

Agenda Item # 9

Risk Management Committee

- Risk Management Program Highlights & Updates
- Grant Program Funding



 Association of Bay Area Governments

ABAG PLAN CORPORATION
101 Eighth Street
Oakland, CA 94607-4707

MEMO

Date: June 19, 2013
To: ABAG PLAN Board of Directors
From: ABAG PLAN Executive Committee
Subject: Risk Management Grant Program Funding

Recommendation: The Executive Committee is requesting approval of FY2013/14 grant funding allocations as provided in the grant allocation report.

Background: The ABAG PLAN grant program has proven to be beneficial to PLAN members and is being effectively managed. ABAG PLAN members continue to work closely with our Loss Control consultants developing key strategic priorities to reduce loss frequency and to mitigate claims through Safety and Loss Prevention techniques.

PLAN Risk Management staff will work with each member during the Best Practices "Re-Assessment" project further exploring ways to reduce loss frequency through strategic implementation of grant funded loss control/loss reduction activities.

Attachments

1. Staff report to Committee – PLAN Program Performance Highlights (PLAN MDR)
2. Staff report to Committee – Risk Management Grant Program Funding
3. Staff report to Board of Directors – Proposed Grant Program Budget
4. Staff report to Board of Directors – Risk Management Program Update
5. Staff report to Board of Directors – RM Update – Best Practices Reassessment
6. Staff report to Board of Directors – Risk Management Training Program



Association of Bay Area Governments

ABAG PLAN CORPORATION
101 Eighth Street
Oakland, CA 94607-4707

MEMO

Date: April 10, 2013
To: Risk Management Committee
From: James Hill – PLAN Risk Management Officer
Subject: Staff Report - PLAN Program Performance Highlights

Recommendation: None. This report is for informational purposes.

Overview:

Staff will provide an update on General Liability performance (General Liability Claims) for the past fiscal year. Staff will also review General Liability claim trends by Department and by cause of loss for the past five years.

Analysis:

ABAG PLAN Management Data Report (MDR) for all members, valued as of 12/31/2012, was utilized as the source report for this analysis.

Claims Count – General Liability claims frequency (number of claims) continues to decline on a year to year basis over the past five year period. The number of claims incurred declined 24% from FY2010 to FY2011 (627 GL claims vs. 474 GL claims). Claim count declined further by 9% from FY2011 to FY2012 (432 GL claims). Overall, PLAN General Liability claim frequency has been declining. The total open claim inventory (GL) at year end was 463. Total open claims inventory, including Property claims at year end was 570.

Claims by Department – Public Works department accounted for 62% of all GL claims over the past five years. Public Safety (Police/Fire) accounted for 20% of all GL claims over the same period with Parks & Recreation accounting for 14% of the total GL claims.

For the past full fiscal year (2011/12), Public Works contributed to 46% of the claim volume. Parks & Recreation contributed to 22% of the claim volume with Public Safety accounting for 20% of the annual claims volume.

Claim Values – Incurred claims by dollar have been trending downward over the past five years, however, we experienced a “blip” in 2010-11 with incurred losses of \$16,225,000. We have isolated three significant bicyclist/pedestrian claims which are adversely impacting this FY. Two of the noted claims are carrying a reserved at \$5 million. One of the claims is reserved at approximately \$2 million (\$1.8mm).

For the past full fiscal year (2011/12), Public Works contributed \$5,775,282 (59%) of the total GL incurred value. Public Safety contributed \$2,883,636 (30%) of the total incurred with Parks & Rec contributing 9% of the total loss.

Staff Report – PLAN Performance Highlights (con't)

Summary:

Public Works, Public Safety and Parks & Recs continue to be the primary contributors to PLAN claim frequency and PLAN incurred loss values. Within Public Works; Street (48%), Sewer (19%) and Sidewalk (18%) claims are leading contributors. The percentage of total Public Works claims over the five year period is noted in parenthesis.

Within Public Safety; Police claims constitute 93% of claims. The majority of the complaints allege improper use of force, false arrest and violation of constitutional rights which add complexity to the timing and settlement these claims.

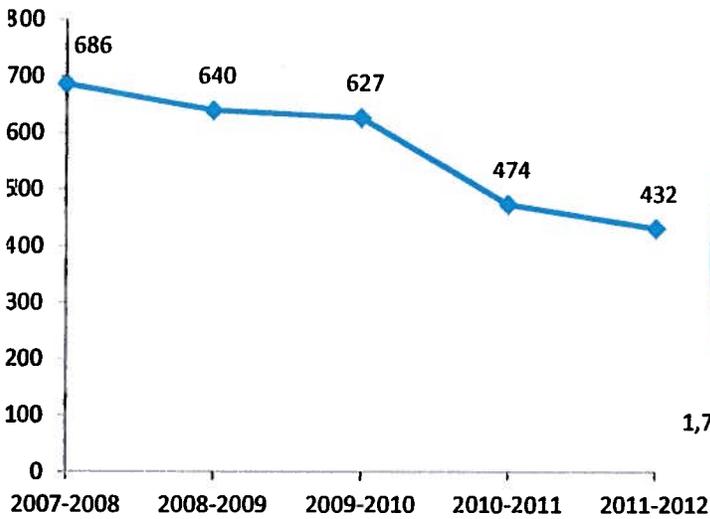
Our analysis of losses occurring within Parks and Recreation Departments reveals that 56% of all claims are related to "trees". This is notable due to the fact that in many jurisdictions the responsibility for tree maintenance falls within Public Works. We will continue to evaluate this coding nuance to determine if a change in our coding structure is warranted.

Despite the noted downward trend in claim frequency, the average cost per claim has risen significantly. Over the past five years, the average per claim cost for General Liability claims has risen from \$15,413 to \$22,491. This reflects an increase of 46% over the past five years.

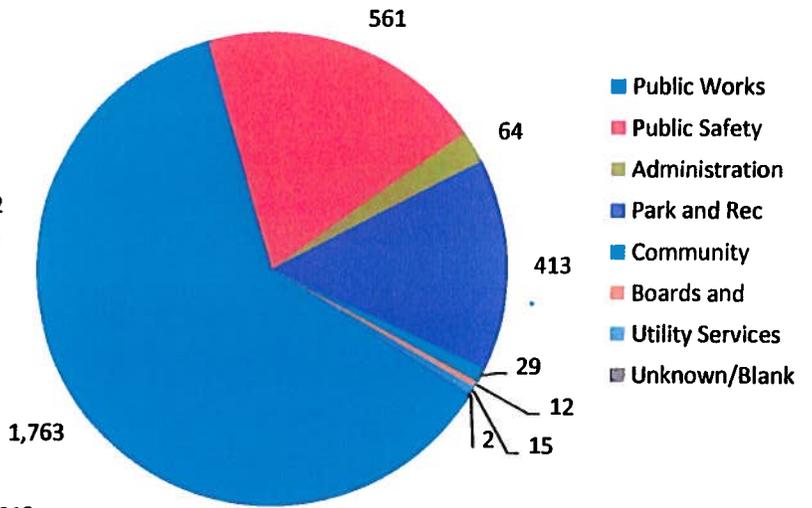
We will continue to closely monitor loss activity and loss drivers in these three areas. PLAN Consultants will assist each member in the development of strategies to manage loss frequency within jurisdictions where similar loss indicators exist.

ABAG PLAN Management Data Report: All Members

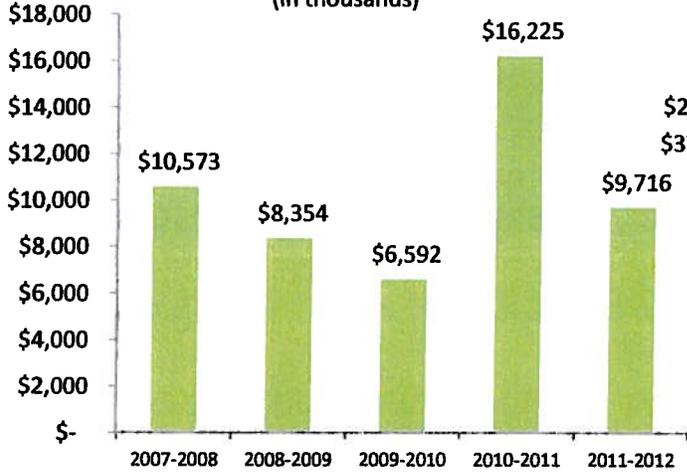
Number of Claims by Fiscal Year - 5 Years



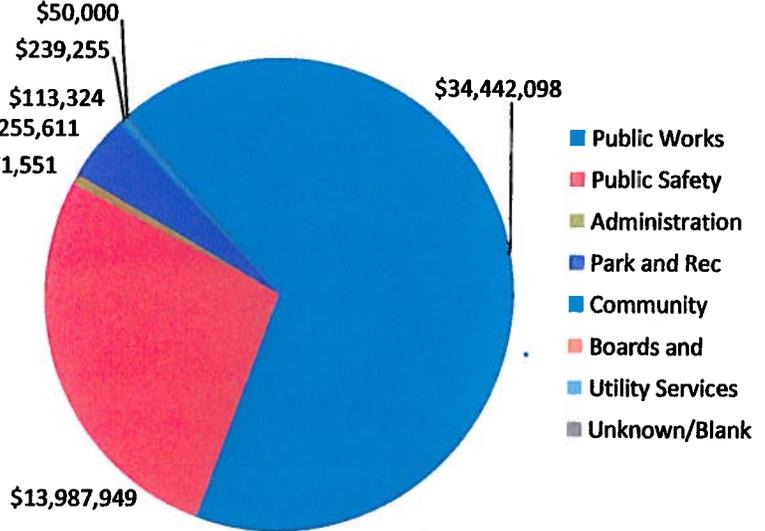
Number of Claims by Department - 5 Years



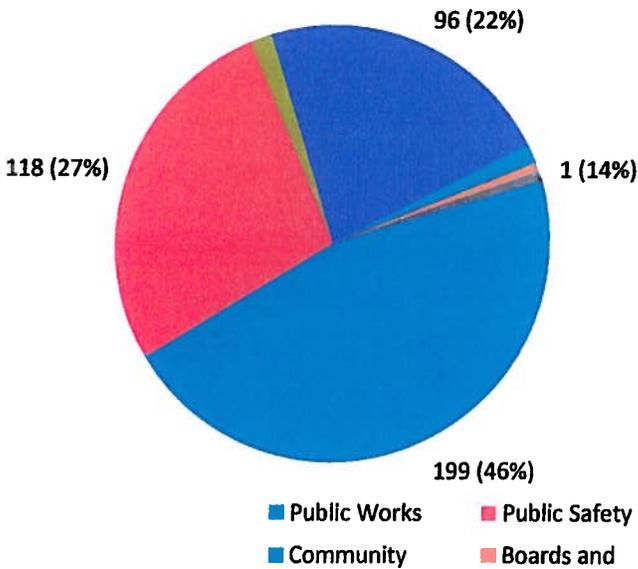
\$ Incurred by Fiscal Year - 5 Years (in thousands)



