



Risk Control Committee Standard Operating Procedures

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Introduction

In every conversation we have, every initiative we explore, and every action we take, we must hold them up against the EIA's Mission, Vision and Core Values. Together, the Mission, Vision and Core Values are our strategic framework and clarify why the EIA exists and what we aim to be. As you review this document, please keep these in mind:

Mission:

The CSAC Excess Insurance Authority is a member-directed risk sharing pool of public agencies committed to providing risk coverage programs and risk management services, which drive member stability, efficiency, and best practices.

Vision:

The CSAC Excess Insurance Authority (EIA) will continue to be internationally recognized as a leading risk sharing pool for its member-directed operating philosophy and commitment to member fiscal sustainability. The EIA will continue to influence and shape the future of the risk management profession.

Core Values:

CSAC EIA is dedicated to preserving a member-directed culture, defining standards for quality and performance throughout the industry, and ensuring programs and services are:

- **C**ompetitive in scope and price over the long term
- **A**daptable and customized to meet member needs, based on high-quality standards
- **R**esolute in delivering timely solutions that address present and emerging risks
- **E**quitable in allocating costs and services between various members in a fair and consistent manner
- **S**table in supporting cost-effective, fiscally prudent operations *and* long-term solvency, and in building long-term relationships with members and program/service partners.

Composition

The Committee is comprised of 11 members that participate in at least one of the EIA's programs, of which 9 are voting members and 2 are alternates who are eligible to vote at any meeting where a voting member is absent.

Reference: [Committee Composition](#)

Roles

Committee:

The Risk Control (RC) Committee shall review, evaluate and provide direction to staff regarding matters pertaining to the Authority's Risk Control services.

Pursuant to the Bylaws, the Committee shall:

- Advise and make recommendations to the Executive Committee or the Board of Directors regarding new and/or existing programs; and,
- Perform such other functions as the Board of Directors and/or Executive committee may direct.

Chair:

- Call/Authorize additional meetings as needed to be scheduled
 - Staff will contact Chair to arrange date, time, location (in-person or WebEx)
 - Once authorized, staff will notify the Committee members via e-mail
- Call the meeting to order
- Orchestrate agenda items
- Recognize members to facilitate orderly debate
- Preside over voting
- Enforce rules of the group
- Expedite the business of the group
- Declare meeting adjournment
- Reports Committee activity to the Board of Directors
- Represent the Risk Control Committee at the annual CSAC EIA Executive Retreat

Vice Chair:

- Vice chair assumes the responsibilities of the Chair in their absence.

Staff:

- Assist Chair in facilitating the meeting, prepare agendas, take minutes, summarize meeting for those not in attendance
- Advisory to the Committee
- Will make recommendations to assist the Committee
- Identifies and presents training programs or other risk mitigation and control strategies

- Advises Committee of proposed regulatory changes specific to risk control, safety and risk management, and discusses the potential impact of specific legislation adoption or defeat
- Conduct member needs assessments and present findings to the Committee. In conjunction with the Committee, determine the existence or need for related services.
- Provides service updates

Reference: [Non-Member Policy](#)

Responsibilities

- Review and evaluate model risk control/management programs to determine whether they are viable cost saving opportunities
- Recommend service providers and assist EIA staff in vendor selection
- Gather insight from loss data, surveys, and member requests when considering the continuation of existing services, and/or the development of new services/resources
- Assist staff with the development of resources for the Risk Control Toolbox
- Make recommendations to other Committees regarding issues that may have an impact on EIA members. For example, the Committee would make recommendations to:
 - The Legislative Committee regarding risk control related legislative issues
 - The Executive Committee regarding policy changes, such as the administration of the subsidy program
 - The Executive Committee whether to: allow non-member entities to attend EIA sponsored training programs; offer an on-line training/management tool (Platform); and how the Risk Control Platform costs should be allocated

Reference: [Wrike](#)

Reference: [Risk Control Services](#)

Reference: [Risk Control Toolbox](#)

Reference: [Partner Programs](#)

Meetings

Meetings of the Risk Control Committee are conducted in accordance with Robert's Rules of Order. An agenda will be prepared for each meeting, and distributed to the Committee 7 days prior to the meeting. The Chair also establishes the order of business to be conducted. Items requiring action are generally addressed before the bulk of informational reports, in order to ensure a quorum is present for items needing a vote.

Reference: [Resolution No. 10-004 – Agency Policy & Conduct of Meetings](#)

Code of Conduct/Ethics Policy:

The Board has adopted a Code of Conduct which is applicable to all members, staff, committees, and the Board.

