



# CIRA

CALIFORNIA INTERGOVERNMENTAL  
RISK AUTHORITY

California Intergovernmental Risk Authority  
Safety Committee Meeting  
Thursday, April 7, 2022, 1:00 p.m.

This meeting will be held using the Zoom Meeting Platform

Link: <https://us06web.zoom.us/j/85919418286?pwd=R252RVpBZHlybys4anZXR0lkMWdhQT09>

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*In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact Yahaira Martinez at (916) 927-7727 or [ymartinez@cira-jpa.org](mailto:ymartinez@cira-jpa.org). Requests must be made as early as possible, and at least one full business day before the start of the meeting.*

*Documents and materials relating to an open session agenda item that are provided to the Committee less than 72 hours prior to a regular meeting will be available for public inspection. Please contact Yahaira Martinez at (916) 927-7727 or [ymartinez@cira-jpa.org](mailto:ymartinez@cira-jpa.org).*

**[Note: The Committee may take action on any item listed on the Agenda. The General Manager's Recommendation for each item is solely the recommendation of staff and does not limit the Committee's authority to take action on any Agenda item.]**

- |   | General Manager's<br>Recommendation |
|---|-------------------------------------|
| A. <b><u>CALL MEETING TO ORDER: DETERMINE QUORUM</u></b>  |                                     |
| B. <b><u>MODIFICATIONS TO AGENDA</u></b>  |                                     |
| C. <b><u>REGULAR AGENDA</u></b>   |                                     |
| 1. <b>Risk Control Update and Service Options</b>   | <i>Review and Discuss</i>           |
| 2. <b>Rent a Risk Manager Program Options</b>   | <i>Review and Discuss</i>           |
| D. <b><u>GENERAL INFORMATION</u></b>  |                                     |
| E. <b><u>PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA</u></b><br><i>During this item on the Agenda, the public is invited to address issues of interest.</i> |                                     |
| F. <b><u>DIRECTORS' GENERAL COMMENTS/SUGGESTIONS FOR NEXT AGENDA</u></b>  |                                     |
| G. <b><u>ADJOURNMENT</u></b>  |                                     |



CALIFORNIA INTERGOVERNMENTAL  
RISK AUTHORITY

**MEETING:** April 7, 2022  
**TO:** Safety Committee  
**FROM:** Erike Young, Risk Manager  
**ITEM #:** C.1. Risk Control Report

**SUMMARY:** The CIRA Risk Control Program was developed with a primary objective of providing direct services to members that reduce liability and improve safety for employees and the public. The Plan focuses on improving program resources and delivery in the following areas:

- Onsite Member Support
- Training and Education
- Technology and Operational Efficiency

During the first nine months of the program, over 60% of the members have received onsite services accounting for over 75 days onsite. In support of the training and education objective, over ten webinars have presented, three regional workshops, as well as onsite training. CIRA has also experienced increased utilization of technology with more than half of CIRA members set-up with TargetSolutions accounts. Further details about Risk Control activities is provided below.

**RECOMMENDATION:** Receive and File.

**DISCUSSION:** The primary objective of the CIRA risk control plan is to protect the assets of our members and the pool. This is accomplished by partnering with our member agencies in the development and implementation of risk management best practices and prioritizing pool resources to those exposures with the highest potential for loss. Risk Control staff has been very busy during the first nine months of the program and provides the following update on those activities.

#### **Rent a Risk Manager Program**

The Rent a Risk Manager program is the foundation of CIRA's risk control plan and provides a minimum of four days of dedicated onsite service to each member with larger members receiving up to eight days of onsite service. Risk assessments are performed as part of the initial visits with additional days utilized to address risk assessment findings and/or provide other services in consultation with the member.

During the first six months of the program, Risk Control staff have conducted 33 member visits accounting for over 90 onsite service days. Another 17 visits are scheduled to be completed by the end of the fiscal year with over 200 onsite service days provided. All members will have site visits completed by the end of the fiscal year.

### **Contractual Risk Transfer Workshops**

CIRA hosted 3 contractual workshops hosted in each of the three regions. Average in-person attendance was 20 per workshop, with many attendees cancelling at the last minute due to COVID concerns. To accommodate those who could not attend, the Citrus Heights workshop broadcast using Zoom and recorded. We had an additional 40 participants participate via the livestream and recording. Total participation for all workshops was approximately 100 attendees.

