



Fire Agencies Self Insurance System Board of Directors Meeting Agenda

**April 20, 2017
9:30 AM**

**Bickmore
1750 Creekside Oaks Drive
Sacramento, CA 95833
(800) 541-4591**

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need disability-related modifications or accommodations to participate in this meeting, please contact Ramona Linegar at (800) 541-4591, ext. 1185 or (916) 244-1199 (fax). Requests must be made as early as possible and at least one (1) full business day before the start of the meeting.

Documents and material relating to an open session agenda item that are provided to the FASIS Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at: 1750 Creekside Oaks Drive, Suite 200, in Sacramento, CA 95833. The documents are also available on the FASIS website, www.fasisjpa.org.

Page

I. CALL MEETING TO ORDER; INTRODUCTIONS

II. APPROVAL OF AGENDA AS POSTED OR AMENDED

III. PUBLIC COMMENT

Members of the public may address the Board of Directors on any matter. The President reserves the right to limit the time of presentations.

IV. CONSENT CALENDAR

If any member of the Board would like to discuss any item listed, it may be pulled from the Consent Calendar.

| | |
|--|-----|
| *A. Minutes of the October 20, 2016, FASIS Board of Directors Meeting | 6 |
| *B. Treasurer's Report for Quarter Ended December 31, 2016 | 22 |
| *C. Check History Report from October 1, 2016, through March 31, 2017 | 64 |
| *D. FASIS Internal Financial Statements for Quarter Ended December 31, 2016 | 65 |
| *E. LAWCX Audited Financial Statements at Year Ended June 30, 2016 | 67 |
| *F. Workers' Compensation Claims Oversight Executive Summary through Quarter Ended September 30, 2016 | 100 |
| *G. FASIS e-Brief, December 2016 | 106 |
| *H. MHN Employee Assistance Program – Utilization Report | 108 |
| *I. Amendment to Contract between the Public Financial Management (PFM) and the Fire Agencies Self Insurance System (FASIS) – Duty to Defend | 119 |
| *J. FASIS Workers' Compensation Claims – Lag Time Reporting Executive Summary, Fourth Quarter, 2016 | 145 |
| *K. Notice of Intent to Amend the FASIS Retained Limit in the Local Agency Workers' Compensation Excess (LAWCX) JPA, effective July 1, 2017 | 147 |
| *L. Notice of Intent to Withdraw – Greenfield Fire Protection District | 149 |
| *M. Bickmore Invoice BRS-0014907 – Administration Fee True-Up | 150 |

Recommendation: Approval of the Consent Calendar.

*Reference material attached

V. PRESENTATIONS

- *A. California Association of Joint Powers Authorities (CAJPA) Presentation of Accreditation with Excellence to FASIS **152**
Recommendation: None. Information only.

VI. JPA ADMINISTRATIVE MATTERS

- *A. FASIS Staffing Update **187**
Recommendation: None. Information only.
- *B. FASIS Action Plan Update – 2016 to 2018 Goals & Objectives **188**
Recommendation: Staff recommends the Board of Directors review the 2016/17 and 2017/18 Program Year Goals & Objectives, and provide direction to staff.
- C. FASIS Member Update **190**
Recommendation: None. Information only.
- D. Report on FDAC Matters: **191**
1. FASIS & FDAC Board Liaisons
Recommendation: None. Information only.
- E. Discussion Regarding FASIS, FAIRA, and FDAC EBA Consolidation **192**
Recommendation: Provide direction to staff.
- *F. Resolution 2016-01, Regarding Electronic Data Security and Retention Requirements **193**
Recommendation: Staff recommends the Board of Directors approve Resolution 2016-01, Regarding Electronic Data Security and Retention Requirements.
- *G. Amendment to Contracts, Agreements, and Engagement Letters of FASIS Service Providers, Affirming a Policy in Place to Protect FASIS Electronic Data from Loss or Inappropriate Access. **196**
Recommendation: Staff recommends the Board of Directors approve the proposed Amendment, and dissemination of the Amendment for execution by all Service Providers as part of their existing respective contract, agreement, or engagement letter.
- *H. Resolution 2016-04, Regarding an Underwriting Policy and Related Processes **200**
Recommendation: Staff recommends the Board of Directors approve Resolution 2016-04, Regarding an Underwriting Policy and Related Processes.
- *I. FASIS Website **204**
Recommendation: Staff recommends the Board of Directors approve funds for the development of a new FASIS website.
- *J. FASIS Legal Counsel – Consideration of Contract for General Counsel Services **205**
Recommendation: Review and provide direction to staff.
- *K. Service Agreement between FASIS and Athens Administrators **206**
Recommendation: Staff recommends the Board of Directors provide direction to issue a letter of intent to extend the existing Agreement for Services between FASIS and Athens Administrators for an additional, one-year term for the period of July 1, 2017 to June 30, 2018.

