

**PUBLIC ENTITY JOINT INSURANCE FUND  
MEETING MINUTES**

**January 24<sup>th</sup>, 2017**

**NIP Conference Center – 900 Route 9 North Woodbridge, NJ at 10:00am**

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**MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:09AM.**

**OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF FUND COMMISSIONERS**

Ricardo Fernandez – City of Passaic  
Naiima Horsley-Fauntleroy – City of East Orange  
Chris Hartwyk – City of Orange  
Adam Cruz – City of Perth Amboy – Absent  
Rick Smiley – City of Plainfield  
David Brown – Borough of Roselle  
William Broughton – Township of Teaneck  
Jamie Cryan – Town of West New York

**ADJOURN MEETING SINE DIE**

Chairman asked Executive Director to Chair meeting. Mr. Hall asked for nominations for the positions of Chairperson and Secretary and for the Executive Committee.

**ELECTION OF CHAIRPERSON AND SECRETARY**

- Commr. Brown nominated Commr. Fernandez for Chairperson, with the nomination seconded by Commr. Horsley-Fauntleroy. No further nominations proposed.
- Commr. Fernandez nominated Commr. Broughton for Secretary, with the nomination seconded by Commr. Hartwyk. No further nominations proposed.
- Swearing in of Chairperson and Secretary by Fund Attorney.

**ELECTION OF EXECUTIVE COMMITTEE –**

- Mr. Hall explained that as the Fund now exceeds seven members, the Bylaws require the election of an Executive Committee. The Executive Committee shall consist of five members, in addition to the Chairperson and Secretary. The Commissioners may also appoint up to seven Alternate Executive Committee members.
- Commr. Fernandez nominated all Commissioners to the Executive Committee with the nomination seconded by Commr. Brown.
- Swearing in of Executive Committee by Fund Attorney.

**Executive Committee now consists of:**

Ricardo Fernandez – City of Passaic, Chairperson  
William Broughton – Township of Teaneck, Secretary  
Naiima Horsley-Fauntleroy – City of East Orange  
Chis Hartwyk – City of Orange  
Rick Smiley - City of Plainfield  
David Brown – Borough of Roselle  
Jamie Cryan – Town of West New York  
Adam Cruz - City of Perth Amboy, Alternate

**APPROVAL OF MINUTES OF December 20<sup>th</sup> 2016 Meeting**

**MOTION:** Commr. Broughton

**SECOND:** Commr. Brown

**ABSTAIN:** Commr. Hartwyk

**VOTE: ROLL CALL**

Ricardo Fernandez – City of Passaic  
Naiima Horsley-Fauntleroy – City of East Orange  
Chris Hartwyk – City of Orange  
Adam Cruz - City of Perth Amboy - Absent  
Rick Smiley - City of Plainfield  
David Brown – Borough of Roselle  
William Broughton – Township of Teaneck  
Jamie Cryan – Town of West New York

**ADOPTION OF RESOLUTIONS**

Chairman Fernandez asked that Resolutions 01-17 through 08-17 be approved collectively.

- Resolution 01-17 – Certifying the Election of Chairperson and Secretary
- Resolution 02-17 – Certifying the Election of Executive Committee
- Resolution 03-17 – Establishing Public Meeting Procedures
- Resolution 04-17 – Establishing Fiscal Management Plan
- Resolution 05-17 – Establishing Fund Records Program
- Resolution 06-17 – Establishing 2017 Plan of Risk Management
- Resolution 07-17 – Approving Fund Service Providers
- Resolution 08-17 – Approving Appointed Counsel for 2017

**MOTION:** Commr. Brown

**SECOND:** Commr. Horsley-Fauntleroy

Ricardo Fernandez – City of Passaic  
Naiima Horsley-Fauntleroy – City of East Orange  
Chris Hartwyk – City of Orange  
Adam Cruz - City of Perth Amboy - Absent  
Rick Smiley - City of Plainfield

David Brown – Borough of Roselle  
William Broughton – Township of Teaneck  
Jamie Cryan – Town of West New York

- Resolution 09-17 – Approving Final 2017 Budget

**MOTION:** Commr. Brown  
**SECOND:** Commr. Horsley-Fauntleroy

Ricardo Fernandez – City of Passaic  
Naiima Horsley-Fauntleroy – City of East Orange  
Chris Hartwyk – City of Orange  
Adam Cruz - City of Perth Amboy - Absent  
Rick Smiley - City of Plainfield  
David Brown – Borough of Roselle  
William Broughton – Township of Teaneck  
Jamie Cryan – Town of West New York

Chairman Fernandez asked that Resolutions 10-17 through 11-17 be approved collectively.