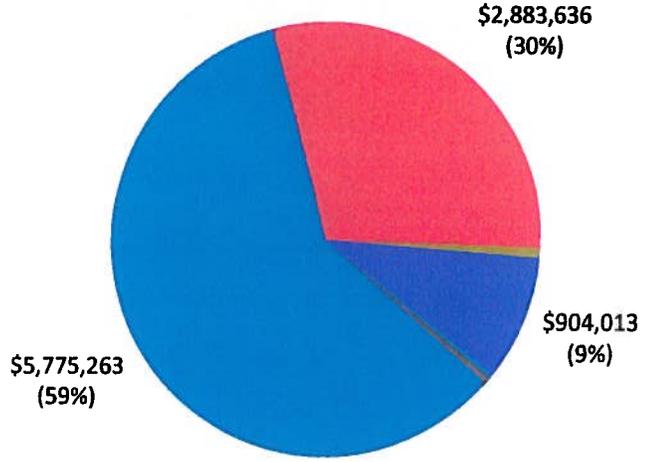
\$ Incurred by Department - 5 Years



Number of Claims by Department - 2011-2012



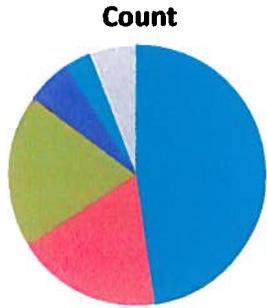
\$ Incurred by Department - 2011-2012



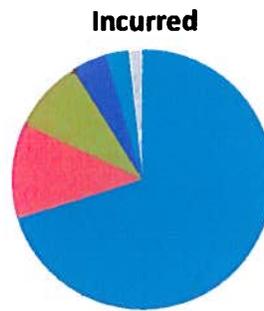
- Public Works
- Public Safety
- Administration
- Park and Rec
- Community
- Boards and
- Utility Services
- Unknown/Blank

ABAG PLAN Management Data Report: All Members

Public Works



Sub-department	Count	Incurred
Total	1763	\$34,442,098
Streets	842	\$24,152,589
Sidewalks	318	\$4,086,013
Sewer	339	\$3,130,433
Water	101	\$1,518,313
Maintenance	58	\$924,990
Others not in top 5	105	\$629,760



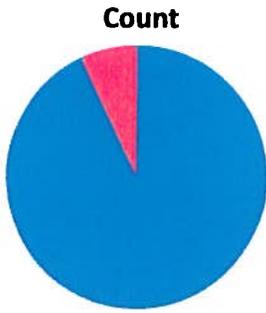
	Count	Incurred
Streets	842	\$24,152,589
Collision Pedestrian/Bike	22	\$16,363,852
Tree, unsafe condition	132	\$ 1,278,276
Roadway/street repair	100	\$ 309,402
Causes <10% of Count and Incurred	588	\$ 6,201,060

	Count	Incurred
Sidewalks	318	\$ 4,086,013
Curbs/sidewalks hazards	250	\$ 3,699,683
Floor/walkway hazard	42	\$ 127,961
Causes <10% of Count and Incurred	26	\$ 258,369

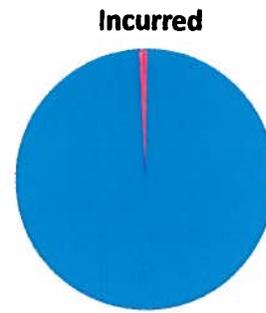
	Count	Incurred
Sewer	339	\$ 3,130,433
Sewers: error/failure	324	\$ 3,074,069
Causes <10% of Count and Incurred	15	\$ 56,364

ABAG PLAN Management Data Report: All Members

Public Safety



Sub-department	Count	Incurred
Total	560	\$13,987,949
■ Police	520	\$13,843,368
■ Fire	40	\$144,581



■ Others not in top 5 1

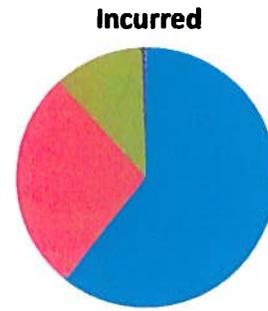
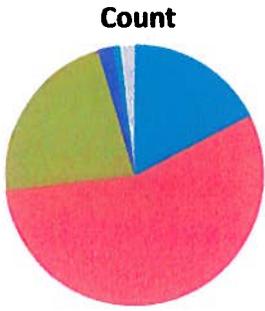
	Count	Incurred
■ Police	520	\$ 13,843,368
Use of force	54	\$ 4,238,353
False arrest or	53	\$ 1,159,154
Constitutional rights	37	\$ 2,247,191
Causes <10% of Count and Incurred	376	\$ 6,198,671

	Count	Incurred
■ Fire	40	\$ 144,581
Head-on or sideswipe	7	\$ 13,791
Unsafe backing	5	\$ 7,893
Other NOC	2	\$ 18,896
Unsafe Turn	2	\$ 18,714
Following too close	1	\$ 67,292
Causes <10% of Count and Incurred	23	\$ 17,995

ABAG PLAN Management Data Report: All Members

Park and Rec

Sub-department	Count	Incurred
Total	413	\$2,255,611
■ Recreation	72	\$1,365,919
■ Trees	230	\$622,019
■ Parks	92	\$256,691
■ Park and Rec NOC	8	\$8,687
■ Aquatics	3	\$248
■ Others not in top 5	8	\$2,048



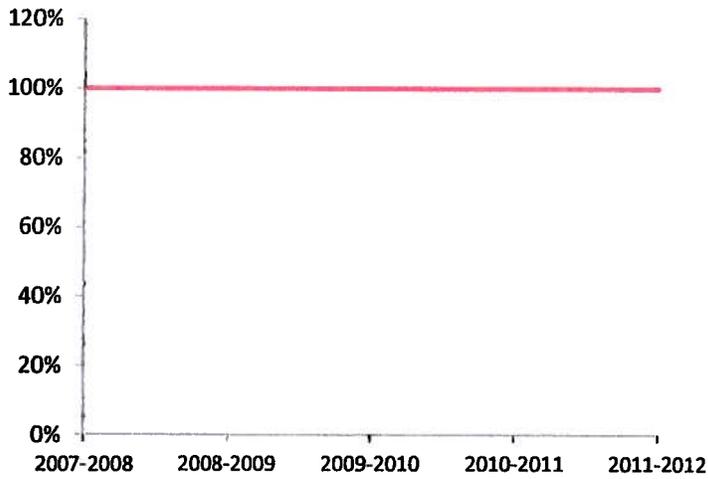
	Count	Incurred
■ Recreation	72	\$ 1,365,919
Playground/recreation	16	\$ 40,790
Floor/walkway hazard	7	\$ 221,554
Swimming/wave pools, Foreign Object	4	\$ 400,250
	3	\$ 524,758
Causes <10% of Count and Incurred	42	\$ 178,566

	Count	Incurred
■ Trees	230	\$ 622,019
Tree, unsafe condition	221	\$ 620,182
Causes <10% of Count and Incurred	9	\$ 1,837

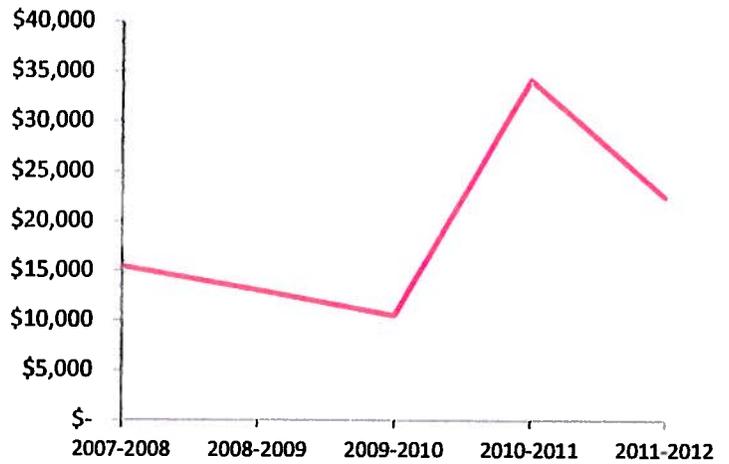
	Count	Incurred
■ Parks	92	\$ 256,691
Tree, unsafe condition	17	\$ 14,623
Playground/recreation	11	\$ 52,312
Floor/walkway hazard	8	\$ 83,121
Curbs/sidewalks hazards	7	\$ 57,947
Causes <10% of Count and Incurred	49	\$ 48,688