| | |
|--|------------|
| VI. JPA ADMINISTRATIVE MATTERS (Continued) | |
| *L. Discussion Regarding Continuation of Employee Assistance Program Services Agreement Between Managed Health Network and FASIS <i>Recommendation: Provide direction to staff.</i> | 208 |
| VII. FINANCIAL MATTERS | |
| *A. Draft Workers' Compensation Program Actuarial Report and Proposed Rates for the 2017/18 Fiscal Year <i>Recommendation: Staff recommends the Board of Directors accept the actuarial study as presented.</i> | 223 |
| *B. Report of the FASIS Dividend Ad Hoc Committee <i>Recommendation: The Dividend Ad Hoc Committee recommends the Board of Directors approve the development, implementation and funding in the amount of \$3.43 million for a mid-layer pool for the \$500,000 to \$750,000 layer of coverage, effective July 1, 2017.</i> | 239 |
| *C. Proposed Operating Budget for Fiscal Year 2017/18 1. Overall Rates for Coverage 2. Excess Insurance Rates 3. Administrative Expenses <i>Recommendation: Staff recommends the Board of Directors review the Proposed Budget options for 2017/18 and provide direction to staff regarding the preferred option to be brought forward at the June 22, 2017, Board of Directors Meeting. The preferred Budget option, including final excess rates, will be presented at the June 22, 2017, Board of Directors Meeting for approval.</i> | 244 |
| *D. Resolution 2016-02, Establishing All Bank Accounts and Authorized Signatures <i>Recommendation: Staff recommends the Board of Directors approve Resolution 2016-02, Establishing All Bank Accounts and Authorized Signatures.</i> | 268 |
| *E. Resolution 2016-03, Authorizing the Board of Directors of FASIS to Assign Penalties for Untimely or Non-Reporting of Payroll <i>Recommendation: Staff recommends the Board of Directors approve Resolution 2016-03, Authorizing the Board of Directors of FASIS to Assign Penalties for Untimely or Non-Reporting of Payroll.</i> | 271 |
| *F. Renewal of Contracts for Actuarial Services provided by Bay Actuarial Consultants, Inc. <i>Recommendation: Staff recommends the Board of Directors approve the renewal contracts between FASIS and Bay Actuarial Consultants, Inc. for actuarial services as presented.</i> | 274 |
| VIII. SAFETY/RISK CONTROL PROGRAM | |
| *A. Safety & Risk Control Manager's Report <i>Recommendation: None.</i> | 279 |

- IX. WORKERS' COMPENSATION PROGRAM**
- A. Pharmacy Benefit Management Program – Service Provider Update **284**
Recommendation: None. Information only.
- B. Industry and Legislative Updates **286**
Recommendation: None.
- C. Workers' Compensation Claims Update, Athens Administrators **287**
Recommendation: None.
- X. CLOSED SESSION** **288**
- Closed Session Pursuant to Government Code Sections 54956.95(a) and 59456.9(b) (3) (C) to discuss claims. Pursuant to Government Code Section 54956.95(a), the Board of Directors will recess to closed session to discuss claims for the payment of workers' compensation liability incurred by local district members of the joint powers authority.
- A. Settlement Authority Extended by the Workers' Compensation Program Manager:
- | <u>District</u> | <u>Claimant</u> | <u>Date of Injury</u> |
|----------------------|------------------|-----------------------|
| Bodega Bay FPD | Rollings, Todd | 11/15/13 |
| Bodega Bay FPD | Rollings, Todd | 03/15/14 |
| Novato FPD | Michalik, Scott | 03/01/15 |
| Woodbridge Rural FPD | Geiszler, Robert | 03/31/11 |
| Borrego Springs FPD | Nelson, Trey | 10/28/15 |
| Novato FPD | Fernandez, Doug | 09/04/14 |
- Recommendation: None. Information only.*
- XI. CLAIMS MATTERS - REPORT FROM CLOSED SESSION** **289**
- The Board will reconvene into open session and report on any action(s), or lack thereof, taken with regard to the claim(s) discussed under Agenda Item X.A.
- XII. BOARD OF DIRECTORS' CLOSING COMMENTS & FUTURE AGENDA ITEMS**
- A. Board of Directors
- B. Staff
- XIII. ADJOURNMENT**

NOTICE:

- The next regularly-scheduled meeting of the FASIS Board of Directors will be held at 9:30 a.m. on Thursday, June 22, 2017, at the Novato Fire Protection District, 95 Rowland Way, in Novato, California 94945, telephone number (415) 878-2690.