



# Fire Agencies Self Insurance System Board of Directors Meeting Agenda

**June 27, 2019  
9:30 A.M.**

**Novato Fire Protection District  
95 Rowland Way  
Novato, CA 94945  
(415) 878-2690**

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In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact Kim Sackett at (800) 541-4591, ext. 19025 or (916) 244-1199 (fax). Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Documents and materials 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 at 1750 Creekside Oaks Dr., Suite 200, Sacramento, CA 95833.

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- Page 1. CALL MEETING TO ORDER; INTRODUCTIONS**
- 2. APPROVAL OF AGENDA AS POSTED OR AMENDED**
- 3. PUBLIC COMMENTS** - This time is reserved for members of the public to address the Board relative to matters of the Fire Agencies Self Insurance System not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person and twenty minutes in total.
- 5 4. STAFFING UPDATE**
- 6 5. CONSENT CALENDAR** - If a Board member would like to discuss any item listed, it may be pulled from the Consent Calendar.
- 7 \*A.** Minutes of the March 21, 2019, Board of Directors Meeting
- 19 \*B.** Treasurer's Report for Quarter Ended March 31, 2019
- 46 \*C.** Check History Report from April 1, 2019, through May 31, 2019
- 48 \*D.** FASIS Internal Financial Statements for Quarter Ended March 31, 2019
- 52 \*E.** Record Retention - Disposal of FASIS Records
- 53 \*F.** Workers' Compensation Claims Oversight Executive Summary for March 31, 2019
- 58 \*G.** MHN Employee Assistance Program – Utilization Report
- 69 \*H.** Member Appeal Regarding Untimely or Non-Submission of Payroll: Leggett Valley Fire Protection District
- 72 \*I.** Member Appeal Regarding Untimely or Non-Submission of Payroll: Loma Rica Browns Valley Community Services District

\* Reference materials enclosed with staff report.

- 73 \*J. Action Plan Update – 2018/19 to 2019/20 Goals and Objectives
- 74 \*K. FASIS E-Brief, April 2019
- 76 \*L. FASIS Memorandum of Coverage (MOC) for Program Year 2019/20
- 90 \*M. Bickmore Invoice – Administrative Fee True-Up  
*Recommendation: Approval of the Consent Calendar.*

**6. JPA ADMINISTRATIVE MATTERS**

- 91 \*A. Appointment of Board Secretary  
*Recommendations: Staff recommends the Board of Directors appoint Kim Sackett as the Board Secretary, effective June 27, 2019.*
- 92 \*B. Results of Board Member Election and Election of Officers for Program Year 2019/20  
*Recommendation: Staff recommends the Board of Directors nominate and elect individuals for the position of President and Vice President, and the President appoint the position of Treasurer.*
- 94 \*C. Reappointment of FASIS Representatives to the Local Agency Workers' Compensation Excess JPA (LAWCX) Board of Directors  
*Recommendation: Staff recommends the Board of Directors affirm the re-appointment of Fire Chief Glen Weeks as the FASIS Representative and Fire Chief Howard Wood as the Alternate Representative to the LAWCX Board of Directors.*
- 95 \*D. Report on FDAC Matters
  - 1. FASIS & FDAC Board Liaison  
*Recommendation: None*
- 96 \*E. Resolution 2019-01, Establishing Meeting Dates for the 2020 Calendar Year  
*Recommendation: Staff recommends the Board of Directors review and approve Resolution 2019-01, Establishing Meeting Dates for the 2020 Calendar Year, as presented.*
- 98 \*F. Consideration of Contract for General Counsel Services  
*Recommendation: Staff recommends the Board of Directors review and provide direction.*
- 102 \*G. Sonoma County Fire District Substitution as a FASIS Member District and Representative of the Board of Directors  
*Recommendation: Staff recommends the Board of Directors approve the following: 1) Substitution of Sonoma County Fire District as a Member District, in place of Windsor Fire Protection District, Rincon Valley Fire Protection District, and Bennett Valley Fire Protection District; 2) Substitution of Sonoma County Fire District as a Board Member, in place of Rincon Valley Fire Protection District; and 3) Direct staff to work with Board Counsel to draft an amendment to the Bylaws addressing the impact of reorganizations that affect Board Member status.*
- 117 \*H. FASIS/FDAC EBA Consolidation Feasibility Study Update  
*Recommendation: Staff recommends the Board of Directors approve a feasibility study to evaluate the benefits of consolidation in to a single JPA, at a not to exceed cost of \$10,000.*