ABAG PLAN Management Data Report: All Members

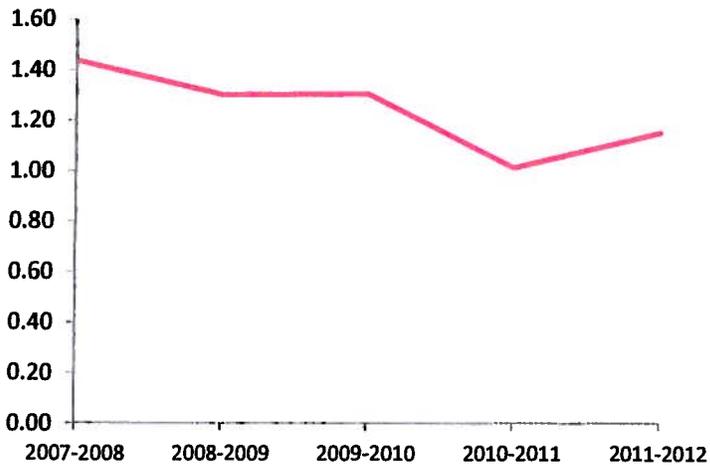
Experience Modifiers



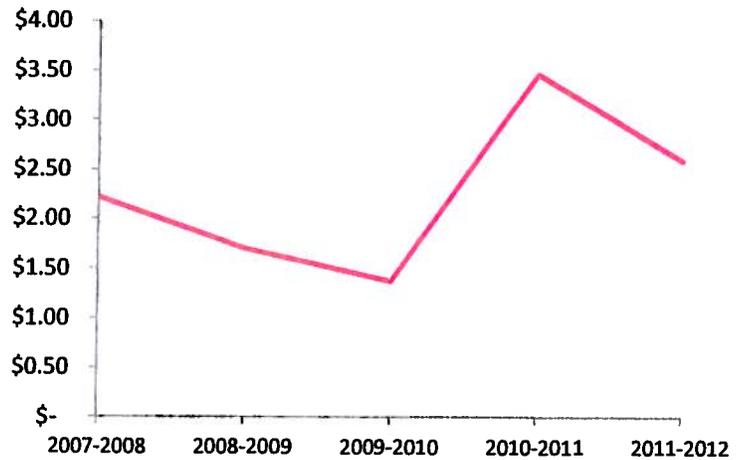
Average Incurred per Claim



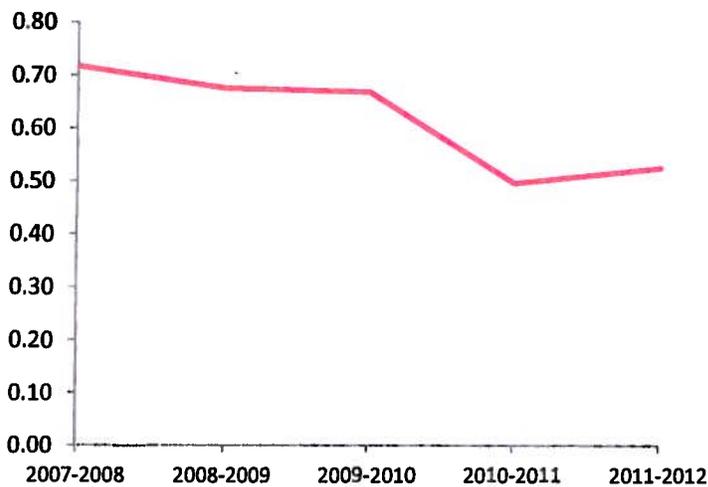
Claims per \$1 million Payroll



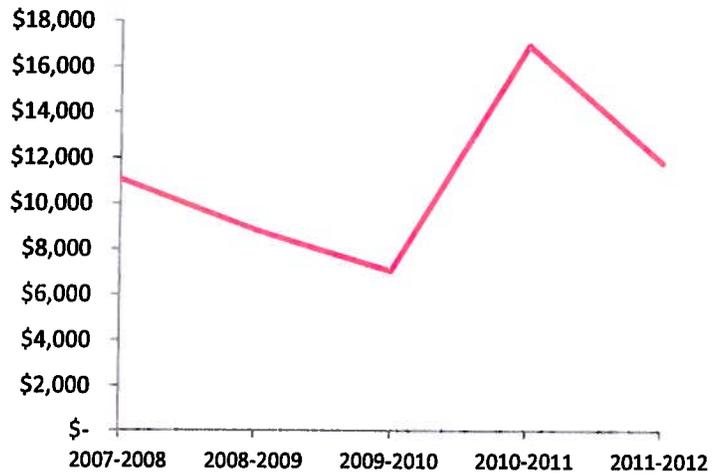
Severity Rate (Incurred per \$100 payroll)



Claims per 1,000 Population



Incurred per 1,000 Population





 Association of Bay Area Governments

ABAG PLAN CORPORATION
101 Eighth Street
Oakland, CA 94607- 4707

MEMO

Date: April 10, 2013
To: Risk Management Committee
From: James Hill – PLAN Risk Management Officer
Subject: Risk Management Grant Program Funding

Recommendation: Staff is requesting approval for FY2013/14 member grant funding allocations.

Overview:

Staff will provide an update on program funding levels for FY2012/13 Risk Management Grant Program, analyze member grant fund utilization and seek approval for FY 2013/14 member grant allocations. Staff will review member grant utilization and compare funds allocated versus funds utilized. Staff will analyze grant utilization by category and provide information regarding the types of projects funded and project outcomes.

Reports to be reviewed are the Grant Payment Summary by Member (including charts/graphs) and the PLAN Grant Allocation Spreadsheet with preliminary grant allocations by member.

Analysis:

In FY 2012-13 PLAN allocated \$1,829,472 in total funding for its Risk Management programs. This was an 18% reduction from the \$2.2 million allocated in the prior fiscal year (FY2011-12). The grant funding allocation includes specific funds earmarked for Defensive Driving (\$40,000) and Sewer Loss Prevention program (\$60,000).

For the full FY 2011-12, PLAN members used \$1,521,722 (68%) of available grant funds. The grant funds were used primarily for Risk Management Programs (\$798,694), Police Grants (\$379,114) and Best Practices Consulting (\$220,207). During FY 2011-12, 16 members (55%) have utilized at least 80% of available grant funding for that year. This is a significant increase from prior year and the benefits of the grant program continue to be reaped.

For the current FY 2012-13, PLAN members have utilized \$328,251 (18%) of available grant funds. The current year grant funds are being used primarily for Best Practices Consulting (\$82,835), Police Risk Management (\$89,540) and Risk Management Programs (\$104,370). Grant requests for FY 2012-13 will continue to be processed projects through September 30, 2013 for projects earmarked and approved before the end of the fiscal year (June 30, 2013).

Risk Management Grant Program Funding – con't

Summary

The ABAG PLAN grant program continues to be beneficial to PLAN members and is being effectively utilized. PLAN members are working closely with our Loss Control consultants developing key strategic priorities to reduce loss frequency and to mitigate claims through Safety and Loss Prevention techniques. Risk Management staff will continue to work with each member during the Best Practices "re-assessment" project further exploring ways to reduce loss frequency through strategic implementation of grant funded loss control/loss reduction activities.

