City of Loma Linda Official Report

Floyd Petersen, Mayor
Stan Brauer, Mayor pro tempore
Robert Christman, Councilmember
Robert Ziprick, Councilmember
Charles Umeda, Councilmember

COUNCIL AGENDA: June 13, 2006

TO: City Council

SUBJECT: Request from the Marin County Major Crimes Task Force to join the California Joint Powers Insurance Authority (CJPIA)

AGENDA ITEM 15

CALIFORNIA
J · P · I · A

To: **California JPIA Director**
c/o Agency Clerk

From: **Jonathan Shull, Executive Director**

Date: **May 25, 2006**

Subject: **Approval of Membership for the Marin County Major Crimes Task Force**

The Executive Committee at its regular meeting of May 24, 2006, recommended the approval of the Marin County Major Crimes Task Force, located in Marin County, for membership in the California JPIA. The annual primary deposit for the General Liability Program is $7,964. The Marin County Major Crimes Task Force is not seeking to participate in the Workers' Compensation Program at this time.

We are requesting that each Agency Clerk deliver the enclosed materials to the California JPIA Director appointed by their Council or Board, and expedite returning the form to this office as soon as possible. If the Director is unavailable, the duly appointed Alternate may execute the Consent.

The California JPIA Bylaws permit the independent judgment and action of your Director (or Alternate) on this matter, so that admissions may be accomplished in a timely manner. If your procedures require Council or Board action on the matter, please arrange for this item to be given special handling at the next meeting of your legislative body.

Thank you in advance for your assistance in expediting the return of the consent form by June 26, 2006. Please feel free to call me if you have any questions at (562) 467-8787.

Enclosures

CALIFORNIA JOINT POWERS INSURANCE AUTHORITY
8081 MOODY STREET, LA PALMA, CA 90623 TEL (562) 467-8700 FAX (562) 860-4992

Marin County Major Crimes Task Force

Application for Membership

CALIFORNIA JPIA

MEMBERSHIP APPLICATION

• • • • • • •

REPORT OF INITIAL RISK MANAGEMENT EVALUATION

of the

MARIN COUNTY MAJOR CRIMES TASK FORCE

• • • • • • •

I. RECOMMENDATION

It is recommended that the Marin County Major Crimes Task Force application for membership in the CALIFORNIA JOINT POWERS INSURANCE AUTHORITY be approved with an initial General Liability Program primary deposit of $7,964.

II. GENERAL INFORMATION

A. Date of Survey: April 27, 2006

B. Participants in Survey:

1. For CALIFORNIA JPIA: Beth Lyons, Assistant Executive Director
   Jim Gross, Senior Risk Consultant

2. For Agency: Lt. Rick Russell, Task Force Commander
   Karol Hosking, Risk Manager, Marin County

C. Description of Applicant:

The Marin County Major Crimes Task Force was formed in 1977 at the recommendation of the Marin County Police Chiefs Association. It is a cooperative effort, linking the county and ten of eleven cities in the county, to provide a central investigative unit capable of crossing jurisdictional boundaries for the stated purposes of assisting each other in the detection, apprehension, and prosecution of highly mobile criminal activity and combating its influence throughout Marin County. The Major Crimes Task Force serves a population of 254,000 and is intended to supplement and augment the efforts of the existing local law enforcement agencies to better deal with major criminal activity that no single jurisdiction can effectively deal with alone.

The Major Crimes Task Force exists through a Joint Powers Agreement (JPA) between the cities and county, and operates under the direction of an Oversight Committee comprised of city managers, county officials, police chiefs, and appointed citizens.

The Major Crimes Task Force's 2005-2006 operating budget is $1,366,139. Each JPA member pays a pro rata share, based on population, of the costs of the County's payroll to staff the Major Crimes Task Force.

The Major Crimes Task Force does not have any employees. Since July 1993, sheriff's deputies, working under sheriff's department rules and regulations, have staffed the Major Crimes Task Force. Prior to July 1993, officers from the various participating agencies staffed the Major Crimes Task Force.

The Marin County Sheriff's Department provides one lieutenant, one sergeant, five deputies and one secretary. This enables the Major Crimes Task Force to maintain consistent operations, and administer a single employer's policies and procedures. As a result, liability exposures rest primarily with Marin County, which is evidenced by the Major Crimes Task Force's exceptional loss history.

