

## MINUTES

### EXECUTIVE COMMITTEE MEETING October 19, 2017

#### SAN ANDREAS I/II CONFERENCE ROOMS

#### CALL TO ORDER

The meeting was called to order by President Joe Pandolfo at 1:30 p.m.

#### ATTENDANCE

Those in attendance were:

##### Executive Committee

Joe Pandolfo	President	Rincon Valley Union
Bob Raines	Vice President	Shoreline Unified
Mary Downey	Sec./Treasurer/Auditor	So. County Office of Ed.
Sue Field	Director	Bennett Valley U.S.D.
Eric Hoppes	Director	Wilmar Union
Jason Lea	Director	Santa Rosa City Schools
Lois Standing	Director	Windsor Unified

##### RESIG Staff

Rose Burcina	Executive Director
Chris Spencer	Workers' Compensation Claims Manager
Suzanne Pelz	Workers' Compensation Claims Supervisor
Will Davis	Director of Environmental Risk Services
Patty Baumunk	Director of Employee Benefits
Steven Fields	Property & Liability Risk Manager
Deborah Fraser	Property & Liability Senior Claims Adjuster
Ronda Bergesen	Business Manager
Diane Vieyra	Executive Secretary

##### Guests

Jim Wilkey	Wells Fargo Insurance Services
Scott Felton	Travelers Insurance

A Moment of Silence was held commemorating those who lost their lives and houses caused by the firestorm in Sonoma County.

### **APPROVAL OF AGENDA**

A motion was made by Bob Raines and seconded by Jason Lea to approve the agenda as presented. Ayes: Pandolfo, Raines, Downey, Field, Lea, Standing, and Hoppes. Motion passed unanimously.

### **INTRODUCTIONS & RECOGNITIONS**

- Patty Baumunk, RESIG's Director of Employee Benefits, was recognized for her 10 years of service with RESIG.

Rose Burcina introduced the following guests:

- Jim Wilkey—Wells Fargo Insurance, broker for excess insurance for Property & Liability and Workers' Compensation;
- Scott Felton, Travelers Insurance, who has been working with school districts since his arrival on Monday.

### **PUBLIC COMMENTS**

None

### **CONSENT CALENDAR**

- A. Minutes Approval – September 21, 2017**
- B. Warrants Issued – September 2017**
- C. Financial Reports – Quarter ending September 30, 2017**
- D. RESIG's Employee Handbook**
- E. Internal Complaint Report – July through September 2017**

A motion was made by Bob Raines and seconded by Mary Downey to approve the Consent Calendar as presented. Ayes: Pandolfo, Raines, Downey, Field, Lea, Standing, and Hoppes. Motion passed unanimously.

- F. Update on the Recent Fires in Sonoma County (Handout)**

President Pandolfo reported that today's agenda was condensed and appropriate given the situation. There had been discussion regarding the need for a meeting today but the Executive Committee thought it was important to get together and discuss the fire situation, the effects it's had on member districts and apply direction if needed. Pandolfo commended Rose Burcina for working diligently

since the fires broke out. She has done everything possible to keep Pandolfo abreast on the situation and really helped the schools and county.

Steve Fields informed the Executive Committee that all member districts have been contacted. The Redwood Empire Schools' Insurance Group List of Members JPA was distributed, which includes all schools, and reported on the following highlighted districts having sustained damage or issues:

- Geyserville Unified School District – no reported property damage; possible smoke damage.
- Kenwood School District – RESIG and SCOE (Sonoma County Office of Education) have not been able to contact the district or Superintendent Bob Bales. President Pandolfo mentioned that the superintendent of Rincon Valley Union School District has been in contact with Kenwood. The school has smoke damage.
- Mark West Union School District – Fields, Will Davis and Deborah Fraser conducted a site visit with Superintendent Ron Calloway; Riebli Charter School was damaged. There were four portables that were burned down and RESIG does not insure them; they're owned by a daycare. There is smoke damage and cleanup that needs to be done.
- Piner-Olivet Union School District sustained smoke damage. As of today, it was not permissible to get into Schaefer Charter School.
- Roseland School District – Roseland Collegiate Prep has a 2-story building that is mainly intact but sustained smoke damage; RESIG is liable for the personal property in that building; the gymnasium is gone along with a lot of other buildings.
- Santa Rosa City Schools lost two schools – Hidden Valley Satellite School and the ranch at Alba Lane. All the buildings are gone at Hidden Valley Satellite and RESIG will be conducting a site visit tomorrow.
- Sonoma Valley Unified School District sustained smoke damage along with damage to Dunbar School.

