



Schools Program Alliance

c/o Alliant Insurance Services
Corporation Insurance License No. 0C36861
2180 Harvard Street, Suite 460, Sacramento, CA 95815

AGENDA

- A Action**
- I Information**
- 1 Attached**
- 2 Hand Out**
- 3 Separate Cover**
- 4 Verbal**

MEETING: Board of Directors Meeting
Schools Program Alliance
Teleconference Meeting

DATE/TIME: May 10, 2021 at 10:00 AM PDT

LOCATION VIA TELECONFERENCE: Toll Free (888) 475 4499 or (669) 900-6833 US Toll Meeting number (access code): 956 8085 0789
<https://alliantinsurance.zoom.us/j/95680850789?pwd=azUxQVh3bkILd0R6eDdRRU9NL1JzUT09>

PAGE **A. CALL TO ORDER, ROLL CALL, QUORUM** **A 4**

B. APPROVAL OF AGENDA AS POSTED **A 4**

C. PUBLIC COMMENTS **I 4**
The public is invited at this point to address the Board of Directors on issues of interest to them.

D. CONSENT CALENDAR **A 1**
The Board of Directors may take action on the items below as a group except a Board Member may request an item be withdrawn from the Consent Calendar for discussion and action.

Pg. 4 1. Minutes of SPA Board Meeting April 12, 2021

E. ADMINISTRATIVE REPORTS

Pg. 8 1. **Alliant Update**
The Board will receive an update on matters pertinent to SPA.
a) SPA Flyer – New Construction and Newly Reported Locations

F. GENERAL ADMINISTRATION

Pg. 10 1. **Excess Liability Program Update** **I 4**
Members will receive an update from ABD regarding the excess liability program.

Pg. 11 2. **SPA Draft Financials** **A 1**
Draft financial statements and FY 21/22 budget will be presented for review and discussion.
Pg. 14 a) **Draft Financial Statements as of April 30, 2021**
b) **Draft FY 21-22 Budget**

Pg. 16 3. **SPA Operating Processes, Policies and Procedures** **A 1**
The Board will review and may approve the following policies and procedures:
Pg. 19 a) P&P #2 – Admin - Record Retention Policy Draft
Pg. 26 b) P&P #3 – Admin - Protection of Electronic Data Policy Draft
c) P&P #4 – Property - Claim Management & Resolution Policy Draft

Pg. 31	4. Property Program Update <i>The Board will receive an update on pre-renewal activities and a timeline of important milestones in the renewal process for FY 21/22.</i>	A	1
Pg. 32	5. Loss Control Services <i>The Program Administrators will provide an update on ongoing loss control activities and suggested services as well as recommend a test pilot with a new service provide for Board consideration.</i>	A	1 3
Pg. 48	6. SPA Logo <i>The Board will make its final selection for the SPA Logo.</i>	A	1
Pg. 51	7. SPA Website <i>The Board will receive information about the SPA Website.</i>	I	2
Pg. 52	8. Rolling OCIP <i>Members will receive information about the Rolling OCIP program and may consider participation in the program.</i>	I	1
	G. INFORMATION ITEMS AND DISCUSSION <i>This is an opportunity for a Board Member to discuss a topic of interest or seek guidance and input from the group about a current issue, risk management topic or exposure the Member is experiencing.</i>	I	4
	H. ADJOURNMENT	A	4

IMPORTANT NOTICES AND DISCLAIMERS:

Per Government Code 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 Michelle Minnick at Alliant Insurance at (916) 643-2715 twenty-four (24) hours in advance of the meeting.

The Agenda packet will be posted at each member's site. Documents and material relating to an open session agenda item that are provided to the SPA members less than 72 hours prior to a regular meeting will be available for public inspection and copying at 2180 Harvard Street, Suite 460, Sacramento, CA 95815.

Access to some buildings and offices may require routine provisions of identification to building security. However, SPA 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.



Item No: D.

CONSENT CALENDAR

ACTION ITEM

ISSUE: Items on the Consent Calendar are to be reviewed. If any item requires clarification, discussion, or amendment by any member of the Board, such item(s) may be pulled from Consent Calendar and placed on the agenda for separate discussion.

Items pulled from the Consent Calendar will be placed on the agenda in an order determined by the President.

RECOMMENDATION: Adoption of items presented on the Consent Calendar after review by the Board.

FISCAL IMPACT: As indicated on any item included.

BACKGROUND: Items of importance that may not require discussion are included on the Consent Calendar for adoption.

ATTACHMENTS:

1. Minutes of SPA Board Meeting April 12, 2021

SCHOOLS PROGRAM ALLIANCE

April 12, 2021 Teleconference Meeting Minutes

Members Present:

Butte Schools Self-Funded Programs (BSSP)	Christy Patterson
North Bay Schools Insurance Authority (NBSIA)	Janet Selby
North Bay Schools Insurance Authority (NBSIA)	Brandon Schlenker
Redwood Empire Schools Insurance Group (RESIG)	Rose Burcina
Redwood Empire Schools Insurance Group (RESIG)	Steven Fields
Redwood Empire Schools Insurance Group (RESIG)	Chris Spenser
Schools Insurance Authority (SIA)	Martin Brady
Schools Insurance Authority (SIA)	Debrah Sherrington
Schools Insurance Authority (SIA)	Brooks Rice
Schools Insurance Group (SIG)	Cindy Wilkerson
Schools Insurance Group (SIG)	Nancy Mosier

Consultants & Guests

Daniel Howell, Alliant Insurance Services	Dan Madej, Alliant Insurance Services
Michelle Minnick, Alliant Insurance Services	Seth Cole, Alliant Insurance Services
Marcus Beverly, Alliant Insurance Services	Dennis Mulqueeny, Alliant Insurance Services
Jim Wilkey, ABD	Jaesa McCulligan, Sedgwick
Mark Stokes, ABD	Daria Hoffman, Sedgwick

A. CALL TO ORDER, ROLL CALL, QUORUM

Mr. Martin Brady called the meeting to order at 10:02 a.m. The above-mentioned members were present constituting a quorum.

B. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

MOTION: Cindy Wilkerson SECOND: Christy Patterson MOTION CARRIED UNANIMOUSLY

C. PUBLIC COMMENT

There were no public comments.

D. CONSENT CALENDAR

A motion was made to approve the Consent Calendar as posted.

MOTION: Steven Fields SECOND: Cindy Wilkerson MOTION CARRIED UNANIMOUSLY

E. ADMINISTRATIVE REPORTS

1. Alliant Update

Dan Howell noted that we have been working on the Property renewal and mentioned the AmWins team is on the call to discuss where we stand with the upcoming renewal.

F. GENERAL ADMINISTRATION

F.1. Excess Liability Program Update

James Wilkey provided the Board with an update as it relates to the Excess Liability Program for the participating members, which includes SIA and BASIC (not including SIG). He provided a review of the structure they have been negotiating and expressed they are hopeful they will be able to secure the \$20M excess of \$5M Primary layer by the end of the month. After a discussion it was asked if rates for the first \$25M would be available at the upcoming meeting in May and it was noted they would likely be available and hopefully they will be able to provide rates for limits in excess of \$25M. It was confirmed that the placement is Occurrence based through all carriers. It was also confirmed that for the first year, the allocation of the premium will be exposure based on ADA as each participating members current coverage doesn't break at the same limits.

F.2. Rolling OCIP

Dan Howell introduced John Gizzo and Sharon McBrian who presented information about the OCIP Owner Controlled Insurance Program and noted that the SPA members passed \$1.5B in bonds in 2020. It was discussed if there are enough projects to launch a program that benefits the SPA underlying members and it was noted that it is difficult to get membership buy in on the concept. It was noted that the benefits of the program is the coverage and the safety aspects such as loss control oversight or claims control oversight, improved communication with the general contractor and all parties involved. It was requested the that OCIP team create a template of some commonly asked questions which can be used to engage the members to gain interest from the members, which includes cost savings, sample insurance specs and coverage comparison.

F.3. SPA Operating Processes, Policies and Procedures

Marcus Beverly provided a review of the proposed Record Retention Policy which was created using the CAJPA Accreditation sample wording. It was requested this be brought back to the next meeting as an action item for finalization.

F.4. Ad Hoc Risk Management Committee

Cindy Wilkerson noted that members have been communicating and due to the size of the Board it is very easy to have a quorum and in an effort to ensure no Brown Act violations it was suggested the SPA group form an Ad Hoc Risk Management Committee to allow members to meet outside of public noticed meetings. It was suggested that Cindy Wilkerson be the Chair of the Ad Hoc and nominations were made for committee participants: Janet Selby, Brooks Rice, and Rose Burcina.



A motion was made to form an Ad Hoc Risk Management Committee and Cindy Wilkerson will be the chair of that committee.

