



Small Cities Organized Risk Effort (SCORE) Board of Directors Teleconference Meeting Minutes August 25, 2023

Member Cities Present:

Josh Cook City of Biggs
Roben Benish, City of Biggs
Shanna Stahl, City of Colfax
Blake Michaelson, City of Dunsmuir
Pamela Eastlick, City of Etna
Aaron Palmer, City of Live Oak
Jessica Mata, City of Live Oak
Wes Heathcock, Town of Loomis
Kathy LeBlanc, City of Loyalton
Jessie Monday, City of Montague

Todd Juhasz, City of Mt. Shasta
Muriel Terrell, City of Mt. Shasta
Jim Murphy, City of Portola
Kyle Knopp, City of Rio Dell
Wendy Howard, City of Shasta Lake
Dan Newton, City of Susanville
Heidi Whitlock, City of Susanville
Jenny Coelho, City of Tulelake
Sandra Duchi, City of Weed
Rhett Hogan, City of Yreka

Member Cities Absent:

Charles Bergson, City of Isleton

Consultants & Guests

Marcus Beverly, Alliant Insurance Services
Conor Boughey, Alliant Insurance Services
Michelle Minnick, Alliant Insurance Services
David Patzer, DKF
John Balestrini, DKF
Intercare, Danielle Buri- Beaton

Intercare, Luanne Koppel
George Hills, Tammy Hunt
George Hills, Chris Carmona
George Hills, Chris Shaffer
George Hills, Kathleen Proctor
George Hills, Randy Lingenfelter

A. CALL TO ORDER

Mr. Wes Heathcock called the meeting to order at 9:03 a.m.

B. ROLL CALL

The above mentioned members were present constituting a quorum. Cities absent from this meeting were the City of Isleton and the City of Yreka.

C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as presented.

MOTION: Blake Michaelson **SECOND:** Pamela Eastlick

**MOTION CARRIED
UNANIMOUSLY**



D. PUBLIC COMMENT

There were no public comments.

E. CONSENT CALENDAR

1. Board of Directors Meeting *Draft* Minutes – June 24, 2023
2. US Bank Account Statements – June—July 2023
3. Local Agency Investment Fund (LAIF) Quarterly Statement of Investments – June 30, 2023
4. Treasurer’s Report as of March 31, 2023
5. Treasurer’s Report as of June 30, 2023
6. Investment Statements from Chandler Asset Management – June—July 2023
7. SCORE Checking Register as of March—July 2023
8. ACI Quarterly Utilization Report – April—June 2023
9. SCORE FY 23-24 Loss Control Grant Funding Usage as of August 21, 2023

A motion was made to accept the consent calendar.

MOTION: Kathy LeBlanc

SECOND: Pamela Eastlick

**MOTION CARRIED
UNANIMOUSLY**

F. ADMINISTRATIVE REPORTS

F.1. President’s Report

Mr. Wes Heathcock wanted to encourage members to consider sending employees to the first amendment training provided by PRISM and provided some comments about experience with these type of situations. Also wanted to thank John Balestrini who performed recently in the Loomis region.

F.2. Alliant Update

- a) **OSIP Questionnaire – due 9/1/23**
- b) **LAWCX Risk Console updates on iLearning – due 9/15/23**

Michelle Minnick provided the Board with a reminder about the upcoming deadlines for request for information as it relates to the OSIP annual filing as well as the Excess Workers’ Compensation carrier LAWCX. Members were encouraged to reach out if they have questions related to these required filings. Marcus Beverly provided that members should consider attending CAJPA and mentioned there will be a memorial video for recent members of the insurance community who have passed.

G. FINANCIAL

G.1. LOYALTON PAYMENT PLAN

Marcus Beverly provided that the City of Loyalton has submitted a request for a payment plan after the policy period began. It was mentioned that Loyalton has previously been on payment plans and they are current with their plan. The city has now requested a plan for the FY 23/24 period.



A motion was made to approve the payment plan as amended with a \$20,000 down payment.