Reference: [Code of Conduct](#)

Scheduling:

The Risk Control Committee meets at least 4 times per year (see schedule). Additional meetings may be held as needed, and at the call of the Chair. Below are generally when the Committee will meet to address certain matters:

- **January**
 - In Person Meeting at EIA Office, Folsom, CA
 - Election of officers
 - Committee Code of Conduct/Ethics
 - Status Reports on programs and services of the EIA
 - Review Services Provided
 - Review demand for services
 - Review proposed occupational health & safety standards. Develop a course of action if deemed necessary
 - Meeting Calendar
- **May**
 - WebEx Meeting
 - Review Services Provided
 - Review demand for services
 - Review proposed legislation & prepare recommendations for Legislative Committee
 - Strategic Plan Update
 - Status Reports
 - Review proposed occupational health & safety standards & develop a course of action if deemed necessary
 - New Business
- **August**
 - In Person Meeting at EIA Office, Folsom, CA
 - Strategic Planning
 - Review demand for services
 - Recommendations to the Executive Committee and Board

- regarding new services
 - Review services provided
 - Review proposed legislation & prepare recommendations for Legislative Committee
 - Review proposed occupational health & safety standards & develop a course of action if deemed necessary
- **November**
 - WebEx Meeting
 - Review mid-year activity and demand for services
 - Status Reports
 - Strategic Plan Review and Adoption
 - Review proposed occupational health & safety standards & develop a course of action if deemed necessary
 - New Business

Reference: [Bylaws, Article IV.5.](#)

Quorum:

Pursuant to the Bylaws, a quorum consisting of a majority of the Committee (at least 5 members) must be present in order to conduct a meeting.

Reference: [2019 Scheduled Risk Control Meeting Schedule](#)

Reference: [Travel Reimbursement Policy](#)

Voting Requirements:

Pursuant to the Bylaws, the voting requirement is a majority of the Committee (at least 5 members) for all actions of the Risk Control Committee.

Conflicts

Pertinent EIA Code of Conduct Provisions:

2. We are committed to the concepts of democratic, effective and efficient governance by responsible, knowledgeable members of the Board of Directors and Committees with an understanding that official decisions made and actions taken by the Authority are always made in the best interests of the Authority's membership, as opposed to the interests of the Authority's staff, service providers, or other outside interests.

9. We are committed to the principle that conflicts of interest (defined as situations in which a person has a financial or other interest or the appearance of a conflicting interest that would call into question the person's ability to act in an impartial manner with respect to a matter affecting the Authority) should be avoided and where present shall be fully disclosed. This includes situations when a member of the Board, a Committee, staff, or vendor has personal interests (including those of his/her family) that are contrary to his/her loyalty to the Authority.

Vote on behalf of the EIA or the Entity I Represent?

Attorney General Opinion No. 00-708 dated 12/8/00 concluded that a member of the governing board (in this case the Risk Control Committee) of a joint powers agency may cast a valid vote on a matter before the agency that is inconsistent with the position by the legislative body which appointed the member.

Reference: [Attorney General Opinion No. 00-708](#)

Voting When Conflict Arises:

According to FPPC:

- Disqualification
 - For financial interest (exception when action required)
- Abstention
 - Conflicting loyalties
 - Perception you can't be fair
 - Ethical dilemmas (exception for necessity to take action)

According to Robert's Rules of Order:

- Duty to vote if you have an opinion
- Right to abstain
- Personal interest - must abstain except
 - Vote for self in an election
 - Vote if other's interests are included in the motion

Glossary of Terms

American Board of Industrial Hygiene (ABIH): The purpose for which the ABIH is organized is to improve the practice and educational standards of the profession of industrial hygiene. The Corporation may engage in any activities, not specifically forbidden by law, which may contribute to this purpose. It shall certify persons qualified through training and experience in this profession. <http://abih.org>

American Society of Safety Professionals (ASSP): The American Society of Safety Professionals (ASSP) is a global association for occupational safety and health professionals. For more than 100 years, it has supported occupational safety and health professionals in their efforts to prevent workplace injuries, illnesses and fatalities. It provides education, advocacy, standards development and a professional community to its members in order to advance their careers and the OSH profession. Founded in 1911, ASSP represents in excess of 38,000 members in 80 countries around the world, connecting OSH professionals to a vast community of peers, resources and opportunities

<http://www.assp.org/>

Associates in Risk Management (ARM): An Educational Program for Risk Managers which was developed by the Insurance Institute of America, the three-course Associate in Risk Management (ARM) program will enable candidates to apply a risk management decision-making process to any organization's exposures to accidental and business

losses. <https://ieatraining.org/risk-management-program/>

Associate Safety Professional (ASP): The Associate Safety Professional (ASP) designation is the start of the process toward achieving the CSP certification. It is a temporary designation awarded by BCSP. It means that an individual has met the academic requirement and has passed the first of two examinations leading to the CSP credential.