### **Public Work Safety Series**

Due to COVID, the in-person Public Works Forum was modified into an eight session webinar series. This focus on this year's program was on supervisor risk and safety responsibilities. Seven of the eight webinars have been completed as of December. Topics covered included safety management responsibilities, contractor oversight, heat illness prevention, wildfire smoke safety, and confined spaces. Approximately 80 participants registered for the series with each session recorded.

### **Forklift Train the Trainer Classes**

Risk Control has developed a forklift train the trainer course which will allow members to train staff onsite without contracting a trainer or sending employees offsite. Average cost for an employee to complete a course on their own is \$1,000. The first two classes were conducted for the City of Watsonville in October and with twelve employees becoming certified forklift trainers. Additional classes will be scheduled for the northern and southern regions before the end of the fiscal year.

### **General Liability and Workers' Compensation Claim Reviews**

Claim reviews were completed for all members with open claims. Over 500 open workers' compensation and general liability claims were reviewed.

### **Technology and Member Services**

CIRA provides members with a number of technology tools and services for members that provide an opportunity to reduce losses and improve efficiency. The following table provides an update on their utilization

<b>Program</b>	<b>Utilization</b>	<b>Notes</b>
Lexipol	Provided to all members with Police and Fire operations.	Police/Fire policy/procedure development and Daily Training Bulletins
TargetSolutions	37 members with active accounts. 13 accounts set-up within last nine months.	Online training platform with safety, risk and HR courses.
TargetSolutions CEU Courses	4 members have requested reimbursements. Total of \$15,000 available for reimbursement.	Optional CEU courses priced at \$80/student for water treatment and EMT Paramedic personnel.
A-Check America Electronic DMV Employer Pull Notice Program	Total of 18 members using service with 6 members signing up in last nine months	Online interface to enroll and manage drivers using the DMV EPN program

WaiverSign	Nine members actively using platform with over 6,000 signed waivers. One member accounts for 2,765 waivers	Electronic waiver program to allow customization assumption of risk and hold harmless agreements for members
Simple But Needed (SBN)	Only three members are actively using the SBN platform.  Safety National is paying for the first year of platform (\$10,000)	Mobile safety management platform to conduct:  Inspections Ergonomic assessments Asset/inventory management Permits (lockout/tagout, confined space, hot work)
Safety Grant Fund	Less than 10 members have submitted reimbursement requests.	Annual grant of \$3,500 provided to members

### Other Major Activities

In addition to the above activities, Staff has conducted several other major activities based on changing regulatory requirements and increased risk exposure to our members and CIRA.

**Cal/OSHA COVID ETS** – Due to increasing COVID cases, both the CDC, CDPH, and Cal/OSHA have issued new, and often conflicting, guidance. In addition to providing updated COVID Prevention Plan (CPP) templates, Staff has assisted a number of member fire departments in developing Aerosol Transmissible Disease (ATD) programs, which exempt their operations from the ETS. Additionally, for those agencies in which staffing became an issue due to COVID cases, CIRA assisted them in successfully obtaining waivers to allow employees to return to work. Cal/OSHA has once again revised the ETS and CIRA will be providing an updated CPP to members prior to the July 14<sup>th</sup> implementation date.

**Virtual Cyber Security Forum** – With cyber-attacks against public agencies increasing, CIRA hosted a virtual cyber security forum focusing on prevention techniques. The forum consisted of two sessions. The first session focused on the current cyber threat landscape and prevention efforts an agency can implement. The second session focused on lessons learned and what happens if you do have a cyber breach and included a discussion on forensic investigation of IT systems, negotiations, and getting IT systems back up and running.

