

EMPLOYMENT RISK MANAGEMENT AUTHORITY (ERMA)

**MINUTES OF THE UNDERWRITING COMMITTEE MEETING
OF DECEMBER 6, 2022**

An ERMA Underwriting Committee Meeting was held on December 6, 2022. All portions of this meeting were conducted via Zoom in accordance with Government Code Section 54953.

COMMITTEE MEMBERS PRESENT: John Gillison, President, CIRA
Stuart Schillinger, Vice President, BCJPIA
Brett Miller, Treasurer, MBASIA (*arrived during agenda item 5.A.*)

COMMITTEE MEMBERS ABSENT: None

OTHERS PRESENT: Jennifer Jobe, Executive Director
Danielle Davis, Board Secretary

1. CALL TO ORDER/ROLL CALL

The December 6, 2022, ERMA Underwriting Committee Meeting was called to order at 10:00 a.m. A roll call was taken, and it was determined a quorum was present.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

John Gillison moved, seconded by Stuart Schillinger, to approve the agenda as posted. A roll call vote was taken. The motion passed unanimously.

3. PUBLIC COMMENTS

None

4. CONSENT CALENDAR

John Gillison moved, seconded by Stuart Schillinger, to approve the following item on the Consent Calendar: A) Minutes of the October 20, 2022, Underwriting Committee Meeting. A roll call vote was taken. The motion passed unanimously.

5. MEMBERSHIP MATTERS

Jennifer Jobe, Executive Director, reported three applications were received from the following members of the California Intergovernmental Risk Authority (CIRA) for participation in ERMA: Foresthill Fire Protection District (Foresthill FPD), Mosquito Fire Protection District (Mosquito FPD), and Wheatland Fire Authority (Wheatland). She noted each agency is seeking participation at a \$250,000 self-insured retention (SIR) and have been approved for participation in CIRA effective November 1, 2022.

A. Review of Prospective Member Application, Foresthill Fire Protection District (CIRA)

Ms. Jobe provided a summary of the Foresthill FPD's application, as follows:

- The district reported payroll of \$1.2M for the 2021 calendar year and has 12 full-time employees and six part-time employees.
- The district has written personnel policies and procedures in place that were reviewed and approved by the district's Board in 2016 but are not regularly reviewed by legal counsel.
- The district is compliant with AB 1825 and SB 1343 training requirements and utilizes Vector Solutions to conduct online training.
- The district provided an attestation of no known losses in the most recent seven completed fiscal years.

Ms. Jobe noted staff's additional recommendation that the Committee extend approval of the district's participation in ERMA retroactively effective November 1, 2022, with the condition the district's personnel policies and procedures are reviewed and updated by legal counsel with public sector employment law expertise and formally approved by the district's governing board no later than July 1, 2024.

B. Review of Prospective Member Application, Mosquito Fire Protection District (CIRA)

Ms. Jobe provided the following summary with respect to Mosquito FPD's application, as follows:

- The district reports payroll of \$334k for the 2021 calendar year and has two full-time employees and one part-time employee.
- The district has written personnel policies and procedures in place that are regularly reviewed by legal counsel. The policies were last revised in September 2022 and have been adopted by the district's Board.
- The district is compliant with AB 1825 and SB 1343 training requirements and utilizes Vector Solutions to conduct online training.

She stated staff recommended the Committee approve the district's participation in ERMA with a coverage effective date of January 1, 2023. She noted this deferred effective date for ERMA coverage was proposed to and approved by the CIRA Board of Directors due to initial concerns of delays receiving application materials.

C. Review of Prospective Member Application, Wheatland Fire Authority (CIRA)

Ms. Jobe summarized the details from Wheatland's application of participation as follows:

- The district reports payroll of \$600k for the 2021 calendar year and has three full-time employees and 18 part-time (volunteer) employees.
- The district has written personnel policies and procedures in place that are regularly reviewed by legal counsel. The policies were last revised in August 2018 and adopted by the district's Board.
- The district is compliant with AB 1825 and SB 1343 training requirements and utilizes Vector Solutions to conduct online training.
- The district has provided an attestation of no known losses in the most recent seven completed fiscal years.

As with Foresthill FPD, Ms. Jobe confirmed staff's recommendation for Wheatland included a retroactive approval to November 1, 2022, in addition to the condition the authority's personnel policies and procedures are reviewed and updated by legal counsel with public sector employment law expertise and formally approved by the authority's Board of Directors no later than July 1, 2024.

Brett Miller moved, seconded by John Gillison, to approve: 1) the Foresthill Fire Protection District (CIRA) at a \$250,000 SIR, effective November 1, 2022, with the condition the district's personnel policies and procedures are updated, reviewed by legal counsel with expertise in public sector employment law, and approved by the district's governing body, no later than July 1, 2024; 2) the Mosquito Fire Protection District (CIRA) at a \$250,000 SIR, effective January 1, 2023; and 3) the Wheatland Fire Authority (CIRA) at a \$250,000 SIR, effective November 1, 2022, with the condition the authority's personnel policies and procedures are updated, reviewed by legal counsel with expertise in public sector employment law, and approved by the authority's governing body, no later than July 1, 2024. A roll call vote was taken. The motion passed unanimously.

6. CLOSING COMMENTS

A. Committee Members

None

B. Staff

None

7. ADJOURNMENT

The December 6, 2022, ERMA Underwriting Committee meeting adjourned at 10:21 a.m. by general consent.

A handwritten signature in cursive script that reads "Danielle Davis". The signature is written in black ink and is positioned above a horizontal line.

Danielle Davis, Board Secretary