The ASP is not a separate certification and only denotes a CSP candidate who has passed the first exam, Safety Fundamentals. <http://www.bcsp.org/asp>

Body Worn Cameras (BWC): The EIA has partnered with Lenslock, a company that provides leading edge and innovative options in body worn cameras, to bring its members discounted pricing on leading edge technology. A turn-key body worn camera, software, and secure cloud service focused on ensuring that digital video & data captured by law enforcement agencies is safely maintained in a Microsoft Azure CJIS compliant Government Cloud solution.

<https://www.csac-eia.org/services/loss-prevention/partner-programs/law-enforcement-body-worn-camera-services/body-worn-camera-flyer/>

CAJPA (California Association of Joint Powers Authorities): The California Association of Joint Powers Authorities (CAJPA) was formed in 1981. The pooling concept for insurance purposes was relatively new and fairly obscure. JPAs ventured alone in uncharted waters as they wrestled new and perplexing problems. CAJPA was formed to meet the need for communication and cooperation among the newly formed JPAs. Its founders structured an association that serves as an information and educational network; one that has grown to also promote unique insurance and risk management concepts and services for its members. <http://www.cajpa.org>.

Certified Industrial Hygienist (CIH): Accredited by the Council of Engineering and Scientific Specialty Boards, the American Board of Industrial Hygiene has provided the measure of excellence in certification for the industrial hygiene profession since 1960. Applicants for the Certified Industrial Hygienist (CIH) credential are required to meet educational and experience requirements as well as demonstrate their knowledge and skills through examination.

Certified Safety Professional (CSP): Distinction awarded by the Board of Certified Safety Professionals (BCSP), marks individuals who have met educational and experience standards and passed rigorous examinations validated against the practice of hundreds of safety professionals. <http://www.bcsp.org/asp>

CSOOC (County Safety Officers Organization of California): The County Safety Officers' Organization of California, composed of government and private agencies from throughout the state, was founded in 1959 to protect county government workers from industrial injury or death; protect the general public from general liability exposures; and provide loss control and risk management services to public agencies. General membership is made up of County Safety Officers, and their designated

representatives. Associate Members are school districts, insurance companies, general agencies, joint powers authorities, special districts, and individuals with special interest in the field.

CSOOC strives to improve safety conditions throughout California. To this end, the CSOOC sponsors regular, bi-annual conferences at various locations throughout the state where proven experts, specialists, and public figures share their knowledge. Safety engineering and loss control are presented by people who have been there.
<https://www.csooc.org/>

Cyber Security: The EIA has partnered with Synoptek to provide its members access to Cyber Security services at discounted rates. Synoptek provides superior Security Services and Infrastructure management to improve an entities performance and success.
<https://synoptek.com>

Drug and Alcohol Testing Consortium: The EIA, in partnership with Alere Toxicology Services (Abbott) has formed a drug and alcohol testing consortium to help members control costs and facilitate testing requirements. Participation in the consortium is voluntary.

<https://www.csac-eia.org/services/loss-prevention/partner-programs/drug-alcohol-consortium/dot-consortium/>

EIA TV: A web-based portal for live webcasts and a repository for recorded programs. Provided by INXPO.
<https://vts.inxpo.com/scripts/Server.nxp?LASCmd=AI:4:F:QS!10100&ShowKey=26843>

Employer Pull Notice Program (EPN): An automated EPN service (Driver's Direct) delivered by A-Check Global to subscribed EIA members. A-Check Global is approved by the California Department of Motor Vehicles to deliver EPN services.
www.acheckglobal.com

Insurance Educational Association (IEA): Founded in 1876, IEA, has grown to become the leading not-for-profit provider of professional education in the Western United States, by pioneering professional development and continuing education programs. leatraining.org

Loss Analysis: Assessing extent of loss by analyzing facts and statistics. This is a predictive tool used in risk control.

National Safety Council (NSC): National Safety Council is a nonprofit organization with the mission of eliminating preventable deaths at work, in homes and communities, and on the road through leadership, research, education and advocacy. NSC advances this mission by engaging businesses, government agencies, elected officials and the public to help prevent the third leading cause of death in the U.S. – preventable injuries.
<http://www.nsc.org/company>

Online Training: TargetSolutions a web-based training and risk management platform

available to all members. It features:

- An extensive library of courses and on-line training management services
- Flexible tools to monitor key compliance tasks
- Easy-to-use communication solutions for exchanging information
- Powerful risk identification and mitigation technologies
- An automated system to monitor employee driving records
- Services for streamlining employee and applicant screening
- Custom activities builder
- Test builder
- Community resources
- Certification tracker – Anything with an expiration date

<http://csac-eia.targetsolutions.com>

Public Agency Risk Managers Association (PARMA): PARMA, the acronym for the Public Agency Risk Management Association, was founded in 1974, by a group of eight risk managers. PARMA was the first organization of its kind, and was formed to provide a forum for California public sector risk managers to share ideas on how to perform their duties in this emerging field. At that time in the history of public entity risk management, no venue existed for risk managers to learn their trade, and most of what was being done was experimental in nature. That being the case, the founders of PARMA wished to share their experiences and risk management techniques so that their fellow risk managers would not have to continually keep “reinventing the wheel.” This collegial spirit still permeates PARMA, and the networking that it engenders is the cornerstone of PARMA.