**Critical Incident Management for Law Enforcement** – This 2-hour online training was designed to provide law enforcement with the knowledge of the resources available to them and their department during a crisis, to include:

- On-site Incident Response at Agency Location
- Telephone Response/Support
- Situation Assessment
- Public Announcements (creation & delivery)
- Media Consultation/Support
- Deployment of Outside Resources to Member Site

## **Challenges**

While the risk control program is on track to complete the goals outlined in the original risk control plan presented to the Board, the program does face several challenges. The most significant of those challenges is staffing. As this is a new program with enhanced services, a risk control consultant, Boretti, Inc., was utilized to assist in completing the Rent a Risk Manager site visits. Overall, the consultants with Boretti have performed very well and feedback from members has been positive; however, as safety consultants, their focus is primarily on workplace safety and OSHA compliance and they are not as familiar with the overall risk management exposures for municipalities which includes general liability and EPL risk exposures and contractual risk transfer. This has resulted in additional work by CIRA staff to conduct loss analyses and provide those services which the consultant is not able. At an appropriate time, the Board should consider bringing an additional risk control staff member in-house, which has the appropriate risk and safety background to address these challenges. In addition to having a dedicated risk control staff member in-house, CIRA would benefit from an additional 1,000 hours of service. Under our current Rent a Risk Manager budget of \$140,000, we receive 1,000 hours annually to support the program.

Lexipol usage is another challenge and not being fully utilized by those members with Fire Departments. Those fire departments not using Lexipol services have indicated that they do not have the staffing required to implement the policy development program. Additionally, as fire operations pose less liability exposure than police operations, daily training bulletins are not as widely used. Several member agencies are not using Lexipol are contracting with AP Triton to assist with policy development, consulting and training needs. Staff is proposing that fire departments be provided with the option of using Lexipol or AP Triton, utilizing existing budget. AP Triton has provided a proposal and is attached.

**FISCAL IMPLICATION:** Reduced injuries and incidents resulting in lower claim costs to member and CIRA. Under the current contract, Boretti provides 1,000 hours annually at a total cost not to exceed \$140,000, which also includes travel costs.

**ATTACHMENTS:** AP Triton Proposal

**California  
Intergovernmental  
Risk Authority (CIRA)  
Folsom, California**

Proposal to provide  
**Fire Department  
Risk Assessment Audits**

**March 2022**



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## Project Understanding & Approach

### Understanding of the Project

AP Triton, LLC (Triton) is pleased to provide this proposal to California Intergovernmental Risk Authority (CIRA) to provide risk assessment audits of fire departments for insurance purposes.

### AP Triton's Approach

Triton's approach to your project represents our complete understanding of your expectations and our experience in working with fire departments, emergency medical services (EMS) organizations, and other emergency services agencies in a wide variety of communities throughout the United States. Key elements of the methodology used by Triton include:

- A comprehensive understanding of the project background, goals, and objectives, and the complex issues that must be addressed.
- A comprehensive, well-designed, and practical scope of work (SOW) and workplan that enables substantial input from the key stakeholders, leadership, and other relevant individuals.
- Use of state-of-the-art data analysis tools, web-based communications technology, and other relevant tools and technologies.
- Triton's project methodology is augmented by the utilization of web-based and other communication technologies. We will utilize the Dropbox application to create a secure online project site that enables the client and project team members to collaborate and communicate throughout every phase of the project. In addition, Triton utilizes GoToMeeting conferencing software to assist with client communications and various presentations.
- Utilization of experienced subject matter experts (SME) in the fire service, EMS, and other related emergency services disciplines, as well as individuals with expertise in Fire/Life Safety and data analysis.
- Commitment to successfully complete our projects and deliverables within the time requested and in a manner that will meet or exceed expectations.

## Project Scope of Work

The following represents the Scope of Work (SOW) developed by Triton to conduct a fire department risk assessment audit. Each audit will include an on-site visit and interviews of key management personnel, a detailed examination of records, and an evaluation of compliance with state and federal mandates. Policies and procedures of all department operations and divisions will be examined to determine compliance with state and federal regulations and adherence to industry best practices. Upon completion of the review, a written report with observations and/or recommendations will be provided to CIRA.

