MINUTES OF THE APRIL 22, 2026
CLAIMS COMMITTEE MEETING

A meeting of the Claims Committee was held via teleconference on April 22, 2026.

VOTING MEMBERS PRESENT:

Bell	Rickey Manbahal
El Monte	Rigoberto Gutierrez
Huntington Park	Eduardo Sarmiento *(joined during Closed Session)*
San Fernando	Sergio Ibarra

MEMBERS ABSENT:

South Gate

OTHERS PRESENT:

AdminSure	Kristen Vanscourt
Aleshire & Wynder, LLP	Mathew Evan Cohen
Eide Bailly, LLP	Brent Mason
Johnson Schachter & Lewis	Kellie Murphy
Mainstream Unlimited	Bob May
One Source	Raleigh Saddler
	Tyler Conlin
Santa Ana - Guest	Luisa Najera
Sedgwick	Eric Dahlen
	Marina Acosta
	Ramon Hernandez

1. CALL TO ORDER

Committee Chair Rigoberto Gutierrez called the meeting to order at 10:05 a.m.

2. ESTABLISHMENT OF QUORUM/INTRODUCTIONS

Roll call was taken, and a quorum was established.

3. PUBLIC COMMENTS

None.

4. APPROVAL OF AGENDA AS POSTED OR AMENDED

Motion by Sergio Ibarra (San Fernando), seconded by Rigoberto Gutierrez (El Monte), to approve the agenda as posted. Motion passed unanimously via roll call vote.

5. CONSENT CALENDAR

Motion by Rickey Manbahal (Bell), seconded by Rigoberto Gutierrez (El Monte), to approve item:

A) Minutes of the January 28, 2026, Claims Committee Meeting

Motion passed unanimously via roll call vote.

6. OPEN SESSION

A. Claims Committee Chair and Membership at Large

Eric Dahlen, Executive Director, presented information regarding Claims Committee (Committee) membership requirements, term expirations, and the anticipated Committee structure effective July 1, 2026.

Mr. Dahlen noted, based on the anticipated number of ICRMA member agencies effective July 1, 2026, the Committee will be limited to a maximum of four (4) members. He further noted, pursuant to the Bylaws, the Board President and Vice President serve on all committees and the President and Vice President elected at the June 18, 2026, Board of Directors meeting will automatically serve on the Committee beginning July 1, 2026.

Following discussing, the Committee directed staff to proactively solicit member interest for upcoming Committee vacancies.

B. Proposed Amendments to the Litigation Management Policies and Procedures (LMPP)

Raleigh Saddler, Liability Program Manager, presented proposed amendments to the Litigation Management Policies and Procedures (LMPP) to clarify that ICRMA will recognize and reimburse legal services only when performed by panel counsel approved prior to engagement. The Committee discussed concerns regarding unauthorized or retroactive billing, member selection of non-panel counsel, and the need for additional review of the proposed policy language.

Following discussion, the Committee tabled the item and directed staff to bring the matter forward for further Board discussion after additional review.

Motion by Rigoberto Gutierrez (El Monte), seconded by Rickey Manbahal (Bell), to table the item and bring it back for further Board discussion after staff review. Motion passed unanimously via roll call vote.

C. Addition of Attorneys to the Liability Defense Panel

Tyler Conlin, Assistant Liability Program Manager, presented requests to add attorneys to the Liability Defense Panel on behalf of the Cities of Fullerton, South Gate, and Hermosa Beach.

The Committee discussed the number of proposed additions requested by the City of Fullerton, the need for specialized expertise, and the potential impact on panel management and billing practices.

Following discussion, the Committee deferred action on Fullerton's request pending additional clarification from the member regarding the justification for the proposed additions. There was no discussion regarding the additions for the Cities of South Gate and Hermosa Beach.

Motion by Rigoberto Gutierrez (El Monte), seconded by Sergio Ibarra (San Fernando), to approve the addition of two attorneys to the Liability Defense Panel, representing South Gate (1) and Hermosa Beach (1), and to defer action on Fullerton's request pending additional clarification from the member. Motion passed unanimously via roll call vote.

D. Removal of Attorneys from the Liability Defense Panel

Mr. Saddler presented a recommendation to remove thirty (30) attorneys from the Liability Defense Panel based on inactivity, retirement, or a decision not to continue under the current LMPP billing rates.

Following discussion, the Committee directed that Colin Tanner remain on the panel due to ongoing work for member agencies and directed staff to review current LMPP defense counsel rates for probable future Committee consideration and discussion.

Motion by Sergio Ibarra (San Fernando), seconded by Rickey Manbahal (Bell), to approve the removal of the twenty-nine (29) attorneys from the Liability Defense Panel, excluding Colin Tanner, who was retained on the panel. Motion passed unanimously via roll call vote.

E. Addition of Attorneys to the Workers' Compensation Defense Panel and Firm Name Change

Kristen Vanscourt, Workers' Compensation Program Manager, presented recommendations related to the Workers' Compensation Defense Panel, including the addition of Laura Banker, approval of a firm name change for Bill McCormick, and addition of Shirley Fiegels to assume responsibility for files previously handled by retired attorney Ellen Dugan.