MOTION: Janet Selby

SECOND: Rose Burcina

MOTION CARRIED

UNANIMOUSLY

F.5. Newly Acquired Locations and Additional Premium

Dan Madej provided the board with a review of the threshold for Reporting Conditions for New Construction and Newly Acquired locations in the Property program. It was noted that changes have occurred to the overall SPA property schedule due to recent additions by SIG for the first six months of the policy there is an additional premium due. Members were reminded to notify the Program Administration of any new additions that occurred as soon as practicable so they can accurately be reported to the carrier. It was requested that a flyer be created to help remind underlying members what the reporting requirements are and the thresholds that trigger an additional premium. It was noted that the Alliant Team is working to get access to the Duff & Phelps system to help with the reporting of changes to the members schedules.

F.6. Property Program Update

Dan Madej provided the Board with a summary of recent events related to the renewal of the property program. He provided a review of the most current loss run including recent changes due to development so members are aware of our history as we enter the market. He also provided a review of the CoreLogic Wildfire Risk Scoring and locations that fall into the 75-89 (High) and >90 (Very High) Score Categories and how we can use these scores to potentially help justify lower deductibles. After a robust discussion AmWins staff was provided with direction to request terms as expiring and use that to begin negotiations with the carriers while Program Administration can begin to work on the allocations at the Board level.

F.7.A. Loss Control Services – XMR FIRE SERVICES PROPOSAL & REPORT

Marcus Beverly provided the Board with a review of the XMR Proposal and provided a review of the Nevada City School District’s report including the Summary of Recommendations. It was suggested that we should target sites (perhaps one for each pool) that received a 90 or above score from CoreLogic to address the concerns raised in the XMR Report in an effort to minimize the risk of damage.

A motion was made to accept the report and approve spending \$7,500 the XMR Proposal.

MOTION: Janet Selby

SECOND: Christy Patterson

MOTION CARRIED

UNANIMOUSLY

After the motion there was a discussion regarding the amount of Loss Control funds available to members and it was also suggested that a plan be created on how to use the remaining Loss Control funds in FY 20-21. If members are receiving these reports and taking action to address the exposures identified, we can use that to communicate to the carriers that members are proactively addressing exposure. Program Administration will come back with criteria for member review.

F.7.B. Loss Control Services – Updates and Suggestions

There was no discussion on this item.

F.8. SPA Logo

Marcus Beverly provided a review of the SPA Logos and asked members to consider selecting a final choice. It was requested that the Logo finalists that received two votes or more for a second round of voting and we will bring back this at the next meeting to finalize.

F.9. SPA Website

Marcus Beverly noted that the site is still under construction but provided a mockup of the website and it was mentioned that since this is schools it should include more children and not so institutional.

G. INFORMATION ITEMS AND DISCUSSION

There was no discussion on this item.

H. ADJOURNMENT

A motion to adjourn was made at 12:33 P.M.

MOTION: Cindy Wilkerson

SECOND: Rose Burcina

**MOTION CARRIED
UNANIMOUSLY**

The meeting was adjourned at 12:33 P.M.

NEXT MEETING DATE: Monday May 10, 2021 10 A.M.

Respectfully Submitted,

Martin Brady, Secretary

Date

Board Members:

Martin Brady,
Chairperson/Secretary
Schools Ins. Authority,
Managing Member
(916) 364-1281

Christy Patterson
Butte Schools SFP
(530) 879-7438

Janet Selby
North Bay Schools Ins. Auth.
(707) 728-1830

Rosemary Burcina
Redwood Empire Schools IG
(707) 836-0779

Cindy Wilkerson
Schools Insurance Group
(530) 823-9582

Automatic Acquisition and Reporting Conditions Memo

May 2021

This memo will serve as a helpful reminder of requirements and procedures in place for locations that are newly acquired by participants in the School's Program Alliance (SPA) property program.

~~SPA utilizes reinsurance as a way to offer capacity and stability to its participant members. This is a common practice for pools that offer meaningful limits to their members. Reinsurance partners underwrite SPA's portfolio of risks and exposures each year in determining the renewal terms they are willing to offer for that year. After inception of the reinsurance contracts that support the SPA property program (July 1st), the program terms do not change until the next renewal. During the course of the year, however, new properties might be acquired by members for which they look to cover in their current property program (in this case, SPA's property program).~~

~~Reinsurance underwriters look to provide their clients (in this case, SPA) with the flexibility they need to manage their portfolio of risks during the year, but within certain boundaries the reinsurers require for their own portfolio management needs. Certain requirements by the reinsurers to SPA will be placed within SPA's Memorandum of Coverage in order to avoid any differences in coverage/conditions. What this means is that the reinsurers will allow for a certain level of additions of new locations during the coverage period with *no action* needed on the part of SPA or its members (i.e., reporting, payment of additional premiums, etc.). However, there are requirements once certain thresholds are exceeded.~~

In the case of newly acquired locations, the SPA property program Memorandum of Coverage, under the **Automatic Acquisition and Reporting Conditions** provision, allows for *automatic* coverage of newly acquired locations (i.e., no reporting is needed to reinsurers). However, these locations need to be reported to the reinsurers under two conditions:

1. If any location exceeds \$50,000,000, it must be reported within 120 days.
2. If the total of all newly acquired locations exceeds \$100,000,000 for the time periods of (1) 7/1/20-12/31/20 or (2) 1/1/21-6/30/21, it must be reported.

These requirements are adopted in the SPA Memorandum of Coverage.

Additional premium will apply if the \$100,000,000 threshold is exceeded in #2 above, in either period, for all of SPA. Once reported, the location(s) are subject to the full Memorandum of Coverage limits. If not reported within the time frame defined, the location(s) become subject to the "Miscellaneous Unscheduled Location" sublimit in the Memorandum of Coverage, which carries a sublimit of \$25,000,000.



Schools Program Alliance

c/o Alliant Insurance Services

Corporation Insurance License No. 0C36861

2180 Harvard Street, Suite 460, Sacramento, CA 95815

Board Members:

Martin Brady,
Chairperson/Secretary
Schools Ins. Authority,
Managing Member
(916) 364-1281

Christy Patterson
Butte Schools SFP
(530) 879-7438

Janet Selby
North Bay Schools Ins. Auth.
(707) 728-1830

Rosemary Burcina
Redwood Empire Schools IG
(707) 836-0779

Cindy Wilkerson
Schools Insurance Group
(530) 823-9582

This memo's purpose is both an explanation of coverage for this provision, as well as a friendly reminder of the reporting needs (1) from you to your JPA, (2) from your JPA to SPA and (3) from SPA to the reinsurers.

Please be mindful that any newly acquired locations should be reported to your JPA. Your JPA and SPA will manage the reporting requirements (And threshold monitoring) with the reinsurance partners. Should you have any questions on this topic, please contact your JPA representative.



Item No: F.1.

EXCESS LIABILITY PROGRAM UPDATE

INFORMATION ITEM

ISSUE: SPA members will receive an update on the status of the excess liability program marketing efforts.

RECOMMENDATION: None – information only

FISCAL IMPACT: None from today’s agenda item

BACKGROUND: SPA members agreed to form a Liability Program and passed a resolution at the last meeting establishing the Program. ABD insurance brokers are marketing the coverage for the \$4M xs \$1M layer on behalf of all SPA members except SIG.

ATTACHMENTS: None

Item No: F.2.a.

**SPA DRAFT FINANCIALS
DRAFT FINANCIAL STATEMENTS
AS OF APRIL 30, 2021**

ACTION ITEM

ISSUE: The Board is presented a draft Income Statement and Balance Sheet as of April 30, 2021 for review and discussion as to the format and method of accounting for member contributions and related expenses. Once established the financials and a check register will be presented quarterly.

DISCUSSION: Member contributions and related expenses, including claim payments, will be accounted for on an individual basis. However, discussion at the last Board meeting raised the issue of allocation of loss control funding and as a consequence other expenses.

The contributions to the administration expenses were based pro-rata on member TIVs. The major expense, insurance appraisals, is self-selecting in that the relative inspections and fees will follow the TIVs. Other services, including the wildfire assessments, may not follow that pattern as closely and members may receive more from the pool than they put in. That is often the case with pooling and the Program Managers seek direction regarding this issue as it relates to the financial reporting going forward.

RECOMMENDATION: Review, discuss and accept as presented or revised the draft financial statement formats, allocations and reports.

FISCAL IMPACT: None expected from action on this item.

BACKGROUND: SPA members have agreed to pool resources for loss funding, loss control, and administrative expenses consisting of accounting services provided by Schools Insurance Authority. The Program Administrators are working with SIA staff to provide quarterly financial reports to keep the Board informed as to SPA's financial condition and related expenses.