After serving on the Marin County Sheriff's Department for three years, demonstrating a high level of competency and adherence to department policies and procedures, officers may apply to serve on the Major Crimes Task Force. Officers are individually selected and must undergo additional skill development, including narcotics and asset forfeiture training.

While the Major Crimes Task Force is governed by the policies and procedures of the Marin County Sheriff's Department, the Major Crimes Task Force has developed a separate manual to address unique exposures.

As part of its ongoing risk management program, the Major Crimes Task Force works closely with an assigned District Attorney (DA). Before execution, the DA reviews search warrants, arrests, requests to use confidential informants, and reports. The DA also attends weekly briefing meetings with the Major Crimes Task Force, and is on-call 24 hours a day to provide advice during searches and seizures and other activity exposures.

The Major Crimes Task Force has very little contractual liability exposures, and contracts infrequently with rental car agencies only.

The Major Crimes Task Force owns 15 low-end, unequipped, private passenger vehicles to support undercover surveillance work. Because of the nature of the operations and effectiveness in transferring exposures, the Major Crimes Task Force's main exposure is automobile liability.

III. CURRENT INSURANCE PROGRAM

The Major Crimes Task Force has purchased commercial insurance since inception in 1977. The Major Crimes Task Force is currently insured through the Special Lines Insurance Program (SLIP) through Driver Alliant Insurance Services. The Major Crimes Task Force stopped insuring for auto liability in 2006 due to availability and pricing.

The Major Crimes Task Force currently pays $53,599 for general liability coverage of $5 million per occurrence, including defense costs, with a $10,000 deductible. There is a $2 million sub-limit for employment practices liability. The carrier provides claims administration services.

IV. EXPERIENCE AND LOSS DATA

General and Automobile Liability:

The Major Crimes Task Force has a favorable five-year liability loss history, with seven reported claims. Six losses closed with zero dollars paid, while one automobile liability loss resulted in a total incurred of $11,664.

V. PHYSICAL INSPECTION AND COMMENTS

A. MAJOR CRIMES TASK FORCE FACILITIES

The Major Crimes Task Force operates out of a non-descript industrial storefront. The leased space of approximately 1,000 square feet meets the needs of the administrative work associated with the undercover operations.

Seized property is transported to the Marin County Sheriff Department storage facility within 24 hours of seizure. The Major Crimes Task Force has a separate alarmed evidence room. Cash seizures are receipted, reported to the DA, and deposited at the first opportunity.

B. RISK MANAGEMENT PRACTICES

The Major Crimes Task Force is an undercover operation, and a total of 161 criminal cases were generated in 2005. Assigned personnel do not issue fines or citations, participate in pursuits, emergency response, traffic enforcement, or other typical police department operations. The Major Crimes Task Force is primarily a surveillance unit, designed to collect evidence and build cases.

The Major Crimes Task Force provides investigative and surveillance support for major crimes in Marin County, including homicide, burglary, and drug operations. Approximately 80% of the Major Crimes Task Force's time is spent performing undercover operations for small to mid-size drug operations. If the Major Crimes Task Force encounters a major

drug cartel, information is forwarded to an appropriate law enforcement agency with greater resources, such as the DEA or FBI. The Major Crimes Task Force is not involved in gang enforcement activities.

Prior to the initiation of any operation, an "operation order" is completed to outline and review the assignments and a briefing is conducted to ensure understanding of the mission. A supervisor, at the sergeant level, participates in all of the Major Crimes Task Force activities. The Major Crimes Task Force commander reviews and provides guidance on all cases.

Special operation resources, such as SWAT, air support, and canine units, are provided to the Major Crimes Task Force through the JPA members. Members retain the exposure arising out of the utilized resource.

VI. SUMMARY AND EVALUATION

The staff assigned to the Major Crimes Task Force is very professional and has demonstrated a strong understanding of the importance of effective risk management practices. Review of the numerous documents that define the Major Crimes Task Force indicate there is tight control over the operation and exposures.

Accordingly, the Authority finds that membership will benefit the Major Crimes Task Force by providing reliable and economical coverage, and it will be advantageous to the CALIFORNIA JPIA by expanding its ability to spread pooled losses and costs.

In summary, the physical inspection, committed leadership, favorable loss history, and interest expressed qualify the Major Crimes Task Force for consideration for membership in the CALIFORNIA JPIA.