**Facilities**—Tour and observe areas critical to fire station operations. Items to be contained in the report include:

- Design
- Construction
- Safety
- Future viability
- Code compliance
- Staff facilities
- Efficiency

**Department Record Review** – Review, evaluate, and report on the status and currency of the following:

- Training Records
- Standard Operating Procedures and Guidelines (SOPs and SOGs)
- After Action Reports (AAR) procedures and documentation

**Cal/OSHA** - Review compliance with fire service-related requirements such as, but not limited to:

- Injury Illness Prevention Plans
- Exposure protection and records management
- Respiratory Protection plans and documentation

**NFPA** - Review compliance with applicable NFPA standards including, but not limited to:

- NFPA 1500 Standard on Fire Department Occupational Safety, Health, and Wellness
- NFPA 1582 Standard on Comprehensive Occupational Medical Programs for Fire Departments

**Support** - Upon request and CIRA approval, Triton will provide member agencies with up to 24 hours per year of subject matter expert support in the following areas:

- SOP and or SOG updates
- Guidance related to implementation of Lexipol
- Guidance related to implementation and utilization of Vector Solutions (Target Solutions)

## Project Fee Proposal

### Formal Cost Proposal

AP Triton presents the following formal cost proposal for the project outlined in the Scope of Work.

**The cost per risk assessment audit is dependent on the size of the department being audited:**

- 1 to 15 members - \$3,800 plus travel expenses\*
- 15 to 100 members - \$4,600 plus travel expenses\*
- 101 to 200 members - \$5,400 plus travel expenses\*
- 200+ members - \$7,200 plus travel expenses\*

Upon request and approval by CIRA, Triton will provide member agencies with up to 24 hours per year of subject matter expert support at a cost of \$200 per hour.

\* All travel will be pre-approved by CIRA. Travel expenses (i.e., airfare, hotel, ground transportation, and meals) will be invoiced to CIRA on a cost-incurred basis. Mileage will be billed at the current IRS reimbursement rate.

### Payment Schedule & Invoicing

- First half (50%) of payment invoiced at time of contract for each department
- Final half (50%) payment due at submission of final report to CIRA.
- Payment will be due within 30 days of invoice postmark.

### Cost Quotation Information

- Bid quotation is valid for 30 days.
- Triton Federal Employer Identification Number: 47-2170685.
- Triton shall perform any additional work on a time and materials basis as requested in writing by the client at a negotiated hourly rate.

## AP Triton, LLC

### Contact Information

Triton's corporate office is located in Sheridan, Wyoming - although we have consultants and subject matter experts located throughout the United States.

- **Address:** 1309 Coffeen Avenue, Suite 3178, Sheridan, WY 82801
- **Phone:** 833.251.5824
- **E-Mail:** [info@aptriton.com](mailto:info@aptriton.com)
- **Website:** [www.aptriton.com](http://www.aptriton.com)

### About AP Triton

AP Triton was founded in 2014 on the need to provide innovative solutions to public safety departments. For too many agencies, creative thinking is not part of the status quo. AP Triton is able to bring our experience to enable long-term, creative, and sustainable solutions specialized to your local issues. With decades of experience in public safety departments of all sizes, AP Triton brings our experience to enable long-term, creative, and sustainable solutions specialized to your local issues.

## Conflict of Interest & Disclosures

### Conflict of Interest Statement

Triton has neither directly nor indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restricts or restrains the competitive nature of this solicitation, including but not limited to the prior discussion of terms, conditions, pricing or other offer parameters required by this solicitation. Triton is not presently suspended or otherwise prohibited by any government from participation in this solicitation or any other contracting to follow thereafter. Neither Triton nor anyone associated with Triton has any potential conflict of interest because of or due to any other clients, contracts, or property interests in this solicitation or the resulting project. In the event that a conflict of interest is identified in the provision of services, Triton will immediately notify the client in writing.

### Insurance

Triton is insured. Specific information and certificates of insurance are available upon request.

### Litigation

Triton has no past and/or pending litigation or unresolved lawsuits.

## Appendix 1: AP Triton Clients & Experience

The following is a partial list of Triton’s current and former clients. An expanded list can be provided if requested.