ATTACHMENTS:

1. Draft Income Statement as of 4.30.21
2. Draft Balance Sheet as of 4.30.21

**SCHOOLS PROGRAM ALLIANCE
PROPERTY INSURANCE PROGRAM
STATEMENT OF COMPREHENSIVE INCOME
APRIL 30,2021**

DRAFT

	BSSFP	NBSIA	RESIG	SIA	SIG	Total
CONTRIBUTIONS						
SPA Retained Layer Deposit	91,222.00	318,670.00	427,218.00	1,669,028.00	493,861.00	2,999,999.00
SPA Admin Cost Allocation*	12,923.00	45,145.00	60,523.00	236,446.00	69,964.00	425,001.00
<u>Estimated Investment Income</u>						
TOTAL CONTRIBUTIONS	104,145.00	363,815.00	487,741.00	1,905,474.00	563,825.00	3,425,000.00
EXPENSES						
Loss Control Inspections	228.08	796.65	1,068.08	4,172.55	1,234.65	7,500.00
Exposure Modeling Consulting Costs	87.24	304.72	408.54	1,596.00	472.25	2,868.75
TOTAL EXPENSES	315.31	1,101.37	1,476.61	5,768.55	1,706.90	10,368.75
Balance as of 4/30/21	103,829.69	362,713.63	486,264.39	1,899,705.45	562,118.10	3,414,631.25

* SPA Admin Cost Allocation		
SIA Admin Charge	\$	75,000
Loss Control	\$	200,000
Appraisal	\$	150,000
Total	\$	425,000

**SCHOOLS PROGRAM ALLIANCE
PROPERTY INSURANCE PROGRAM
STATEMENT OF FINANCIAL POSITION
AS OF APRIL 30,2021**

DRAFT

	BSSFP	NBSIA	RESIG	SIA	SIG	Total
ASSETS						
Cash	\$ 104,145.00	\$ 204,480.00	\$ 487,741.00	\$ 1,905,474.00	\$ 563,825.00	\$ 3,265,665.00
Accounts Receivable	\$ -	\$ 159,335.00	\$ -	\$ -	\$ -	\$ 159,335.00
TOTAL ASSETS	\$ 104,145.00	\$ 363,815.00	\$ 487,741.00	\$ 1,905,474.00	\$ 563,825.00	\$ 3,425,000.00
LIABILITIES						
Accounts Payable	\$ 315.31	\$ 1,101.37	\$ 1,476.61	\$ 5,768.55	\$ 1,706.90	\$ 10,368.74
TOTAL LIABILITIES	\$ 315.31	\$ 1,101.37	\$ 1,476.61	\$ 5,768.55	\$ 1,706.90	\$ 10,368.74
TOTAL LIABILITIES AND NET POSITION	\$ 103,829.69	\$ 362,713.63	\$ 486,264.39	\$ 1,899,705.45	\$ 562,118.10	\$ 3,414,631.26

Item No: F.2.b.

SPA DRAFT FINANCIALS DRAFT FY 21/22 BUDGET

ACTION ITEM

ISSUE: The Board is presented a draft budget for FY 21/22 for discussion purposes. The attached is based on the final FY 21/22 budget and will likely follow the same allocation by member TIV.

DISCUSSION: The big question is how much in loss funding the members will need to contribute if the \$3 million funding for this year is not tapped. Given the increasing pressure on rates members may want to use at least a portion of their share of another \$3 million for premium relief. On the other hand, the pool is new and could use the funds to build surplus that could be used in the inevitable bad years.

The contributions for administrative and loss control expenses are also up for discussion, with current commitments to the Paragon surveys, Duff & Phelps insurance appraisals, and continued wildfire risk assessments.

RECOMMENDATION: Review, discuss and provide direction regarding the budget for FY 21/22.

FISCAL IMPACT: None expected at this time from action on this item.

BACKGROUND: SPA members have agreed to pool resources for loss funding, loss control, and administrative expenses consisting of accounting services provided by Schools Insurance Authority (SIA). The Program Administrators have prepared a draft FY 21/22 budget based on the current budget and will work with SIA staff to prepare quarterly reports on budget to actual expenses.

ATTACHMENTS: Draft FY 21/22 Budget

**SCHOOLS PROGRAM ALLIANCE
PROPERTY INSURANCE PROGRAM
FY 21/22 BUDGET
AS OF MAY 10, 2021**

DRAFT

	BSSFP	NBSIA	RESIG	SIA	SIG	Total
CONTRIBUTIONS						
SPA Retained Layer Deposit	\$ 91,222	\$ 318,670	\$ 427,218	\$ 1,669,028	\$ 493,861	\$ 2,999,999
SPA Admin Cost Allocation*	\$ 12,923	\$ 45,145	\$ 60,523	\$ 236,446	\$ 69,964	\$ 425,001
<i>Estimated Investment Income</i>						TBD
TOTAL CONTRIBUTIONS	\$ 104,145	\$ 363,815	\$ 487,741	\$ 1,905,474	\$ 563,825	\$ 3,425,000
EXPENSES						
Appraisals						\$ 150,000
Loss Control Inspections						\$ 200,000
SIA Admin Charge						\$ 75,000
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 425,000
Balance as of 4/30/21	\$ 104,145	\$ 363,815	\$ 487,741	\$ 1,905,474	\$ 563,825	\$ 3,000,000

* SPA Admin Cost Allocation

SIA Admin Charge	\$	75,000
Loss Control	\$	200,000
Appraisal	\$	150,000
Total	\$	425,000

Item No: F.3.a.

SPA OPERATING PROCESSES, POLICIES AND PROCEDURES RECORD RETENTION POLICY

ACTION ITEM

ISSUE: The Board requested sample policies for Record Retention after a review of CAJPA Accreditation standards and policies that may apply to SPA at the last Board meeting.

The Record Retention Policy attached is based on the CAJPA model and is identical in most respects to other JPA policies. Given that all services are provided by consultants or SIA, this sample includes a reference to who is responsible for keeping the records. The Program Administrators have shared the Policy with SIA staff to confirm their record retention policy is in concert with the SPA requirements.

RECOMMENDATION: Review and approve Policy as presented or revised or provide further direction.

FISCAL IMPACT: No direct fiscal impact is expected from action at today's meeting.

BACKGROUND: The SPA Joint Powers Agreement establishes SPA as an entity that is not a separate legal entity from its members. Rather, it establishes a vehicle through which the members can contract for shared services, coverages and any powers available to the members via their underlying joint powers agreements and operating structures. To date it has not been necessary to have formal bylaws and a detailed register of policies and procedures. The one policy passed so far is an Underwriting Policy for the Property Program. Board members requested that this item be placed on today's agenda for discussion.

ATTACHMENTS: P&P #2 – Admin – Record Retention Policy *Draft*

POLICY & PROCEDURE #2 - ADMINISTRATION

ADOPTED: TBD

EFFECTIVE: TBD

SUBJECT: Record Retention Policy

WHEREAS, SPA has an obligation to create and maintain records and information in accordance with accepted records management practices and standards; and

WHEREAS, SPA will maintain records until the retention period has ended; and, once the retention period has ended, SPA will no longer retain the records by a means acceptable to standard records management practices.

NOW THEREFORE, BE IT RESOLVED, THAT

The Board of Directors of SPA hereby resolves to maintain records in accordance with the following Records Retention Schedule:

RECORDS RETENTION SCHEDULE

<u>Type</u>	<u>Title</u>	<u>Retention Period</u>	<u>Where Retained</u>
ADM	Administration		
	Correspondence	5 years	Administration
	Policy & Procedure	Permanent	
	Accreditation Reports	Permanent	
Financial Audits			
BOD	Board of Directors		
	Agendas	Permanent	Administration
	Meeting Notes	5 years	
	Minutes of Board Meetings	Permanent	
Resolutions	Permanent		
CON	Contracts		
	Agreements and Contracts	7 years following end of contract	Administration
FIN	Financial		
	Accounts Payable	Current + 7 Years	Accounting Consultant
	Account Receivable	Current + 7 Years	Accounting Consultant
	Audit Reporting	Current + 7 Years	Accounting Consultant
	Banking	Current + 7 Years	
	Financial Reporting	Current + 7 Years	Accounting Consultant
	Ledgers	Current + 7 Years	Accounting Consultant
State Controller Report	Current + 7 Years	Accounting Consultant	

Schools Program Alliance

<u>Type</u>	<u>Title</u>	<u>Retention Period</u>	<u>Where Retained</u>
INS	Insurance/Coverage		
	Memorandum of Coverage	Permanent	Administration
	Insurance Policies	Permanent	
	Endorsements	Permanent	
	Deposit Determination	Permanent	
	Retrospective Rating Plans	Permanent	
	Claims Audits	Permanent	
	Actuarial Studies	Permanent	
	Underwriting Files	Permanent	
	Certificates of Insurance	Permanent	
Assessments and Distribution	Permanent		
LGL	Legal		
	General Correspondence	Permanent	Administration
	Attorney Correspondence	Permanent	
	Conflict of Interest Codes	Permanent	
	Conflict of Interest Statements	Permanent	
	All Claims Documents	7 years (from closure)	Claims Administration
	Litigation	7 years (from closure)	
	Claims involving minors	3 years from age of 18	
	Opinions	Permanent	Claims Administration
	Loss Runs	Current + 7 years	Claims Administration
MEM	Membership		
	Membership Records	Permanent	Administration
	Appointment Resolutions & Letters	Permanent	
MIS	Miscellaneous	Permanent until reclassified	Administration

Item No: F.3.b.

