

CALL IN: 866-469-3239

PASSCODE: 218 126 86

## AGENDA

**JPA:** MBASIA Safety Committee Meeting

**DATES/TIMES:** Monday, January 31, 2011 at 11:00 AM

**PRIMARY LOCATION:** Alliant Insurance Services, Inc.  
100 Pine Street, 11<sup>th</sup> Floor  
San Francisco, Ca 94111  
(415) 403-1411

**LOCATIONS VIA TELEPHONE:**

- City of Capitola – 429 Capitola Ave, Capitola, CA 95010 (831) 475-7300
- City of Del Rey Oaks – 650 Canyon Del Rey Rd, Del Rey Oaks, CA 93940 (831) 394-8511
- City of Gonzales – 147 Fourth Street, Gonzales, CA 93926 (831) 675-5000
- City of Marina – 211 Hillcrest Ave, Marina, CA 93933 (831) 884-1278

**LEGEND:**

A – Action may be taken

I – Information

1 – Included

2 – Handout

3 – Separate

4 – Verbal

*In accordance with the requirements of the Brown Act, notice of this meeting must be posted in publicly accessible places, 72 hours in advance of the meeting, in each of the member agencies involved.*

*Per Government Code section 54954.2, persons requesting disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, are requested to contact Alliant Insurance Services at (415) 403-1411, 24 hours in advance of the meeting. Access to some buildings may require routine provision of identification to building security. However, MBASIA does not require any member of the public to register his or her name, or to provide other information, as a condition to attendance at any public meeting and will not inquire of building security concerning information so provided. See Government Code section 54953.3.*

- PAGE**
- 4 A. CALL TO ORDER**
- 4 B. CONSENT CALENDAR**  
None
- 4 C. PUBLIC COMMENTS** (I)  
*The public is invited at this point to address the Board on issues of interest to them.*
- D. SAFETY COMMITTEE**
- 1-3** 1 Safety Committee Survey and Report (A)  
*Members will review the Safety Survey and Report and may take action or give direction.*
- 4** 2 Safety Committee Budget Action (A)  
*Members will review the remaining funds available in the Safety Budget and may take action to appropriate funds or give direction.*
- E. CORRESPONDENCE / INFORMATION** (I)  
None
- 4 F. GENERAL RISK MANAGEMENT ISSUES** (I)  
*Subjects that of interest to members: please bring 15 copies of any materials.*

**ADJOURNMENT**

**Member Cities**

Capitola  
Del Rey Oaks  
Gonzales  
Greenfield  
Hollister  
King City  
Marina  
Sand City  
Scotts Valley  
Soledad

**Item No. D.1  
Safety Committee  
January 31, 2011**

## **Safety Committee Survey and Report**

**ISSUE:** The Safety Committee sent a survey to the Member Agencies which was compiled and reviewed by Kent Rice and Alliant. The results of the study are attached. Additionally, Alliant discussed the results of these survey's with Janet Kirkpatrick at JT2 to see if the Workers Compensation TPA had any additionally recommendations for the Committee.

**RECOMMENDATION:** The committee may consider giving direction to the Program Administrators or Kent Rice to follow up on the Survey Results, or may take action to recommend adoption of certain policies and/or procedures to the Board of Directors.

**FINANCIAL IMPACT:** No financial impact is expected from the recommended action.

**BACKGROUND:** In an effort to improve MBASIA's Safety Program, the Safety Committee issued a survey to each Member Agency on November 1<sup>st</sup>, 2010. The surveys were completed and returned to Alliant by December 1<sup>st</sup>, 2010. **The results of this survey will help the Committee make a recommendation to the Board of Directors on how to best utilize the Safety funds for Program year 2010-11.** The following report is an analysis of the Safety Survey findings.

As you can see on the attached report, items that should be addressed are in bold. Specific items that seem to need improvement for multiple agencies include: Code of Safe Practices – Job Specific, Return to Duty Program, IIPP training, Routine Inspections of Organizations Structures and Work Sites.

Additionally, the Committee may consider recommending a uniform set of Policies or Procedures among all Members. Further to this, the Committee may consider implementing a standard return to work or light duty policy.

