

# NORTHERN CALIFORNIA SPECIAL DISTRICTS INSURANCE AUTHORITY

## **GOVERNING BOARD MINUTES**

Wednesday, January 29, 2020  
10:00 A.M.

LOCATION: Room A, Cosumnes CSD  
8820 Elk Grove Blvd, Elk Grove, CA 95624

President Rich Webb called the meeting to order at 10:00 a.m.

The following member agency representatives were present:

| AGENCY                       | ATTENDEE NAME | POSITION       |
|------------------------------|---------------|----------------|
| Cosumnes CSD                 | Terry Persons | Alternate      |
| Courtland FPD                | David Welch   | Representative |
| Higgins Area FPD             | Absent        | -              |
| Lake Valley FPD              | Brad Zlendick | Representative |
| Linda FPD                    | Rich Webb     | Representative |
| Pacific/Fruitridge FPD       | Ken Houghton  | Representative |
| Penn Valley FPD              | Kurt Grundel  | Representative |
| Pine Grove CSD               | Absent        | -              |
| Placer Hills FPD             | Peter Hills   | Representative |
| Sacramento Regional Fire/EMS | Kylee Soares  | Alternate      |
| Wheatland Fire Authority     | Absent        | -              |
| Wilton FPD                   | Ron Fiorica   | Alternate      |

Others present: Scott Schimke, Executive Director, NCSDIA; Ryan Schimke, Accounting Technician, NCSDIA; Melinda Robinson, Claims Manager, NCSDIA; Desiree Lewis, Claims Assistant, NCSDIA; Doug Alliston NCSDIA Counsel, Michael Miller, Pacific/Fruitridge Fire Protection District, NCSDIA; Guests: Elizabeth Sav, CPA, Crowe LLP.

### **1. Welcome & Introductions**

President Webb welcomed all to the meeting and attendees introduced themselves. President Webb will retire as of April 31, 2020.

### **2. Nominations and Election of Officers for 2020**

Ron Fiorica made a motion to elect the following officers for 2020: President Peter Hills, Vice-President Kurt Grundel and Secretary/Treasurer Jeremy Edwards. Ken Houghton seconded the motion. Motion carried unanimously as follows:

Ayes – Board members David Welch, Brad Fiendick, Rich Webb, Ken Houghton, Kurt Grundel, Peter Hills, Kylee Soares, Ron Fiorica, Terry Persons

Noes – none

**3. Appointment of Executive Committee for 2020**

President Webb reviewed with the Board its current Executive Committee members. Micheal Miller made a motion to appoint Jeremy Edwards, Kurt Grundel, Peter Hills, David Welch and Art Paquette to the 2020 Executive Committee. Ron Fiorica seconded the motion. Motion carried unanimously as follows:

Ayes – Board members David Welch, Brad Fiendick, Rich Webb, Ken Houghton, Kurt Grundel, Peter Hills, Kylee Soares, Ron Fiorica, Terry Persons

Noes – none

**4. Unscheduled Matters**

There were no unscheduled matters.

**5. Consent Agenda**

- A. Approval of June 26, 2019 Governing Board Minutes.
- B. Reauthorize Treasurer’s authority to reinvest, sell and exchange securities.
- C. Reaffirm NCSDIA Conflict of Interest Code

Michael Miller made a motion to approve the Consent Agenda with the corrected spelling of Peter Hill to Peter Hills. Kurt Grundel seconded the motion. Motion carried unanimously as follows:

Ayes – Board members David Welch, Brad Fiendick, Rich Webb, Ken Houghton, Kurt Grundel, Peter Hills, Kylee Soares, Ron Fiorica, Terry Persons

Noes – none

**6. Financial Audit as of June 30, 2019**

Accounting Technician Ryan Schimke introduced Elizabeth Sav, CPA of audit firm Crowe LLP. Ms. Sav presented the financial audit as of June 30, 2019 to the Board.

Peter Hills made a motion to approve the audit. Kurt Grundel seconded the motion. Motion carried unanimously as follows:

Ayes – Board members David Welch, Brad Fiendick, Rich Webb, Ken Houghton, Kurt Grundel, Peter Hills, Kylee Soares, Ron Fiorica, Terry Persons

Noes – none

**7. Approval of Bills and Financial Reports**

Accounting Technician Ryan Schimke presented and reviewed NCSDIA bills for July 1, 2019 – December 31, 2019; financial reports as of December 31, 2019; and the Investment report as of December 31, 2019. Executive Director Scott Schimke presented information relating to claims analytics through Gradient AI and SIP.

David Welch made a motion to approve the Financial Reports as presented. Ron Fiorica seconded the motion. Motion carried unanimously as follows:

Ayes – Board members David Welch, Brad Fiendick, Rich Webb, Ken Houghton, Kurt Grundel, Peter Hills, Kylee Soares, Ron Fiorica, Terry Persons

Noes – none

**8. Update Board Representation List**

Executive Director Schimke reviewed with the Board the current board representation list, copies of which had been distributed with the board packets. He recommended that each member review these with their respective boards and notify NCS DIA office of changes.

No action taken by the Board.

**9. Executive Director Report**

Executive Director Schimke reported on the following:

- State Legislation SB542
- Information and results of 2019 Workers' Compensation PAR Audit
- Information and results on 2019 EIA WC Audit

No action was taken by the Board.

**10. 2019/2020 Final Contribution**

Executive Director Schimke reviewed and discussed the dividend analysis for 2019/2020. He noted that no funds were available for a dividend per the Authority's target reserve policy. He recommended to the Board to fund the balance of 2019/20 as presented.

Peter Hills made a motion to move ahead with the 2<sup>nd</sup> contribution installment. Ken Houghton seconded the motion. Motion carried unanimously as follows:

Ayes – Board members David Welch, Brad Fiendick, Rich Webb, Ken Houghton, Kurt Grundel, Peter Hills, Kylee Soares, Ron Fiorica, Terry Persons

Noes – none

**11. New NCS DIA Website**

Executive Director Schimke presented information on local government compliance requirements. He recommended that the Board authorize the contract with Streamline to provide the NCS DIA with a fully compliant website.

Kurt Grundel made a motion to approve NCS DIA contract with Streamline. Ken Houghton seconded the motion. Motion carried unanimously as follows:

Ayes – Board members David Welch, Brad Fiendick, Rich Webb, Ken Houghton, Kurt Grundel, Peter Hills, Kylee Soares, Ron Fiorica, Terry Persons

Noes – none

**12. TargetSolutions Annual Review**

Executive Director Schimke discussed Target Solutions 2019 Utilization Summary noting that this was a valuable service provided to NCS DIA members. Any members needing addition training on the system should contact him.

No action taken by the Board

**13. Metadata Savings Report**

Executive Director Schimke discussed the Metadata Savings Report for the calendar year ending December 31, 2019.

No action taken by the Board.

**14. Future Board Meetings**

Wednesday, April 29, 2020, Cosumnes CSD, Elk Grove  
Wednesday, June 24, 2020, Location TBD

**15. Adjournment**

Being no further business to discuss, President Webb adjourned the January 29, 2020 Governing Board Meeting of Northern California Special Districts Insurance Authority at 10.53 a.m.

Respectfully Submitted,  
Scott Schimke, Executive Director