



November 11, 2008

[CAL TIP E-BRIEF](#)

The *CalTIP E-Brief* is a brief summary of activities for the California Transit Insurance Pool (CalTIP). It has been *created to foster better communication* regarding the goals, decisions and activities of the CalTIP Board of Directors. Each E-Brief will be sent via E-mail (hence the “E”) and *will be sent as there is news to share*. The CalTIP web site (www.caltip.org) will remain a regular, more in-depth resource of information regarding the CalTIP program.

[BOARD OF DIRECTORS NEWS](#)

Election

As of this E-Brief, there are currently two vacancies on the Oversight Committee and one vacant seat on the Finance & Administration Committee. The Board of Directors will hold an election to fill the two vacancies on the Oversight Committee and elect a new Board Treasurer, at its meeting at the Catamaran Resort Hotel & Spa in San Diego, CA on Thursday, December 4, 2008.

The Oversight Committee will convene the morning of December 5, 2008, and elect one Board member to fill the vacant seat on the Finance & Administration Committee.

Solicitation of nominations for the above election was distributed via email on October 30, 2008; nomination forms are due to CalTIP on Friday, November 14, 2008.

[COMMITTEE NEWS](#)

Oversight Committee

Two vacant seats on the Oversight Committee will be filled at the upcoming Board of Directors meeting in San Diego, CA on December 4, 2008.

Finance & Administration Committee

Congratulations to Ms. Kwai Reitz of Yolo County Transportation District and Mr. Tom Anderson of Siskiyou County who were elected by the Finance & Administration Committee as Chairperson and Vice Chairperson, respectively. The election was held at the Finance & Administration Committee meeting on August 28, 2008.

The Committee members also drew lots at the meeting to determine individual members’ terms of participation in the Finance & Administration Committee. To achieve staggered terms, four members will serve a one-year term and four members will serve a two-year term. The results of the drawing are as follows: *Ms. Kathy Casenave of Central Contra Costa Transit Authority, Mr. Mark Dorfman of Santa Cruz Metropolitan Transit District, Mr. Art Ida of Culver City, and Mr. Steve Rosenberg of Gold Coast Transit will serve for a **one-year term: May 1, 2008 – April 30, 2009**. Mr. Tom Anderson of Siskiyou County, **Ms. Tiffani Fink of City of Lodi, *Mr. Kent Gary of City of Folsom, and Ms. Kwai Reitz will serve for a **two-year term: May 1, 2008 – April 30, 2010**.

**Staff drew lots for Ms. Casenave and Mr. Gary who were absent at the meeting.*

***Ms. Fink, as Board Treasurer, will serve a two-year term.*

MEMBER SPOTLIGHT

Welcome to CalTIP family!

Ms. Deborah Brunner, Interim Transit Program Manager, Napa County Transportation & Planning Agency
Mr. Ed King, Regional Transit Manager, San Luis Obispo Transit Authority
Mr. Paul Matsuoka, Executive Director, Livermore Amador Valley Transit Authority

If you have news or updates at your agency that you would like to share with the membership and be included in the next E-Brief, please e-mail Ms. Maria de Leon, CalTIP Member Services Coordinator, at mdeleon@brsrisk.com.

ADMINISTRATION UPDATES

A list of **CalTIP Key Contacts at BRS** is available on the CalTIP website: www.caltip.org/contact.html

CLAIMS MATTERS

Claims Audit

This year's claims audits were performed by Mr. Dennis Mitchell of ARM Tech. Mr. Mitchell conducted claims audits of four Program II members (Livermore Amador Valley Transit Authority, Nevada County, Placer County, and Western Contra Costa Transit Authority) and CalTIP's Third Party Administrator (Gregory B. Bragg & Associates (Bragg)). Staff has sent each agency and Bragg a copy of their respective draft claims audit report for review and comments. Mr. Michael Groff, CalTIP Litigation Manager, will present a summary report of the claims audits, including comments from the audited members and Bragg, at the CalTIP Study Session in December 2008.

Claims Workshop

Gregory B. Bragg & Associates (Bragg) and CalTIP staff teamed up this Summer and conducted three (3) Claims Workshops in Northern and Southern California.

For those of you who were not able to attend, stay tuned! A Claims Workshop webinar is being organized to maximize members' participation. We will notify the membership as soon as we have the date of the webinar confirmed.

Accident Report Packets

To order accident report packets for your agency, please contact Ms. Rosemary Loiler, Liability Claims Assistant at Gregory B. Bragg & Associates, by email at rosemary.loiler@gbbragg.com or telephone at (916) 960-0916. Each packet includes an Occurrence Report Form, Courtesy Cards, and pencils.

NEWS FROM RISK & LOSS CONTROL TEAM

The CalTIP Risk Control Team is pleased to announce the topic, speaker and scheduling of the next training webinar for CalTIP members. Through CalTIP's association with American Public Transportation Association (APTA), the team is excited to have Mr. Clyde Earl present the **"Best Practices for Transit Bus Operator Training" in a webinar on Thursday, November 20, 2008, at 10:00 a.m.** Mr. Earl is a veteran in the transit industry and a consultant to APTA for System Safety and other safety & security programs. An email announcement regarding webinar registration was disseminated to the membership on Friday, November, 2008. If you have not yet registered, please do so at: <https://www1.gotomeeting.com/register/141426365>.

To date, the CalTIP's Risk & Loss Control Team has already conducted two (2) webinars this Summer.

DATES TO REMEMBER

- Friday, November 14, 2008: Deadline, CalTIP Nomination Form
- Monday, November 17, 2008: CalTIP Oversight Committee Meeting, BRS Offices in Sacramento, CA
- Tuesday, November 18, 2008: CalTIP Finance & Administration Committee Meeting (Teleconference)
- Thursday, November 20, 2008: CalTIP Webinar "Best Practices For Bus Operator Training"

- Thursday & Friday, December 4-5, 2008: CalTIP Study Session `08, San Diego, CA

CALTIP STUDY SESSION `08

This year's CalTIP Study Session will be held on Thursday and Friday, December 4-5, 2008, in San Diego, CA. Agenda packets for the two-day study session will be mailed to the Board of Directors and Board Alternates prior to the study session.

Hotel Information

Catamaran Resort Hotel & Spa

3999 Mission Boulevard

San Diego, California 92109

Reservations: (800) 422-8386

www.catamaranresort.com

See you all in San Diego!

QUESTIONS OR COMMENTS

We hope you find this E-Brief to be informative. Please email your comments, suggestions or inquiries regarding the contents of the E-Brief to mdeleon@brsrisk.com.