SPA OPERATING PROCESSES, POLICIES AND PROCEDURES PROTECTION OF ELECTRONIC DATA

ACTION ITEM

ISSUE: The Board requested sample policies for Electronic Data Protection after a review of CAJPA Accreditation standards and policies that may apply to SPA. The standards state:

The JPA has developed and implemented processes and procedures relating to protection of electronic data, including:

1. A suitable security and back-up system for all stored data. (Mandatory)
2. A written policy with respect to:
 - a. Disaster recovery (Mandatory)
 - b. Data backup retention and recovery (Mandatory)
 - c. Physical and electronic data security (Mandatory)
 - d. Electronic data retention (Mandatory)
 - e. Protection of electronic data as required by Health Insurance Portability and Accountability Act of 1996 (HIPAA), as applicable. (Mandatory)

Since SPA contracts for all services the focus for protection of electronic data is on those service providers. The draft policy attached addresses the measures taken by those providing services to SPA and has passed CAJPA accreditation in the past. The Policy includes a reference to direction provided to CAJPA auditors in assessing the adequacy of the JPA's review of its vendors' data protection policies, including specific questions for SPA use.

RECOMMENDATION: Review and approve the attached Policy as presented or revised or provide further direction.

FISCAL IMPACT: No direct fiscal impact is expected from action at today's meeting.

BACKGROUND: The SPA Joint Powers Agreement establishes SPA as an entity that is not a separate legal entity from its members. Rather, it establishes a vehicle through which the members can contract for shared services, coverages and any powers available to the members via their underlying joint powers agreements and operating structures. To date it has not been necessary to have formal bylaws and a detailed register of policies and procedures. The one policy passed so far is an Underwriting Policy for the Property Program. Board members requested that this item be placed on today's agenda for discussion.

ATTACHMENTS: P&P #3 – Admin – Electronic Data Protection *Draft*

Policy & Procedure No. 3 – JPA Admin

ADOPTED: TBD

EFFECTIVE: TBD

SUBJECT: Electronic Data Protection

Should there be any discrepancy between this documents and the JOINT POWERS AGREEMENT, the JOINT POWERS AGREEMENT will govern.

PURPOSE:

The Schools Program Alliance (SPA) has developed coverage programs for its Members that entail the collection and distribution of electronic data that is subject to loss or inappropriate access. SPA relies on a number of service providers to function, and as a result data is stored in various systems outside of SPA's control. This Policy describes procedures intended to maintain Member confidence in the management and protection of data by SPA's service providers.

POLICY:

It is the policy of the SPA Board to maintain the integrity and confidentiality of SPA member data by ensuring appropriate backup and security procedures are in place to reduce the risk of loss or inappropriate access.

PROCEDURE:

All contracts, agreements, and engagement letters for any and all service providers shall contain a provision describing implemented processes and procedures relating to the protection of SPA's data, including a written policy of said process and procedures. Components of said policy/provision shall address, but not be limited to:

- Storage, and backup of data;
- Disaster recovery;
- Physical and electronic data security;
- Electronic data retention; and
- Protection of the electronic data as required by Health Insurance Portability and Accountability Act of 1996 (HIPAA), as applicable.

All contracts, agreements, and engagement letters reflecting the service providers' data policies shall be maintained in a file with the internal records at SPA. With the renewal of each contract, agreement, and engagement letter, the data policies shall be reflected.

Further, upon dissemination of a Request for Proposal (RFP), or Request for Qualifications (RFQ) by SPA, the requirement for said electronic data policy shall be reflected in the RFP or RFQ, and said policy will be provided with the service providers' proposals for services to SPA.

REFERENCE:

CAJPA Accreditation Standards & Auditor Comments

A. The JPA has developed and implemented processes and procedures relating to protection of electronic data, including:

1. A suitable security and back-up system for all stored data. (Mandatory)
2. A written policy with respect to:
 - a. Disaster recovery (Mandatory)
 - b. Data backup retention and recovery (Mandatory)
 - c. Physical and electronic data security (Mandatory)
 - d. Electronic data retention (Mandatory)
 - e. Protection of electronic data as required by Health Insurance Portability and Accountability Act of 1996 (HIPAA), as applicable.(Mandatory)

Each JPA is different and may have more or less sophistication regarding their process and resources for technology. But the basic need for policies and procedures are still necessary. These are not intended to be absolute guidelines but believe you should consider these areas when formulating what is best for your organization. The requirements are necessarily general but below are what we believe you should address at a minimum for each.

1. *A suitable security and back-up system for all stored data. (Mandatory)*

This policy and process should address at a minimum:

- i) What data is backed up?
 - ii) How often?
 - iii) Is it stored off site?
 - iv) Do you have multiple copies / versions?
 - v) A provision to verify or test this back up periodically?
2. *The JPA has developed and implemented processes and procedures relating to protection of electronic data, including a written policy with respect to:*
 - a. *Disaster recovery (Excellence only)*

A basic disaster recovery plan for your organization should be developed. This plan should include

 - i) Data
 - ii) Equipment
 - iii) Facilities
 - iv) Have the plan define basic time frame of recovery. *For example; is recovery goal 1hr, 1 day, 1 week, 1 month?*

b. Physical and electronic data security (Excellence only)

Your basic policies should address:

- i) Do you secure your server?
- ii) Are administrative rights limited?
- iii) Do you require passwords for access to sensitive data?
- iv) Do you maintain anti virus and spy ware software?
- v) Have you had a security audit of your systems?
- vi) Have you instituted security for your data?
- vii) What access controls have you implemented?
 - (1) Internal access control
 - (2) External access control
 - (3) Authentication
 - (4) Encryption

c. Electronic data retention (Excellence only)

- i) Does your record retention policy include electronic data retention?
- ii) Is the media sufficient for the retention period defined?
- iii) Does it include electronic member data, loss data, email communications?

Note: basic retention may be included in your record retention policy but we recommend you take a fresh look at it from an electronic viewpoint.

d. Protection of electronic data as required by Health Insurance Portability and Accountability Act of 1996 (HIPAA), as applicable. (Excellence only)

- i) You should determine if you are a “Covered Party” under HIPAA or a “Business Associate”
- ii) Your organization should identify which data would be subject to HIPAA requirements
- iii) Create a statement of HIPAA security regulations
- iv) Identify who has access rights
- v) Identify controls to provide security as required under HIPAA.
- vi) Require business associate agreements for applicable vendors. This agreement would require business associates to protect the (PHI), protected health information, in the same manner as the covered entity. *(this should be in the JPA policy and it should be part of any applicable vendor contract) This could include a TPA, bill review, etc.*

Suggested addendum: As a business associate that is involved with HIPPA protected information, XYZ TPA will be required to protect health information (PHI) in the same manor as the covered party (the JPA or Employer).

Note: HIPAA requirements apply to covered parties and their applicable business associates.

Item No: F.3.c.

SPA OPERATING PROCESSES, POLICIES AND PROCEDURES PROPERTY PROGRAM CLAIM MANAGEMENT

ACTION ITEM

ISSUE: The Board is presented a draft Policy regarding management of Property Program claims, including reporting requirements and a process for resolving disputes within the SPA Self Insured Retention (SIR).

DISCUSSION: The Policy serves to document and establish claim reporting, management, and dispute resolution processes. The main discussion points for Board consideration involve the process for determining coverage within the SPA SIR and for resolving disputes. The Policy provides for following the lead of the TPA regarding the initial coverage determination, particularly for claims that exceed the SPA SIR.

The SPA MOC has the standard language regarding arbitration of disputes as to the *amount of loss* as well as suits against the company. There is no provision for arbitration of disputes as to *coverage* for a loss. The SPA draft Policy contains a provision for arbitration of coverage disputes *within the SPA SIR*. It is unlikely that excess or reinsurance coverage providers would agree to coverage arbitration so the use by SPA may be limited to those claims wholly within the SIR.

RECOMMENDATION: Review and approve the attached Policy as presented or revised or provide further direction.

FISCAL IMPACT: No direct fiscal impact is expected from action at today's meeting.