Marin County Major Crimes Task Force

Report of Initial Risk Management Evaluation

CALIFORNIA JOINT POWERS INSURANCE AUTHORITY
8081 Moody Street, La Palma, California 90623
(562) 467-8700 • FAX (562) 402-8692

CALIFORNIA
J · P · I · A

APPLICATION FOR MEMBERSHIP

INSTRUCTIONS: Please complete the following underwriting information. You may attach additional sheets, if necessary, to amplify your answers. The application should be signed by the General Manager. Please type your answers.

Date of Application: **April 28th, 2006**

Date of Incorporation: **May 3, 1977**

AGENCY: **Marin County Major Crimes Task Force JPA**

ADDRESS: **3501 Civic Center Drive, Room 145, San Rafael, CA 94903**

MAIN PHONE: **415-884-4878** MAIN FAX: 415-884-0848

WEBSITE: Marin County Sheriff Department

APPLICATION COMPLETED BY: **Lt. Rick Russell** PHONE **415-884-4878**

FUNCTION:	Salutation	Name	Actual Title	Phone	Email
General Manager:	**Lieutenant**	**Rick Russel**	**Commander**	**415-884-4878**	rrussell@co.marin.ca.us
Finance Officer:		Jim Engelman	Finance Chief	415-499-7438	jengelman
Public Works Director:	**N/A**				
Parks & Rec Director:	**N/A**				
Planning Director:	**N/A**				
Clerk:	**N/A**				
Agency Attorney:		Marin Count District Attorney		415-499-6540	
Risk Manager:		Karol Hosking	County Marin Risk Mgr.	415-499-6445	khosking
Police Chief:	**N/A**				
Fire Chief:	**N/A**				
Personnel Director:	**N/A**				

1. POPULATION SERVED: **254,000**
2. AREA SERVED: **Marin County**
3. TOTAL OPERATING BUDGET (FY 2005-2006): **$1,366,139**
   (please provide a copy of your adopted budget)

4. EMPLOYEE CENSUS:

No employees - Task Force staffed by County of Marin Sheriff personnel.

		FT (Positions)	PT (FT Equiv)	VOL (People)	Gross Payroll for Calendar year 2005 (include non-taxable compensation & PT)
Clerical Office	(8810)				
Municipal Non-Manual	(9410)				
All Other Municipal	(9420)				
Fire Fighters	(7706)				
Volunteer Fire Fighters	(7707)				
Police Officers	(7720)				
Volunteer Police Officers	(7722)				
Bus Operators	(7382)				
Pilots	(7424)				
Animal Services	(8831)				
Water Works	(7520)				
Sanitation Employees	(7580)				
All Other	(9999)				

TOTAL EMPLOYEES & GROSS PAYROLL (Calendar year 2005) **JPA has no employees - Task Force staffed by Marin County Sheriff personnel.**

5. CURRENT INSURANCE PROGRAM (or last insured year):
In addition, please submit the face sheets of all current policies.

A. GENERAL LIABILITY COVERAGE: (Claims made or occurrence, please specify)

1. Primary Coverage: **Occurrence - GL, E&O, Auto and EPL**

Carrier: Evanston Insurance Company
Policy Period: 9/29/05 - 9/29/06
Occurrence Limit: $ **5,000,000 ($2,000,000 EPL)**
Premium: $ **70,440 plus taxes and fees**
Deductible/Retention: $ **10,000**
Claims Administrator: **carrier**

EXCESS LIABILITY COVERAGE: **N/A**

$ _____ Excess of $ _____
Carrier: _____
Policy Period: _____
Premium: $ _____

$ _____ Excess of $ _____
Carrier: _____
Policy Period: _____
Premium: $ _____

$ _____ Excess of $ _____

Carrier: _____

Policy Period: _____

Premium: $ _____

B. WORKERS' COMPENSATION COVERAGE:

1. Primary Coverage: **N/A**

Carrier: _____
Policy Period: _____
Premium: $ _____
Employers Liability Limit: $ _____
Deductible/Retention: $ _____
Claims Administrator: _____

2. Excess Workers' Compensation Coverage: **N/A**

$ _____ Excess of $ _____
Carrier: _____
Policy Period: _____
Premium: $ _____

C. PROPERTY INSURANCE: **N/A**

1. Coverage: (Replacement cost or other, please specify)

Insured values: _____
Buildings: $ _____
Contents: $ _____
Vehicles: $ _____
Other: $ _____
Total Values $ _____