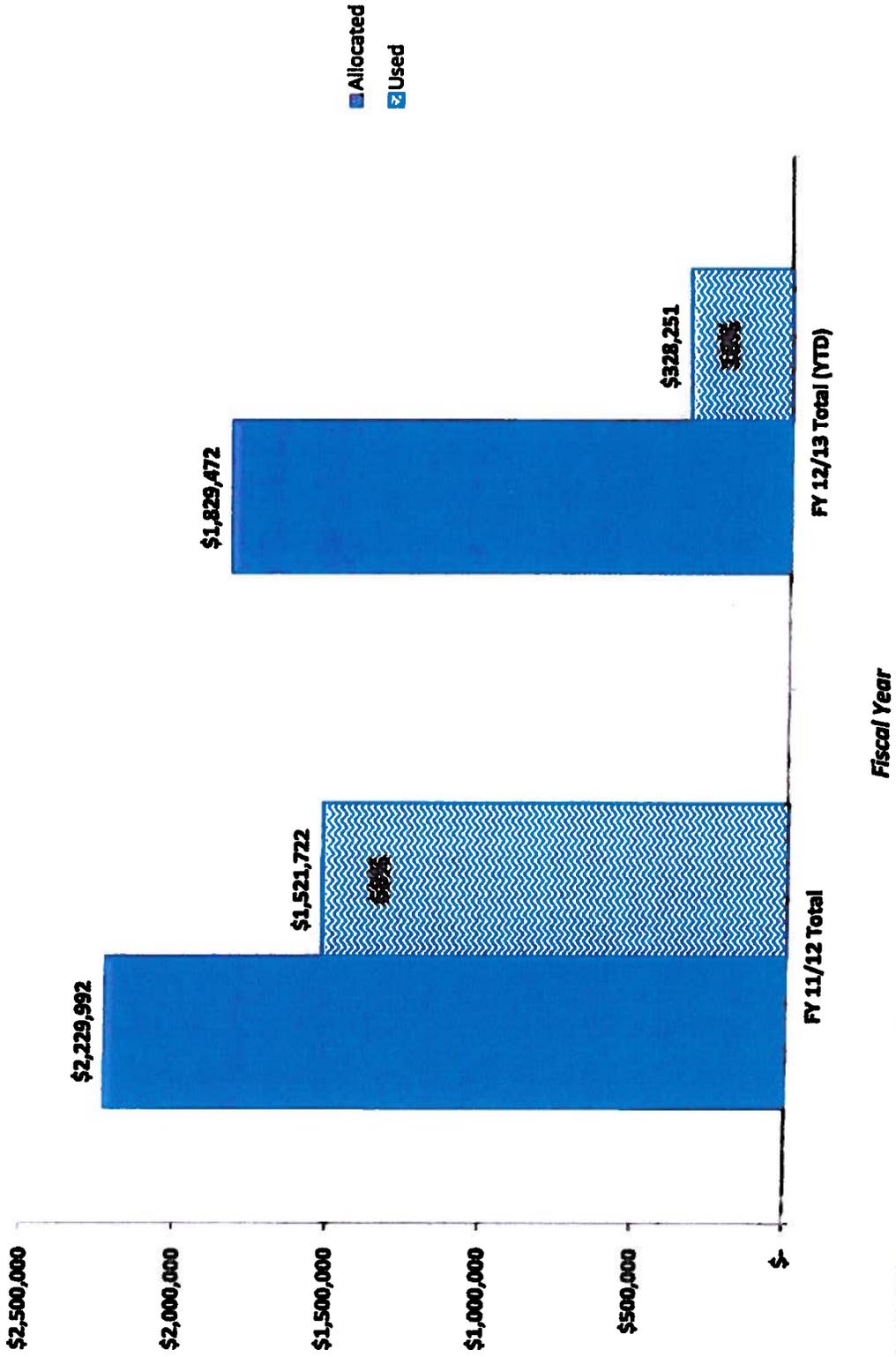
FY 2011-2012 ABAG Plan Grant Usage

Funds Allocated vs Used by Category

Total Grant Funds Used: \$1,521,721.88



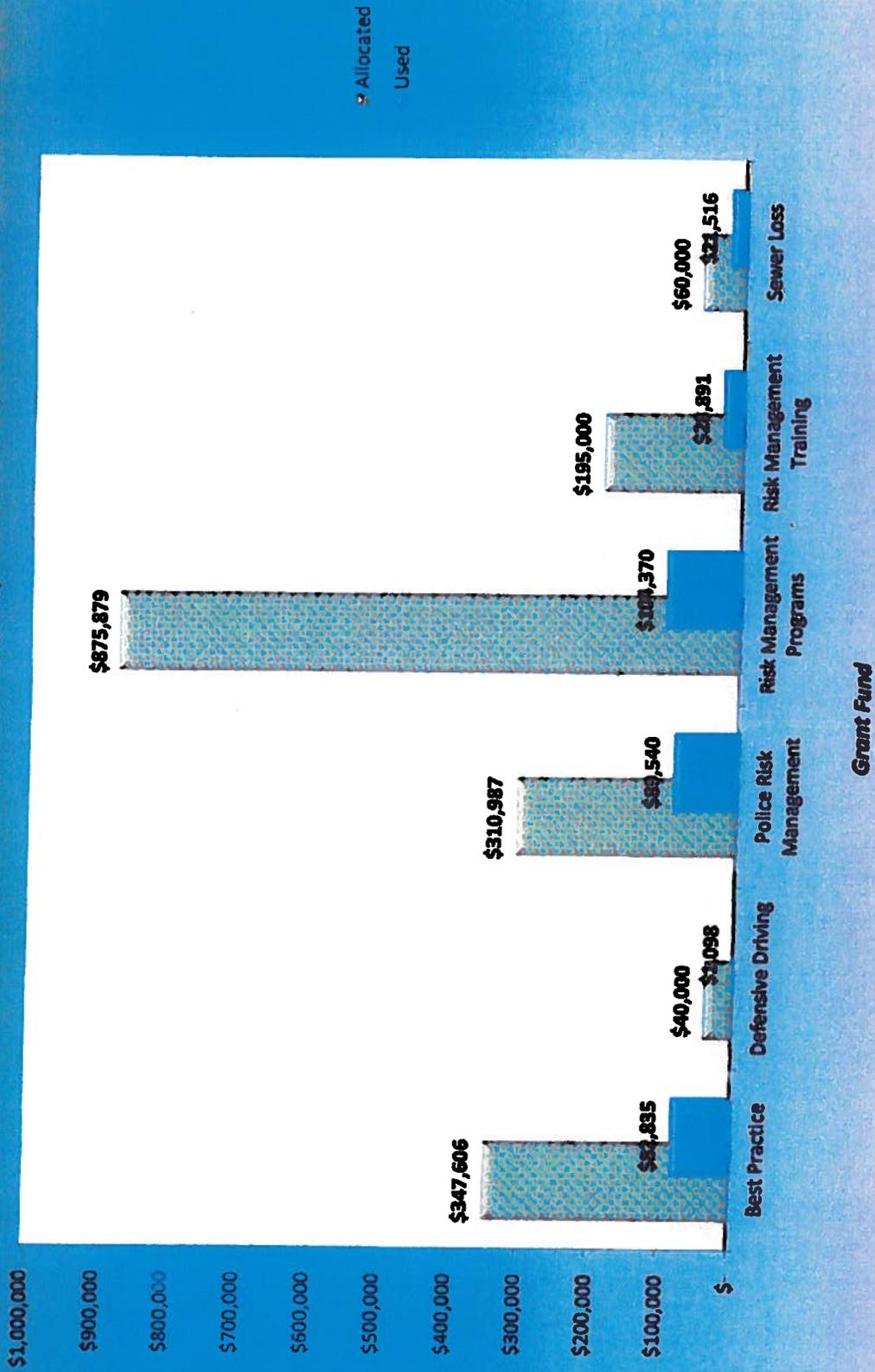
ABAG Plan Grant Program
Total Funds Allocated vs Total Funds Used by Fiscal Year
 Fiscal Years 2011/2012 and 2012/2013 (YTD)
 (Valuation as of March 29, 2013)



FY 2012-2013 (YTD) ABAG Plan Grant Usage

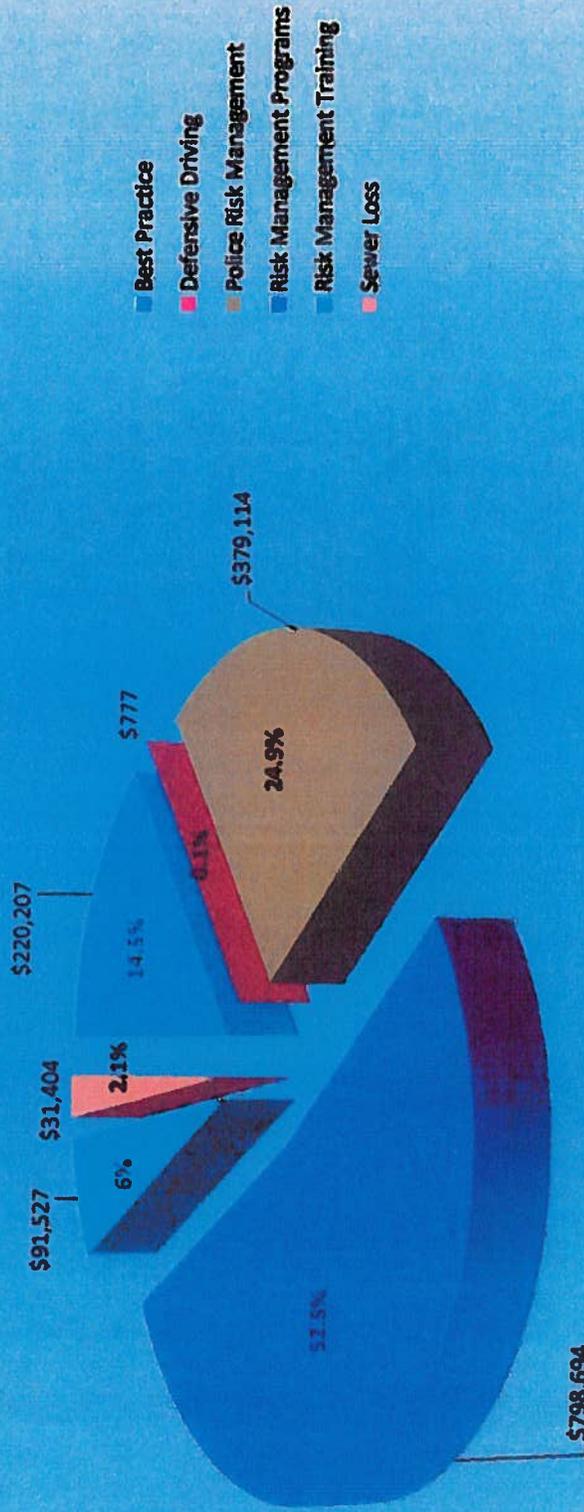
Funds Allocated vs Used Year-to-Date by Category

Total Grant Funds Used (YTD): \$328,250.77
 (Valuation as of March 29, 2013)



FY 2011-2012 ABAG Plan Grant Program Funds Usage by Category

Total of Grant Funds Used: \$1,521,721.88



Grant Payment Summary by Members

Fiscal Year 2012/2013

		Originally	Paid	% Paid	Remaining
Member AMERICAN CANYON	Best Practice	5,831.00	1,650.00	28	4,181.00
	Defensive Drivl	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	29,155.00	0.00	0	29,155.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	39,986.00	1,650.00	4	38,336.00
Member ATHERTON	Best Practice	6,617.00	1,982.50	30	4,634.50
	Defensive Drivl	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	7,268.62	48	7,731.38
	R. M. Programs	18,542.00	0.00	0	18,542.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	43,159.00	9,232.12	21	33,926.88
Member BENICIA	Best Practice	27,510.00	7,839.80	28	19,670.20
	Defensive Drivl	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	3,674.07	24	11,325.93
	R. M. Programs	68,778.00	2,296.67	3	66,481.33
	R. M. Training	5,000.00	2,001.54	40	2,998.46
	Sewer Loss	0.00	0.00		0.00
	Total:	118,288.00	15,812.38	14	102,475.62
Member BURLINGAME	Best Practice	19,244.00	2,722.83	14	16,521.17
	Defensive Drivl	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	15,000.00	100	0.00
	R. M. Programs	48,109.00	0.00	0	48,109.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	87,353.00	17,722.83	20	69,630.17
Member CAMPBELL	Best Practice	12,182.00	0.00	0	12,182.00
	Defensive Drivl	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	0.00	0	15,000.00
	R. M. Programs	30,408.00	0.00	0	30,408.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	62,598.00	0.00	0	62,598.00
Member COLMA	Best Practice	3,221.00	2,132.54	66	1,088.46
	Defensive Drivl	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	9,682.00	9,584.29	99	97.71
	R. M. Programs	6,441.00	2,239.52	35	4,201.48
	R. M. Training	5,000.00	1,877.75	38	3,122.25
	Sewer Loss	0.00	0.00		0.00
	Total:	24,324.00	15,634.10	65	8,689.90

		Originally	Paid	% Paid	Remaining
Member CUPERTINO	Best Practice	6,677.00	4,659.52	70	2,017.48
	Defensive Drivl	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	31,892.00	0.00	0	31,892.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	43,369.00	4,659.52	11	38,709.48
Member DUBLIN	Best Practice	10,651.00	5,456.65	51	5,194.35
	Defensive Drivl	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	41,629.00	0.00	0	41,629.00
	R. M. Training	5,000.00	545.02	11	4,454.98
	Sewer Loss	0.00	0.00		0.00
	Total:	57,280.00	6,001.67	10	51,278.33
Member EAST PALO ALTO	Best Practice	10,071.00	1,000.00	10	9,071.00
	Defensive Drivl	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	0.00	0	15,000.00
	R. M. Programs	25,176.00	0.00	0	25,176.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	55,248.00	1,000.00	2	54,248.00
Member FOSTER CITY	Best Practice	6,539.00	0.00	0	6,539.00
	Defensive Drivl	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	9,010.70	60	5,989.30
	R. M. Programs	16,347.00	0.00	0	16,347.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	42,886.00	9,010.70	21	33,875.30
Member General Fund	Best Practice	40,000.00	13,035.98	33	26,964.02
	Defensive Drivl	40,000.00	1,096.21	3	38,903.79
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	40,000.00	0.00	0	40,000.00
	R. M. Programs	0.00	0.00		0.00
	R. M. Training	50,000.00	3,866.67	8	46,133.33
	Sewer Loss	60,000.00	21,516.25	36	38,483.75
	Total:	230,000.00	39,517.11	17	190,482.89
Member GILROY	Best Practice	21,944.00	0.00	0	21,944.00
	Defensive Drivl	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	0.00	0	15,000.00
	R. M. Programs	54,861.00	54,861.00	100	0.00
	R. M. Training	5,000.00	1,745.00	35	3,255.00
	Sewer Loss	0.00	0.00		0.00
	Total:	96,805.00	56,806.00	58	39,999.00

		Originalty	Paid	% Paid	Remaining
Member HALF MOON BAY	Best Practice	2,520.00	1,650.00	65	870.00
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	12,600.00	0.00	0	12,600.00
	R. M. Training	5,000.00	1,727.08	35	3,272.92
	Sewer Loss	0.00	0.00		0.00
	Total:	20,120.00	3,377.08	17	16,742.92
Member HILLSBOROUGH	Best Practice	6,444.00	6,879.88	81	1,564.12
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	0.00	0	15,000.00
	R. M. Programs	21,109.00	5,951.96	28	15,157.04
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	49,553.00	12,831.84	26	36,721.16
Member LOS ALTOS HILLS	Best Practice	2,962.00	1,650.00	56	1,312.00
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	14,811.00	0.00	0	14,811.00
	R. M. Training	5,000.00	3,142.00	63	1,858.00
	Sewer Loss	0.00	0.00		0.00
	Total:	22,773.00	4,792.00	21	17,981.00
Member LOS GATOS	Best Practice	16,666.00	6,151.35	37	10,514.65
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	2,700.00	18	12,300.00
	R. M. Programs	41,666.00	13,093.92	31	28,572.08
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	78,332.00	21,945.27	28	56,386.73
Member MILLBRAE	Best Practice	6,962.00	1,594.16	18	7,367.85
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	37,406.00	0.00	0	37,406.00
	R. M. Training	5,000.00	1,872.68	37	3,127.14
	Sewer Loss	0.00	0.00		0.00
	Total:	51,368.00	3,467.01	7	47,900.99
Member MILPITAS	Best Practice	15,172.00	3,118.74	21	12,053.26
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	3,600.00	24	11,400.00
	R. M. Programs	37,929.00	0.00	0	37,929.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	73,101.00	6,718.74	9	66,382.26