PARMA has grown from that tiny band of risk managers, to an organization that spans the entire State of California, has members in Washington, Oregon, Colorado and Nevada, and which is now comprised of over 600 members in six local Chapters. It is still governed by its members and a central Board of Directors, whose members are nominated and elected by the membership.

<http://www.parma.com>

Public Agency Safety Management Association (PASMA): PASMA is a growing non-profit organization that consists of occupational safety, health and risk management professionals from a variety of public agencies throughout California. Members work together to meet the challenges of public agency safety management, sharing ideas, experiences and resources in developing programs, managing loss exposures and addressing state and federal health and safety compliance issues.

<http://pasmaonline.org/>

Public Risk Management Association (PRIMA): The Association’s mission is to promote effective risk management in the public interest as an essential component of public administration.

Headquartered in Alexandria, VA, PRIMA is the largest risk management association dedicated solely to the practice of risk management in the public sector. PRIMA’s

membership is made up of more than 1,200 entities.

PRIMA's members coordinate risk management, purchase insurance, manage human resources, administrate safety and environmental programs, manage labor issues, park and recreation programs and much more. They adhere to a strict code of ethics, a standard of professional conduct as it applies to member work-related activities. <http://www.primacentral.org/>

Regional Training: Training sessions sponsored by the EIA, held on various topics at locations throughout California. Regional training programs are open to staff of member entities.

Risk Assessment Tool: The EIA has partnered with In2vate to create a leading edge Risk Assessment Tool. The tool consists of online surveys which generate customized action plans designed to assist members in program improvement. Provides links to pertinent Risk Control Toolbox resources and best practices in addition to benchmarking against other EIA members. <https://www.in2vate.com/eiarisksurvey>

SDS Management System: The EIA has partnered with SafeTec to provide members with access to a comprehensive, automated Safety Data Sheet (SDS) and chemical inventory management solution. <https://www.csac-eia.org/services/loss-prevention/partner-programs/safety-data-sheet-management/safety-data-sheet-flyer>

SWOT Analysis: Strengths, Weaknesses, Opportunities, Threats: A systematic way of seeing where an organization has been in order to help guide it into the future.

Timekeeping Systems: The EIA contracted with Guard1 to provide a timekeeping system at reduced rates. The Guard1 system allows members with correctional facilities to electronically log check-in points with timestamps on their routes, to provide documented proof that routes were completed. This system can also be used for safety inspections and patrols such as door checks, fire safety inspections, and perimeter patrols <https://www.csac-eia.org/services/loss-prevention/partner-programs/checkpoint-system/guard-1>

Video Streaming: The EIA has partnered with iTrainStation to bring an online streaming library of safety and training videos to members. <https://www.itrainstation.com/>

EIA Toolbox: A compendium of risk control best practices, an Employment Practices Manual and sample policies and presentations on over 100 areas of risk management. Documents within the Toolbox are a compilation of Cal-OSHA approved policies, and best practices documents that can be used by members and customized to fit an entity's unique circumstances. The Toolbox also includes Safety Talks, School Liability Handbook – Student Activities and Employment Issues, Job Safety Analyses, Essential Job Duty Worksheets and Information Sheets that are produced by the EIA Risk Control team.

Protective Footwear: The EIA has partnered with Shoes for Crews (SFC) to offer members a variety of protective footwear products at discounted rates when participating

in one of [SFC corporate programs](#).

Soft Tissue Injury Prevention Program: EIA has contracted with Savvy Health Solutions to provide a Soft Tissue Injury Prevention Program designed to help reduce Musculoskeletal Disorders (MSDs) including sprains, strains, tears and repetitive motion injuries, this is a crucial component of an integrated occupational health & safety strategy.

Fire Apparatus Inspection Software: This mobile application for Fire and EMS Agencies, accessible through TargetSolutions, allows for easy inspections on the go. [TargetSolutions Check It](#) simplifies routine maintenance inspections of fire equipment. Access customizable checklists based on your own needs. Send push notifications to alert users of past-due checks. Open service tickets, document costs, and then track the progress of an out-of-service apparatus. Contact [Risk Control](#) for more information.