

**Approved**  
**4/6/05**



**ABAG PLAN CORPORATION**  
**Risk Management Committee Regular Meeting**  
**Summary Minutes**

**Wednesday, December 15, 2004**  
**ABAG Conference Room A**  
**101 Eighth St., Oakland, CA**

**Presiding**

Larry Anderson, Chairman

**Jurisdiction**

Burlingame

**Committee Members Present**

Kristi Chapelle  
Sandy Salerno  
Lee Ann McPhillips  
Joni Pattillo  
Jeff Killian

Foster City  
East Palo Alto  
Gilroy  
Dublin  
Millbrae

**Committee Members Absent**

Jeff Maltbie

San Carlos

**Staff Present – ABAG PLAN Corporation**

Marcus Beverly, ABAG PLAN Risk Manager  
Carol Johnson, ABAG PLAN Secretary

**1. Call to Order:**

Chairman Larry Anderson called the meeting to order at 10:40 a.m.

**2. Public Comments:**

None

**3. Approval of Minutes:**

Minutes of March 3, 2004 meeting approved as submitted with exception of name correction Joni Pattillo instead of Jon Pattillo as written.  
/M/Anderson/S/McPhillips/C/approved

**4. Risk Management Policy & Performance Standards:**

Staff presented a draft Risk Management Policy and Performance Standards to guide the Committee and staff in implementing and monitoring risk management programs for our Members. A sample form for a yearly self-audit for Members was distributed and discussed.

The Committee members provided input on various aspects of the Policy, Standards and Framework, including factoring in “preventable” claims, meeting at least annually to discuss

claims and the Member's risk management program, timelines for follow up and compliance, and defining "best practices" v. minimum standards.

The discussion also included feedback from our strategic planning meeting in October that the Members' want more risk management services. The Committee recognized the need to provide resources for this goal and discussion followed on how best to assist Members in achieving best practice standards. Members are looking for someone to come out and help keep them in compliance, similar to a safety consultant used by a number of Members for their Workers Compensation exposures. Committee members suggested sharing a risk manager among themselves and estimated how many hours of work or number of staff would be needed to provide services.

Committee members stressed need to establish a fair allocation of time, with ability to recognize and reward good behavior v. only focusing resources on bad behavior. Staff and Committee members discussed balance needed to get poor-performing members up to standards, as a cost-effective way of loss prevention, while at the same time encouraging members who are above average to continue to maintain and improve their programs.

Staff agreed to provide analysis at the next meeting to estimate the number of hours needed per member and in total to implement and monitor the performance standards. A comparison of in-house v. outsourced costs will be provided, with a factor for bringing certain Members up to standards. Staff suggested each member be provided a baseline level of service each year, with ability to purchase additional consultant hours as needed or required from the Member's net balance, with certain limitations.

Committee members also discussed the draft Vehicle Fleet Safety Policy as part of the performance standards. The committee expressed general agreement with the policy but also some concerns regarding issues that may require negotiation. The members agreed to provide feedback after further review.

The Committee members agreed no formal action was needed at this time and asked staff to follow up with email copies of the revised draft policies.

### **Break – Lunch**

### **5. Risk Management Assessments**

### **6. Sewer Loss Prevention Program Update**

### **7. Risk Management Programs – Update**

Staff provided a brief verbal update on the status of the various ongoing risk management programs. The risk management assessments are on schedule, with @ six Members left to visit. A summary of the findings will be presented to the Committee at the next meeting.

We recently completed sewer claim response training for Member public works staff, with over 70 attendees and very positive feedback. Members are providing information to complete a required set of response procedures that will be distributed next month. Our public education campaign is again in the news, with a revised website and special offer for sewer lateral inspections.

A number of Members have expressed interest in the sidewalk repair program and the Taser purchase program. Details of the grants provided and suggested funding of programs for next year will be provided at the next meeting.

**8. Earthquake Risk:**

Staff presented a report and recommendation to exclude claims arising out of use of any structures located within 50 feet of a known active fault trace. Included in the staff report were copies of recent reports to the Town Council from their attorney and from PLAN staff regarding whether or not the current structures should be retrofitted. Staff also circulated at the meeting background on the history of the structures, photos, and the current status of the Town of Portola Valley's efforts to mitigate their earthquake risk.

After discussion, the Committee agreed with staff's recommendation, with a request that the definition of "active fault trace" be included in any revision to the MOC. Committee approved recommendation to the Executive Committee as presented and noted above.

/M/Killian/S/McPhillips/C/approved

**9. Other Business:**

None

**10. Adjournment:**

Meeting adjourned at 1:55 p.m.

Respectfully Submitted,



Marcus Beverly  
Risk Manager and Secretary