		Originally	Paid	% Paid	Remaining
Member MORGAN HILL	Best Practice	16,986.00	5,735.55	34	11,252.45
	Defensive Driv	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	2,700.00	18	12,300.00
	R. M. Programs	42,469.00	0.00	0	42,469.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	79,457.00	8,435.55	11	71,021.45
Member NEWARK	Best Practice	7,977.00	2,440.32	31	5,536.68
	Defensive Driv	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	15,000.00	100	0.00
	R. M. Programs	19,942.00	598.67	3	19,343.33
	R. M. Training	5,000.00	1,325.48	27	3,674.54
	Sewer Loss	0.00	0.00		0.00
	Total:	47,919.00	19,364.45	40	28,554.55
Member PACIFICA	Best Practice	11,892.00	0.00	0	11,892.00
	Defensive Driv	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	15,000.00	100	0.00
	R. M. Programs	29,731.00	0.00	0	29,731.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	61,623.00	15,000.00	24	46,623.00
Member PORTOLA VALLEY	Best Practice	2,445.00	1,650.00	67	795.00
	Defensive Driv	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	6,602.00	850.00	13	5,752.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	14,047.00	2,500.00	18	11,547.00
Member ROSS	Best Practice	2,902.00	2,775.00	96	127.00
	Defensive Driv	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	6,708.00	1,000.00	11	7,708.00
	R. M. Programs	5,804.00	0.00	0	5,804.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	22,412.00	3,775.00	17	18,637.00
Member SAN BRUNO	Best Practice	22,834.00	0.00	0	22,834.00
	Defensive Driv	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	2,850.00	19	12,150.00
	R. M. Programs	57,085.00	8,940.54	12	50,144.46
	R. M. Training	5,000.00	4,450.00	89	550.00
	Sewer Loss	0.00	0.00		0.00
	Total:	99,919.00	14,240.54	14	85,678.46

		Originally	Paid	% Paid	Remaining
Member SAN CARLOS	Best Practice	13,401.00	2,239.52	17	11,161.48
	Defensive Drivl	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	48,502.00	0.00	0	48,502.00
	R. M. Training	5,000.00	2,111.92	42	2,888.08
	Sewer Loss	0.00	0.00		0.00
	Total:	68,903.00	4,351.44	7	62,551.58
Member SARATOGA	Best Practice	7,635.00	3,553.10	47	4,081.90
	Defensive Drivl	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	34,087.00	17,537.35	51	16,549.65
	R. M. Training	5,000.00	1,958.80	39	3,041.40
	Sewer Loss	0.00	0.00		0.00
	Total:	48,722.00	23,049.05	48	23,672.95
Member SOUTH SAN FRANCISCO	Best Practice	18,711.00	2,875.35	15	15,835.65
	Defensive Drivl	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	2,150.98	14	12,849.04
	R. M. Programs	48,778.00	0.00	0	48,778.00
	R. M. Training	5,000.00	1,424.08	28	3,575.92
	Sewer Loss	0.00	0.00		0.00
	Total:	85,489.00	6,450.39	6	79,038.61
Member SUISUN CITY	Best Practice	10,119.00	62.50	1	10,056.50
	Defensive Drivl	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	0.00	0	15,000.00
	R. M. Programs	25,297.00	0.00	0	25,297.00
	R. M. Training	5,000.00	843.48	17	4,156.52
	Sewer Loss	0.00	0.00		0.00
	Total:	55,416.00	905.98	2	54,510.02
Member TIBURON	Best Practice	4,358.00	0.00	0	4,358.00
	Defensive Drivl	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	12,819.00	0.00	0	12,819.00
	R. M. Programs	9,181.00	0.00	0	9,181.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	31,138.00	0.00	0	31,138.00
Member WOODSIDE	Best Practice	3,153.00	0.00	0	3,153.00
	Defensive Drivl	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	15,784.00	0.00	0	15,784.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	23,917.00	0.00	0	23,917.00

Grand Total:

30 Members

Best Practice	347,606.00	62,835.38	24	264,770.62
Defensive Drivl	40,000.00	1,088.21	3	38,901.79
Framework Grant	0.00	0.00	0	0.00
Police Risk Man	310,987.00	89,539.64	29	221,447.36
R. M. Programs	875,879.00	104,369.83	12	771,509.17
R. M. Training	195,000.00	28,891.46	15	166,108.54
Sewer Loss	60,000.00	21,516.25	36	38,483.75
Grand Total:	1,829,472.00	328,250.77	18	1,501,221.23

Grant Payment Summary
Fiscal Year 2011/2012
and (claim.fiscal_year_desc IN ('2012/2013')) and (claimant.insurance_type IN (5))



Date: June 19, 2013
To: Board of Directors Meeting
From: Gertruda Luermann
Re: Proposed 13-14 Grant Program Budget

Staff has prepared a budget for FY 13/14, with the current formulas remaining the same as in FY 12/13. A brief discussion of members' categories is provided below.

Risk Management Service Credits:

Staff recommends continued funding of 3% of each Member's total premium for FY 13/14. Focus will continue to be on assisting members with their risk management goals, assessing achievement of previous goals and the impact on losses.

Risk Management Program Grants:

The recommended funding is based on actuarial calculations. Staff recommends continuing the matching requirements unless the grant request relates to a stated risk management goal. Staff further recommends that the Re-Assessment consulting work should be taken out of this grant instead of the Service Credits to avoid members running out of credits for other strategic goals assistance. It was proposed that members achieve their goals for FY 13/14 first to qualify for the grants.

Risk Management Training Grant:

Staff recommends continuing this program at \$2,500 per year for each member.

Police Risk Management Grant:

Staff recommends to be integrated in the Members' Risk Management Program grant and for cities/towns to decide whether any funding can be provided to police risk management issues.

Requested Action:

Staff requests the Board to approve the proposed funding of risk management grant program for FY 13/14.



 Association of Bay Area Governments

ABAG PLAN CORPORATION
101 Eighth Street
Oakland, CA 94607-4707

MEMO

Date: June 19, 2013
To: ABAG PLAN Board of Directors
From: James Hill – PLAN Risk Management Officer
Subject: Risk Management Program Update

Recommendation: None. This report is for informational purposes.

Summary:

Bickmore Risk Services (Jeff Johnston) will provide the Board with an overview of Phase I of the Risk Assessment project and discuss Phase II implementation.

Discussion to include:

Bickmore Risk Services – Phase I; Consultant Feedback and Insight
Risk Management Master Scorecard (Updated) – Overview/Discussion
Member Assessments; RM Goals FY 2012-13 – Overview/Discussion

Staff will report on the FY2012/13 Risk Management goals/objectives for each member and provide detailed information on the Risk Management program and re-assessment project. Staff will answer committee questions related to project activity, major accomplishments to date, PLAN member revised scorecards and PLAN member Risk Management Goals for 2012-13.



March 7, 2013

Mr. James Hill, Risk Management Officer
ABAG PLAN Corporation
P.O. Box 2050
Oakland, CA 94604-2050

Dear Jim:

It's been good working with you over the last couple of years to refine the risk control service approach for ABAG PLAN. Our collaborative efforts have resulted in positive changes that benefit the membership and the pool. Some of the recent successes include:

- **Revised management data reports (MDRs)** – After several meetings and numerous draft documents, new MDRs were created. Information on the MDRs now provides a more succinct summary that can be better utilized to target loss trends. Going into the second year with the revised format, feedback from members has been positive. In addition, the time spent generating the MDRs has been cut substantially, and they can now be provided in a timelier manner.
- **Re-alignment of risk control staff** -- Staff changes were made to ensure optimal customer service is provided to ABAG PLAN members.
- **New focused assessment** – After several collaborative meetings, a new focused assessment was developed. This assessment has been well received since the on-site meeting can now be conducted in a relatively short time period and a more in-depth analysis is included (i.e. meetings with operations people in addition to risk managers). Members appreciate focusing on a few areas at a time, and it also makes the recommendations manageable.
- **Targeted, active risk management goals** – The focused assessment has made it easier to create realistic, obtainable goals within a short time period. We have also taken a more active role in helping members complete their recommendations. There are no longer carry-over risk management goals from year to year.

At this point, we have created a great foundation to build upon, and we are looking forward to taking risk control to the next level for ABAG PLAN. The following outlines some of the areas of opportunity where we feel we can assist.

Mr. James Hill
March 7, 2013
Page 2

Refine the Framework

After conducting the focused assessment of sections 1-4 and auditing to the current framework, we learned there are opportunities to "right size" the ABAG PLAN risk management/safety program requirements. The idea would be to review each section and set up performance standards that allow members to meet the intent or spirit of the requirement in ways that make sense for the organization. For example, the requirement for a risk management committee may not be practical for a member with eight employees, but there should still be documented meetings where discussions about risk management take place. These types of documented meetings would satisfy the spirit of the requirement, but there is no flexibility to give credit with the current framework. Refining the framework to allow for varying sizes, structures, and resources would be better received by members and would allow us to be viewed as more of a resource through ABAG PLAN.

Revise the ABAG Risk Management Manual

Once the framework is addressed, the risk management manual would need to be revised to reflect the current framework.

Attend Risk Management Committee Meetings

Allowing us to present to the committee would allow us to get feedback firsthand, to make adjustments to our approach, and to provide a third-party perspective from a Certified Industrial Hygienist and a Certified Safety Professional.

Streamline Reporting Processes

We would like to review internal and external reports and resources to focus on building efficiencies. Some items overlap, and there are opportunities to make them more simple and straightforward.

It would be great to talk to you more about these ideas and create a plan moving forward to build on the success we have had over the last few years. I look forward to talking to you soon.

Sincerely,



Jeff Johnston, CSP, ARM, ALCM
Director, Risk Control Services

March 26, 2013 ABAG PLAN Strategic Planning Meeting Summary

What went well with Focused Assessments?

- Easy to get people to participate
- Members were well-prepared and knew what to expect
- Members understood why we were asking for more information
- Helped to make members realize they are not really green in all areas – reality check
- Not viewed as an exercise in futility
- Helped us to address the issue “Documentation could hurt us” from a member perspective
- Helped us to explain loss trends – not really green lights in these areas and still have work to do

What Could Have Gone Better with Focused Assessments?