Fields reported that a few RESIG Staff members were able to get to RESIG's building last Wednesday, October 11<sup>th</sup>, to inspect it. There was heavy smoke, along with the phones and computers not working. Staff was only able to stay for about three hours due to the air quality but then returned for a few hours on Thursday and Friday. RESIG's IT vendor—KLH Consulting, was able to get a few phone lines working and is currently working on it now, as is the case with a lot of other districts encountering this issue. Some of RESIG Staff attended the Leadership 40 Meeting on Friday. RESIG distributed some handouts regarding claim processing and answered questions. Monday, October 16<sup>th</sup>, some of RESIG Staff met with Scott Felton-Travelers Insurance, at SRCS about various things. RESIG also had a meeting with SCOE in preparation of tomorrow's Leadership 40 Meeting. Fields stated that many schools are self-cleaning to get back to the new normal routine along with changing out their air filters.

Burcina stated that the highlighted school districts do have school sites that are impacted and will require remediation from a professional company; most of the remaining school districts performed self-cleaning. Burcina informed the

Executive Committee that member districts should submit a claim to RESIG filter replacement and labor costs.

RESIG currently has MERV (minimum efficiency reporting value) 6 HVAC (heating, ventilating, and air conditioning) filters but is in the process of changing them out for a higher level filter due to the smoke odor that was noticed when RESIG Staff returned to the office. A restoration vendor suggested that a member district move to carbon filters, which are difficult to find, instead of the existing HEPA (high efficiency particulate air) filters. Will Davis stated that typically carbon filters are used to capture gases and are not typically used for HVAC systems normally but wasn't sure if it was necessary. He explained that most of the filters have a MERV (minimum efficiency reporting value) rating and residential MERVs are usually around an 8, hospitals have a MERV 16; and some schools are as high as a MERV 11. The filtering efficiency increases as the MERV rating increases. Davis stated that anything between a MERV 8-11 would be adequate for RESIG's office.

Since RESIG is a pool member Burcina provided an update on RESIG's facility:

- Filters will soon be changed. In the meantime, the HVAC system is off.
- Currently RESIG has three functional landlines. However, there is only one outbound line that staff can make calls. Therefore, RESIG Staff is currently using their personal cell phones to conduct RESIG business.
- It was not necessary for clean-up to be conducted at the RESIG property.
- Computers were initially non-functioning but the IT vendor had all computers up and running prior to staff returning.
- Internet was down for a few days but currently working.
- In the Workers' Compensation Department, it is critical to have a fax line as this is the manner in which Doctor's Reports are delivered. Since RESIG does not have a fax line at this time, Kelly Cook is driving to Santa Rosa to pick up/return the reports, which isn't efficient. Therefore, RESIG Staff met with KLH this morning to discuss a workaround and will need to purchase a new piece of equipment that will go through the internet so this issue will soon be resolved.
- The Injury Line was not working but RESIG now has a work-around for that. The problem is the AT&T fiber optics melted between Santa Rosa and Napa; AT&T employees are not allowed on the property that they need to access to fix it.
- One employee lost her home and several employees have relatives staying with them so RESIG Staff is personally very impacted by this tragedy as well.
- Burcina recognized the following staff members for their outstanding efforts performed for RESIG during the firestorm; she stated that RESIG's team is efficient and concerned.
  - Erin Tarkhanian and Christine Dektor have been working at the Emergency Operations Center (EOC); they began Monday and have been working 12-hour shifts and are still working there. She appreciate their efforts as it was critical knowing what the impacts to the schools were.

- Chris Spencer for relieving Tarkhanian and Dektor at the EOC. Spencer was previously a firefighter.
- Fields, Fraser and Davis as the Property & Liability and Loss Prevention Departments are heavily impacted at this time due to the volume of work received and the number of hours they're working.
- Burcina expressed her appreciation for everyone doing a great job and working so hard; she was very proud of RESIG's performance during this disaster.