- Resolution 10-17 – Approving Certain Disbursements – \$1,212,276.68
- Resolution 11-17 – Approving Claims Payments - \$389,555

**MOTION:** Commr. Brown  
**SECOND:** Commr. Horsley-Fauntleroy

Ricardo Fernandez – City of Passaic  
Naiima Horsley-Fauntleroy – City of East Orange  
Chris Hartwyk – City of Orange  
Adam Cruz - City of Perth Amboy - Absent  
Rick Smiley - City of Plainfield  
David Brown – Borough of Roselle  
William Broughton – Township of Teaneck  
Jamie Cryan – Town of West New York

### **EXECUTIVE DIRECTOR REPORT – J. Hall (NIP Group)**

- **2016 Review and 2017 Goals** – Mr. Hall thanked the Commissioners and reported that all of the members up for renewal decided to renew with the PEJIF. He also reviewed the Fund services for 2016 and goals for 2017.
- **Financial Fast Track Report Status – YE 2016** – Mr. Hall reported that the year-end Fast Track will be released as soon as the year-end actuarial report is finalized.
- **Special Commissioners** - As the membership is now an even number, the Fund’s Bylaws require the appointment of a Special Commissioner and alternate. These will be appointed based on an alphabetical rotation of the membership, at an upcoming meeting of the Board of Commissioners.

## **TREASURER’S REPORT – P. DeBlasio**

- Mr. DeBlasio reported that monthly financial report and cash management account has been reviewed. He advised that the Fund has met all outstanding obligations and its financial position is secure. There were no questions.
- Mr. DeBlasio also provided an overview of the performance of the Fund’s investments during the 2016 Fund Year as of December 31, 2016.

## **UNDERWRITING REPORT – R. Smith (NIP Group)**

- **Renewal Summaries** – All summaries have been sent out to the risk managers. Should there be any issues or questions, please contact our office.
- **Coverage Enhancements** – BGIA will be presenting an update on all enhancements at the next meeting.
- **Quasi Municipal Entities** - Please review and update your list of quasi-municipal entities and submit any additions or edits to our office.

## **SAFETY DIRECTOR – A. Ven Graitis (NIP Group)**

- **2016 PEJIF Risk Control Recap** - Risk control had a very successful year with approximately 4,100 employees trained, 175 classes provided by various professional vendors, 260+ users of In2vate, over 450 users of distracted driver on line training, an SIP program awarding \$3,500, and the buy in of employees at every municipality, where safety committee meetings are regularly held. The focus on safety and risk control is shown in the loss experience which will be reviewed by the Claims group.
- **MUTCD – Markings Yellow Lines** - It has been clearly stated by the FHWA that colored markings between yellow lines, including a blue line for Police or red line for the Fire Department, are not appropriate and should not be used. The MUTCD does not permit markings between center lines or any blue pavement markings outside the context of parking spaces for users with disabilities. Any decision to remove colored lines should be done in accordance with road repair policies in the corresponding municipality, allocating resources to complete the project appropriately while considering the priority of jobs. There is also pending legislation allowing the use of colored lines which will be followed and communicated with members.
- **Driver Safety for Law Enforcement Personnel** - Due to the steady frequency of auto losses, and the potential for catastrophic loss with automobiles, risk control will continue offering services including on line distracted driver training, on line SERVE training, CEVO and CMVO in person training, fleet program reviews, and assistance reviewing MVR check policies and procedures.
- **Slips, Trips and Falls** - with cold weather upon us, slips and falls will likely be the number one driver of claims in the upcoming months. Supervisors should continue to promote safety, and doing work slowly and carefully in dangerous conditions, the use of proper PPE, and holding toolbox talks to provide reminders when appropriate.
- **On-line Training through in2Vate and SERVE** – Risk control personnel are available to discuss on line training options.

- **Fire Department Equipment Inspections** – the recent ladder failure in the City of Passaic was discussed. Regular inspections of fire apparatus are mandatory, can prevent liability, save members money and stop injuries from occurring with personnel.

### **CLAIMS REPORT – C. Cyriax (NIP Group)**

- **Key Performance Indicators** - Conrad Cyriax provided the Commissioners with the Claims Report. Key performance indicators of Claims Department activity were fully discussed including the number of new claims received and the sum of claims closed during the preceding month. Frequency trends affecting the Fund were discussed as well as other critical measurements of Claims Department activity such as closing ratio.

**MEMBER UPDATES** - Each member gave an update on their respective Township/Borough/City since our last meeting.

### **NEW BUSINESS**

### **OPEN FORUM**

### **MOTION TO ADJOURN**

Commissioner Fernandez made a motion to adjourn the meeting at 11:57am and Secretary Horsley-Fauntleroy seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

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Madeline Delgado

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Ricardo Fernandez

### **ALSO PRESENT:**

Madeline Delgado – NIP  
James Renner – NIP  
Michael O’Connell – PQA  
David Springer – NIP  
Kathy Martin – City of Passaic  
Gail White – Scirocco  
John Carrasco – Skylands  
Patrick DeBlasio – Treasurer  
George Crosby – BGIA  
Robert Smith – NIP  
Steve Daveggia – NIP  
Conrad Cyriax – NIP

Anthony Ven Graitis – NIP  
Francis Kelly – BGIA  
Diana Cortes – First MCO  
Keith Platt – Inservco  
Alex Keoskey – Decotiis, Fitzpatrick, Cole & Giblin  
Patti Fahy – Reliance  
Veronica Taylor – City of Plainfield  
Danielle Voda – Fairview  
Jack Zisa – RMC