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**CLAIMS COMMITTEE MEETING  
AGENDA**

**Thursday, October 25, 2018  
1:30 p.m.**

**Teleconference**

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All or portions of this meeting will be conducted by teleconferencing in accordance with Government Code Section 54953(b). Teleconference locations are as follows: Bickmore, 1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833; City of Benicia, 250 East L Street, Benicia, CA 94510; City of Burlingame, 501 Primrose Road, Burlingame, CA 94010; City of Campbell, 70 North First Street, Campbell, CA 95008; Town of Hillsborough, 1600 Floribunda Avenue, Hillsborough, CA 94010; Town of Los Gatos, 110 East Main Street, Los Gatos, CA 95030; City of San Bruno, 567 El Camino Real, San Bruno, CA 94066; and City of San Carlos, 600 Elm Street, San Carlos, CA 94070.

Each location is accessible to the public, and members of the public may address the Claims Committee from any teleconference location.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact Katie Sullivan at (916) 244-1164 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 Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA) Claims Committee 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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| <b><u>Page</u></b> | <b>1. CALL TO ORDER</b>                             |
|                    | <b>2. INTRODUCTIONS</b>                             |
|                    | <b>3. APPROVAL OF AGENDA AS POSTED (OR AMENDED)</b> |

\* Reference materials enclosed with staff report.

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4. **PUBLIC COMMENTS** - This time is reserved for members of the public to address the Committee relative to matters of the PLAN JPA 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.

3     **5. CONSENT CALENDAR**

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

4     \*A. Minutes from the September 27, 2018, Claims Committee Meeting  
*Recommendation: Staff recommends the Committee approve the Consent Calendar.*

**6. CLOSED SESSION**

A. Pursuant to Government Code Section 54956.95(a), the Committee will hold a closed session to discuss the following claims:

- Graham v. Saratoga

B. Pursuant to Government Code Section 54957.1, the Committee will report in open session any reportable action taken in closed session.

**7. CLOSING COMMENTS**

This time is reserved for comments by Claims Committee members and/or staff and to identify matters for future Claims Committee business.

- A. Claims Committee
- B. Staff

**8. ADJOURNMENT**

**NOTICES:**

- The next Executive Committee meeting will be held on October 26, 2018, at 10:00 a.m. at San Bruno City Hall Room 115, 567 El Camino Real, San Bruno, CA.
- The next Board of Directors meeting will be held on December 5, 2018, at 9:30 a.m. at the Hilton Garden Inn, 670 Gateway Boulevard, South San Francisco, CA.

\* Reference materials enclosed with staff report.

October 25, 2018

Agenda Items 5.A.

**CONSENT CALENDAR**

**SUBJECT:** Consent Calendar

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**BACKGROUND AND HISTORY:**

The Consent Calendar consists of items that require approval or acceptance but are self-explanatory and require no discussion. If a Committee member would like to discuss any item listed, it may be pulled from the Consent Calendar.

**STAFF RECOMMENDATION:**

*Staff recommends the Committee approve the Consent Calendar.*

**REFERENCE MATERIALS ATTACHED:**

A. Minutes from the September 27, 2018, Claims Committee Meeting

**POOLED LIABILITY ASSURANCE NETWORK JOINT  
POWERS AGREEMENT  
(PLAN JPA)**

**MINUTES OF THE CLAIMS COMMITTEE  
MEETING OF SEPTEMBER 27, 2018**

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A regular meeting of the Claims Committee was held on September 27, 2018, via teleconference.

**MEMBERS PRESENT:** Marc Zafferano, Acting Chairperson, San Bruno  
Heather McLaughlin, Benicia  
Jesse Takahashi, Campbell (*Arrived during Agenda Item 4*)  
Brenda Olwin, East Palo Alto  
Rebecca Mendenhall, San Carlos  
Scott Corey, Suisun City

**MEMBERS ABSENT:** Kathleen Kane, Chair, Burlingame  
John Mullins, Hillsborough  
Robert Schultz, Los Gatos

**OTHERS PRESENT:** Rob Kramer, General Manager, Bickmore  
Yahaira Martinez, Assistant General Manager, Bickmore  
Jon Paulson, Senior Consultant, Bickmore  
Will Portello, Director of Litigation Management, Bickmore  
Katie Sullivan, Analyst, Bickmore  
Greg Rubens, Board Counsel (*Arrived during Agenda Item 6.A*)  
Todd Master, Defense Counsel

**1. CALL TO ORDER:**

The September 27, 2018, Claims Committee meeting was called to order at 1:31 p.m. by Acting Chairperson Marc Zafferano.

**2. INTRODUCTIONS:**

Roll call was taken of those present.

**3. PUBLIC COMMENTS:**

None.

**4. APPROVAL OF AGENDA AS POSTED (OR AMENDED):**

*The agenda was approved as posted.*

**5. CONSENT CALENDAR:**

*Brenda Olwin moved to approve the following items: A) Minutes from the February 22, 2017, Claims Committee Meeting. Scott Corey seconded the motion. Motion passed by majority vote by Marc Zafferano, Heather McLaughlin, Scott Corey, and Brenda Olwin. Rebecca Mendenhall and Jesse Takahashi abstained from voting.*

**6. CLOSED SESSION:**

A. The Committee convened to closed session, pursuant to Government Code sections 54956.95(a) and 54956.9(c), at 1:36 p.m. to discuss:

- Clack/Fish v. City of Burlingame

B. The Committee reconvened to open session at 1:58 p.m. The following actions were taken under closed session:

*No reportable action was taken during closed session.*

**7. CLOSING COMMENTS**

**A. Claims Committee**

None.

**B. Staff**

None.

**8. ADJOURNMENT**

The Meeting of the PLAN JPA Claims Committee was adjourned at 2:01 p.m.

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Rob Kramer, Board Secretary