- Documentation was not there, but some things are not feasible to track (i.e. executive team meetings)
- Criteria needs to define what we must see documented versus what we can just take their word

Lessons Learned Moving Forward

- Look at the Risk Management Manual since this is where a lot of criteria for the focused assessment originated – criteria needs to be more flexible for the sections that will be addressed during phase 2
- Develop global tools that can be customized before going out to do phase 2 assessments and have the resources ready to review with members
- Identify the areas where we need to see documentation vs. taking members’ word for phase 2 criteria
- Provide 100% grant reimbursement only for those areas addressed by the focused assessment
- Use management data reports (MDRs) to identify areas to focus for phase 2 to ensure services and grant money are focused on loss drivers first and foremost
- It is OK to share focused assessment criteria on the checklist with the member, and the ideal is to define what it takes to be successful in each area and paste it into the Safety Logic Report when communicating in writing back to members – this should be the same for all consultants, making it more efficient and straightforward for the members

Phase 2 Focused Assessment Areas Based on MDRs

1. **Sidewalk Inspection and Maintenance – Possible ideas for goals include:**
 - Provide loss analysis focusing on geographical areas (this was done for Los Gatos)
 - Use interns to inventory
 - Inventory sidewalks, trees, and sewers at the same time
 - Engage other departments such as police, public works, etc. to assist with inventorying
 - Invest in GPS systems – great use of grant money
 - Organize volunteer groups to help with inventorying
2. **Road Maintenance - Possible ideas for goals include:**
 - Document protocol for design (i.e. bike lanes, encroachment areas, Cal Trans specs)
 - Post warning signs (i.e. "Beware of parked cars opening doors" in bike lanes) – great use of grant money
 - Replace manhole covers with lighter materials, so when they come off they don't damage cars – great use of grant money
3. **Urban Forest Management (Trees and Vegetation)**
 - Survey to know who owns trees and make sure it is defined in ordinance
 - GPS of inventory, identifying baseline health, type of tree, and location, vendors will do this service for around \$2 per tree
 - Evaluate to determine if it would be good to encourage members to be Tree City, USA, which includes the requirement to have urban forest management plans (may create some liability challenges, so this needs to be researched more)
4. **Contractual Risk Transfer**
 - Ensure scope of contract includes best practices when services such as the following are contracted:
 - Sidewalk maintenance
 - Trees
 - Pools
 - Playgrounds
 - Look at processes, not actual contracts (i.e. sample hold harmless/indemnification language, who has authority, is current Alliant manual used)
5. **Aquatics Programs**
 - 2010 ADA regulations followed?
 - Aquatics review done?
 - Jim Wheeler, Aquatics Expert, will assist with criteria

Process to Get Approval for Goals

1. Consultant develops scope with hours and gets buy-off from members
2. Scope goes to Gertruda with hours identified
3. Gertruda determines if funding is available
4. Gertruda and Jim get back to member and negotiate if there is not enough funding available
5. Gertruda gets back to consultant to relay approved scope and funding
6. In all cases, consultants will base the suggested goals on what they think is necessary to address loss trends and improve scorecards. In no case should the consultant try to develop a plan designed around the allotted hours.

Goal Development with Members

1. Goals should be developed within the first 90 days of the program year
2. Consultant project management of goals is acceptable where consultant is not involved with completing the goal (i.e. when relying on a vendor to provide subject matter expert training, consultant can manage the process and coordinate with vendor)
3. It is acceptable for goals to have 2-3 year plans as long as the goals are managed and updated
4. Milestones should be established for the goals



Date: June 19, 2013
To: Board of Directors Meeting
From: Gertruda Luermann
Re: Risk Management Program Update – Best Practices Reassessment

Attached you will find the following documents:

1. Framework Re-Assessment Status Summary (p.1)
2. Master Scorecard (p.2)
3. Risk Management Goals Summary (ps.3-5)

As of to date, the re-assessment of the Framework Best Practices (FBPs) has been completed with the exception of Benicia and Foster City. While it has been difficult for the consultants at times to get meetings scheduled, once the meetings did occur, participation and cooperation by members was positive.

As has been anticipated, we are seeing that the status of most FBPs for most cities is not “*in place/effective*” anymore. Some of the outstanding Risk Mgmt Policy and Organization issues might be due to loss of institutional knowledge because of new staff and/or staff reduction. A large part of non-compliance is in the area of the IIPP. While the IIPP has been incorporated in the Best Practices and supported by the service credits, it is not a true third party liability issue but uses up a large amount of the service credits which are funded by PLAN third party liability premiums. Staff recommends continuing to support IIPP needs resulting from this assessment in the 13-14 Program Year but to discontinue thereafter.

As an outcome of this year’s Re-Assessment, we are seeing an increased need by members for assistance to work on their risk management strategic planning. Therefore, we will allocate the services credits for next year’s Re -Assessment from the City Risk Management Program Grant instead of the Best Services Credits in order to avoid members not having credits available for other strategic goals.

Outstanding non-compliant FBPs should be part of your next annual Risk Management Goals as well as the new Re-Assessment and potential loss drivers

Next year’s Re-Assessment will cover the following five Operational Best Practices. These areas were selected based on ABAG PLAN’s losses and observed needs by members:

1. Sidewalks

**BOD Meeting
Risk Management Program Update**

2. **Streets/Road Maintenance**
3. **Urban Forest Management**
4. **Contractual Risk Transfer**
5. **Aquatics Programs**

The Re-Assessments and strategic planning should be conducted within the first 90 days of the program year, so the consultants can develop a detailed scope of the annual risk management goals and submit to PLAN for approval.

Again, in order to facilitate the assessment exercise, we ask all members for their cooperation in providing the consultants with necessary documentation and access to staff as needed.

ABAG PLAN
Best Practices Re-Assessment
(Framework BPs)
2012-13

Member Cities	Framework Assessment	Claims Procedures Best Practices Assessment
American Canyon	Completed	Completed
Atherton	Completed	Completed
Benicia		Completed
Burlingame	Completed	Completed
Campbell	Completed	Completed
Colma	Completed	Completed
Cupertino	Completed	Completed
Dublin	Completed	Completed
East Palo Alto	Completed	Completed
Foster City		Completed
Gilroy	Completed	Completed
Half Moon Bay	Completed	Completed
Hillsborough	Completed	Completed
Los Altos Hills	Completed	Completed
Los Gatos	Completed	Completed
Millbrae	Completed	Completed
Milpitas	Completed	Completed
Morgan Hill	Completed	Completed
Newark	Completed	Completed
Pacifica	Completed	Completed
Portola Valley	Completed	Completed
Ross	Completed	Completed
San Bruno	Completed	Completed
San Carlos	Completed	Completed
Saratoga	Completed	Completed
South San Francisco	Completed	Completed
Suisun City	Completed	Completed
Tiburon	Completed	Completed
Woodside	In progress	Completed

ABAG PLAN
Risk Management Goals
2012-13

Member Cities	Risk Mgmt Goals	Target Date	Update <u>6/6/13</u> In process/no info	Completed Yes/No
American Canyon	<ol style="list-style-type: none"> 1. Complete the ABAG Focused Assessment <ol style="list-style-type: none"> a) Conduct the focused assessment. b) Complete and submit the Safety Logic Report. c) Distribute the written report and RM Goals to the Town and ABAG. 2. Review the City's written Injury and Illness Prevention Program (IIPP) and revise if warranted. <ol style="list-style-type: none"> a) Review the IIPP and submit recommended revisions to Bronda Silva. b) Discuss recommended revisions, edit the written document and submit final draft IIPP. 3. To Be Determined at IPP February 12 Safety Committee Meeting 	<ol style="list-style-type: none"> 1. 1/2013 2. 7/2013 <ol style="list-style-type: none"> a) 3/2013 b) 7/2013 3. TBD 	<ol style="list-style-type: none"> 1. Completed 2. In progress 6/6/13 – obtained feedback from Safety Committee. Continue to work on revisions. 3. Attended safety committee meeting on 4/30. Safety committee considering a sidewalk related goal but not decision made. 	<ol style="list-style-type: none"> 1. Yes 2. No 3. No will add to the 2013/2014 program year once committee decides.
Atherton	<ol style="list-style-type: none"> 1. Complete the ABAG Focused Assessment <ol style="list-style-type: none"> a) Conduct the focused assessment b) Complete and submit the Safety Logic Report c) Distribute the written report and RM Goals to the Town and ABAG. 2. Develop a Risk Management Policy per the ABAG Plan assessment criteria <ol style="list-style-type: none"> a) Draft the Town's Risk Management Policy b) Review, edit, and finalize the draft policy. Request the Town Council adopt a resolution supporting the policy. c) Once adopted, review the policy with employees. Document the review. 3. Develop a written IIPP in compliance with Cal/OSHA requirements <ol style="list-style-type: none"> a) Develop a draft IIPP and submit for Town review. b) Review, edit, and approve the draft IIPP. 4. IIPP Training <ol style="list-style-type: none"> a) Conduct manager/supervisor IIPP training focusing on specific responsibilities. b) Conduct employee IIPP training. 	<ol style="list-style-type: none"> 1. 1/2013 2. 7/2013 <ol style="list-style-type: none"> a) 4/2013 b) 7/2013 c) 7/2013 3. 7/2013 <ol style="list-style-type: none"> a) 4/2013 b) 7/2013 4. 10/2013 <ol style="list-style-type: none"> a) 10/2013 	<ol style="list-style-type: none"> 1. Completed 2. City not able to work on until 7/2013. 3. City not able to work on until 7/2013. 4. City not able to work on until 7/2013. 	<ol style="list-style-type: none"> 1. Yes 2. Moved to the 13/14 program year. 3. Moved to the 13/14 program year. 4. Moved to the 13/14 program year

**ABAG PLAN
Risk Management Goals
2012-13**

Member Cities	Risk Mgmt Goals	Target Date	Update <u>6/6/13</u> In process/no info	Completed Yes/No
Benicia	<ol style="list-style-type: none"> 1. Framework Audit 2. Complete ADA Self eval update for parks 	<ol style="list-style-type: none"> 1. Feb 28 2. June 30 	<ol style="list-style-type: none"> 1. City did not respond to requests for meetings or doc requests 2. Additional sites surveyed for accessibility. Reports in progress 	<ol style="list-style-type: none"> 1. No 2. All sites surveyed Reports in progress.
Burlingame	<ol style="list-style-type: none"> 1. Framework Audit 2. 		<ol style="list-style-type: none"> 1. Audit New City Atty/RM . Meeting scheduled to confirm she agrees to goals on April 25. 2. Falls-plan to develop integrated treesidewalk plan. No ordinance change. 3. Trees-no work on ordinance, urban forest plan in place, Cal Fire grant for fire mitigation-summer 2013 . Signage in progress 	<ol style="list-style-type: none"> 1. Complete 2. No ordinance change. 3. In progress
Campbell	<ol style="list-style-type: none"> 1. Complete the ABAG Focused Assessment <ol style="list-style-type: none"> a) Conduct the focused assessment. b) Complete and submit the Safety Logic Report. c) Distribute the written report and RM Goals to the City and ABAG. d) Attend RM/Safety Committee meeting to present results and review goals 2. Develop Risk Management /Safety Management systems to improve risk management communication throughout the organization and ensure IIPP implementation at the department level <ol style="list-style-type: none"> a) Develop management system to prioritize, track and monitor the risk management action plan by the City Manager. b) Develop methods to communicate risk management goals for general liability issues with department heads (e.g. Executive team meetings) c) Develop management system to verify IIPP 	<ol style="list-style-type: none"> 1. 6/2013 <ol style="list-style-type: none"> a) 3/2013 b) 3/2013 c) 3/2013 d) 6/2013 2. 9/2013 <ol style="list-style-type: none"> a) 6/2013 b) 6/2013 c) 9/2013 	<ol style="list-style-type: none"> a) Assessment completed b) Report completed 3/20/13 c) Distributed 3/20/13 2. In progress 	<ol style="list-style-type: none"> 1. Yes 2. In progress