Carrier: _____
Policy Period: _____
Premium: $ _____

6. LOSS EXPERIENCE SUMMARY: (Past five completed years)

A. GENERAL LIABILITY INCURRED LOSSES:

Year	Number of Losses	Amount of Losses
	See attached	

B. WORKERS' COMPENSATION INCURRED LOSSES:

Year	Number of Losses	Amount of Losses
	N/A	

C. INSURED PROPERTY INCURRED LOSSES:

Year	Number of Losses	Amount of Losses
	N/A	

7. GENERAL EXPOSURES (owned/maintained by the agency):

		Number	Area
A.	Waterfront Property:	N/A	
B.	Cemeteries:	N/A	
C.	Housing:	N/A	
D.	Libraries and/or Museums:	N/A	
E.	Developed Parks and Playgrounds:	N/A	
F.	Auditoriums and/or Exhibition Halls:	N/A	
G.	Community Centers:	N/A	
H.	Buildings Leased to Others:	N/A	
I.	Land Leased to Others:	N/A	
J.	Buildings and/or Land Leased by Organization:	**Office space Novato, CA 94947**	
K.	Motorpools / Garages:	N/A	
L.	Underground Storage Tanks:	N/A	

8. VEHICLE EXPOSURES (operated by the agency): Number

A. General Vehicles:

Passenger Sedans (non-police):	15
Motorcycles	
Pickups & other maintenance vehicles:	
Construction/Heavy Equipment:	
Other - (please describe):	

B. Emergency Vehicles: N/A

Police:

Passenger:	
Motorcycles:	
Pickups/Vans:	

Fire: N/A

Passenger:	
Pickups/Vans:	
Apparatus:	

C. Public Transit Vehicles: N/A

Mini Buses/Vans:	
Buses:	

D. Watercraft: N/A

Type:

9. ROADWAY AND TRAFFIC EXPOSURES (owned/maintained by the agency):

A. City Streets: (miles) ___N/A___
B. County Roads: (miles) ___N/A___
C. State Highway: (miles) ___N/A___
D. Traffic Signals: (number) ___N/A___
E. Parking Lots: (number) ___N/A___
F. Parking Meters: (number) ___N/A___
G. Sidewalks: (miles) ___N/A___

10. POLICE SERVICES EXPOSURES (operated by agency):

A. Number of Sworn Officers: **NOTE: officers are Marin County Sheriff personnel)**
Full-time: _____
Part-time: ___6___
B. Number of Reserves: N/A
Level I: _____
Level II: _____
C. Number of Police Stations: ___N/A___
D. Number of Jail Facilities: ___N/A___
Number of Cells: ___N/A___
E. Is there a Policy and Procedures Manual? ___Yes___
F. Is there a written Pursuit Policy? **Marin County Sheriff procedures**
G. Is there a written Policy on the use of Firearms? **Marin County Sheriff procedures**
H. Is there a written Policy on the use of Canines? **N/A no canines**

11. FIRE SERVICES EXPOSURES (operated by the agency):

A. Number of Sworn Fire Personnel: N/A
Full-time: _____
Part-time: _____
Volunteers: _____
Paramedics: _____
B. Number of Fire Stations: _____

12. UTILITY SERVICES EXPOSURES (owned/maintained by the agency):

A. Water Department: N/A
Please submit an inundation map showing location and describe each dam.

1. Number of Employees: ___N/A___

2. Amount produced annually in acre feet: N/A
Acre feet/year: _____

3. Source of supply: ___N/A___

4. Dams: N/A
Number: _____
Capacity: _____
Type: _____

5. Reservoirs: **N/A**

Number: _____

Capacity: _____

Type: _____

6. Storage tanks: **N/A**

Number: _____

Capacity: _____

Type: _____

B. Sanitary Sewer Service (owned/maintained by the agency **N/A**

Number of employees: _____

Average daily treatment, millions gallons/day: _____

Level of treatment: _____

Effluent discharged to: _____

C. Service Suppliers: **N/A**

Electrical Power: _____

Natural Gas: _____

Telephone: _____

Cable Television: _____

Water: (if private) _____

Solid Waste Disposal: _____

13. Please include material information not requested on this form.

ACKNOWLEDGEMENT (To be completed by General Manager):

All of the above information, including attachments, has been fully disclosed. The CALIFORNIA JPIA may rely on these answers, including attachments, when considering this application for membership.

