

Approved
3/3/04



**Loss Prevention Committee Regular Meeting
Wednesday, February 26, 2003
ABAG Conference Room B**

PRESIDING: Alan Nadritch, Chair Benicia

PRESENT: Larry Anderson Burlingame
Jeff Maltbie San Carlos
Barbara Lathrop Newark
Ed San Diego Belvedere
Greg Sam Millbrae

STAFF PRESENT: Marcus Beverly, Risk Manager, and Secretary
Carol Johnson, Recording Secretary

1. Call to Order:

Alan Nadritch called meeting to order at 10:40 a.m. A quorum was present.

2. Public Comments:

No Public Comments

3. Approval of Minutes, March 28, 2002:

/M/Nadritch/S/Anderson/C/ to approve the minutes as presented

4. Loss Reports

Marcus Beverly presented and discussed with committee members reports detailing losses by cause, member and department. Sewer and sidewalk claims remain two of the most frequent and costly claims submitted.

5. Sewer Loss Prevention Program Update:

Marcus Beverly provided an update on the program. The public education brochures are printed and the member inserts are being completed. Two thousand pop-ups have been ordered and will be shipped to members in May. Some members have decided to order their own backflow devices and we will include those in the grant program.

Staff also advised the committee of a new hire, Bruce Carey, to specialize in responding to sewer and other major property damage claims. He has over 25 years of experience in property claims, including a number of years as a catastrophe specialist, and has already assisted in reducing the severity of a number of claims.

Training was conducted in October and November, attended by over 80 public works staff, and was well received. Staff discussed and recommended continued funding for training, to include Verbal Judo training and follow-up training for public works first responders.

Staff also recommended continued funding for consulting services and re-allocating the remaining sewer loss prevention funds to allow for flexibility in responding to the needs of the program. Expected funding outlined in the staff report:

- Verbal Judo training and follow up at @ \$15,000
- Larry Rugaard review and recommendations @ \$10,000
- Grant Program for BPDs at @ \$50,000
- Public Service Announcements @ \$20,000

The committee reviewed and approved recommendations as presented.
/M/San Diego/S/Nadritch/C/unanimously approved.

6. Planning Meeting Objectives:

Marcus Beverly lead a discussion of the objectives given to the committee at our Planning meeting October, 2002. Objectives included:

- Implementing model policies and practices
- Auditing members to those standards
- Requiring compliance with a minimum standard

Staff recommended funding a proposal for risk control services to accomplish those objectives and presented a Bickmore Risk Services proposal for a risk assessment of each member.

After discussion the committee agreed to recommend option C of the Bickmore Risk Services proposal but staff was requested to obtain a revised quote to complete the assessment in 2 years v. the proposed 3 years and to eliminate the audit services exclusively related to Workers Compensation.

The committee also reviewed and agreed to provide funds for defensive driving and risk management training as presented in the staff report.

/M/Sam/S/San Diego/C/ to approve staff recommendations, including option C of Bickmore proposal with modifications noted above.

7. Police Steering Committee Report:

Marcus Beverly presented an update from the most recent Police Chiefs meeting, including a recommendation to fund risk management training for next year and continue the video camera matching grant program.

After a brief discussion committee approved continued funding for the video camera matching grant program as presented. /M/Anderson/S/Sam/C/unanimously approved.

The committee also approved funding for police risk management training for next year, as presented. /M/Maltbie/S/Sam/C/unanimously approved.

8. Earthquake Property Damage Study Report:

In the absence of Jeanne Perkins, ABAG Earthquake Program Manager, Marcus Beverly presented to the committee an overview of the report, the work completed thus far and work to be completed over the next few months.

After a brief discussion with committee it was decided that each city would have the option of opting in or opting out in reference to receiving the earthquake report. For the cities that are in favor of receiving the report the remainder of the expenses for completion would be allocated amongst them.

9. Other Business / Nominations for Officers:

Alan Nadritch, the current committee chair, will be retiring in October, so this is expected to be his last committee meeting. Therefore, nominations for officers were solicited from the committee members. The nominations were:

Larry Anderson – Chair

Barbara Lathrop - Vice Chair

These nominations will be presented to the Board for approval in May.

10. Adjournment:

There being no further business, meeting was adjourned at 1:10 p.m.

Respectfully Submitted,



Marcus Beverly
ABAG PLAN Secretary