BAY CITIES JOINT POWERS INSURANCE AUTHORITY

EXECUTIVE COMMITTEE MEETING

AGENDA

Thursday, December 14, 2017
11:30 a.m.

Courtyard by Marriott Oakland/Emeryville
5555 Shellmound Street
Emeryville, CA 94608
(510) 652-8777

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Julia Byrd at (916) 244-1185 or (916) 244-1199 (fax). Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Materials relating to an item on this agenda submitted to this Committee after distribution of the agenda packet are available for public inspection at 1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833, during normal business hours. The documents will also be available on the BCJPIA website at www.bcjpia.org.

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1. CALL TO ORDER

2. INTRODUCTIONS

3. PUBLIC COMMENTS
This time is reserved for members of the public to address the Committee relative to matters of the BCJPIA not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person and twenty minutes in total.

4. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

5. STAFFING MATTERS **5**
*A. Discussion of BCJPIA Staffing
Recommendation: Discuss and provide feedback to staff.

6. CONSENT CALENDAR **8**
If the Committee would like to discuss any item listed, it may be pulled from the Consent Calendar.

*A.	Minutes from the August 3, 2017, Executive Committee Meeting	**9**
*B.	Warrant Listings for the Period of September 15-November 30, 2017	**14**
*C.	BCJPIA Cash & Investment Report for the Quarter Ended September 30, 2017	**15**
*D.	BCJPIA Internal Financial Statements for the Quarter Ended September 30, 2017	**54**
*E.	Member Contingency Fund Balance as of September 30, 2017	**62**

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*F. Member Appointment Letters: **63**
- Albany Alternate Representative
- Brisbane Alternate Representative

*G. Public Self Insurers Annual Report for Fiscal Year 2016/17 **65**

*H. LAWCX – 11/28/2017 - Coverage and Single Occurrence Confirmation **74**

Recommendation: Staff recommends the Committee approve the Consent Calendar, as presented.

7. MEMBERSHIP MATTERS

*A. Preliminary Consideration of BCJPIA Membership for the Central Marin Fire Authority **76**

Recommendation: Staff recommends the Executive Committee recommend approval to the Board of the Central Marin Fire Authority's participation in the Liability program at a $250,000 SIR; the Workers' Compensation program at a $150,000 SIR, with approval for participation on the transition date of Larkspur and Corte Madera's employees to the Authority; and participation in the Property and Auto Physical Damage programs, as of January 1, 2018.

8. FINANCIAL MATTERS

*A. Proposed Revision of the Dividend Calculation of the Pooled Liability and Workers' Compensation Programs **79**

Recommendation: Staff recommends the Committee recommend approval of the proposed change to the Liability and Workers' Compensation program dividend calculations through the proposed changes to the Master Program Documents.

*B. Consideration of Dividend Calculation for the Pooled Property Program **85**

Recommendation: Staff recommends the Committee recommend approval of the proposed dividend calculation for the PPP through the addition of language in the PPP Master Program Document.

9. ADMINISTRATIVE MATTERS

*A. Report from the Memorandum of Coverage Committee **89**

Recommendation: The Memorandum of Coverage Committee will provide recommendations to the Executive Committee, if any, at the Meeting.

*B. Discussion and Review of Defense Panel Rates **156**

Recommendation: Staff recommends the Committee approve Attachment A to Resolution No. 05-2012-2013 to approve increasing the hourly not-to-exceed rate to $220 per hour, that any increase be limited to reasoned requests from BCJPIA panel law firms as determined by the Litigation Manager, that the approved rate increase remain in effect for a minimum of one year, and that any approved increase not exceed $10 per hour over the previous hourly rate.

*C. Consideration of Revised Strategic Action Plan for the 2017-2109 Program Years **159**

Recommendation: Staff recommends the Committee recommend the Board of Directors approve the revised Strategic Action Plan for the 2017-2019 Program Years.

D. ERMA Update **163**

*Indicates supplementary materials attached.

Recommendation: None.

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*E. Consideration of Renewal or Distribution of Request for Proposals for Bickmore Actuarial Services **165**

Recommendation: Committee provide direction to staff whether to retain Bickmore for actuarial services or submit a Request for Proposal for Liability, Workers' Compensation and APD and/or Property Actuarial Services. Staff will not be making a recommendation on this item as it is a Bickmore contract.

10. RISK CONTROL MATTERS

*A. Report from the Safety and Loss Prevention Committee **170**

Recommendation: Staff and the Safety and Loss Prevention Committee recommend the Executive Committee approve the recommendation(s), if any, from the Safety and Loss Prevention Committee.

11. WORKERS' COMPENSATION PROGRAM MATTERS

*****A. 2017 LAWCX/BCJPIA Workers' Compensation Claims Audit **177**

Recommendations: Staff recommends the committee receive and accept the report.

*B. LAWCX Financial Status Update **191**

Recommendations: Discuss and provide feedback to staff.

12. CLOSED SESSION

Pursuant to Government Code Section 54956.95(a), the Committee will hold a closed session to discuss the claims for the payment of tort liability losses, workers' compensation losses, or public liability losses incurred by the Joint Powers Authority.

Workers' Compensation Claims

- Braun v. Novato
- Dehner v. Mill Valley

13. REPORT FROM CLOSED SESSION

Pursuant to Government Code Section 54957.1, the Committee must report in open session any action taken, or lack thereof, in closed session.

14. CLOSING COMMENTS

This time is reserved for comments by the Committee members and staff and to identify matters for future Committee business.

A. Committee
B. Staff

15. ADJOURNMENT

*Indicates supplementary materials attached.

NOTICES:

- The next CARMA Board of Directors meeting will be held, in conjunction with a Strategic Planning Session, on Thursday-Friday, January 4-5, 2018, in Santa Cruz, CA. The BCJPIA representative to the CARMA Board is Dan Schwarz, City of Larkspur, and the alternate is Daria Carillo, Town of San Anselmo.
- The next BCJPIA Executive Committee meeting will be held on Thursday, February 22, 2018, at the Courtyard Marriott in Emeryville, CA.
- The next ERMA Board of Directors meeting will be held, in conjunction with a Strategic Planning Session, on Thursday-Friday, February 8-9, 2018, in Santa Cruz, CA. The BCJPIA representative to the ERMA Board is Stuart Schillinger, Brisbane, and the alternate is Dave Glasser, Albany.
- The next BCJPIA Finance Committee meeting will be held on Tuesday, March 13, 2018, via teleconference.
- The next BCJPIA Safety and Loss Prevention Committee meeting will be held, in conjunction with an Executive Committee meeting, on Thursday, April 5, 2017, at the Courtyard Marriott in Emeryville, CA.
- The next BCJPIA Board of Directors meeting will be held on Thursday, June 7, 2018, at the Courtyard Marriott in Emeryville, CA.
- The next LAWCX Board of Directors meeting will be held, in conjunction with a Strategic Planning Session, on Tuesday, June 6, 2018, in Sacramento, CA. The BCJPIA representative to the LAWCX Board is Garrett Toy, Town of Fairfax, and the alternate is Lori Elefant, City of Emeryville.

*Indicates supplementary materials attached.