- Aberdeen Fire Department (WA)
- City of Alameda Fire Department (CA)
- Alameda County FPD (CA)
- Alaska Fire Chiefs Association (AK)
- Albany Fire Department (OR)
- Anaheim Fire and Rescue (CA)
- Berkeley Fire Department (CA)
- Bethel Fire Department (AK)
- Big Indie Bliss, Inc. (NY)
- Bodega Bay Fire Department (CA)
- Brea Fire Department (CA)
- California Fire Chiefs Association (CA)
- California Metro Chiefs Association (CA)
- Carlsbad Fire Department (CA)
- Carroll County Ambulance District (MO)
- Central Jackson County FPD(MO)
- Central Pierce Fire Protection (WA)
- Chariton County Ambulance District (MO)
- Chico Fire Department (CA)
- Chula Vista Fire Department (CA)
- Central Kitsap Fire & Rescue (WA)
- City of Colton/Loma Linda FD (CA)
- Contra Costa County FPD (CA)
- City of Costa Mesa Fire Department (CA)
- Cosumnes Fire Department (CA)
- Cowlitz 2 Fire & Rescue (WA)
- DeKalb County Fire Rescue (GA)
- City of Downey Fire Department (CA)
- Dixon Fire Department (CA)
- Douglas Okanogan County FD 15 (WA)
- El Dorado Hills Fire Department (CA)
- Exeter District Ambulance (CA)
- Eugene/Springfield Fire Department (OR)
- City of Fresno Fire Department (CA)
- Eureka Fire Protection District (MO)
- Fort Myers Fire Department (FL)
- City of Fresno Fire Department (CA)
- Fullerton Fire Department (CA)
- Gig Harbor/Pierce FD #5 (WA)
- Grand River Regional Ambulance (MO)
- Gray’s Harbor #4/L. Quinault VFD (WA)
- Gray’s Harbor Fire District #5 (WA)
- Hawaii Fire Chiefs Association (HI)
- Hermosa Beach Fire Department (CA)
- Huntington Beach Fire Department (CA)
- Idaho Fire Chiefs Association (ID)
- Kennewick Fire & Ambulance (WA)
- Kern County Fire Department (CA)
- Lake Ozark FPD (MO)
- Lincoln Fire & Rescue (NE)
- Milwaukee Fire Department (WI)
- Sonoma Fire Chiefs Association (CA)
- Sonoma County Fire District (CA)
- Sonoma Valley Fire Department (CA)
- Stockton Fire Department (CA)
- Richland Fire Department (WA)
- Tacoma Fire Department (WA)
- Tualatin Valley Fire & Rescue (OR)
- Ukiah Valley Fire Authority (CA)
- Umatilla Fire Department (OR)
- Utah Fire Chiefs Association (UT)
- Vacaville Fire Department (CA)
- Valley Center Fire Protection District (CA)
- Ventura County Fire Department (CA)
- Washington Fire Chiefs Association (WA)
- Watsonville Fire Department (CA)

## Other Relevant Experience

### Washington Fire Chiefs Association

AP Triton was contracted to write enabling legislation for federal Medicaid reimbursement for public agency ambulance providers in the state of Washington, and to assist with implementation of the Ground Emergency Medical Transport (GEMT) program. Upon enactment of the legislation, AP Triton then developed the cost reports for the Washington fire departments to use when requesting federal reimbursement, following all rules and guidelines from the Centers for Medicare and Medicaid Services (CMS). The cost reports take into account a department's total annual costs for providing prehospital EMS and ambulance services.

### Oregon, Missouri, Alaska

In addition, AP Triton was contracted to write the legislation for the same federal Medicaid reimbursement program (GEMT) for the states of Oregon and Missouri. We are currently contracted with the Alaska Fire Chiefs Association to do the same.

### California Fire Chiefs Association

On behalf of the California Fire Chiefs Association, AP Triton serves as Project Manager for legal issues, such as .201/.224 rights, anti-trust, and underground regulations, and as Lead Negotiator on GEMT, IGT, and most recently, 1705 programs with the State of California Department of Health Care Services (DHCS) and Centers for Medicare and Medicaid Services (CMS).

The following is a sampling of the projects our team has participated on.

