

# **GOLDEN STATE RISK MANAGEMENT AUTHORITY (GSRMA)**

## **Risk Management Accreditation Program (RMAP) 2019-2020**

GSRMA member agencies can earn an award of up to 10% of their current year's contribution, subject to a maximum of \$50,000 per member agency, per year for a score less than 10%, and a maximum of \$75,000 per member agency per year, when the 10% maximum score is achieved.

**Members must apply each year to qualify. This application covers the time period from March 1, 2019 – February 29, 2020.**

### **TO APPLY:**

Members wishing to apply for the RMAP must submit a Letter of Intent to GSRMA's Loss Prevention Staff no later than the first Monday in December each year. **Letters of Intent will not be accepted after the first Monday in December.** Upon receipt of the Letter of Intent, GSRMA staff will confirm the meeting to review the agency or industry loss history and/or exposures. This meeting/review must be conducted with those in a safety leadership role in order to earn the points on the self-scored RMAP application. The attached application must be completed and submitted to GSRMA's Loss Prevention Staff by the first Monday in March each year. **Applications will not be accepted after the close of business the first Monday in March.** During the review of the applications, GSRMA Loss Prevention Staff will request supplemental documentation from applicants to validate the applications. **Failure to provide this documentation by the date requested will disqualify the member from consideration of an award under the RMAP for that year.**

Loss Prevention staff shall present all qualified applications to GSRMA Board of Directors no later than their May board meeting for approval. For budgeting purposes, those agencies receiving awards will be notified prior to July 1<sup>st</sup>. To receive distributions, the agency must be a member in good standing as of July 1 of the 2020/2021 coverage year.

The credit earned is based on a points system. 100 points are needed to be awarded the maximum credit. The following formula shall be used in determining the total credit awarded. **(NOTE: Member agency must score a minimum of 60 points to qualify for an award.)**

60 to 69	1%
70 to 79	4%
80 to 89	5%
90 to 99	7%
100	10%

GSRMA encourages members to use the awarded funds to maintain and/or enhance their loss prevention efforts. Members who achieve 100 points or more will be granted accreditation status. As an additional incentive to achieve accreditation, a random drawing will be conducted to select one accredited member to receive complimentary attendance for up to two attendees to attend the upcoming Public Agency Risk Management Association (PARMA) conference.

Special Note: Agencies are encouraged to submit the self-evaluation regardless of accumulated points.

# Risk Management Accreditation Program (RMAP) Self-Evaluation / Application

**Member Agency:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact Phone / E-Mail:** \_\_\_\_\_

**Contact Mailing Address:** \_\_\_\_\_

**District Physical Address:** \_\_\_\_\_

POINTS EARNED	GSRMA Use	
<b>Administrative Points Earned</b>		
<b>Claims Points Earned</b>		
<b>Safety/Loss Prevention Points Earned</b>		
<b>TOTAL POINTS</b>		

**Loss Experience Meeting    Yes   /   No            Date \_\_\_\_\_**

## ADMINISTRATIVE SECTION

<i>REQUIREMENTS</i>	<i>POINTS CLAIMED / POINTS POSSIBLE</i>	<i>GSRMA USE ONLY POINTS VERIFIED / AREAS FOR IMPROVEMENT</i>
<b>Personnel Policy:</b>		
Develop, adopt, implement and maintain a District personnel policy manual that complies with all Federal, State and local regulations.	/ 3	
Compliant AB 1825 Harassment Policy effective on or after January 1, 2018.	/ 3	
Compliant federal and state labor law posters, include photo documentation for full credit.	/ 2	
<b>Board Policies</b>		
Develop, adopt, implement and maintain the District's Board Policy Manual, to include the following: District Bylaws, Conflict of Interest Policy and meeting schedule.	/ 3	
Board has adopted policies and procedures for purchasing, contracts, competitive bidding process, compliance with the California Public Records Act and Ethics training as required by AB 1234.	/ 3	

<b>Board Operations</b>		
District is in compliance with Senate Bill 929, which requires special districts in California maintain a website.	/ 4	
District prepares, approves and submits an annual budget and submits to an audit, at least as often as every two years.	/ 2	
District has a fraud prevention system in place regarding financial matters that is reviewed and approved by an independent auditor.	/ 3	
Appointments and re-appointments are tracked, scheduled and acted upon in accordance with appointing authority or election process.	/ 2	
Board has adopted rules for the proper/orderly proceeding of their meetings (for example Robert's Rules of Order or Rosenberg's Rules of Order.	/ 3	
<b>Training</b>		
All Board Members are compliant with mandated training <b>and</b> attend at least one additional training pertaining to the operations of their agency.	/ 4	
All management, supervisors and staff with safety responsibility participate in at least 2 hours of leadership development or management training.	/ 4	
<b>Contracting</b>		
District has written contracts with vendors, contractors and subcontracts and has a board adopted policy requiring insurance in contracts and agreements. Submit sample of contract template for full credit.	/ 3	
District has a written policy regarding the duties and responsibilities of vendors and volunteers that operate or provide services on agency grounds.	/ 3	
<b>Administrative Points Earned</b>	<b>/ 42</b>	

## CLAIMS SECTION

<i>REQUIREMENTS</i>	<i>POINTS CLAIMED / POINTS POSSIBLE</i>	<i>GSRMA Use Only Points Verified / Areas for Improvement</i>
<b>General Liability:</b>		
Have a written process regarding third party claims against the district that is in compliance with the CA Tort Claims Act.	/ 3	
<b>Return to Work:</b>		
Implement a Return to Work Program that includes a provision for enacting the interactive process.(A redacted copy of the interactive process or blank forms can be provided.)	/ 4	
<b>Claims Reporting:</b>		
District adheres to rules and regulations regarding claims reporting (timely notification) and reports changes in exposures per GSRMA JPA Agreement.	/ 2	
<b>Claims Points Earned</b>	<b>/ 9</b>	