- 118** \*I. Request for Proposal for Third Party Workers' Compensation Claims Administration Services  
*Recommendation: Staff recommends the Board of Directors approve the Request for Proposal for Third Party Workers' Compensation Claims Administration Services and requests confirmation regarding the selection of third party workers' compensation claims administrators to receive the Request for Proposal.*
- 152** \*J. Approval of Assignment Agreement to July 1, 2018 Agreement for Pool Administration Services  
*Recommendation: Staff recommends the Board of Directors approve the Assignment Agreement for Pool Administration Services*

**7. MEMBERSHIP MATTERS**

- 154** \*A. Discussion and Possible Action Regarding Non-Payment of Workers' Compensation Contributions, Assigned Penalties and Non-Reporting of Payroll by the Post Mountain Public Utility District  
*Recommendation: Staff requests direction from the Board of Directors.*
- 157** \*B. Discussion Regarding Registered Status of FASIS Member Districts  
*Recommendation: Staff requests direction from the Board of Directors.*
- 186** \*C. Chester Public Utility District – Request to Rescind Notice of Intent to Withdraw, Effective June 30, 2019  
*Recommendation: Staff recommends the Board of Directors approve Chester Public Utility District's Request to Rescind Notice of Intent to Withdraw, effective June 30, 2019.*
- 188** \*D. New Member Update  
*Recommendation: None*

**8. FINANCIAL MATTERS**

- 189** \*A. Operating Budget for Program Year 2019/20  
*Recommendation: Staff recommends the Board of Directors review and approve the proposed Operating Budget for the 2019/20 Program Year and direct staff to adjust the excess coverage expense line item upon receipt of final cost.*
- 216** \*B. Discussion Regarding Deduction of Receivables from Disbursements  
*Recommendation: Staff recommends the Board of Directors review and approve Resolution 2019-02, Authorizing the Deduction of Receivables from Disbursements, as presented.*
- 219** \*C. Discussion Regarding Withdrawn Member Receivables  
*Recommendation: Staff recommends the Board of Directors approve recording an allowance for the accounts receivables from withdrawn members.*

**9. SAFETY/RISK CONTROL PROGRAM**

- 221** \*A. Safety & Risk Control Risk Manager's Report  
*Recommendation: None*

- 10. WORKERS' COMPENSATION PROGRAM**  
**227** A. Workers' Compensation Claims Update, Athens Administrators  
*Recommendation: None*

**11. CLAIMS MATTERS - CLOSED SESSION**

Pursuant to Government Code Section 54956.95(a) and 54956.9(b)(3)(C), the Board of Directors will recess to closed session to discuss claims for the payment of workers' compensation liability incurred by a local agency member of the joint powers authority.

- 228** A. Settlement Authority Request to the Board of Directors:

<u>District</u>	<u>Claimant</u>	<u>Date of Injury</u>
Scott Valley FPD	Frick, Scott	06/15/2015

*Recommendation: None*

- B. Settlement Authority Extended by the Workers' Compensation Program Manag

<u>District</u>	<u>Claimant</u>	<u>Date of Injury</u>
Rescue FPD	Paper, John	02/02/2014
West Stanislaus County FPD	Gruenke, Martin	04/01/2014
Kelseyville FPD	Scott, Paul	10/06/2016
Kelseyville FPD	Scott, Paul	09/20/2017
Moraga Orinda FPD	Perry, Anthony	09/13/2016
Mokelumne Hill FPD	Donatelli, Daniel	08/08/2014
Southern Marin FPD	Blount, Yvette,	01/06/2018
Novato FPD	Zanoni, Jason	06/07/2018

*Recommendation: None*

**229 12. CLAIMS MATTERS - REPORT FROM CLOSED SESSION**

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 11.A.

**13. CLOSING COMMENTS & FUTURE AGENDA ITEMS**

- A. Board of Directors  
 B. Staff

**14. ADJOURNMENT**

**NOTICE:**

- The next regular meeting of the FASIS Board of Directors will be held at 9:30 a.m. on Thursday, October 31, 2019, at York, 1750 Creekside Oaks Drive, Suite 200, in Sacramento, California.

\* Reference materials enclosed with staff report.