

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

April 24th, 2018

NIP Auditorium – 900 Route 9 North Woodbridge, NJ at 10:00am

MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:14AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS

Ricardo Fernandez - City of Passaic
Naiima Horlsey - City of East Orange – Absent for Vote
Marty Mayes - City of Orange – Absent for Vote
Adam Cruz - City of Perth Amboy
Ron West - City of Plainfield
Bryan Russell – Borough of Roselle
William Broughton – Township of Teaneck
Town of West New York – ABSENT

APPROVAL OF MINUTES OF March 20th, 2018 Meeting

MOTION: Commr. West
SECOND: Commr. Broughton
ABSTAIN: Senande; Fernandez; Cruz

VOTE: ROLL CALL
Ricardo Fernandez - City of Passaic
Naiima Horlsey - City of East Orange – Late
Marty Mayes - City of Orange – Late
Adam Cruz - City of Perth Amboy
Ron West - City of Plainfield
Bryan Russell – Borough of Roselle
William Broughton – Township of Teaneck
Town of West New York – ABSENT

ADOPTION OF RESOLUTIONS

Executive Director Hall asked that Resolutions 14-18 through 15-18 be approved collectively.

- Resolution 15-18 – Approving Certain Disbursements – \$55,822.84
- Resolution 16-18 – Approving Claims Payments – \$585,814.85

MOTION: Commr. West

SECOND: Commr. Russell

Ricardo Fernandez - City of Passaic
Naiima Horlsey - City of East Orange
Marty Mayes - City of Orange – Late
Adam Cruz - City of Perth Amboy
Ron West - City of Plainfield
Bryan Russell – Borough of Roselle
William Broughton – Township of Teaneck
Town of West New York – ABSENT

EXECUTIVE DIRECTOR REPORT – J. Hall (NIP Group)

- **Financial Audit Report** – Mr. Hall reported that the financial audit is underway. As soon as it is completed, it will be circulated to all members.
- **Fast Track Report** – Mr. Hall discussed the fast track report as of March 31, 2018. There were no questions from the membership.

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.

UNDERWRITING REPORT – R. Smith (NIP Group)

- **Website Updates** – As part of the Beazley Breach Response Tool, we need the domain names of all member municipalities and any domain names used by the towns. Often fire departments, police and library can use alternate domain names. Upon receipt and submission to Beazley, all members will have access to this tool which is a platform of training tools and best practices.
- **Domain Names** - Currently we are working on updating the user portal website. We ask that anyone with any feedback or suggestions, please let me know as soon as possible.

SAFETY DIRECTOR – A. Ven Graitis (NIP Group) - PENDING

- **Presentation – Timothy Weiss, New Jersey Division of Fire Safety-Fire Deployment Act (recent City of Paterson decision), Mutual-Aid Plans and CDL's for firefighters and Inter-State travel** - Timothy Weiss discussed the Fire Deployment Act, it’s positive effect on NJ communities and regions, the basics on how Mutual Aid works and how requests are made and

approved, and recent events where the Deployment Act successfully pooled local resources to combat emergency situations.

- **Wellness – Workout to Win 2** The Work out Win 2 challenge will begin on April 30 and end on July 1. All members are encouraged to participate to qualify for awards and bragging rights. All that is needed is team names and weekly results reported to the PEJIF. A reminder will be sent out on the week of 4/30 to all members.
- **Customer Service & Sensitivity Training** - A Customer Service and Sensitivity Training course is being offered through risk control and is available to all members. Expert presenters train employees on how to better handle stressful situations, the importance of professionalism and how to maintain control of themselves during stressful interactions with other employees and the public. The course is designed to increase the productivity, morale and operational results/performance of municipal employees.
- **Fleet Program, Distracted Driving** - April is Distracted Driving Awareness Month. A bulletin will be issued on Motor Fleet Safety and available training. Topics addressed include: Senior Management Commitment and Employee Involvement, Written Policies and Procedures, Driver Agreements, Motor Vehicle Record Checks, Crash Reporting and Investigation, Vehicle Selection, Maintenance and Inspection, Disciplinary Action System, and Driver Training/Communication.
- **On-line Training Update- Available Courses and Setup Guide** - As part of the updated 2018-2019 Safety Incentive Program award, the use of on-line training is a requirement to be awarded the Level A award. Available on-line training includes any distracted driving training, SERVE or TEAM training including PEOSH required, employment practices, human resource, and general safety training.
- **Playground & Field Issues and Liability** – Playground and field inspections were discussed, transfer of liability, and best practices for spring sports & athletic field use. Topics discussed included: athletic field inspections, background checks for coaches, Rutgers Safety Clinic, HEADS UP-Centers For Disease Control and Prevention (CDC)-Concussion Awareness Training, Thunderstorm/Lightning Plan, and Janet’s Law-Automated External Defibrillators (AED).
- **Tree Liability** - Jim Renner advised members of the Title 59 defenses available to members and how they have been used with the recent high amount of tree claims. A bulletin was recently issued addressing the defenses and how municipalities can preserve them, including creating and maintaining a list of jobs based on priority which can be used to allocate available resources.

CLAIMS REPORT – C. Cyriax (NIP Group)

- **Key Performance Indicators for March 2018** – Conrad Cyriax delivered the Monthly Report of key performance indicators of Claims Department activity for March.
- **Tree Claims** - Jim Renner provided an overview of the rash of third-party tree claims as a result of the recent Nor’easter storms.

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 12:17 pm and Chairman Fernandez and Commissioner Horsley-Fauntleroy seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

Ricardo Fernandez

ALSO, PRESENT:

Madeline Delgado – NIP
Robert Persico – NIP
Perter Perla – Jasinski, PC
Patti Fahy – Acrisure
Scott Readington – HUB International
Michael Griffith – NIP
Sureatha Hobbs – Inservco
Nancy Foulkes – Inservco
Shanell Booker – Inservco
Keith Platt – Inservco
George Crosby – BGIA
Kathy Martin – City of Passaic
Frank Kelly – BGIA
Wayne Dietz – Skylands Risk Management
Kathleen Guze – D & H Alternative
Larry Graham – Fairview Insurance
Conrad Cyriax – NIP
Rob Smith – NIP
Paul Anzano – PQA
James Renner – NIP
Steve Daveggia -NIP
Keith Skeba
Anthony Ven Graitis – NIP
Patrick DeBlasio – Treasurer