

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

**MINUTES OF THE SPECIAL EXECUTIVE COMMITTEE  
MEETING OF JANUARY 21, 2021**

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A special meeting of the Executive Committee was held on January 21, 2021, via videoconference.

**MEMBERS PRESENT:** Marc Zafferano, President, San Bruno  
Rebecca Mendenall, Vice-President, San Carlos  
Pak Lin, Treasurer, Colma [*Left during Agenda Item 5.A*]  
George Rodericks, Atherton [*Left during Agenda Item 5.A*]  
Maria Saguisag-Sid, Foster City  
Robert Schultz, Los Gatos [*Left during Agenda Item 6.A*]  
Donald Larkin, Morgan Hill  
Mary Furey, Saratoga  
Kevin Bryant, Woodside

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Jon Paulsen, General Manager  
Katie Sullivan, Assistant General Manager  
Daria Hoffmann, Analyst  
Terrie Norris, Risk Control Manager  
Ritesh Sharma, Finance Manager  
Will Portello, Litigation Manager [*Left during Agenda Item 5.A*]  
Susan DeNardo, Litigation Manager  
Greg Rubens, Board Counsel [*Arrived during Agenda Item 5.A*]

**1. CALL TO ORDER:**

The Special Meeting of the PLAN JPA Executive Committee meeting was called to order at 9:02 a.m.

**2. INTRODUCTIONS:**

Roll call was taken and it was determined there was a quorum present.

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

*Agenda was approved as posted.*

**4. PUBLIC COMMENTS:**

None.

**5. POOLING MATTERS:**

**A. Discussion Regarding Upcoming Renewals for the 2021/22 Program Year**

Jon Paulsen, General Manager, discussed preliminary renewal indications for the liability and property programs and potential challenges the pool may encounter.

Liability Program Renewal

Mr. Paulsen informed the Executive Committee of a major insurer for public liabilities' decision to exit the marketplace. The ripple effect creates a challenging renewal environment. Conversations with PLAN JPA's current insurers have begun to ensure continuation of coverage. Staff has sent PLAN JPA's information to the California Affiliated Risk Management Authorities (CARMA) for review and possibly to provide PLAN JPA with an insurance option.

Burlingame

Mr. Paulsen discussed excess coverages for the City of Burlingame's recent claims with the Executive Committee. The structure of PLAN JPA's liability program allows for losses from \$0 to \$2.5 million to be pooled internally and the excess is through reinsurance. Burlingame's coverage from \$5 million to \$10 million will be consumed by the aggregate. The Executive Committee will need to decide if PLAN JPA should insure the layer for Burlingame for the remainder of the program year.

The Executive Committee discussed if being an excess insurer to Burlingame is in PLAN JPA's best interest. The Committee directed staff to analyze different monetary amounts PLAN JPA could provide to Burlingame.

PLAN JPA Member Aggregates

Mr. Paulsen informed the Executive Committee of PLAN JPA's near potential to erode its aggregate limit. While there is no current claim causing alarm, the Committee should be aware.

APIP

Alliant Property Insurance Program (APIP) has requested significant increases from members based on five-year loss ratios. PLAN JPA's claims paid are at a 200% loss ratio. APIP will be requesting a 30% rate increase on property, for PLAN JPA's per claim deductible to raise from \$225,000 per claim to \$500,000 per claim, and the elimination of the aggregate. Staff will provide more information at the March Special Board of Directors meeting.

**6. CLOSING COMMENTS:**

**A. Executive Committee**

None.

**B. Staff**

None.

**7. ADJOURNMENT**

The Special Meeting of the PLAN JPA Executive Committee was adjourned at 10:08 a.m.

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Katie Sullivan, Assistant Board Secretary