Fields will deliver the above mentioned information at the Leadership 40 Meeting scheduled for tomorrow. He has advised member districts to save all receipts relative to the fires, along with overtime, and submit it as a claim. RESIG has broad coverage and there may be costs out there that may be covered. He's emphasized the importance to document, document, and document.

President Pandolfo mentioned that one of the difficult items member districts have encountered is the mixed-messaging in terms of the protocol needing to be completed prior to schools opening. SCOE is currently awaiting a memorandum from the state superintendent of public instruction to provide the necessary steps. Mary Downey is hopeful that there will be a FEMA (Federal Emergency Management Agency) representative at tomorrow's Leadership 40 Meeting that will be able to address the following questions and more:

- Memorandum on Protocol to Open Schools
- What happens after districts exhaust their insurance claims
- Sonoma Valley was charged \$9,000 by Red Cross for serving as an evacuation center.

Sue Field stated that it would be helpful to have the memorandum clearly state the protocol for schools to open that are:

- near but not in the burn zone;
- in the burn zone;
- damaged.

It was mentioned that it's not necessary to do a FEMA Resolution if there is not \$45,000 worth of damage.

Downey stated that in a disaster there's always going to be confusion; it's typical in an emergency. RESIG shares the same frustration that SCOE and member districts are having about the varying information from different resources. RESIG had SCLS (School & College Legal Services) look into the protocol to open schools and final certification requirements and SCLS was unable to find it at all. There was no protocol nor certification that is required following cleanup of a room, no evidence that either list exists. There was a misunderstanding about the masks and an order was placed for 8,000 adult masks and 8,000 children's masks. This order got the attention of the state since it poses a liability to the state, to the local EOC, and by extension it poses a liability to member districts to

distribute masks out. The only way the masks can be effective is if they're individually fitted. Masks will be another topic that will be discussed at the Leadership 40 Meeting tomorrow.

Field mentioned that there are apps that can tell you what your outside air quality is based on your actual location, e.g., BreezoMeter. Field used this app to determine when children would be able to play outside.

Burcina stated that it will be critical for as many people from each district to attend the Leadership 40 Meeting tomorrow as there will be updated information. Perhaps the certification on getting back into the school will be addressed.

President Pandolfo commended RESIG Staff for doing a great job throughout the disaster, especially Fraser and Fields in the Property & Liability Department.

This being one of the largest disasters/fires in the history of California, Jim Wilkey empathized with having to go through this situation. He offered assistance in getting through this devastation and encouraged all members of RESIG to submit their receipts and claims. He stated that he's been a broker for a long time for public schools, and has never seen a claims scenario like this. Scott Felton—Travelers, is here through next week to assist and also has a crew coming in. Both companies are in contact with RESIG, and offered their assistance again.

Patty Baumunk provided four handouts from the Employee Assistance Program (EAP). She has been working on obtaining information for EAP and has scheduled a meeting for RESIG next week. She will distribute information at the Leadership 40 Meeting tomorrow. RESIG anticipates that there will be a spike in workers' compensation claims once employees return to work. EAP is available to anyone that is residing within the household of the district employee who is in the medical pool.

This morning Burcina spoke to Chris Thomas, Chief Business Official—Petaluma City Schools, who is unable to attend today's meeting but asked that Burcina relay the following message to the Executive Committee:

When Petaluma City Schools saw the fire was getting near, they set their sprinklers to turn on every hour for ten minutes at Kenilworth and Casa Grande. They began hosing things down, including the turf fields; they were doing everything possible to defend the property. (Burcina thanked Thomas for that.) They were an evacuation center and changed out all the filters. The district used their own staff for the labor and cleanup. They do not plan on submitting a claim to RESIG for the replacement of HVAC filters or labor because they are very concerned about the overall cost to the pool on this disaster and want to do everything they can to also assist the pool. They're going to absorb those costs themselves. They believe there are other districts that will have a greater need for the money.

**ADJOURNMENT**

The meeting was adjourned by President Joe Pandolfo at 2:27 p.m.

SUBMITTED BY:

APPROVED BY:

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Rose R. Burcina, Executive Director  
President

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Joseph V. Pandolfo, Jr., Ed.D.,