BACKGROUND: The SPA Joint Powers Agreement establishes SPA as an entity that is not a separate legal entity from its members. Rather, it establishes a vehicle through which the members can contract for shared services, coverages and any powers available to the members via their underlying joint powers agreements and operating structures. To date it has not been necessary to have formal bylaws and a detailed register of policies and procedures. The Claim Policy is driven in part by the need to document Member and JPA processes for managing claims and resolving disputes for reinsurance purposes.

ATTACHMENTS: P&P #3 – Admin – Electronic Data Protection Policy *Draft*

Policy & Procedure #4 - Property

ADOPTED: TBD

EFFECTIVE: TBD

SUBJECT: Property Program Claim Management Policy

Should there be any discrepancy between this documents and the MEMORANDUM OF COVERAGE, the MEMORANDUM OF COVERAGE will govern.

PURPOSE:

The Schools Program Alliance (SPA) has developed a **Property Program** for its **Members**. SPA has established coverage terms for its **Property Program**. This Policy and Procedure describes claims procedures intended to maintain **Member** and reinsurer confidence in the management and viability of SPA's **Property Program** as well as a process for resolving disputes within the SPA coverage layers.

POLICY:

It is the policy of the SPA **Board** that the **Property Program** Claim Procedures balance and achieve the following claim management goals:

- Provide sufficient resources to manage claims in an efficient and professional manner;
- Provide each Member the full benefits of coverage for each claim while protecting all Members by denying payment of uncovered claims; and,
- Resolve disputes in a fair and cost-effective manner.

PROCEDURE:

The following claim procedures are established to provide direction for **Member** participation:

Each **Member** shall provide sufficient resources and expertise to manage claims within their own Self-Insured Retentions (SIR).

SPA shall retain the service of a Third Party Claims Administrator (TPA) to facilitate the management of losses reported by Member Participants.

Members must report to the SPA **Program Administrator** or TPA claims that are expected to exceed one-half (50%) of the **Member's** SIR or \$125,000, whichever is less.

The SPA reporting requirements are found in the **Property Program** Memorandum of Coverage. In the event of an occurrence likely to involve SPA, written or verbal notice regarding the occurrence shall be given by the **Member** to SPA as soon as practical.

Such notice shall include the name of the **Member** and information regarding the date, time, place and circumstances of the occurrence, and the names and contact information of persons who are designated to work with the TPA and **Program Administrator** in adjustment of the loss.

Failure to report occurrences as required may be cause for denial of coverage as described in the **Property Program** Memorandum of Coverage.

SPA shall provide **Members** a Loss Notification forms with contact information and space for details regarding the loss. See attached Loss Notification form.

The TPA shall adhere to the following reporting and reserving practices for claims:

Initial reserve file set up within 14 days of receipt of the claim

90-day review after initial set up

6-month review thereafter (minimum)

The TPA has general responsibility for performing or overseeing all necessary investigation of claims and managing claims to conclusion. The TPA provides claim reports containing the status of claims, including reserves, estimates, and recommendations for payment.

Settlement authority for claims within SPA's retained layers is subject to **Board** approval.

Coverage Determinations

The TPA shall make the initial determination whether to deny or reserve SPA's right to deny coverage on all or part of a claim if a loss subsequently exceeds the **Member's** or SPA's SIR.

A decision by the TPA to deny coverage *within SPA's retained layer of coverage* may be appealed to the **Board**. Notice of such appeal shall be submitted by a **Member** in writing to the **Program Administrator** within ninety (90) calendar days of the date of the Claims Administrator's written notice of decision.

The appeal shall be considered by the **Board** at the next regular or special meeting following receipt of the written appeal. The **Program Administrator** in conjunction with the TPA and the **Member** may submit written materials and present to the **Board**, subject to reasonable time constraints.

A **Member** may accept as final a coverage decision made by the **Board**, or any subsequent coverage decision as outlined below, or may appeal said decision by submitting a written notice of appeal within thirty (30) days of the date of the previous written determination of coverage.

Any dispute concerning a decision by the **Board** to deny coverage for all or part of a claim shall not be subject to any court action, but must instead be submitted to binding arbitration in accordance with the procedures set forth below. Notice of a request for binding arbitration by the **Member** must be submitted within thirty (30) calendars days from the date of the noticed decision by the **Board**.

If the **Member** and SPA's **Program Administrator** cannot agree on an arbitrator within thirty (30) days of the **Member's** request for arbitration, each party will choose an arbitrator. The two arbitrators will select a third arbitrator within thirty (30) days of their appointment.

The parties shall submit their cases to the arbitrator(s) by written and oral evidence at a hearing. The arbitrator shall be relieved of all judicial formality and shall seek to enforce the intent of the parties.

The decision of the arbitrator shall be binding and final and not subject to appeal except for grounds of fraud and gross misconduct by the arbitrator. The award will be issued within thirty (30) days of the close of the hearings. The parties shall jointly and equally share with the other the expense of the arbitrator.

Under no circumstances shall SPA be liable for consequential damages, "bad faith" damages, or any sums beyond the amounts due under the applicable Memorandum of Coverage, plus interest at the same rate as SPA earned on investments for the time period involved.

Periodic Review

This Policy and Procedure shall be reviewed by the **Board** and amended as needed.

DEFINITIONS:

"Board" means the Board of Directors of the SPA Joint Powers Authority.

"Member" means the signatories to the SPA Joint Powers Authority.

"Program Administrator" means the person or organization designated by the **Board** to administer the SPA Property Program.

"Property Program" means the program established by the **Board** to provide a combination of self-insured, insured and reinsured coverages and services designated by the Board as elements of the SPA Joint Powers Authority property program offering.

Reference – MOC as of 10.12.20 – emphasis added

K. ARBITRATION OF *VALUE*

In case the Named Insured and the Company shall fail to agree as to the *amount of loss*, then, on the written demand of either, each shall select a competent and disinterested appraiser and notify the other of the appraisers selected. The *appraisers shall first select a competent and disinterested umpire*, and failing to agree upon such umpire, then, on request of the Named Insured or the Company such umpire shall be selected by judge of a court of record in the state in which the property covered is located.

The appraisers shall as soon as practicable, appraise the loss stating separately the loss of each item and failing to agree, shall submit their differences only to the umpire. An award in writing so itemized, of any two appraisers when filed with the Company shall determine the amount of loss. The party selecting him shall pay each appraiser and the expenses of appraisal and umpire shall be paid by the parties equally.

W. SUIT AGAINST COMPANY

No suit, action or proceeding for the recovery of any claim under this MOC shall be sustainable in any court of law or equity unless the Named Insured shall have complied with all the requirements of this MOC, nor unless the suit is commenced within twelve (12) months after the date that the Company has made its final offer of settlement or denial of the loss.

However, that if under the laws of the jurisdiction in which the property is located such limitation is invalid, then any such claims shall be void unless such action, suit or proceedings be commenced within the shortest limit of time permitted by the laws of such jurisdiction.

G. DEDUCTIBLE PROVISIONS

The Company shall be liable for each loss separately occurring for the sum of all losses arising from the same “occurrence” excess of USD250,000, except excess of:

- Self Insured Retention being: USD2,000,000 per occurrence and in the annual aggregate Excess of Additional Self-Insured Retention being: USD250,000 per occurrence and USD1,000,000 in the annual aggregate which in turn Excess of Member Deductible of USD250,000 per occurrence, except as follows:
- Wildfire: USD2,500,000 per occurrence in respect of Butte Self-Funded Programs (BUTTE) and Redwood Schools Insurance Group (RESIG), except USD250,000 per occurrence for all other members.

In the event that either BUTTE and/or RESIG and another member / other members are affected by the same Wildfire occurrence, both deductibles will apply to their respective loss.

- High Hazard Flood: USD500,000 per occurrence in respect of locations situated wholly or partially within a Special Flood Hazard Area (SFHA), areas as defined by the Federal Emergency Management Agency (FEMA)

Other than Wildfire, If two or more deductible amounts provided in the Declaration Page apply for a

single occurrence the total to be deducted shall not exceed the largest per occurrence deductible amount applicable.

Deductibles are shown on the Declaration Page, or by endorsement and may vary by SPA Member. Unless a more specific deductible is applicable for a particular loss, the \$250,000 deductible shown above, shall apply per occurrence. The company will not pay for loss or damage in any one occurrence until the amount of the loss or damage exceeds the applicable deductible.

“Vehicle Physical Damage deductible” - if Off-Premises coverage is included/purchased, the stated deductible will apply to vehicle physical damage both on and off premises on a per occurrence basis, unless otherwise stated. If “Off-Premises” coverage is not included, On-Premises/In-Yard coverage is subject to the All Risk “Basic Deductible”.

