendations of the Advisory Committee. Cal/OSHA presented the findings and recommendations at the Standards Board meeting on September 20, 2018. Cal/OSHA will hold a future Advisory Committee meeting to consider a proposal to change Title 8, section 5148, Prohibition of Smoking in the Workplace, to include smoking of non-tobacco products. Rulemaking is not anticipated for 2023.
6. **Naturally Occurring Asbestos.** The Standards Board granted [Petition 568](#) in May 2018 and requested that Cal/OSHA hold Advisory Committee meetings to consider rulemaking to better protect employees on construction projects from exposure to naturally occurring asbestos in the soil. Cal/OSHA is in the process of planning the first advisory meeting for 2022. Rulemaking is not anticipated for 2023.
7. **Workplace Violence in General Industry.** The Standards Board granted [Petition 542](#) in December 2014, and requested that Cal/OSHA hold Advisory Committee meetings to assist in developing a workplace violence prevention standard for the general industry. On May 29, 2015, Cal/OSHA sent the Standards Board a report discussing how benefits and lessons learned from workplace violence in healthcare rulemaking could benefit the rulemaking process for the general industry. Cal/OSHA convened Advisory Committee meetings on January 12, 2017, and January 25, 2018. Cal/OSHA posted the most recent discussion draft for the proposal on October 24, 2018. Cal/OSHA staff reviewed all comments and posted a revised discussion draft on May 17, 2022. Labor Code section 6401.9 requires Cal/OSHA to submit to the Standards Board a proposed workplace violence prevention regulation by December 31, 2025, that includes the requirements of the Labor Code, and any additional requirements Cal/OSHA deems necessary and appropriate to protect the health and safety of workers.

**ACWA JPIA**  
**2023/24 Risk Assessment Focus Areas**  
**January 17, 2024**

**BACKGROUND**

Risk Management staff conduct annual risk assessment visits with members to obtain updates on member operations, review losses, identify areas for consultation, share best practices, and outline training deliverables in the next year. Staff also conduct onsite surveys of select facilities to assist members with identifying new or previously unrecognized hazards resulting from new operations, equipment, or facilities.

In 2019, Risk Management staff recognized the need for a more uniform focus for our annual risk assessment visits with members. Members are either anticipating many staff retirements in the next five years or are onboarding and training new staff. JPIA Risk Management staff's focus is assisting members with the continuous improvement of their safety programs in addition to regulatory compliance.

**CURRENT SITUATION**

The 2023/24 risk assessment focus areas are Heavy Equipment, Telematics, and Pipe Replacements. The Advisors will share best practices and JPIA resources to encourage members to update their loss prevention practices.

**RECOMMENDATION**

None, informational only.

**ACWA JPIA**  
**Commitment to Excellence Sprains/Strains Program**  
**January 17, 2024**

**BACKGROUND**

In October 2013, ACWA JPIA initiated its ***Commitment to Excellence Program***. The ***Commitment to Excellence Program (C2E)*** includes JPIA services, programs, and industry resources to assist the membership in reducing the frequency and severity of liability, property, and workers' compensation losses. In our C2E Ergonomics/Falls loss reduction focus category, we promote both office and field activities that should be evaluated to determine ways to reduce factors that contribute to musculoskeletal pain and injuries (awkward posture, forceful exertion, pressure points, repetitive motion, and falls).

**CURRENT SITUATION**

Risk Control Advisors continually conduct ergonomic evaluations and promote C2E Ergonomics/Fall Prevention best practices in addition to the mitigation program with The Back School to train members' staff on office ergonomics. Risk Advisors also conduct awareness-level ergonomics training courses for field and office employees.

Existing risk reduction methods by the JPIA have shown a decrease in strains or sprains injuries for office employees; however, strains or sprains injuries continue to be the loss leader for field employees in the JPIA's Workers' Compensation Program.

While the JPIA has implemented multiple resources to reduce these losses for field workers, strain injuries are difficult to mitigate due to the vast variance of tasks and contributing factors associated with these types of injuries within the water industry.

In our effort to assist with reducing strains and sprains in the field and meet our C2E Ergonomics/Fall Prevention objectives, Risk Advisors analyzed our existing strains or sprains risk control efforts for field workers and proposed a strain reduction program for field employees.

This report is an update on the Commitment to Excellence Program Ergonomics/FIT Sprains and Strains Program.

**RECOMMENDATION**

None, informational only.

### **Browns Valley ID**

- Signed C2E Agreement received September 2022.
- Commits to updating its industrial Return to Work Program to include modified/light duty. BVID will create a JHA for its lift assistance tool that will be placed on District vehicles.

### **Fallbrook PUD**

- Reviewed the industrial Return to Work Program.
- Conducted a JHA on valve exercising and backhoe/dump truck tasks.
- Revised job description to 50 pounds and obtain assistance over 100 pounds.