<b>Project Description</b>	<b>Organization</b>
• Community Risk Assessment-Standards of Cover:	Idaho Falls Fire Department (ID)
• Consolidation Feasibility Study & Service Review:	Central and Aptos FPDs (CA)
• Fire Departments Consolidation Study:	Multiple Departments (MO)
• Community Risk Assessment-Standards of Cover:	Santa Maria (CA)
• Fire District Consolidation Study:	South Beach FD (WA)
• Fire Department Staffing Needs Assessment:	Santa Rosa (CA)
• Operational Analysis:	Strathcona Fire (Canada)
• Community Risk Assessment-Standards of Cover:	Salinas (CA)
• EMS System Analysis:	Summit County Fire Agencies (CO)
• Regional Fire Service Study:	Pinole (CA)
• Fire Department Master Plan	Wasatch County Fire (UT)
• Standards of Coverage & Deployment Plan:	Tahoe Douglas FPD (NV)
• Organizational Assessment:	Yreka Fire Department (CA)
• Alternative Governance Model Feasibility North:	North Tahoe & Meeks Bay FPDs (CA)
• EMS Integration Study:	Henry & Jefferson Counties (IA)
• Succession Management Report:	Cosumnes Fire Department (CA)
• Fire Protection & Life-Safety Feasibility Study:	San Benito County (CA)
• Community Risk Assessment-Standards of Cover:	Menlo Park FPD (CA)
• Fire Department Master Plan:	North Whatcom Fire & Rescue (WA)
• Fire Departments Consolidation Study:	Walla Walla Fire Agencies (WA)

## Appendix 2: References & Projects

The following are several examples of references and projects out of the hundreds of projects and studies previously completed by Triton. Additional references can be provided.

Contra Costa County FPD / East Contra Costa FPD (California)			
<b>Project Name:</b>	Phase One: Annexation Financial Feasibility Study		
<b>Description:</b>	Triton was retained by the fire districts to conduct an analysis and determine the financial efficacy of CCCFPD annexing ECCFPD, and to make recommendations accordingly. Triton’s analysis demonstrated that annexation was fiscally possible and made recommendations to move forward with Phase Two: Annexation Feasibility Study, which Triton will conduct.		
<b>Contact Name/Title:</b>	Lewis Broschard, Fire Chief	<b>Year:</b>	2020
<b>Client Phone:</b>	925.941.3300		
<b>Client E-Mail:</b>	Lewis.Broschard@cccfpd.org		

Lincoln Fire & Rescue Department (Nebraska)			
<b>Project Title &amp; Description:</b>	<b>EMS Billing Rate Study</b>		
	AP Triton conducted a thorough billing rate analysis and provided recommendations to the City of Lincoln Fire & Rescue Department for use in evaluation of current and future billing rates and billing and collection processes. The study additionally included evaluations of the contracts with rural agencies providing ambulance services in the surrounding counties.		
<b>Contact Name/Title:</b>	David Engler, Fire Chief	<b>Year:</b>	2019
<b>Client Phone:</b>	402.441.7363		
<b>Client E-Mail:</b>	DEngler@lincoln.ne.gov		
<b>Note:</b>	Contracted under Fire Chief M DeSpain, who has since retired		

Washington Fire Chiefs Association (Washington)			
<b>Project Title &amp; Description:</b>	<b>Ground Emergency Medical Transport (GEMT)</b>		
	AP Triton was contracted to write enabling legislation for federal Medicaid reimbursement for public agency ambulance providers in Washington and to assist with implementation of the program. Upon enactment of the legislation, AP Triton then developed the cost reports for the Washington fire departments to use when requesting federal reimbursement, following all rules and guidelines from the Centers for Medicare and Medicaid Services (CMS). The cost reports take into account a department’s total annual costs for providing prehospital EMS and ambulance services.		
<b>Contact Name/Title:</b>	Paul Berardi, President	<b>Year:</b>	2018
<b>Client Phone:</b>	573.348.1221		
<b>Client E-Mail:</b>	pberardi@obfire.net		

Anaheim Fire Department (California)			
<b>Project Title &amp; Description:</b> <b>Ambulance Feasibility and Optimization Study</b>			
<p>AP Triton conducted an ambulance feasibility and optimization study for the City of Anaheim which resulted in the Anaheim Fire Department changing their ambulance system to a model that would give them more control over the system. This also allowed them to increase the amount of unit hours in the system while at the same time increasing the revenue above expenses by approximately \$3 million a year that can now be reinvested into system enhancement. It should be noted City of Anaheim provides protection to Disneyland.</p>			
<b>Contact Name/Title:</b>	Pat Russell, Fire Chief	<b>Year:</b>	2019
<b>Client Phone:</b>	714.765.4000		
<b>Client E-Mail:</b>	prussell2@anaheim.net		

