

**BAY CITIES JOINT POWERS INSURANCE AUTHORITY**  
**SPECIAL EXECUTIVE COMMITTEE MEETING**  
**AGENDA**

**Wednesday, February 12, 2025**

**11:00 a.m.**

**Via Zoom Teleconference**

[Zoom Link](#)

Meeting ID: 832 4179 6842

Passcode: 490458

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All portions of this meeting will be conducted via Zoom in accordance with Government Code Section 54953(b). Each location is accessible to the public, and members of the public may address the Committee from any teleconference location. The teleconference meeting locations are as follows:

- CENTRAL MARIN FIRE AUTHORITY: 250 Doherty Drive, Larkspur, CA 94939
- CITY OF BERKELEY: 2180 Milvia Street, Berkeley, CA 94704
- CITY OF MILL VALLEY: 26 Corte Madera Avenue, Mill Valley, CA 94941
- CITY OF LARKSPUR: 400 Magnolia Avenue, Larkspur, CA 94939
- CITY OF LOS ALTOS: 1 N. San Antonio Road, Los Altos, CA 94022
- CITY OF PLEASANTON: 123 Main Street, Pleasanton, CA 94566
- CITY OF SAN ANSELMO: 525 San Anselmo Avenue, San Anselmo, CA 94960

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact John Burdette at (916) 244-1169 or [John.Burdette@sedgwick.com](mailto:John.Burdette@sedgwick.com). Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Documents and materials relating to an open-session agenda item provided to the Bay Cities Joint Powers Insurance Authority (BCJPIA) less than 72 hours prior to a regular meeting will be available for public inspection. Please contact John Burdette at (916) 244-1169 or [John.Burdette@sedgwick.com](mailto:John.Burdette@sedgwick.com)

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| <b><u>Page</u></b> | <b>1. CALL TO ORDER</b>   |
|                    | <b>2. INTRODUCTIONS</b>   |
|                    | <b>3. APPROVAL OF AGENDA AS POSTED (OR AMENDED)</b>   |
|                    | <b>4. PUBLIC COMMENTS</b> - The Public may submit any questions in advance of the meeting by contacting John Burdette at: <a href="mailto:John.Burdette@sedgwick.com"><u>John.Burdette@sedgwick.com</u></a> . 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. |

**5. ADMINISTRATIVE MATTERS**

- 3       A.    Update Regarding Interest from Potential New Members  
              *Recommendation: Provide direction to staff, if needed.*
- 4       \*B.   Consideration of Proposed Contract from Bickmore Actuarial for Actuarial  
              Services  
              *Recommendation: Staff recommends the Executive Committee approve  
              the letter of engagement from Bickmore Actuarial for 2025/26-2027/28  
              actuarial services.*
- 9       \*C.   Consideration of Extension of Contract between BCJPIA and Innovative Care  
              Solutions (ICS) for Workers' Compensation Claims Administration Services  
              *Recommendation: Staff recommends the Executive Committee approve  
              the two-year extension option outlined in Option 1 in the agreement for  
              Workers' Compensation Claims Administration Services between  
              BCJPIA and ICS, through June 30, 2027.*
- 30      \*D.   Consideration of Extension of Contract between BCJPIA and James Marta &  
              Company, LLC for Financial Auditing Services  
              *Recommendation: Staff recommends the Executive Committee approve  
              the two-year renewal option for financial audit services with James Marta  
              & Company, LLP, through June 30, 2026.*

**6. EXECUTIVE DIRECTOR'S REPORT**

- A.    Report by Executive Director  
       *Recommendation: None.*

**7. CLOSING COMMENTS** - This time is reserved for comments by the Committee and/or staff and to identify matters for future BCJPIA business.

- A.    Executive Committee  
B.    Staff

**8. ADJOURNMENT**

**NOTICES:**

- The next BCJPIA Board of Directors Meeting will be held on Thursday, February 13, 2025, via Zoom.
- The next CARMA Board of Directors meeting will be held Wednesday, April 9, 2025, via Zoom. The BCJPIA representative to the CARMA Board is Dan Schwarz, City of Larkspur and the alternate position is vacant.
- The next BCJPIA Executive Committee meeting will be held on Thursday, April 17, 2025, via Zoom.
- The next ERMA Board of Directors meeting will be held Monday, June 2, 2025, via Zoom. The BCJPIA Representative to the ERMA Board is Jason Castleberry, City of Union City, and the alternate is Carolina Yuen, City of Brisbane.
- The next LAWCX Board of Directors meeting will be held on Tuesday, June 3, 2025, via Zoom. The BCJPIA representative to the LAWCX Board is Ruben Martin, Central Marin Fire Authority, and the alternate is Adam Wolff, Town of Corte Madera.