## SAFETY / LOSS PREVENTION SECTION

<i>REQUIREMENTS</i>	<i>POINTS CLAIMED / POINTS POSSIBLE</i>	<i>GSRMA Use Only Points Verified / Areas for Improvement</i>
<b>Injury and Illness Prevention Program (IIPP):</b>		
IIPP meets all Cal-OSHA requirements	/ 4	
IIPP reviewed annually by all staff and documentation maintained of same.  Print the name and title of the staff person responsible for development and maintenance of the IIPP: _____	/ 4	
Include safety compliance as a part of employees' annual performance evaluations.	/ 2	
<b>Emergency Action Plan (EAP)</b>		
Written Emergency Action Plan meets all Cal-OSHA requirements. Print the name and title of the staff person responsible for development and maintenance of the EAP:_____	/ 4	

<b>Safety Meetings</b>		
Regular safety meetings as required by Cal- OSHA to communicate safety expectations in a manner understandable to all employees. Provide a minimum of six hours training and instruction on job specific safety and health practices.  This should include online training such as Target Solutions. Proper documentation of meetings and all employee trainings must be maintained by the agency and be available for inspection.	/ 5	
Compliance with Employee-Level Harassment Training requirements (SB 1343).	/4	
<b>Accidents/Incidents</b>		
Have a written policy regarding the requirement to conduct accident investigations, including near misses, and maintain documentation of same.	/ 3	
Develop, utilize and maintain a board-adopted incident report form.	/ 2	
<b>Safety Committee</b>		
Establish a Safety Committee and have regular meetings. Safety Committee regularly reviews near miss reports and accident investigations and provides recommendations to reduce reoccurrence.	/ 7	
<b>Motor Vehicles</b>		
District has written policies and procedures regarding the use of motor vehicles that must address: remedial training for employees involved in accidents, valid/unrestricted driver's license, driver qualifications, orientation process, drivers safety training, personal/business use including personal policy insurance requirements, cell phone usage, maintenance schedules, inspection procedures and accident / incident reporting procedures.	/ 5	
<b>Loss Exposure Experience Plan (LEEP)</b>		
Annually develop a comprehensive written plan to address and mitigate substantial factors contributing to loss experience or exposures and to reduce potential hazards. See attached examples for further explanation.	/ 5	

Evaluation of previous year's LEEP implementation. Describe the implementation of your previous year's LEEP. (Include this description with your application.)	/ 3	
<b>Safety Documentation – Comprehensive</b>		
Attach to this application any of the following completed during 2019-2020: report of hazardous condition, regular site safety inspection, accident investigation or near miss report. Each complete report or inspection is worth one point, up to 5 points total).	/ 5	
<b>Participation in GSRMA-Sponsored Training</b>		
Attendance at GSRMA Annual Training Conference.	/ 3	
Member attendance at GSRMA regional or on-site training or host or co-host a GSRMA regional training.	/ 3	
<b>Safety/Loss Prevention Points Earned</b>	<b>/ 59</b>	

**(District Letterhead)**

**Sample Letter of Intent**

Date

Golden State Risk Management Authority  
P.O. Box 706  
Willows, CA 95988

Re: Risk Management Accreditation Program (RMAP)

Dear Loss Prevention Staff,

Our agency intends to apply for Golden State Risk Management Authority's Risk Management Accreditation Program (RMAP) this year.

*Instructions to member: please propose a date and time between November 1, 2019 and February 1, 2020) for you and/or the safety manager along with a member of your district's governing body to participate in a meeting regarding losses experienced by your district and/or industry. This meeting may or may not take place on-site.*

Should you have any questions please contact [Insert contact Person's Name] at [Insert phone number and/or e-mail address].

Sincerely,

[Contact Person's Name]  
[Title]

## LOSS EXPOSURE EXPERIENCE PLAN DESCRIPTION

The goal of the Loss Exposure Experience Plan (LEEP) is to help members identify risks and reduce claims. Each year a new plan must be developed that identifies a specific problem area or hazard and proposes a solution to resolve the problem area or hazard over the next year. The plan **MUST** incorporate the following components:

- Identification of potential problem areas (hazards, claims, experience, etc.)
- Proposal to resolve the identified problem areas.
- Education – to promote understanding and training to lessen the impact of the problem area.
- Funding – identifying funding resources available to accomplish the plan.
- Evaluation – track the success of implementation of the plan and be able to produce the results to GSRMA with your application for the following year's plan.

Although your plan should incorporate the above mentioned criteria, it should be brief and clear enough that staff is not discouraged from reading and implementing it. Please see the sample format which is attached.

The LEEP must be submitted with your completed RMAP Application. The completed RMAP application is due to our office no later than the close of business on the first Monday in March.

If you have questions in the development of the plan please feel free to contact Loss Prevention staff at (530) 934-5633 or via e-mail at [lossprevention@gsrma.org](mailto:lossprevention@gsrma.org).



# **SAMPLE FORMAT LOSS EXPOSURE EXPERIENCE PLAN (LEEP)**

## **IDENTIFICATION OF POTENTIAL PROBLEM AREA:**

(Provide a description of the potential hazard/problem area you have identified.)

## **PROPOSAL TO RESOLVE POTENTIAL PROBLEM AREA:**

(Provide a description of the steps your district will implement over the next year to mitigate the potential hazard/problem area identified above.)

## **EDUCATION:**

(What training will you provide to your employees to lessen the impact of the potential problem area, or to educate employees on new processes, etc.)

## **FUNDING:**

(Identify the source of funds you will use to implement you plan.)

## **EVALUATION:**

(Describe the criteria you will use to track the success of you plan implementation.)