**MINUTES OF THE**

**MBASIA SAFETY COMMITTEE TELECONFERENCE**

**MONDAY, JANUARY 9, 2012 AT 11:00 AM**

**PRIMARY TELECONFERENCE LOCATION:**

**San Francisco**

**MEMBERS PRESENT**

Daniel Dawson, City of Del Rey Oaks

Rene Mendez, City of Gonzales

Adela Gonzales, City of Soledad

Ezequiel Vega, City of Soledad

**MEMBERS ABSENT**

Lisa Murphy, City of Capitola

Kathy McFall, City of Marina

**GUESTS AND CONSULTANTS**

Conor Boughey, Alliant Insurance Services

Monica Sandbergen-Izo, Alliant Insurance Services

Michael Simmons, Alliant Insurance Services

**A. CALL TO ORDER**

President Rene Mendez called the meeting to order at 11:05 A.M.

**B. CONSENT CALENDAR**

**B1. Approval of Minutes – December 12, 2011 Safety Committee**

A motion was made to approve the minutes.

**MOTION:** Adela Gonzalez **SECOND:** Rene Mendez **MOTION CARRIED**

**C. PUBLIC COMMENTS**

None.

**D. SAFETY COMMITTEE**

**D1. Safety Inspections – Policy and Procedures**

Conor Boughey advised that he contacted CSAC-EIA to see if they could forward us templates for certain policy and procedures at no cost. Charles Williams from CSAC advised that he does not want to send us boiler plate templates but would rather work with the members to make sure they have the appropriate policies and procedures in place. Mr. Boughey advised that CSAC has agreed to hold a workshop either with the individual cities or MBASIA as a whole at no cost to create the templates. Mike Simmons advised he’s not sure if CSAC has the manpower to meet the members on an individual basis. Conor advised that Charles would like to meet with individual cities, review the needs and then build the policy and procedures from there. Conor advised that he will need to confirm with CSAC to see if they can actually meet with individual cities. Mike advised that we need to write up the scope and send it to Charles. Rene suggested having a backup plan of meeting in smaller groupings.

**D2. Safety Inspections – Check List for Deficiencies**

Conor Boughey reminded the members that Alliant was asked at the last Safety Committee meeting to create checklists for members to comply with the safety inspection results. Mr. Boughey referred to page 8 of the agenda packet and advised that this is a sample template based on the City of King City and that the items listed are those that the city failed to score 60% or higher on. Conor further advised that also included in the template are the items that need to be completed in order to bump up their score. Conor Boughey suggested including the checklists on the consent calendar of each quarterly board meeting and listing the members that are not in compliance.

Daniel Dawson would like to see an incremental compliance – one item should be listed every quarter that has been completed.

Members advised that they liked the format of the checklist included in the agenda packet.

Conor advised that we will complete one checklist/scorecard for each member and hand out at the next Board meeting. Send out email 2 weeks before board meeting asking members for updates on their scorecard.

Rene advised to wait until the Board meeting to hand out the scorecards

**D3. Safety Inspections - Noncompliance Penalty**

Conor Boughey advised that 7 different JPA’s were surveyed to see if they have used a penalty system for non-compliance of Authority practices. Of the 7 JPA’s that were surveyed, it was found that one has a penalty system in which the SIR is doubled for non-compliance and the other utilized a peer pressure approach. The other 5 JPA’s do not have a penalty system in place.

Daniel Dawson advised that we should wait to see how the peer pressure approach works until we start considering a penalty system. Conor said another approach would be to not give rebates on the WC to non-compliant member.

Members agreed to wait and see how the peer pressure approach works.

**E. CORRESPONDENCE/INFORMATION**

We withdrew from the LC at the end of the year, except for 3 members. MBASIA has similar access to trainings through ERMA. The Authority is going to continue to pay for LC at $2800 per member. Soledad advised that want to remain with LC.

Conor advised that LC should be sending invoices to him, not to individual members.

**F. GENERAL RISK MANAGEMENT ISSUES**

Meeting adjourned at 11:30 a.m.