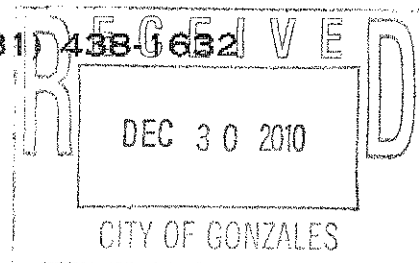
**ATTACHMENT:** Safety Survey Results and Report

## Safety Committee: PY 2010-11 Safety Survey

	IIPP	Code of Safe Practices -Job Specific	WC Incident Report Form	Return to Duty Program	Pre-Employment Physicals	IIPP Training	Routine Inspections of Organizations Structures and Work Sites
Capitola	Yes	No	Yes	Yes - Included in MOU	Yes	Yes	11/17/09 inspection of upstairs portion of city hall was conducted.
Del Rey Oaks	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Gonzales	Yes	Yes	Yes	Done on case by case basis in discussions w/ JT2	Yes	Yes	Yes - Annually
Greenfield	Yes	Not Yet	Yes	Not Yet	Yes	Not Yet	Not Yet
Hollister	Yes	Yes	Yes	Yes	Yes	Yes	Yes
King City	Yes	No	Yes	No	Yes	No	No
Marina	Yes	Yes	Yes	Yes	Yes	Available online for employees and given to new hires	Yes
Sand City	Yes, Upon Hire Date	N/A	Yes, Within 24 Hours	No	Yes, Upon Hire Date	Employee & Date of Hire List	N/A
Scotts Valley	Yes	Waiting for Confirmation from Steve	Yes	Yes	Yes	Department Heads and Safety Coordinators work together to schedule ongoing employee trainings	Yes
Soledad	No	No	Yes	No	Yes	No	No
<b>TOTAL</b>	<b>9 YES 1 NO</b>	<b>4 YES 4 NO 2 no answer</b>	<b>10 YES</b>	<b>6 YES 4 NO</b>	<b>10 YES</b>	<b>7 YES 3 NO</b>	<b>6 YES 3 NO 1 no answer</b>

# RKR R. KENT-RICE ASSOCIATES

144 MONTCLAIR DRIVE, SANTA CRUZ, CA 95060 (831) 438-6632



December 30, 2010

Following is a summary of the check lists submitted by member agencies. Five documents were reviewed.

## Document

- \* Injury – Illness Prevention Program – All cities except Soledad have an IIPP. Those IIPP's reviewed meet the requirements.
- \* Code of Safe Practices – Job Specific - The cities of Greenfield, King and Soledad responded no to this element. All those reviewed appeared to be adequate.
- \* Workers' Compensation Incident Report Form – All cities reported positive (yes) on this item.
- \* Return to Duty Program – One half of the members (5) did not have a program of this type. One of the five relied on JT2 for advice but is included in the 5 above.
- \* Pre Employment Physicals – All cities reported yes on this item. Two cities had blank forms showing all employees covered. There is a question as to non safety physicals on all city employees on the remaining eight cities.

## Employee Training and Inspections

- \* IIPP - Three members responded no to this item. Only three cities of the seven yes responders included a roster of employees.
- \* Routine Inspections – Six cities responded yes to this item leaving four no's. One of the no's responded with a "NA".

There appears to be several areas that need work:

- \* Return to Duty Program -
- \* Inspection Program

In addition, two of the cities (King City and Soledad) need work on several of the items listed.

**Item No. D.2  
Safety Committee  
January 31, 2011**

## **Safety Committee Budget Action**

**ISSUE:** At the October 28, 2010 Long Range Planning Session, the Board directed the Safety Committee to give direction to the Board on how to use the \$100,000 of Safety Funds that were budgeted for PY 2010-11 (*subsequently reduced to \$80,000 due to implementation of a Travel and Training P&P*).

**RECOMMENDATION:** Staff recommends the Committee review the Safety Survey results and give direction to the Board of Directors on how to best use the budgeted Safety funds.

**FINANCIAL IMPACT:** The Authority has budgeted \$100,000 for PY 2010-11 to be spent on safety services. To date, none of these funds have been exhausted. However, a Travel and Training policy has been put into place which would allow each Member Agency to expense up to \$2,000 (\$2,000 x 10 Members = \$20,000). So, in essence, there is \$80,000 of funds available to pay for safety services.

**BACKGROUND:** During the Long Range Planning Session the Board discussed possible options to use the \$100,000 of Safety Funds. The Board also gave direction to the Executive and Finance Committee to enact a Travel Policy and Procedure which would use funds from Safety. Later, the Committee passed the Policy and Procedure which allows each Member Agency to expense up to \$2,000. This leaves at least \$80,000 of Safety funds which should be utilized before year end.

While the Board was discussing how to use the budgeted Safety funds, the following ideas were discussed:

1. **Hire a Safety Consultant** to review the standards at each Member Agency and possibly standardize Member Policy and Procedures
2. **Create a grant program** that would allow each member agency to be reimbursed for expenses (e.g. A maximum of \$8,000 per member) incurred to improve the Member Agencies Safety Programs
3. Follow the direction of the Safety Committee's recommendation following their evaluation of the Safety Survey

At the end of the meeting, the Board took action to wait for the Safety Committee's recommendation following their review of the Safety Survey.

**ATTACHMENT:** None