### **Kaweah Delta WCD**

- Reviewed accident/incident investigations and near-misses for the last five years, including controls implemented.
- Reviewed ergonomic policies and procedures. This member updated its Return to Work written program and job descriptions.

### **Mission Springs WD**

- Review accident/incident investigations and near-misses for the last three to five years, including controls implemented.
- Review MSWD Ergonomic policies or JHAs.

### **Scotts Valley WD**

- Review Ergonomic policies or JHAs.
- Conduct JHA on meter and meter box maintenance.

### **South Tahoe PUD**

- Review accident/incident investigations for the last five years. Reviewed corrective actions.
- Developed field operations JHAs.

### **Truckee Donner PUD**

- The board signed the C2E Agreement in November 2022.
- TDPUD is committed to reviewing and when applicable updating job descriptions with no more than 70 pounds.

### **Future Industrial Technologies (Back Safe)**

- FIT Training was well received by all employees.
- The overwhelming feedback was a longer time with the obstacle course.

**ACWA JPIA**  
**Member Loss Review**  
**January 17, 2024**

**BACKGROUND**

Risk Control Advisors review monthly loss reports and conduct loss reviews on individual members' claims that appear to be unusual losses. An Advisor will review the loss, identify areas for member consultation, and then share best practices and JPIA Risk Management resources to assist with mitigating recurrence. Risk Control Advisors often present a summary loss review to the team to support one of JPIA's core values of how employee success equates to organizational success.

JPIA Risk Management staff focus on assisting members with the continuous improvement of their safety programs in addition to regulatory compliance.

**CURRENT SITUATION**

Mr. Matt Bunde, Lead Risk Control Advisor, will provide a loss review to the Committee. The information provided is an overview of the collaborative and supportive partnership the Risk Management staff have with our members throughout the year.

**RECOMMENDATION**

None, informational only.

**ACWA JPIA**  
**Commitment to Excellence History Development**  
**and Ten-Year Celebration**  
**January 17, 2024**

**BACKGROUND**

In October 2013, the JPIA initiated its Commitment to Excellence outreach. This is a long-term effort to help JPIA's membership reduce the frequency and severity of liability, workers' compensation, and property losses. A Commitment to Excellence agreement between the JPIA membership and JPIA staff is used as the catalyst for initiating and sustaining this effort.

Since the most frequent and costly losses come from vehicle, infrastructure, construction, employment practices, ergonomic/fall injury claims, and wildfire, the JPIA's focus is on encouraging its members to implement programs and "best practices" that can prevent these types of claims.

The support of member decision-makers (Board Members, General Managers, etc.) in encouraging the loss reduction activities and practices of their unique organizations is an important step in this process. At the JPIA Conference in December 2013, each member participating in the Liability, Workers' Compensation, or Property Programs, was offered a Commitment to Excellence agreement. The General Manager and Board of Directors of each member are asked to demonstrate their ongoing support for the Program by signing their agreement.

**CURRENT SITUATION**

The JPIA's Commitment to Excellence Program is in its tenth year. Staff would like to provide an overview of the history and sustainability of this Program.

**RECOMMENDATION**

None, informational only.

**ACWA JPIA**  
**Training Update**  
**January 17, 2024**

**BACKGROUND**

Training is an integral part of reducing risk at member agencies.

**CURRENT SITUATION**

The 2022-2023 fiscal year was marked by the retirement celebrations of several valued long-standing JPIA instructors. The Training Department transitioned to the leadership of Director of Member Outreach, Kevin Phillips, and brought instructor upskilling and knowledge transfer to the forefront to maintain and innovate upon the legacy of effective Human Resources, supervisory, and safety/risk management training at the JPIA.

During this time of transition, the Training Department continued to support increased in-person instructor-led training requests, with 158 classes held for 2,542 participants, while also producing 50 live virtual instructor-led for 1,908 participants and managing thousands of e-learning course completions by members. The chart on the following pages shows the steady return of in-person training attendance and sustained online training completion levels in the fiscal year 2022-2023.

In addition to renewed onsite class delivery at numerous member agencies, the Risk Management team and other JPIA department instructors offered special quarterly regional training days in Northern California throughout 2023, and in Southern California with the JPIA Training Conference hosted by Water Replenishment District in Pico Rivera, at the Albert Robles Education Center in October. A smaller number of program completions was seen in the JPIA Professional Development Program (PDP) this fiscal year, with 26 specialty program completions by 18 employees from 9 member agencies, compared to 30 in the prior fiscal year. The PDP will be reviewed in the coming year to evaluate and implement improvements needed to achieve improved member access and efficacy. The list of this fiscal year's JPIA PDP completions can be seen on the following pages. Congratulations to the 2023 graduates!





To maximize JPIA staff travel time and bandwidth, and provide additional opportunities for member engagement and networking, JPIA will encourage member agencies to invite nearby members if they have space and availability, to offer more open regional training events for all members in 2024. Also, the JPIA plans to move from WebEx training to Zoom this year for its webinar platform for ease of member access. The JPIA is exploring contracts with additional training vendors while concurrently onboarding and coaching newer internal JPIA employees in training skills to expand in-person, virtual courses, and e-learning into 2024 and beyond.

