

## **FDAC EBA Board of Directors Meeting**

November 18, 2013

Sacramento Metropolitan FPD Headquarters  
10545 Armstrong Avenue, Suite 200  
Mather, California 95655-4102

### **In Attendance**

Charlene Virts, President  
Jean Moore, Vice President  
Tom Keating, Secretary/Treasurer  
Dan Grebil, Director  
Steve Kovacs, Director

### **Consultants/Guests**

David Turner, Actuary  
Kimberly McCloskey, BRMS  
Jane Phoong, BRMS  
David McMurchie, Legal Counsel  
Anna Marie White, Thoits/NFP  
Rose Soria, Thoits/NFP  
Melissa Dixon, FDAC EBA Administrator  
Diane Northern, FDAC EBA Assistant

President Charlene Virts convened the meeting at 9:33 a.m. President Virts welcomed everyone and a quorum was established. There was no public comment.

### **Consent Calendar**

The Board first addressed the consent calendar, noting that there was a typographical error on the prior meeting's minutes. It was requested that a percentage column be added to the budget v. actual financial reports presented to the Board.

Director Tom Keating moved to approve the consent calendar, with the minutes as amended. Director Dan Grebil seconded.

Ayes: Charlene Virts, Jean Moore, Tom Keating, Dan Grebil, Steve Kovacs  
Noes: None

### **2012-2013 Financial Audit**

Vice President Jean Moore moved to approve the 2012-2013 Financial Audit. Director Steve Kovacs seconded.

Ayes: Charlene Virts, Jean Moore, Tom Keating, Dan Grebil, Steve Kovacs  
Noes: None

### **2014 Renewal Rates**

Director Keating moved to approve the 2014 renewal rates. Director Kovacs seconded.

Ayes: Charlene Virts, Jean Moore, Tom Keating, Dan Grebil, Steve Kovacs  
Noes: None

### **Strategic Planning Session**

Administrator Melissa Dixon gave her report on the financial history of the FDAC EBA. President Virts noted that costs for certain services had increased, and that those increases were impacting the assets of the organization.

Staff was requested to draft a policy regarding who may contact legal counsel on behalf of the FDAC EBA, utilizing the Scotts Valley policy as a template. It was noted that legal requests should be submitted to the Board President or administrator for approval. Staff was also requested to ensure an RFP for auditing services was being conducted every 3-5 years, and to draft a policy on records retention.

Anna Marie White and Rosa Soria of Thoits/NFP provided an overview of the subsidies provided by the FDAC EBA.

Administrator Dixon presented options for the FDAC EBA moving forward, including merging with another pool, joining the captive through Thoits/NFP, expanding the target beyond fire districts and adjusting current consultant contracts. In particular she noted that two consultant contracts, Thoits/NFP and BRMS, were on a commission basis and one of those (Thoits/NFP) included an automatic increase every year as rates increase. As the broker contract expires December 31, 2013, the recommendation was to request a flat-fee proposal from Thoits/NFP upon renewal.

### **Broker Contract**

Vice President Moore moved to conduct an RFP for broker services, specifically requesting a flat-fee proposal with a breakdown of costs per each of the broker, customer relations and marketing services being provided. Director Grebil seconded. After some discussion, Vice President Moore amended her motion to authorize a three-month extension of the current contract between Thoits/NFP and forming a committee to negotiate a new contract. If a new contract could not be negotiated to everyone's satisfaction, then an RFP would be conducted. Director Grebil concurred,

Ayes: Charlene Virts, Jean Moore, Tom Keating, Dan Grebil, Steve Kovacs  
Noes: None

The committee to discuss broker contract renewal will be Director Steve Kovacs, Vice President Jean Moore, and Administrator Melissa Dixon.

The next meeting of the FDAC EBA Board will be January 13, 2014 at Thoits/NFP in San Jose, CA.

President Virts adjourned the Meeting at 12:10 p.m.

Respectfully submitted,

Diane Northern