City of Costa Mesa Fire Department (California)			
<b>Project Name:</b>	Ambulance Service Feasibility/Optimization Study		
<b>Description:</b>			
<p>AP Triton conducted a fire-based Ambulance Feasibility Study for the City of Costa Mesa Fire Department (population 112,000). The study foundation was developed by determining what the current and past insured and uninsured payer mixes were. These payer mixes were all inclusive which, together with other demographic information, allowed us to determine the maximum value of the system. The study then analyzed the Federal Reimbursement programs available and provided estimates for both GEMT and IGT programs. This study provided several options for the Department to consider; the Public-Private Partnership (contractor/subcontractor) model was chosen. AP Triton then assisted in the successful negotiations with the chosen private (subcontractor) partner.</p>			
<b>Contact Name/Title:</b>	Dan Stefano, Fire Chief	<b>Year:</b>	2019
<b>Client Phone:</b>	714.754.5106		
<b>Client E-Mail:</b>	Dan.Stefano@costamesaca.gov		

Sonoma County Fire District (California)			
<b>Project Name:</b>	EMS Ordinance Development		
<b>Description:</b> AP Triton represented the fire departments in Sonoma County that provide ambulance transport in the County of Sonoma’s EMS ordinance process. Triton was successful in protecting the public providers’ .201 rights and having their geographical areas defined. The ordinance addresses exclusivity as well as guaranteeing the public providers will not only be able to bid the only exclusive operating area in the County but will also allow the public providers to avoid competitive bidding should the County determine that the ambulance service can be assigned to the fire service through Lomita. As such, the County is in the process of validating Lomita at this time and we believe that this service will be assigned or contracted to the fire service through the Sonoma County Fire District.			
<b>Contact Name/Title:</b>	Mark Heine, Fire Chief	<b>Year:</b>	2019
<b>Client Phone:</b>	707.838.1170		
<b>Client E-Mail:</b>	mheine@sonomacountyfd.org		

Montecito FPD & Carpinteria-Summerland FPD (California)			
<b>Project Name:</b>	Fire Station Location Study & Community Risk/SOC		
<b>Description:</b> AP Triton was engaged to develop a comprehensive fire station location study with the intent of determining if a shared facility is feasible. In addition, the study included a variety of elements that entail community risk assessments and a standards of cover analysis. Once completed, Triton was contracted to facilitate a Customer-Centered Strategic Plan for each fire district.			
<b>Contact Name/Title:</b>	MFPD Chief Kevin Taylor; CSFPD Chief Greg Fish	<b>Year:</b>	2021
<b>Client Phone:</b>	805.969.7762; 805.566.2450		
<b>Client E-Mail:</b>	ktaylor@montecitofire.com; g.fish@csfd.net		



**MEETING:** April 7, 2022  
**TO:** Safety Subcommittee  
**FROM:** Erike Young, Risk Manager  
**ITEM #:** C.3. Rent a Risk Manager Program Options

**SUMMARY:** Under the CIRA Risk Control Plan, Staff developed the “Rent A Risk Manager” program that was intended to provide a minimum of four days of dedicated onsite service to each member, with larger members receiving up to eight days of onsite service. As part of the program, an annual loss analysis and risk assessment would be performed for each member as part of the first day of service. Risk assessments would not include a formal written report; however, an executive summary indicating key findings and recommendations would be documented.

Based on the membership of CIRA, a total of 284 onsite service days would be provided annually.

<b>Member Size</b>	<b>Number of Members</b>	<b>Onsite Days Provided</b>	<b>Total Onsite Days</b>
Small	17	4	68
Medium	24	6	144
Large	9	8	72
<b>Total</b>	<b>50</b>		<b>284</b>

As noted in the update, while all members will receive at least one onsite visit this year, the additional days of service cannot be achieved, due to staffing resources. In order to ensure the program’s effectiveness, Staff is providing three options for the Committee’s consideration.

**RECOMMENDATION:** Review options and provide direction to staff to: (1) maintain current program with no change, (2) modify program to increase or reduce services, or (3) retain in house safety professional.