NAME: **Lt. Rick Russell**

DATE: **April 28th, 2006**

SIGNATURE: _____

BUDGET ADOPTED 4-19-06

MAJOR CRIMES TASK FORCE
102/327
Fiscal Year 2006-07

Account	Account Name	2003-04 Actual Year End	2004-05 Actual Budget	2005-06 Allowed Budget	2006-07 Preliminary Baseline	2006-07 BCP's Requested	2006-07 Recmded Budget
1003	REGULAR STAFF	572,654	603,706	611,082	611,082	-	611,082
1006	SHIFT DIFFER	45	107	1,882	1,882	-	1,882
1008	OVERTIME	60,517	66,516	108,058	108,058	-	108,058
1009	HOLIDAY PAY	5,682	5,400	5,440	5,440	-	5,440
1010	DISABILITY	-	-	-	-	-	-
1011	INCENTIVE	6,994	6,923	7,157	7,157	-	7,157
1014	ASSIGN. DIFF	-	84	-	-	-	-
1016	BI-LINGUAL	-	769	1,678	1,678	-	1,678
1025	SAL UNIFORMS	5,363	4,550	4,063	4,063	-	4,063
1402	RETIREMENT C	81,978	84,643	133,780	133,780	-	133,780
1403	Ret. POB Debt Svc.-Misc.	40,411	3,537	-	-		
1404	SOCIAL SECUR	6,453	7,268	8,861	8,861	-	8,861
1405	Retire POB Debt Svc Safe	-	44,043	-			
1506	ADDTL RETIRM	74,404	80,394	83,795	83,795	-	83,795
1516	UNUSED FRINGE	138	114	-	-		
1701	COMPENSATION	60,053	52,225	58,718	58,718	-	58,718
1998	CST POS ADD	-	-	-	-	-	-
1999	CST POS DEL			-	-		-
	TOTAL SALARIES & BENEFITS	914,692	960,279	1,024,514	1,024,514	-	1,024,514
2005	UNIFORM ALLO	-	-	-	-	-	-
2059	GEN INSURE	86,727	72,505	62,089	62,089	-	72,504
2078	MISC MAINT	26,875	29,708	35,407	35,407	-	24,992
2121	MISC EXP 1	-	-	-	-	-	-
2133	OFC SUPPLIES	3,780	15,521	4,804	4,804	-	4,804
2246	RENT	35,524	31,488	37,750	37,750	-	37,750
2263	SPECIAL FUND	30,000	21,500	35,750	35,750	-	35,750
2269	MISC FEES	951	729	2,401	2,401	-	2,401
2273	TRAINING	4,957	7,769	12,671	12,671	-	12,671
2312	PATROL SUPPL	927	2,102	5,684	5,684	-	5,684
2479	MILEAGE EXP	4,812	3,965	16,377	16,377	-	16,377
2530	CNTSVC SPEC	-	-	1,000	1,000	-	1,000
2533	CNTSVC MISC	8,529	8,806	17,123	17,123	-	17,123
2534	CNTSVC TELE	7,405	7,244	24,543	24,543	-	24,543
	TOTAL SERVICES & SUPPLIES	210,487	201,337	255,599	255,599	-	255,599
4801	MSC EQ&MACH	-	406	1,500	1,500	-	1,500
4804	COMM EQUIP 2	-	-	7,314	7,314	-	7,314
4822	PATROL VEHIC	29,152	74,109	62,810	62,810	-	62,810
4880	DP EQUIP	-	-	5,000	5,000	-	5,000
4985	MSC FURN & EQ	-	-	2,000	2,000	-	2,000
	TOTAL EQUIPMENT	29,152	74,515	78,624	78,624	-	78,624
5071	TELEPHONE CHARGES	6,419	6,970	7,402	7,402	-	7,402
	TOTAL INTERDEPARTMENTAL	6,419	6,970	7,402	7,402	-	7,402
	TOTAL APPROPRIATIONS	1,160,750	1,243,101	1,366,139	1,366,139	-	1,366,139
9268	PUB SVCS TAX	-	-	-	-	-	-
9741	CITY CONTRIB	384,079	411,129	389,585	449,683	-	449,683
9743	ASSET FORFEI	359,065	342,362	406,920	450,483	-	450,483
9773	OTH MISC RFN	222	-	17,521	17,521	-	17,521
9774	OTHER MISC I	60	-	-	-	-	-
	TOTAL REVENUE	743,426	753,491	814,026	917,687	-	917,687