ABAG PLAN
Risk Management Goals
2012-13

Member Cities	Risk Mgmt Goals	Target Date	Update 6/6/13 In process/no info	Completed Yes/No
	<p>implementation at the department level for the IIPP Administrator and City Manager</p> <p>d) Review safety / IIPP orientation procedures for new hires, including supervisor/manager safety roles and responsibilities</p> <p>e) Review periodic safety inspection and hazard correction procedures for city facilities. Conduct 2013 inspections.</p> <p>f) Develop a process to review new operations/equipment purchases to identify potential employee safety or general liability exposures.</p> <p>3. Reduce exposure to claims associated with falling tree limbs by applying ABAG grant funds to improve urban forest management program.</p>	<p>d) 9/2013</p> <p>e) 9/2013</p> <p>f) 9/2013</p> <p>3.</p>	<p>3. Not started</p>	<p>3. Not Started</p>
Colma	<p>1. Framework Audit</p> <p>2. Urban Forest Management –tree ownership</p>	<p>Feb 1, 2013</p>	<p>1. Yes</p> <p>2. 50 trees removed . Surveying on hold due to lack of funds</p>	<p>1. Yes</p> <p>2. In progress</p>
Cupertino	<p>1. Framework Audit</p> <p>2. Sidewalk Inspection Plan</p> <p>3. Program support-attend 6 RMC mtgs</p>	<p>1. Feb 28,</p> <p>2. June 30</p> <p>3. June 30</p>	<p>1. Complete</p> <p>2. Draft plan developed. No response from PW</p> <p>3. Complete. Last meeting (May) cancelled</p>	<p>1. Complete</p> <p>2. In progress</p> <p>3. Complete.</p>
Dublin	<p>1. Framework Audit</p> <p>2. Rec Contract Admin Process Review</p> <p>3. Urban Forest Management Plan</p> <p>4. Playground Safety Mgmt Plan and training (separate contract)</p> <p>5. Sidewalk Inspection and Maintenance Plan</p>	<p>1. Feb 1</p> <p>2. Dec 31</p> <p>3. June 30</p> <p>4. April 1</p> <p>5. June 30</p>	<p>1. Audit Complete</p> <p>2. Waiting for feedback for Rec Mgr</p> <p>3. Final draft in progress</p> <p>4. Waiting final comments on plan from Rec Dir . Training to be scheduled</p> <p>5. No action.</p>	<p>1. Yes</p> <p>2. In progress</p> <p>3. Complete. But awaiting adoption</p> <p>4. Will be complete 6/12/13</p> <p>5. No</p>
East Palo Alto	<p>1. Complete the ABAG Focused Assessment</p> <p>a) Conduct the focused assessment.</p> <p>b) Complete and submit the Safety Logic Report.</p> <p>c) Distribute the written report and RM Goals to the City and ABAG.</p> <p>2. Revise the City's written Injury and Illness Prevention Program (IIPP)</p> <p>a) Review IIPP and provide feedback</p> <p>b) Develop employee training matrix with Cal/OSHA training requirements</p> <p>c) Review IIPP and training matrix with department heads to customize.</p> <p>d) Update all IIPP and appendices</p>	<p>2. 6/2013</p> <p>a) 3/2013</p> <p>b) 3/2013</p> <p>c) 6/2013</p> <p>d) 6/2013</p>	<p>1. Goals template complete.</p> <p>Safety Logic report complete</p> <p>2. In progress</p>	<p>1. Yes</p> <p>2. In progress</p>

ABAG PLAN
Risk Management Goals
2012-13

Member Cities	Risk Mgmt Goals	Target Date	Update <u>6/6/13</u> In process/no info	Completed Yes/No
	<p>3. Develop new employee safety orientation guide and annual training calendar</p> <p>a) Develop draft new employee safety orientation guide</p> <p>b) Develop draft annual training calendar</p> <p>c) Obtain feedback from contacts</p> <p>d) Update documents and submit final version</p> <p>4. IIPP training</p> <p>a) Conduct manager/supervisor IIPP training focusing on specific responsibilities</p> <p>b) Conduct employee IIPP training</p>	<p>3. 6/2013</p> <p>a) 3/2013</p> <p>b) 6/2013</p> <p>d) 6/2013</p> <p>4. 9/2013</p>	<p>3. In progress</p> <p>a) Completed safety orientation guide</p> <p>b) Completed, training calendar, training matrix</p>	<p>3. In progress</p> <p>4. Not started</p>
Foster City	<p>1. Complete the ABAG Focused Assessment</p> <p>a) Conduct the focused assessment.</p> <p>b) Complete and submit the Safety Logic Report.</p> <p>c) Distribute the written report and RM Goals to the City and ABAG.</p>		1.	1. No
Gilroy	<p>1. Complete the ABAG Focused Assessment</p> <p>a) Conduct the focused assessment.</p> <p>b) Complete and submit the Safety Logic Report.</p> <p>c) Distribute the written report and RM Goals to the City and ABAG.</p>		1. Assessment completed – report in progress 5.24.13 Lee Ann McPhillips to provide requested information by 5.31.13 Report to be completed upon receipt of additional information.	1. Complete
Half Moon Bay	<p>2. Complete the ABAG Focused Assessment</p> <p>d) Conduct the focused assessment.</p> <p>e) Complete and submit the Safety Logic Report.</p> <p>f) Distribute the written report and RM Goals to the City and ABAG.</p> <p>3. Revise the written IIPP to ensure compliance with Cal/OSHA requirements.</p> <p>a) Revise the City’s written IIPP and develop an Employee Safety Training Matrix and submit to Katie for review.</p> <p>b) Review, edit, and approve the revised IIPP and department training matrix.</p> <p>4. Assist the city with developing sidewalk inspection procedures.</p> <p>a) Meet with the City to review current procedures including applicable ordinances and municipal codes.</p> <p>b) Develop the draft procedures and submit to the City for review.</p> <p>c) Review, edit, and adopt the procedures.</p>	<p>1. 1/2013</p> <p>2. 7/2013</p> <p>a) 4/2013</p> <p>b) 7/2013</p> <p>3. 10/2013</p> <p>a) 7/2013</p> <p>b) 10/2013</p> <p>c) 10/2013</p>	<p>1. In process</p> <p>2. In process</p>	<p>1. Yes</p> <p>2. In Progress</p> <p>3. No started Phone call with Katie Crowder to discuss sidewalk managemehad to be rescheduled</p>
Hillsborough	<p>1. Framework Audit</p> <p>2. ADA Budget Priority Determination</p>	<p>1. Feb 28</p> <p>2. Jan.,30</p>	<p>1. Audit Complete</p> <p>2. City staff</p>	<p>1. Yes</p> <p>2. In progress</p>

ABAG PLAN
Risk Management Goals
2012-13

Member Cities	Risk Mgmt Goals	Target Date	Update 6/6/13 In process/no info	Completed Yes/No
			5. Ongoing H&SC meetings and limited contact with HR, Town Atty and RM. ABAG consultant no longer involved in meetings.	
Millbrae	<ol style="list-style-type: none"> 1. Framework Audit 2. Infrastructure damage by OV analysis 3. Sidewalks 4. Sewer/Water 	<ol style="list-style-type: none"> 1. Feb 28 2. June 30 3. June 30 4. June 30 	<ol style="list-style-type: none"> 1. Complete with info and staff available. Very little information obtained. 2. No action. 3. No action-new PW Dir 4. No action-New PW Dir. 	<ol style="list-style-type: none"> 1. Yes 2. No 3. NO 4. No
Milpitas	<ol style="list-style-type: none"> 1. Framework Audit 2. Vehicle/Driver Mgmt 3. Sewer RM-ordinance and prioritization 4. ABAG assistance with facilitation of RMC 	<ol style="list-style-type: none"> 1. Dec 30 2. Ongoing 3. June 30 4. Ongoing 	<ol style="list-style-type: none"> 1. Complete 2. RMC postponed. No information 3. Pending new PW Dir. 4. Will attend RMC 3/18 	<ol style="list-style-type: none"> 1. Yes 2. Yes 3. No 4. yes
Morgan Hill	<ol style="list-style-type: none"> 1. Framework Audit 2. Police 3. Sewer/Water 4. Vehicle use /Driver Selection Plan development 	<ol style="list-style-type: none"> 1. Jan 30 2. Dec 30 3. June 30 4. March 30 	<ol style="list-style-type: none"> 1. Complete 2. Update meeting scheduled for 3/20 3. David working with MH on ordinance and SOP 4. City Wide task force formed to develop new policy. Meeting for May 29 	<ol style="list-style-type: none"> 1. Yes 2. Yes 3. No 4. No
Newark	<ol style="list-style-type: none"> 1. Complete the ABAG Focused Assessment <ol style="list-style-type: none"> a) Conduct the focused assessment. Complete and submit the Safety Logic Report. b) Distribute the written report and RM Goals to the City and ABAG. c) Attend RM Committee meeting to present results and review goals. 2. Revise the written IIPP to ensure compliance with Cal/OSHA requirements. <ol style="list-style-type: none"> a) Revise the City's written IIPP and to describe the City hazard inspection and correction methods. Submit draft to RM Committee and IIPP Administrator (Sandy Abe, HR Manager) for review. b) Review and revise the Public Works Dept. safety training matrix. Provide draft to Bob 	<ol style="list-style-type: none"> 1. 1/2013 2. 2013 a) 4/2013 b) 7/2013 	<ol style="list-style-type: none"> 2. March/April for document development 	<ol style="list-style-type: none"> 1. Yes 2. In progress