**DISCUSSION:** Prior to the formation of CIRA, both pools have provided limited onsite support for their member agencies in the past and mostly took the form of performing risk assessments or providing safety training. Under the CIRA Risk Control Plan, each member would receive a minimum of four days of dedicated onsite service with larger members receiving up to eight days of onsite service. An initial visit to a member would consist of a loss analysis and risk assessment, with subsequent visits focusing on assisting with any outstanding risk assessment findings, as well as providing other services in consultation with the member such as:

- Employee safety training



- Ergonomic assessments
- Safety inspections
- Safety and Risk Control Program development
- Implementation of online training
- Implementation of online safety inspection platform
- Contract reviews

Based on the size of member agencies, a total of 284 onsite service days would be provided annually. The onsite services were to be provided by the staffed CIRA Risk Manager and a dedicated part-time consultant. Boretti, Inc., was selected as the consultant and provides 1000 hours of service with a budget not to exceed \$125,000. This does not include travel costs, which were not to exceed \$15,000. For the contract amount not to be exceeded, the staffed CIRA Risk Manager was required to take on more than half of the member visits and requires approximately 145 onsite service days per year, or over 70% of annual workdays are out of the office. Under the current model, the Risk Manager would only be in the office 65 days per year.

Overall, the consultants with Boretti have performed very well and feedback from members has been positive; however, as safety consultants, their focus is primarily on workplace safety and OSHA compliance, and they are not as familiar with the overall risk management exposures for municipalities which includes general liability and EPL risk exposures and contractual risk transfer. This has resulted in additional work by CIRA staff to conduct loss analyses and provide those services which the consultant is not able.

Based on the current Rent a Risk Manager program, meeting the onsite services days that were originally proposed is challenging and not sustainable under the current staffing model. Staff has provided several options for the Safety Committee to consider in modifying the program and requests that the Safety Committee provide a recommendation to the Executive Committee.

<b>Option</b>	<b>Description</b>	<b>Advantages</b>	<b>Disadvantages</b>
<b>Maintain Current Program</b>	Maintain current program and provide 284 service days per year. Contracted service \$140,000 and includes travel costs.	<ul style="list-style-type: none"> <li>• Provides same level of service as proposed</li> </ul>	<ul style="list-style-type: none"> <li>• Consultants less knowledgeable on GL, EPL and contractual risk transfer</li> </ul>
<b>Reduce number of onsite service days</b>	Reduce service days by 50% or approximately 142 days. Contracted service \$140,000 and includes travel costs.	<ul style="list-style-type: none"> <li>• Reduction of burden on staff</li> </ul>	<ul style="list-style-type: none"> <li>• Less service to members</li> <li>• Consultants less knowledgeable on GL, EPL and contractual risk transfer</li> </ul>
<b>Increase Consultant Contract</b>	Increase contract to provide 2,000 hours annually. Contracted service \$280,000 and includes travel costs.	<ul style="list-style-type: none"> <li>• Provides same level of service as proposed</li> <li>• Reduction of burden on staff</li> </ul>	<ul style="list-style-type: none"> <li>• Increased annual cost to \$250,000</li> <li>• Consultants less knowledgeable on GL, EPL and contractual risk transfer</li> </ul>



<p><b>Hire Risk Control staff to replace consultant</b></p>	<p>In-house staff would provide 2,000 hours annually. Fully loaded cost of consultant is \$175,000 and includes travel costs.</p>	<ul style="list-style-type: none"> <li>• Additional 1000 hours of service</li> <li>• Expanded knowledge of risk programs beyond safety</li> <li>• More control over work-product</li> <li>• Access to CIRA programs and share drive</li> </ul>	<ul style="list-style-type: none"> <li>• Estimated increased annual cost between \$30,000 and \$40,000 for Health and Retirement benefits</li> <li>• Change in assigned risk control consultant</li> <li>• Onboarding and training time</li> </ul>
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**FISCAL IMPLICATIONS: FISCAL IMPLICATIONS:** FY 2022-2023 budget includes consultant cost of \$125,000, as well as estimated annual travel costs of \$15,000. Should the Committee recommend the in house option, the additional salary and benefits may be funded via \$200,000 of annual TPA fee savings though consolidating workers’ compensation claims administration services approved by the Board.

**ATTACHMENT:** None