DRAFT

Item No: F.4.

PROPERTY PROGRAM RENEWAL MARKETING SUBMISSION & STATUS

INFORMATION ITEM

ISSUE: The Board will receive an update on the property and APD renewals from Alliant and AmWINS. This will include “not to exceed” information.

RECOMMENDATION: The Board will review and discuss updated renewal positions and provide guidance, as requested. Additionally, the Board will be asked to delegate authority to the Managing Member for binding of positions, similar to the 2020 process.

FISCAL IMPACT: For the property program, the “blended” primary layer is headed towards (1) a 25% increase for the domestic markets as initial positions and (2) a 10% rate increase for the London markets, driven by the 2020 wildfire losses to the program in SPA’s first year of operation. Excess costs are not fully known at the time of this writing but expected to be near a 15% rate increase. More positions will be received/known by the time of the board meeting on May 10th. The APD rate is anticipated to be flat, with potential improvement in rate if LAUSD joins as a member. Offsetting measures for rate increases will be discussed with the Board. Limits up to \$150M is still being explored.

London’s position on wildfire deductibles, at this point, are: Butte/\$5,000,000, RESIG/\$2,500,000, SIG/\$500,000, SIA/\$500,000 and NBSIA/\$250,000. Domestic positions for wildfire deductibles are unchanged from expiring, other than Butte/\$5,000,000.

These positions are directional in nature and not final at the time of this writing. Once positions are known, the efforts shift towards improving on the terms prior to binding.

BACKGROUND: For a property program the size of SPA’s, and with its exposure characteristics, it takes a global effort to obtain the capacity and support needed. SPA’s program is supported both domestically and in London currently. The program is being marketed to incumbents as well as a variety of new markets. The final outcome of the renewal is generally impacted by SPA’s experience, SPA’s exposures, terms/conditions of the prospective program and the market conditions in the global marketplace.

ATTACHMENTS:

1. Renewal highlights will be shared during the meeting
2. Initial budgeting estimates will be shared during the meeting

Item No: F.5

LOSS CONTROL SERVICES UPDATES AND SUGGESTIONS

ACTION ITEM

ISSUE: The Program Administrators will provide a verbal update on the status of ongoing loss control services and introduce a new service provider for consideration.

Attached please find information regarding the wildfire mitigation services provided by the Industrial Emergency Council - <https://iectraining.org/>. They focus not only on the risk assessment but also follow up training for member personnel. One major benefit to SPA may be their level of staffing with retired firefighters who could potentially complete assessments and training on a schedule more in line with SPA's needs.

They charge \$150 per hour and are willing to provide an estimate and not to exceed number if we provide a test site for them. Attached is an overview of their company, the assessment template they use, and a checklist for Wildfire Mitigation.

RECOMMENDATION: Review and consider a test pilot location for assessment at a cost not to exceed \$10,000.

FISCAL IMPACT: Authorize up to \$10,000 from the loss control budget.

BACKGROUND: Members continue to suggest and evaluate loss control services, with current focus on wildfire risk assessment, mitigation, and response. Members have also suggested sharing loss control resources among themselves, including SIA's Arson Prevention DVD. Members are encouraged to share topics and resources, with a copy to the Program Administrators, to develop a menu of available resources to share. The budget for FY 20/21 includes \$150,000 for appraisals and \$200,000 for general loss control services.

ATTACHMENTS: Industrial Emergency Council Overview



INDUSTRIES WE SERVE



FIRE SERVICE

The Industrial Emergency Council is the number one choice for fire department training. Whether you are looking for courses for Fire Command, Fire Instructor, Fire Management or anything in between, IEC has you covered.



PRIVATE INDUSTRY EMERGENCY RESPONSE TRAINING

IEC can help you complete continuing education hours and ensure compliance with mandatory EMS recertification requirements.



CITIES & MUNICIPALITIES

Provide training, achieve compliance and meet requirements to ensure your organization is prepared in the event of an emergency.

UPCOMING COURSES



OUR MISSION

IEC is a Non-Profit Corporation whose mission is to educate and train public agencies and private parties to better prepare for and respond to emergencies.

WHAT WE DO

The Industrial Emergency Council helps organizations prepare for potentially catastrophic events where first response can mean the critical difference for both survival and rapid recovery.

Whether it's a chemical spill, flood, or even an act of sabotage or terrorism, companies have to be ready to respond - quickly, decisively, and knowledgeably. Never has the need been more urgent than in today's uncertain crisis environment, where every action is scrutinized, and physical losses are often dwarfed by legal claims

and vast negative publicity. Since the 1970s, we have helped hundreds of organizations prepare for and prevent industrial accidents and damage from natural disasters. We have also helped organizations be ready to provide life-saving first response to on-the-job injuries, employee heart attacks and other workplace incidents.

We are a nonprofit organization which offers cost-effective training and consulting. We can customize many of our courses to company specific scenarios bringing realistic, hands-on training that is unique, relevant, instructive and memorable to the organizations we work with. Our detailed on-site consulting can provide the knowledge that not only prevents accidents but may often improve a company's emergency processes as well.

Since the 1970s, IEC has helped these and many other organizations plan for and respond to a variety of emergencies: Hewlett-Packard Co., East Bay Municipal Utility District, Stanford University, Varian Associates, UCLA, NASA, and others.

WHO WE ARE

The Industrial Emergency Council is dedicated to providing quality training. When there's an emergency you have to be ready to respond quickly, decisively and knowledgeably.

Whether it's a chemical spill, a flood or even an act of sabotage or terrorism, you have to be ready to respond - quickly, decisively, and knowledgeably. Never has the need been more urgent than in today's litigious, media-driven environment, where every action is scrutinized and physical losses are often dwarfed by legal claims and vast negative publicity.

At the Industrial Emergency Council, we can help you prepare for the potentially catastrophic events where your first response could mean the critical difference for both survival and rapid recovery. Since the 1970s, we have helped hundreds of organizations prepare for (and prevent) industrial accidents and damage from natural disasters. We have also helped organizations be ready to provide life-saving first response to on-the-job injuries, employee heart attacks and other workplace incidents.

Some of our Certifications, Accreditations and Recognitions:

Apprenticeships (U.S. Department of Labor, California Department of Industrial Relations)

California Specialized Training Institute / California State Fire Marshal

Medic First Aid International / American Heart Association

IEC is a 40 year old company that operates as a 501c3. We are comprised of retired firefighters of all ranks and disciplines. Mike Crandell who over sees our wildfire mitigation program is a retired Battalion Chief from CalFire with over 30 years of experience. Mr. Crandell has a crew of 5 that are all experienced in wildfire mitigation.

All our inspectors hold a wildfire mitigation specialist certification from the NFPA. All are trained in the following fields, Fire Behavior, Fuels, Topography and Weather, Fire Prevention – Fire Protection Programs, Facility Life Safety and Inspection Services, Fire Protection Planning, Defensible Space Inspections, Fuel and Vegetation Management, Ground Applied Wildland Fire Retardant Program and defensible Space and Fuels Management.

I've attached IEC's 3 prong approach for wildfire mitigation

The 2020 fire season was the most devastating on record. The dramatic losses to entire towns such as Paradise and Clear Lake shows the extent of what will happen to other communities without aggressive intervention through mitigation.

IEC three prong approach for wildland mitigation.

- Education
- Planning
- Maintenance

Education

- Thorough site assessment review with focus on personnel education for future inspections.
- Vegetation placement/removal education
- Reinforcing cost effective ways of enhancing protection that makes sense through good NFPA practices.

Planning

- New construction site placement and development
- Pre-development mitigation planning
- Existing development mitigation planning
- Fire safe council planning and consultancy
- City management guidance and involvement in all phases of vegetation management and maintenance programs.

Maintenance

- Annual site assessment
- Mitigation team development
- Guidance in setting up a realistic maintenance cadence.

Ignition Zone Hazard Assessment

Overview of the Surrounding Environment.

Location

The GPS coordinates, address, APN#, boundary setbacks and road access to primary structure. All secondary structures identified by location to primary building. Distance to bordering lands and primary buildings within the extended zone identified.

- Narrative
- Recommendations
- Multimedia

Alignment

Alignment of the structure in relation to predominant topographical features such as aspect, flat open areas, ridges, saddles, steep slopes, natural chimneys like steep narrow draws, or small canyons, that will increase the ignition potential of the structure.

- Narrative
- Recommendations
- Multimedia

Local weather influences and trends

Predominant weather conditions, including wind, relative humidity, temperature, and fine fuel moisture content. Trends of drought, stability, or precipitation.

- Narrative
- Recommendations
- Multimedia

Nearby Structures

Structures nearby that can influence fire spread using the same criteria as the primary structure.

- Narrative
- Recommendations
- Multimedia

Neighboring Properties

Neighboring properties that could impact the ignition zone of the property being assessed.