ABAG PLAN Risk Management Goals 2012-13

Member Cities	Risk Mgmt Goals	Target Date	Update <u>6/6/13</u> In process/no info	Completed Yes/No
	<ul style="list-style-type: none"> review and approval. b) Review and revise PW safety training matrix. Provide to PW Director for review and approval. 			
Ross	<ol style="list-style-type: none"> 1. Complete the ABAG Focused Assessment <ul style="list-style-type: none"> a) Conduct the focused assessment. Gather available documentation outlined in the assessment criteria. b) Complete and submit the Safety Logic Report. c) Distribute the written report and RM Goals to the Town and ABAG. 2. Develop a Risk Management Policy per the ABAG Plan assessment criteria <ul style="list-style-type: none"> a) Review the ABAG Plan criteria, download a sample policy from the ABAG website at http://plan.abag.ca.gov/members/rmm-forms.html, and draft the Town's Risk Management Policy. b) Review, edit, and finalize the draft policy. Request the Town Council adopt a resolution supporting the policy. c) Once adopted, review the policy with employees. Document the review. 3. Develop a systematic hazard inspection and correction process per the ABAG Plan assessment criteria <ul style="list-style-type: none"> a) Develop customized inspection checklists for Town Hall, corporation yard, police station, and fire station. The checklist will include known hazards, a section for corrective action, and an area for completion and follow up dates. b) Review current hazard correction documentation procedures and implement improvement measures if warranted. c) Conduct and document physical inspections for Town Hall, corporation yard, police station, and fire station (it is noted that the Town no longer operate the fire services; however, the fire station is still owned by the Town). 4. Develop a Mandated Reporter Policy to assist Ross Recreation with complying with the California's Child Abuse and Neglect Reporting Act. Penal Codes §11164-11174.3. <ul style="list-style-type: none"> a) Develop a draft mandated reporter policy for Town review. b) Town to review and edit the draft policy. c) Implement the policy per state requirements. d) Conduct and document required training for all applicable employees. 	<ol style="list-style-type: none"> 1. 1/2013 2. 7/2013 3. 10/2013 4. Ongoing <ul style="list-style-type: none"> a) 4/2013 b) 7/2013 c) 7/2013 a) 7/2013 b) 7/2013 c) 10/2013 a) 4/2013 b) 4/2013 c) Ongoing d) Ongoing 	<p>3. In progress Not started waiting RB approval to GL</p>	<ol style="list-style-type: none"> 1. Yes 2. Yes 3. Not started 4. In progress
San Bruno	<ol style="list-style-type: none"> 1. Complete the ABAG Focused Assessment <ul style="list-style-type: none"> a) Conduct the focused assessment. Gather available documentation outlined in the 	<ol style="list-style-type: none"> 1. 6/2013 a) 3/2013 	<ol style="list-style-type: none"> 1. Completed a) Visit completed on 2/22/13 	<ol style="list-style-type: none"> 1. Yes

ABAG PLAN
Risk Management Goals
2012-13

Member Cities	Risk Mgmt Goals	Target Date	Update 6/6/13 In process/no info	Completed Yes/No
	<p>assessment criteria.</p> <p>b) Complete and submit the Safety Logic Report.</p> <p>c) Distribute the written report and RM Goals to the Town and ABAG.</p> <p>2. Data Recovery Project</p> <p>a) Back-up server installation at the police station</p> <p>b) VM Software installation. The software detects problems with the primary server and will automatically start up the back-up server.</p>	<p>b) 6/2013</p> <p>c) 6/2013</p> <p>2. 6/2013</p> <p>a) 6/2013</p> <p>b) 6/2013</p>	<p>b) Report completed 5/31/13</p> <p>c) Distributed 5/31/13</p> <p>2. Completed</p> <p>a) 5/3/13</p> <p>b) 5/13/13</p>	<p>2. Yes</p>
San Carlos	<ol style="list-style-type: none"> 1. Framework Audit 2. Sidewalks 3. Roads 4. ADA TP Implementation 5. Fire Dept Org Assessment for risk exp 	<ol style="list-style-type: none"> 1. Feb 28 2. April 30 3. April 30 4. April 30 5. June 30 	<ol style="list-style-type: none"> 1. Complete 2. Meeting held with PW for audit. Some info obtained on Sidewalks. Will resume when new PW Dir gets settled 3. Meeting held with PW for audit. Some info obtained on roads. Will resume when new PW Dir gets settled 4. On hold by City 5. No action-contract review recommended 	<ol style="list-style-type: none"> 1. Yes 2. Yes 3. No 4. No 5. Fire Dpt no longer part of City
Saratoga	<ol style="list-style-type: none"> 1. Framework Audit 2. Urban Forest 3. Sidewalks 4. RM Program Maintenance 	<ol style="list-style-type: none"> 1. Dec 30 2. March 30 3. March 30 4. June 30 	<ol style="list-style-type: none"> 1. Complete 2. In progress by city. Grants obtained from Cal Fire for inventory 3. No progress since initial draft presented 4. RM holding meetings regularly 	<ol style="list-style-type: none"> 1. Yes 2. Yes 3. No 4. yes
South San Francisco	<ol style="list-style-type: none"> 1. Framework Audit 2. Fleet/Driver Mgmt 3. Trees/Sidewalks 4. Sewer /Storm Drains 5. 	<ol style="list-style-type: none"> 1. Dec 30 2. Jan 30 3. April 30 4. June 30 5. June 30 	<ol style="list-style-type: none"> 1. Complete pending receipt of documents for recent than 2009 2. No action 3. Pending new Parks Supt 4. Update obtained at Feb meeting. New WWTP. Updating SOP's with David Patzer 5. Locations and treatment for 	<ol style="list-style-type: none"> 1. Yes 2. RM wishes it remove goal. Feels vehicle issues just limited to police 3. Inventory complete. No new Parks Dir to work on plan 4. David Patzer to complete gap assessment 5. No information

ABAG PLAN
Risk Management Goals
2012-13

Member Cities	Risk Mgmt Goals	Target Date	Update <u>6/6/13</u> In process/no info	Completed Yes/No
			rodent damage identified.. PW staff will add depth of surfacing to inspection forms.	regarding completion proved by R
Suisun City	<ol style="list-style-type: none"> 1. Complete the ABAG Focused Assessment <ol style="list-style-type: none"> a) Conduct the focused assessment. Gather available documentation outlined in the assessment criteria. b) Complete and submit the Safety Logic Report. c) Distribute the written report and RM Goals to the City and ABAG. 2. IIPP Revision <ol style="list-style-type: none"> a) Conduct a teleconference to gather additional information to update and customize the written IIPP. b) Review the draft and forward feedback to the consultant c) Finalize the written IIPP and send to City. 3. IIPP Manger, supervisor, and employee training <ol style="list-style-type: none"> a) Conduct manager, supervisor, and employee IIPP training focusing on specific responsibilities. (estimate of one day of training to include two manager/supervisor sessions and two employee training sessions) 	<ol style="list-style-type: none"> 1. 3/2013 2. 9/2013 <ol style="list-style-type: none"> a) 6/2013 b) 6/2013 c) 9/2013 	<ol style="list-style-type: none"> 1. Completed <ol style="list-style-type: none"> a) Visit completed on 2/25/13. b) Report completed 4/17/13 c) Distributed 4/17/13 2. Not started 3. Not started 	<ol style="list-style-type: none"> 1. Yes 2. In progress 3. Not started
Tiburon	<ol style="list-style-type: none"> 1. Complete the ABAG Focused Assessment <ol style="list-style-type: none"> a) Conduct the focused assessment. Gather available documentation outlined in the assessment criteria. b) Complete and submit the Safety Logic Report. c) Distribute the written report and RM Goals to the City and ABAG. 2. Finalize IIPP in compliance with Cal/OSHA requirements 3. IIPP Training 	<ol style="list-style-type: none"> 1. 6/2013 <ol style="list-style-type: none"> a) 3/2013 b) 6/2013 	<ol style="list-style-type: none"> a) Focused assessment completed 2/11/13. b) Completed 5/31/13 c) Completed 5/31/13 	<ol style="list-style-type: none"> 1. Yes 2. Turned to 13/14 goals 3. Turned to the 13/14 program year.
Woodside	<ol style="list-style-type: none"> 1. Complete the ABAG Focused Assessment <ol style="list-style-type: none"> a) Conduct the focused assessment. Gather available documentation outlined in the assessment criteria. b) Complete and submit the Safety Logic Report. c) Distribute the written report and RM Goals to the City and ABAG. 		<ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a) Site visit completed on 5/1/13 b) Report in progress 	<ol style="list-style-type: none"> 1. In progress

BOD Meeting
Risk Management Training Update



Date: June 19, 2013
To: Board of Director Meeting
From: Gertruda Luermann
Re: Risk Management Training Program

Staff will provide feedback regarding the PLAN's risk management training activities and members' attendance at the meeting.

Attached please find the following:

- List of Upcoming Training Opportunities
- Training Attendance Matrix.

Planned Training Topics for 2013/14

- Search Warrants and Unlawful Entries
- California Government Claims Act Overview
- Sidewalk Liability
- Urban Forest Risk Management
- Aquatic Risk Management
- Work Zone Safety
- Insurance Requirements in Contracts
- Defensive Driving
- Workplace Violence

Training

Date	Police Training	Claims Processing	Search warrants & unlawful entries	DDC	Taser Symposium	Insurance Requirements (IRIC)	Mandated Reporter	Attendance Total	%
1/17-18/2013	2/14/2013	2/21/2013	4/23/2013	May 14th, 2013	5/23/2013	6/5/2013			
Gordon Graham Marty Meyer 94	Todd Master/ Gabriel Ulfich 17	Gregg Thornton/ Danielle Lewis 9	Craig Dill 10	Cohosted 107	Jim Hill/Seth Cole 23	Kelly Turfo 85	660		
Morgan Hill	ABAG/Aud	Nontraining Center	Pacifica	Walnut Creek	Gilroy Police Dept.				
AMERICAN CANYON									
ATHERTON	3			1			5	1%	
BENICIA	6			2			4	1%	
BURLINGAME	5						12	2%	
CAMPBELL	5				1		11	2%	
COLMA							8	1%	
CUPERTINO							17	3%	
DUBLIN	1						42	7%	
EAST PALO ALTO							21	3%	
FOSTER CITY	1	1		1			3	0%	
GILROY	15				14		21	3%	
HALF MOON BAY							33	5%	
HILLSBOROUGH							3	0%	
LOS ALTOS	4			3			7	1%	
LOS ALTOS HILLS							44	7%	
LOS GATOS	2						4	1%	
MILLBRAE							4	1%	
MILPITAS	5	1					12	2%	
MORGAN HILL	15			3			0	0%	
NEWARK				2			2	0%	
PACIFICA	1			2			13	2%	
PORTOLA VALLEY				5			30	5%	
ROSS	1						1	0%	
SAN BRUNO	2						7	1%	
SAN CARLOS				2			2	0%	
SAN MATEO				4			13	2%	
SARATOGA					1		30	5%	
SOUTH SAN FRANCISCO					1		1	0%	
SUISUN CITY				2			7	1%	
TIBURON							23	4%	
WOODSIDE							1	0%	
NON-PLAN Members	29						3	0%	
ABAG PLAN				87			7	1%	
TOTAL	94	7	9				123	20%	
% attended	10	9	9				99	16%	
Cost of Training	9,698.88	n/a	n/a	\$ 747.00	\$ 1,988.85	\$ 2,500.00	609	92%	
Divided by # of attendees				\$ 83.00	n/a	n/a			
Cost per Attendee	\$ 103.18	n/a	n/a	\$	\$	\$			