Ms. Vanscourt noted Shirley Fiegels meets the LMPP experience requirements and is a certified workers' compensation specialist.

Motion by Sergio Ibarra (San Fernando), seconded by Rigoberto Gutierrez (El Monte), to approve one (1) attorney, one (1) name change, and one (1) attorney to take over files from the retired attorney to the ICRMA Defense Panel. Motion passed unanimously via roll call vote.

F. Removal of Attorney from the Workers' Compensation Defense Panel

Ms. Vanscourt presented the proposed removal of Ellen Dugan from the Workers' Compensation Defense Panel due to retirement.

Ms. Vanscourt confirmed her open files had been transferred to Shirley Fiegels, whose addition to the Workers' Compensation Defense Panel was approved under the previous agenda item.

Motion by Rickey Manbahal (Bell), seconded by Sergio Ibarra (San Fernando), to approve the removal of the one (1) attorney from the Workers' Compensation Defense Panel. Motion passed unanimously via roll call vote.

G. General Liability Memorandum of Coverage Review for Program Year 2026/27

Mr. Dahlen reported the General Liability Program Memorandum of Coverage for Program Year 2026/27 was reviewed and no substantive changes were recommended, other than updates to program year dates and coverage period references. Following discussion, the Committee recommended approval of the Memorandum of Coverage as presented.

Motion by Sergio Ibarra (San Fernando), seconded by Rigoberto Gutierrez (El Monte), to recommend the Liability Program Memorandum of Coverage for 2026/27 for approval to the Board of Directors. Motion passed unanimously via roll call vote.

H. Workers' Compensation Memorandum of Coverage Review for Program Year 2026/27

Mr. Dahlen reported the Workers' Compensation Program Memorandum of Coverage for Program Year 2026/27 was reviewed and no substantive changes were proposed, other than updates to program year dates and coverage period references. Following discussion, the Committee recommended approval of the Memorandum of Coverage as presented.

Motion by Rigoberto Gutierrez (El Monte), seconded by Rickey Manbahal (Bell), to recommend the Workers' Compensation Program Memorandum of Coverage for 2026/27 for approval to the Board of Directors. Motion passed unanimously via roll call vote.

I. Auto Physical Damage Memorandum of Coverage Review for Program Year 2026/27

Mr. Dahlen reported the Auto Physical Damage (APD) Program Memorandum of Coverage for Program Year 2026/27 was reviewed and no substantive changes were recommended, other than updates to program term dates and references to the applicable policy. Following discussion, the Committee recommended approval of the Memorandum of Coverage as presented.

Motion by Rigoberto Gutierrez (El Monte), seconded by Sergio Ibarra (San Fernando), to recommend the APD Memorandum of Coverage for 2026/27 for approval to the Board of Directors. Motion passed unanimously via roll call vote.

J. Property Memorandum of Coverage for Program Year 2026/27

Mr. Dahlen reported the Property Program Memorandum of Coverage for Program Year 2026/27 was reviewed and no substantive changes were recommended, other than updates to program term dates and references to the applicable policy. Following discussion, the Committee recommended approval of the Memorandum of Coverage as presented.

Motion by Rickey Manbahal (Bell), seconded by Sergio Ibarra (San Fernando), to recommend the Property Program Memorandum of Coverage for 2026/27 for approval to the Board of Directors. Motion passed unanimously via roll call vote.

K. Proposed Claims Committee Meeting Dates for Program Year 2026/27

Marina Acosta, Deputy Executive Director, presented proposed Claims Committee meeting dates for Program Year 2026/27 and recommended continuing the established quarterly-meeting schedule.

The Committee discussed whether additional meetings may be warranted to address ongoing best-practice and program governance issues. Following discussion, the Committee approved the proposed quarterly meeting schedule.

Motion by Rigoberto Gutierrez (El Monte), seconded by Rickey Manbahal (Bell), to approve the proposed meeting dates. Motion passed unanimously via roll call vote.

7. CLOSED SESSION

All guests and vendor partners not involved in claim matters exited the meeting prior to the start of closed session and during any presentations of unrelated claims. The Committee entered closed session at 11:26 a.m.

A. Discussion of Open Claims and Conference with Legal Counsel pursuant to Government Code Sections 54956.95:

- Sukarieh v. Glendora (GL)
- Beardmore v. El Segundo (GL)
- Muzatko v. Hermosa Beach (GL)
- Slayton v. Santa Ana (GL)
- Mall v. Santa Ana (WC)
- Rojo v. Santa Ana (WC)
- Risti v. El Segundo (WC)

8. REPORT FROM CLOSED SESSION

The Committee reconvened to open session at 12:21 p.m.

Board and Coverage Counsel, Kellie Murphy, stated no reportable action for the following matters, “Beardmore v. El Segundo (GL)” and “Risti v. El Segundo (WC).” There was no action taken on the remaining matters.

9. CLOSING COMMENTS

None.

10. ADJOURNMENT

The Chair adjourned the meeting at 12:22 p.m.