

# BAY CITIES JOINT POWERS INSURANCE AUTHORITY

## EXECUTIVE COMMITTEE MEETING

### AGENDA

Thursday, April 17, 2025

9:00 a.m.

Via Zoom Teleconference

[Zoom Link](#)

Meeting ID: 830 4548 2599

Passcode: 064759

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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: 342 Tamalpais Dr, Corte Madera, CA 94925
- 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.

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**5. CONSENT CALENDAR**

If a Committee member would like to discuss any item listed, it may be pulled from the Consent Calendar.

- 7                   \*A. Minutes from the December 12, 2024, Executive Committee Meeting
- 13                \*B. Minutes from the February 12, 2025, Special Executive Committee Meeting
- 17                \*C. Minutes from the March 20, 2025, Special Executive Committee Meeting
- 23                \*D. Warrant Listings for the Months of February and March 2025
- 24                \*E. Cash and Investments Report for Quarter Ended December 31, 2024
- 54                \*F. Member Contingency Fund as of December 31, 2024
- 55                \*G. Internal Financial Statements as of December 31, 2024
- 61                \*H. Workers' Compensation Manager's Report
- 63                \*I. Legislative Update
- 66                \*J. Resolution 02 2024-2025 Establishing Meeting Dates for 2025/26 Program Year

*Recommendation: Staff recommends the Committee formally consider approval of the Consent Calendar as presented.*

**6. 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.

**Liability Claims**

Bernou v. City of Berkeley  
Perez v. City of Berkeley  
Riley v. City of City of Berkeley  
Welch v. City of Berkeley  
Frankel v. Central Marin Police Authority  
Hart, Estate v. City of Redwood City  
Delfs v. City of Redwood City

**Workers' Compensation Claims**

Saenz v. City of Sausalito

**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.

**7. ADMINISTRATIVE MATTERS**

- 68                \*A. Update on BCJPIA Strategic Action Plan  
*Recommendation: Provide direction to staff, if needed.*
- 87                \*B. Discussion Regarding Pooled Liability Program Self-Insured Retention Options  
*Recommendation: Provide direction to staff, if needed.*

\* Reference materials attached with staff report.

**8. WORKERS' COMPENSATION MATTERS**

90 \*A. Structured Return-to-Work Update and Company Nurse Contract Renewal  
*Recommendation: Staff recommends approval of the Company Nurse draft contract as presented.*

**9. RISK CONTROL MATTERS**

99 \*A. Review of 2025/26 Proposed Risk Control Service Plan  
*Recommendation: Staff recommends the Executive Committee recommend the Board of Directors approve the Risk Control Service Plan for 2025/26.*

189 \*B. Cyber Liability Program Update  
*Recommendation: Provide direction to staff.*

**10. FINANCIAL MATTERS**

190 \*A. Preliminary Indications for the Alliant Property Insurance Program and Other Ancillary Programs  
*Recommendation: Staff recommends the Committee receive and accept the update and provide additional feedback, if warranted.*

194 \*B. Presentations of the 2025/26 Draft Actuarial Review of the Self-Insured Pooled Liability Program and Experience Modification Plan  
*Recommendation: Staff recommends the Board receive and file the Draft Actuarial Review of the Self-Insured Pooled Liability Program and Experience Modification Plan.*

276 \*C. Presentations of the 2025/26 Draft Actuarial Review of the Self-Insured Pooled Workers' Compensation Program and Experience Modification Plan  
*Recommendation: Staff recommends the Board receive and file the Draft Actuarial Review of the Self-Insured Pooled Workers' Compensation Program and Experience Modification Plan.*

372 \*D. Presentation of the 2025/26 Draft Actuarial Review of the Self-Insured Pooled Property Program  
*Recommendation: Staff recommends the Board receive and file the Draft Actuarial Review of the Self-Insured Pooled Property Program.*

428 \*E. Presentation of the 2025/26 Draft Actuarial Review of the Self-Insured Pooled Auto Physical Damage Program  
*Recommendation: Staff recommends the Board receive and file the Draft Actuarial Review of the Self-Insured Pooled Auto Physical Damage Program.*

484 \*F. Update on Property Appraisals Process and Expected Impact to 2025/26 Operating Budget  
*Recommendation: Provide direction to staff, if needed.*

485 \*G. Draft Operating Budget for the 2025/26 Program Year  
*Recommendation: Staff recommends the Committee recommend approval of the 2025/26 preliminary budget draft to the Board of Directors pending final amounts for excess and purchased coverages and membership changes.*

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**11. GOVERNING DOCUMENTS**

**504**

\*A. Review of Memoranda of Coverages (MOC) for the Pooled Liability Program, Pooled Workers' Compensation Program, Pooled Property Program, and Pooled Auto Physical Damage Program for the 2025/26 Program Year

*Recommendation: Staff recommends the Executive Committee recommend approval of the Memoranda of Coverages for the Pooled Liability Program, Pooled Workers' Compensation Program, Pooled Property Program, and Pooled Auto Physical Damage Program for the 2025/26 Program Year to the Board, as presented.*

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\*B. Review of Proposed Changes to Master Program Documents (MDPs)

*Recommendation: Staff recommends the Executive Committee recommend approval of the Cyber Liability and Pooled Workers' Compensation Master Program Documents to the Board, as presented.*

**12. EXECUTIVE DIRECTOR'S REPORT**

A. Report by Executive Director

*Recommendation: None.*

**13. 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

**14. ADJOURNMENT**

\* Reference materials attached with staff report.

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**NOTICES:**

- 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.
- The next BCJPIA Board of Directors Meeting will be held on Thursday, June 5, 2025. Location: TBD
- The next CARMA Board of Directors meeting will be held Wednesday, June 11, 2025, via Zoom. The BCJPIA representative to the CARMA Board is Dan Schwarz, City of Larkspur, and the alternate is Todd Cusimano, City of Mill Valley.