**RECOMMENDATION**

None, informational only.



# JPIA Training Attendees and Course Completions FY 2018 to 2023

Mode of Training	In Person (Classroom)	WebEx Training (Webinar/Virtual Instructor-Led)	VectorSolutions (eLearning)	JPIA Prosperity (eLearning)
				
Oct to Sept 2018-2019	<b>6,523</b> attendees	<b>935</b> attendees	<b>20,067</b> course completions	<b>456</b> course completions
Oct to Sept 2019-2020	<b>3,956</b> attendees*	<b>1,872</b> attendees	<b>33,421</b> course completions	<b>459</b> course completions
Oct to Sept 2020 - 2021	<b>0</b> attendees*	<b>2,410</b> attendees	<b>33,798</b> course completions	<b>825</b> course completions
Oct to Sept 2021 - 2022	<b>1,179</b> attendees*	<b>1,878</b> attendees	<b>32,452</b> course completions	<b>768</b> course completions
Oct to Sept 2022 - 2023	<b>2,542</b> attendees	<b>1,908</b> attendees	<b>30,421</b> course completions	<b>1,002</b> course completions

\*COVID-19 Pandemic Lockdown impact to in-person instruction

Printed as of Oct 10, 2023



# Congratulations

## JPIA Professional Development Program (PDP) 2023 Graduates!

(January - December 2023)

The ACWA JPIA Professional Development Program (PDP) offers current, in-depth training and educational opportunities focused on giving JPIA member participants tools to perform their job safely, legally, and efficiently. Three specialty areas are offered: Human Resources (HR), Operations (OPS), and Supervisor Basics (SB). Each certification requires approximately 40 hours of education, including face-to-face training, online, and self-study options. Be sure to congratulate these members on their accomplishment and focus on professional development.

Name	District	Specialties
Cassie Crittenden	ACWA JPIA	SB
Erik Kowalewski	ACWA JPIA	SB
Robin Flint	ACWA JPIA	SB
Kara Wade	Calleguas MWD	SB
Tricia Ferguson	Calleguas MWD	HR, OP, SB
Misty Vasquez	Corcoran ID	OP
Ann Umphenour	Henry Miller Rec. Dist. 2131	HR
Binu Brar	Kings River CD	HR
Peter Van Daalen Wetters	Moulton Niguel WD	HR, OP, SB
Bryan Adams	Moulton Niguel WD	SB
Lakshmi Tummala	Moulton Niguel WD	SB
William Kampen	Moulton Niguel WD	OP

*continued on next page*

Diana Moses	Panoche WD	HR, OP, SB
Fernando Chavez	Solano ID	OP
Joshua Ruiz	Solano ID	OP
Alex Cabrera	Walnut Valley WD	HR, SB
Carmen Fleming	Walnut Valley WD	HR
David Lias	Walnut Valley WD	SB, HR

**ACWA JPIA**  
**Director of Member Outreach Update**  
**January 17, 2024**

**BACKGROUND**

This is a standing item on the Committee agendas.

**CURRENT SITUATION**

The JPIA's Director of Member Outreach will update the Risk Management Committee on relevant current issues.

**RECOMMENDATION**

None, informational only.

MEETING DATES	BOARD OF DIRECTORS	EXECUTIVE	PERSONNEL	FINANCE & AUDIT	PROGRAMS				RISK MGMT	CWIF
					Emp. Benefits	Liability	Property	Work Comp		
JAN 8			10:00 AM ZOOM							
JAN 17							3:00 PM		1:00 PM	
JAN 18		8:00 AM								
<b>JANUARY 29-30- STRATEGIC PLANNING SESSION - SAN DIEGO</b>										
MAR 20				1:00 PM		10:30 AM	3:00 PM			
MAR 21		8:30 AM								
MAY 6	1:00 PM	10:00 AM			8:30 AM					
<b>MAY 7-9 ACWA SPRING CONFERENCE – SACRAMENTO</b>										
MAY 31										9:00 AM UTAH
JUNE 3			11:00 AM							
JUNE 20							3:00 PM	1:00 PM		
JUNE 21		8:00 AM								11:00 AM
JULY 31		1:00 PM				9:30 AM				
SEPT 4			10:00 AM							
SEPT 25				1:00 PM		3:00 PM				
SEPT 26		8:00 AM								11:00 AM
OCT 16		1:00 PM								
DEC 2	1:00 PM	10:00 AM								8:30 AM
<b>DECEMBER 3-5 ACWA FALL CONFERENCE – PALM DESERT</b>										

- AGRiP Governance Conference, Nashville, TN – March 3-6, 2024
- CICA Conference, Scottsdale, AZ – March 10-12, 2024
- CAJPA Conference, Lake Tahoe – September 10-13, 2024