- Narrative
- Recommendations
- Multimedia

Structure's location to greatest potential exposure

Location on the slope relative to the structure's greatest potential exposure to heat from a wildland fire.

- Narrative
- Recommendations
- Multimedia

From Chimney to Eaves.

Chimneys/exhaust systems

Type, condition, and construction of materials.

- Narrative
- Recommendations
- Multimedia

Roof

Type and construction of roofing materials.

- Narrative
- Recommendations
- Multimedia

Condition of roof

Condition of roofing materials and assemblies.

- Narrative
- Recommendations
- Multimedia

Skylights/Openings

Skylights/Openings in roof assemblies.

- Narrative
- Recommendations
- Multimedia

Gutters

Roof gutters and areas where exterior walls meet roof or deck surfaces to collect litter on surfaces or in crevices.

Construction materials of gutters, downspouts, and connectors.

- Narrative
- Recommendations
- Multimedia

Eaves

Materials and construction used in eaves of the roof overhangs. Soffits used or not?

- Narrative
- Recommendations
- Multimedia

Top of Exterior Wall to Foundation.

Exterior walls

The materials and construction used in exterior walls and exterior siding.

- Narrative
- Recommendations
- Multimedia

Downspouts and connectors

Materials used for gutter downspouts and connectors on exterior walls.

- Narrative
- Recommendations
- Multimedia

Windows

Materials used in windows and other openings in vertical surfaces.

- Narrative
- Recommendations
- Multimedia

Ventilation Openings

The location size, and screening of ventilation openings.

- Narrative
- Recommendations
- Multimedia

Accessory structure as part of primary

Attached accessory structures as part of the primary structure.

- Narrative
- Recommendations
- Multimedia

Areas of concern for leaf litter and debris

Areas next to or under a structure where combustible materials that present a source of flame exposure to the structure would collect.

- Narrative
- Recommendations
- Multimedia

From Foundation to the Immediate Landscaped Area.

The structure assessment shall document the conditions of the following to observe construction and vegetation from the foundation to within 30' (9 m) of the structure as they place the structure in the most risk from ignition by a wildland fire.

Vegetative fuels

Vegetative fuels and other combustible materials adjacent to and within 30 ft (9 m) of the structure for their potential to contribute to the intensity and spread of wildland fire.

- Narrative
- Recommendations
- Multimedia

Heat sources

The presence and location of all heat and flame sources within 30 ft (9 m) of the primary structure.

- Narrative
- Recommendations
- Multimedia

Projections

All projections attached to the primary structure.

- Narrative
- Recommendations
- Multimedia

Detached structures

All detached structures within 30 ft (9 m) of the primary structure that might be ignited by flames, radiant heat, or firebrands from wildland fires.

- Narrative
- Recommendations
- Multimedia

Vehicle parking

Vehicle parking areas within 30 ft (9 m) of any surface of the structure.

- Narrative
- Recommendations
- Multimedia

From the Immediate Landscaped Area to the Extent of the Structure Ignition Zone.

Transitional fuels from immediate zone to the extended zone

The structure assessment shall document vegetation within the area between the outer edge of the immediate landscaped area and the extent of the structure ignition zone as potential fuel that can convey the fire to the structure.

- Narrative
- Recommendations
- Multimedia

Vegetation

The structure assessment shall document the species and location of trees and the separation of tree crowns within the area between the outer edge of the immediate landscaped area and the extent of the structure ignition zone.

- Narrative
- Recommendations
- Multimedia

Heat Sources

The presence and location of all heat and flame sources within the area between the outer edge of the immediate landscaped area and the extent of the structure ignition zone.

- Narrative
- Recommendations
- Multimedia

Detached Structures

Detached structures within the area between the outer edge of the immediate landscaped area and the extent of the structure ignition zone that might be ignited by flames, radiant heat, or firebrands from wildland fires.

- Narrative
- Recommendations
- Multimedia

Vehicle Parking

The structure assessment shall document vehicle parking areas within the area between the outer edges of the immediate landscaped area and the extent of the structure ignition zone.

- Narrative
- Recommendations
- Multimedia

Projections

The structure assessment shall document all projections attached to the primary structure that extend beyond the immediate landscaped area.

- Narrative
- Recommendations
- Multimedia

OTHER

Other Factors

Other factors that can affect the risk of ignition or the spread of wildland fire on improved property within the structure ignition zone, including the risk of structure fires spreading to vegetation.

- Narrative
- Recommendations
- Multimedia

Fire Suppression

Fire Department for Location

Type, ISO rating, FHSZ-Fire Hazard Severity Zone, Staffing, Seasonal/full time, Response times, Water supply, Access

- Narrative
- Recommendations
- Multimedia

COMMUNITY

HOA

Firewise

Community Wildfire Protection Plan implementation/duration

- Narrative
- Recommendations
- Multimedia

SUMMARY

Summarizing the findings to identify the greatest immediate threat to structures within the primary building's ignition zone and integrating a mitigation schedule that responds to an immediate, routine, and long-term strategy that is both Firewise and efficient.

- Narrative
- Recommendations
- Multimedia



Wildfire Mitigation

Impacts of a wildfire include direct property damage, cost of suppression and damage to personal property and natural resources. The severity of effects is directly related to the intensity and extent of the wildfire.

Below is a checklist of just some of the things IEC considers to prepare your business for such an event as well as to ensure the safety of the people within your organization.

✓ Before the Onset of a Wildfire

- Keep an adequate number of appropriate fire extinguishers in strategic locations (such as near loading docks and waste collection areas) and maintain them properly.
- Train employees on how to use extinguishers correctly. Training can be provided by IEC
- Consider maintaining a water supply at your facility to control small fires until emergency personnel can arrive.
- You might install a water tank or install hoses and pumps to an existing pond, river or lake. Be sure the hoses are long enough and inspect them regularly.
- If your business is located in an area subject to freezing temperatures, be sure that water outlets and pumps are protected.
- Evaluate water levels in extreme hot and cold weather conditions.
- If your water pump uses electrical power, consider obtaining a gasoline- or diesel-powered pump or generator in case electricity is cut off during a fire. However, be aware of the risk of storing a large quantity of fuel. Use an appropriate storage facility that is protected against vehicle impacts and fire.
- Have appropriate tools, such as rakes, axes, saws, buckets and shovels, available to help control small fires while waiting for emergency personnel to arrive.

✓ During a Wildfire

- Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows. Evacuation orders will often be swift and accurate for affected areas. However, if unable to evacuate, stay inside and away from outside walls. Close doors, but leave them unlocked in case firefighters require quick access into your area.
- Turn on battery operated radio to get latest emergency information



Wildfire Mitigation

- If your office roof is accessible by ladder, prop it against the building so you and firefighters have access to the roof.
- Mark your position clearly with anything that may signal rescue workers to your presence inside the building. This could be articles of clothing or bright colored material attached to the outside of your location.
- Close windows, vents, doors, blinds, etc. Shut off gas meters, pilot lights and propane tanks. Turn on all lights in the building to increase visibility in heavy smoke.

- ✓ **After a Wildfire**
 - Immediately check the roof, put out any fires, sparks or embers (if accessible).
 - If there is no power, check to make sure the main breaker is on. Fires may cause breakers to trip. If the breakers are on and power is still not available, contact the utility company.
 - ALWAYS contact 911 if any danger is perceived upon re-entry and contact local experts before finally moving back in.

- ✓ **Your Employees**
 - Train your employees in general fire safety, especially for tasks with a high fire risk, such as welding and cutting, fueling vehicles, working with flammable liquids, etc.
 - Teach employees about the importance of good housekeeping and grounds maintenance in preventing and controlling fires.
 - Have an adequate number of appropriate fire extinguishers and maintain them properly.
 - Train key employees in when and how to use fire extinguishers.
 - Consider when and how to evacuate employees if a wildfire threatens.
 - Establish an evacuation plan and keep it up to date.
 - Hold evacuation drills regularly so all employees will know who is in charge and so that they become familiar with evacuation routes and routines.
 - Make sure all employees can get out of the building, find shelter and communicate with a responsible person.
 - Plan primary and secondary exits from your buildings. Consider how employees will escape if doors or windows are blocked by an exterior fire.

