

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

**MINUTES OF THE SPECIAL CLAIMS COMMITTEE
MEETING OF FEBRUARY 11, 2020**

A special meeting of the Claims Committee was held on February 11, 2020, via teleconference.

MEMBERS PRESENT: Kathleen Kane, Chair, Burlingame
Brenda Olwin, East Palo Alto
Robert Schultz, Los Gatos
Donald Larkin, Morgan Hill
Rebecca Mendenhall, San Carlos
Marc Zafferano, San Bruno (*non-voting participant*)

MEMBERS ABSENT: Scott Corey, Suisun City
John Mullins, Hillsborough

OTHERS PRESENT: Jon Paulsen, General Manager
Katie Sullivan, Assistant General Manager
Will Portello, Litigation Manager
Greg Rubens, Board Counsel

1. CALL TO ORDER:

The Special Meeting of the PLAN JPA Claims Committee meeting was called to order at 1:07 p.m.

2. INTRODUCTIONS:

A roll call was taken and it was determined there was a quorum present.

3. APPROVAL OF THE AGENDA AS POSTED (OR AMENDED):

The agenda was approved as posted.

4. PUBLIC COMMENTS:

None.

5. CONSENT CALENDAR:

Brenda Olwin moved to approve the following items: A) Minutes from the January 23, 2020, Claims Committee Meeting. Kathleen Kane seconded the motion. A roll call vote was taken and the motion passed unanimously by Kathleen Kane, Brenda Olwin, Robert Schultz, Donald Larkin, and Rebecca Mendenhall.

6. CLAIMS MATTERS:

A. Consideration of Addition to PLAN JPA Defense Panel

PLAN JPA maintains a comprehensive list of attorneys to represent the pool during litigation. If an attorney or law firm wishes to be added to the defense panel, or if a member agency desires to utilize an attorney or law firm not already on the panel, the new attorney or law firm must be approved by the Claims Committee prior to beginning service on behalf of a member.

The City of Pacifica has their first AB 218 claim and requested Greg Fox, from the firm Bertrand, Fox, Elliot, Osman & Wenzel, to represent them. Will Portello, PLAN Litigation Manager, informed the Committee this is a special circumstance where there is a need for Mr. Fox to be brought on immediately.

Robert Schultz moved to approve adding Greg Fox, Bertrand, of Fox, Elliot, Osman & Wenzel, to the PLAN JPA Defense Panel. Brenda Olwin seconded the motion. A roll call vote was take and the motion passed unanimously by Kathleen Kane, Brenda Olwin, Robert Schultz, Donald Larkin, and Rebecca Mendenhall.

7. CLOSING COMMENTS:

A. Claims Committee

Kathleen Kane, City of Burlingame, requested staff report back to the Committee with a follow-up regarding this claim.

B. Staff

Katie Sullivan, Assistant General Manager, reminded the Committee the next meeting will be held on February 27, 2020, via teleconference at 1:30 p.m.

8. ADJOURNMENT

The Special Meeting of the PLAN JPA Claims Committee was adjourned at 1:20 p.m.

A handwritten signature in cursive script that reads "Katie Sullivan". The signature is written in black ink and is positioned above a horizontal line.

Katie Sullivan, Assistant Board Secretary