



Fire Agencies Self Insurance System Board of Directors' Meeting REVISED Agenda

March 9, 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 Buchanan 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 February 28, 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

V.	PRESENTATIONS	
	*A. California Association of Joint Powers Authorities (CAJPA) Presentation of Accreditation with Excellence to FASIS	148
	<i>Recommendation: None. Information only.</i>	
VI.	FINANCIAL MATTERS	
	*A. Draft Workers’ Compensation Program Actuarial Report and Proposed Rates for the 2017/18 Fiscal Year	183
	<i>Recommendation: Staff recommends the Board of Directors accept the actuarial study as presented.</i>	
	*B. Report of the FASIS Dividend Ad Hoc Committee	199
	<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>	
	*C. Proposed Operating Budget for Fiscal Year 2017/18	204
	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>	
	*D. Resolution 2016-02, Establishing All Bank Accounts and Authorized Signatures	228
	<i>Recommendation: Staff recommends the Board of Directors approve Resolution 2016-02, Establishing All Bank Accounts and Authorized Signatures, effective March 9, 2017.</i>	
	*E. Resolution 2016-03, Authorizing the Board of Directors of FASIS to Assign Penalties for Untimely or Non-Reporting of Payroll	231
	<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>	
	*F. Renewal of Contracts for Actuarial Services provided by Bay Actuarial Consultants, Inc.	234
	<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>	
VII.	JPA ADMINISTRATIVE MATTERS	
	*A. FASIS Action Plan Update – 2016 to 2018 Goals & Objectives	239
	<i>Recommendation: Staff recommends the Board of Directors review the 2016/17 and 2017/18 Program Year Goals & Objectives, and provide direction to staff.</i>	

VII. JPA ADMINISTRATIVE MATTERS (continued)	
B. FASIS Member Update	241
<i>Recommendation: None. Information only.</i>	
C. Report on FDAC Matters:	242
1. FASIS & FDAC Board Liaisons	
<i>Recommendation: None. Information only.</i>	
*D. Resolution 2016-01, Regarding Electronic Data Security and Retention Requirements	243
<i>Recommendation: Staff recommends the Board of Directors approve Resolution 2016-01, Regarding Electronic Data Security and Retention Requirements.</i>	
*E. 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.	246
<i>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.</i>	
*F. Resolution 2016-04, Regarding an Underwriting Policy and Related Processes	250
<i>Recommendation: Staff recommends the Board of Directors approve Resolution 2016-04, Regarding an Underwriting Policy and Related Processes.</i>	
*G. FASIS Website	254
<i>Recommendation: Staff recommends the Board of Directors approve funds for the development of a new FASIS website.</i>	
*H. FASIS Legal Counsel – Consideration of Amended Contract for General Counsel Services	255
<i>Recommendation: Review and provide direction to staff.</i>	
VIII. SAFETY/RISK CONTROL PROGRAM	
*A. Safety & Risk Control Manager’s Report	259
<i>Recommendation: None.</i>	
IX. WORKERS’ COMPENSATION PROGRAM	
A. Industry and Legislative Updates	264
<i>Recommendation: None.</i>	
B. Workers’ Compensation Claims Update, Athens Claim Administrators	265
<i>Recommendation: None.</i>	
X. CLOSED SESSION	266
<p>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.</p>	

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

267

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.