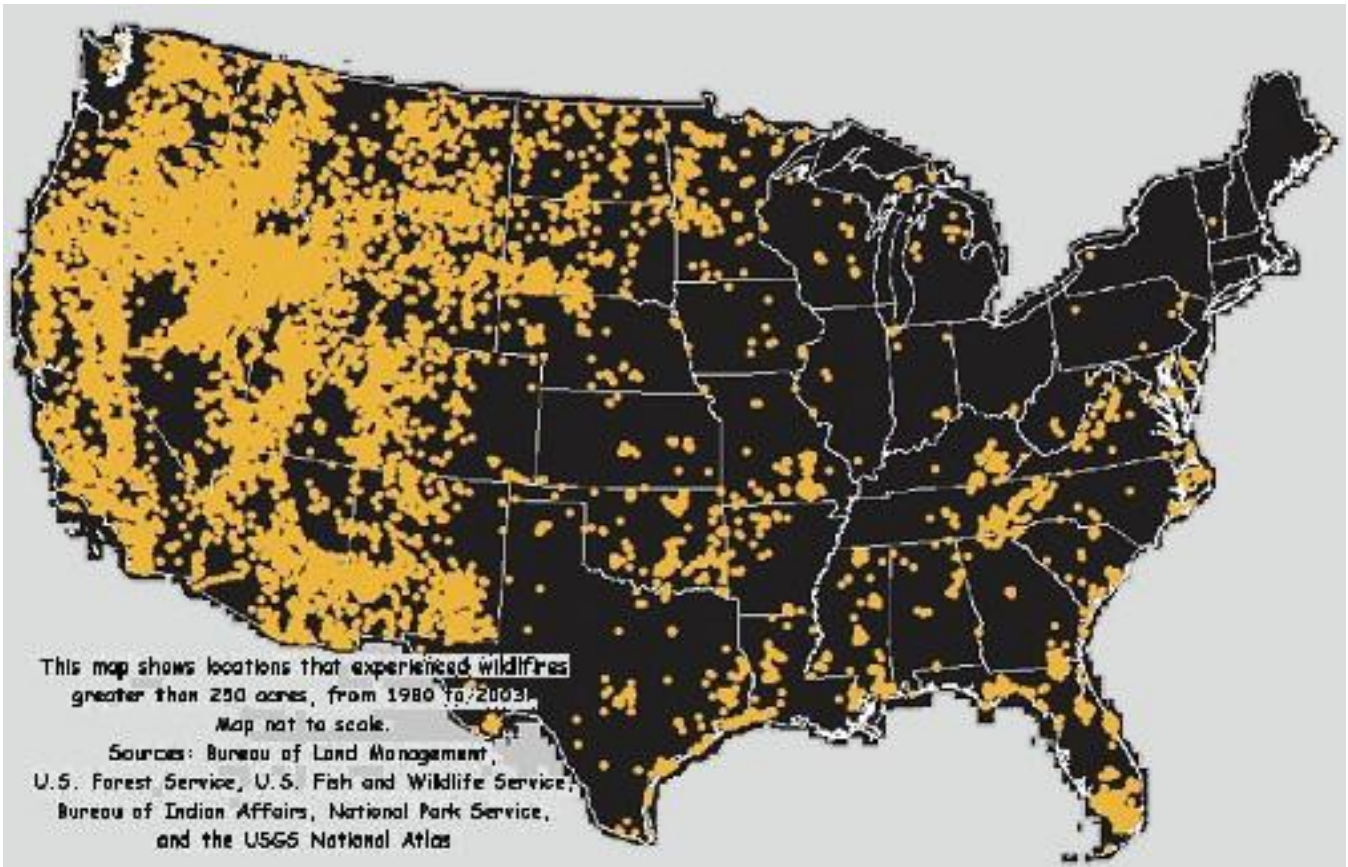


Wildfire Mitigation

- Plantwoevacuation routesout of your neighborhood. Consider how employees will evacuate on foot if roads are closed or impossible to use, such as if they are blocked by emergency personnel.
- Remember that ponds, lakes, rivers and landscaping or swimming pools can serve as safety zones.
- Keep appropriate emergency supplies on hand, including flashlights, battery-powered portable radio, extra batteries, first-aid kit, manual can opener, non-perishable foods, and bottled water. If designated employees will be working to protect the property, have appropriate clothing available, such as work boots and gloves, personal protective equipment, and sturdy work clothes.
- Teach employees about wildfire risks and preparedness. Provide information to help employees protect their homes, too.
- If you are in a wildfire area, consider advising employees to keep personal disaster supplies and copies of important documents at work in case they need to evacuate from work without being able to get home.

WILDFIRE PREPAREDNESS

A wildfire, or forest fire, is an uncontrolled fire that occurs where natural vegetation is the predominant ground cover. Though wildfires usually occur in less developed, rural areas, they can threaten urban environments if they are not brought under control, and they are geographically widespread.



Item No: F.6.

SPA LOGO

ACTION ITEM

ISSUE: The Board has reduced the set of logo samples to the attached for a runoff vote to determine the favorite. The finalists were emailed to the members prior to the meeting with a request to return their vote by ranked preference – first, second and third. Members were given up to the day of the meeting to respond, so the results will be provided at the meeting.

RECOMMENDATION: Review and approve or provide direction regarding logo suggestions.

FISCAL IMPACT: TBD – based on feedback at the meeting.

BACKGROUND: SPA members have expressed interest in a logo for identity and marketing purposes and have provided feedback on a number of ideas over the last two meetings.

ATTACHMENT: SPA Logo *Runoff* Design 3.10.2021 – Michael Morris Design and Illustrator

Member vote for preference - *handout*

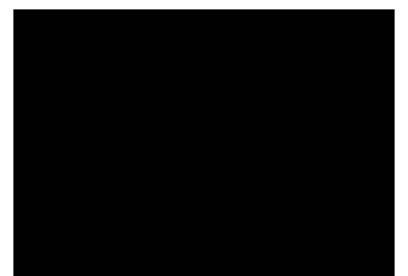
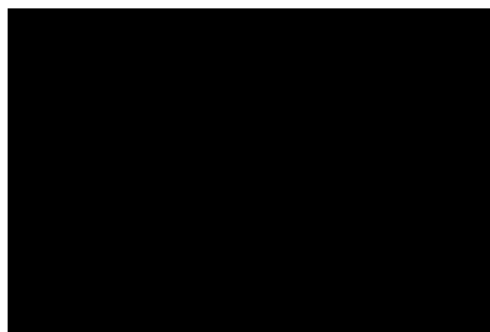
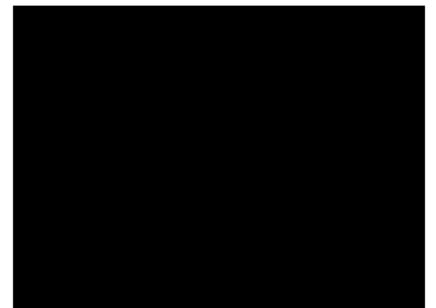
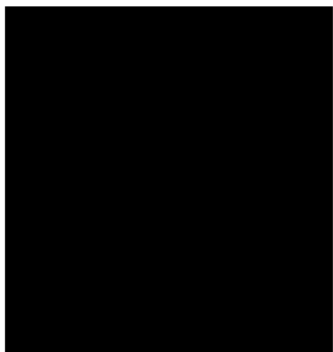
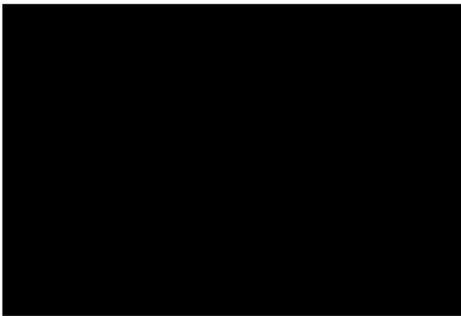
SPA Logo Design

3 • 10 • 2021



mikemorrisdesign@gmail.com

916.233.7098





Item No: F.7.

SPA WEBSITE

INFORMATION ITEM

ISSUE: The Board will receive an update on the development of the SPA website.

RECOMMENDATION: Review and provide direction as necessary.

FISCAL IMPACT: None – project was approved at not to exceed cost of \$5,808.

BACKGROUND: SPA members have expressed interest in a website for marketing purposes as well as to serve as a portal for member programs and services. SPA Program Administrators received estimates for creating a basic SPA website (spajpa.org) and the Board selected Remedy One to create the site.

ATTACHMENT: None

Item No: F.8.

ROLLING OCIP

INFORMATION ITEM

ISSUE: Members requested additional information after receiving a presentation regarding Rolling Owner Controlled Insurance Programs (OCIP) from John Gizzo and Sharon McBrian of Alliant Insurance Services. Members will review additional information to introduce the topic of OCIPs, including Frequently Asked Questions (FAQs) and sample insurance requirements for public works projects.

RECOMMENDATION: Information only – review, discuss and distribute to members as appropriate

FISCAL IMPACT: None anticipated from this item at this time. Potential savings and more control through use of an OCIP.

BACKGROUND: One potential SPA program previously discussed with the Board is a group Rolling OCIP that could serve each member as needed for construction projects on an ongoing basis.

ATTACHMENTS: TBD