MOTION: Dan Newton

SECOND: Wendy Howard

**MOTION CARRIED
UNANIMOUSLY**

H. JPA BUSINESS

H.1. LOSS CONTROL SERVICES AND WORK PLAN

David Patzer from DKF provided the Board with information related to the State Water Board and the updated waste water requirements as it relates to the Spill Emergency Response plan. He also provided a review of the status of their risk control efforts and reminded members that they have access to TrainingLink which helps to track and store your employee training records. John Balestrini provided a reminder that Live Tailgate training are available to all members and can also be found online in the TrainingLink platform. He also mentioned that site visits are happening with the members and encouraged members to reach out with items that they would like to focus on. Sewer & Stormwater Summit is coming up in October and members were reminded all SCORE Members may attend for at no cost as SCORE is helping sponsor the summit. Members were reminded to focus on sidewalks and tree inspections as we approach the winter months.

H.2. CITY COUNCIL TRAINING

Marcus Beverly provide the Board with an update as we contacted Liebert Cassidy and they provided pricing for a City Council training session. Additionally it was mentioned that California League of Cities provides a two day workshop that covers a wide variety of topics. The following members were interested in hosting or attending an in-person City Council training session/workshop: Shasta Lake, Weed, Tulelake, Yreka, Mt. Shasta, Loyalton, Colfax, Portola, and Etna. Program Administration was provided with direction to follow up with Liebert Cassidy and request a regional workshop and confirm with counsel as it relates to the Brown Act.

H.3. NEW CLAIM REPORTING CONTACTS & PROCEDURES

H.3.A. PROPERTY

Marcus Beverly noted that we are providing a reminder to members about the Property Claims Reporting procedures. He reviewed the Claims Reporting instructions for the APIP Property program and noted that members should report the claim to McLarens and include the Alliant Staff as per usual and if the claim falls under the deductible then members could consider use of their Property Banking Layer.

H.3.B. GENERAL LIABILITY

Marcus Beverly mentioned that George Hills has taken over as the GL Claims Administration claims effective 7/1/23 and reminded members that when they have an auto accident that causes more than \$500 in damage as it helps to protect the city from uninsured motorist. If they are uninsured motorist they are not entitled to general damages for their pain & suffering.



H.3.C. WORKERS' COMPENSATION

Marcus Beverly mentioned that Intercare has taken over as the Workers' Compensation Claims Administration claims effective 7/1/23. Members were reminded that the procedure for reporting Workers' Compensation claims has changed and it was additionally noted that Heather Spain has taken over as our claims adjuster. It was also noted that Intercare will be presenting at the October meeting. Danielle Buri-Beaton also provided a quick review of their Inter-Med Nurse Triage program available to all SCORE members 24/7.

H.4. OCTOBER STRATEGIC PLANNING & BOARD OF DIRECTORS MEETING TOPICS

Marcus Beverly provide a review of the draft of the agenda for the October meetings and asked members if there were any additional items they would like to see on the agenda. After a brief discussion members were in agreement with the draft agendas presented.

H.5. CLAIM DENIALS, REJECTIONS, AND DELEGATION OF AUTHORITY

Chris Carmona from George Hills provided the Board with a review of the recommended steps to deny a claim. He provided the Board with tips and trick to successfully respond and deny claims. Additionally, members were asked to consider passing an ordinance to delegate authority to George Hills to respond on behalf of the City.

I. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.95

****REQUESTING AUTHORITY**

1. Liability

- a. Swenson v. Mt. Shasta****

J. REPORT FROM CLOSED SESSION

The Board returned from closed session at 11:10 A.M. Mr. Beverly reported that the above closed session items were discussed and appropriate direction was given to Staff and the Claims Administrator.

K. GENERAL RISK MANAGEMENT ISSUES

There was no discussion.

L. INFORMATION ITEMS

- 1. SCORE Resource Contact Guide**
- 2. SCORE Glossary of Terms**
- 3. Law Enforcement Training Day**
- 4. CAJPA & PARMA Conferences**
- 5. ERMA Training Reminder**



M. CLOSING COMMENTS

There were no comments.

N. AJOURNMENT

The meeting was adjourned at 11:12 AM

NEXT MEETING DATE: October 26, 2023 Gaia Hotel, Anderson CA

Respectfully Submitted,

Muriel Terrell

Muriel Terrell, Secretary

1-29-24
Date