

PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
June 17th, 2014
Hampton Inn Woodbridge, NJ at 10:00am

MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:16 AM.

ROLL CALL OF FUND COMMISSIONERS

Ricardo Fernandez – City of Passaic
Jillian Barrick – City of Perth Amboy
Karen Dabney – City of Plainfield
Joseph DeMarco – Town of West New York

▪ **APPROVAL OF MINUTES May 20th, 2014**

MOTION: Commr. Dabney
SECOND: Commr. Fernandez
ABSTAIN: Commr. Barrick

▪ **ADOPTION OF RESOLUTIONS**

MOTION TO ADOPT RESOLUTIONS

- **Resolution 22-14** – Approving Disbursements totaling \$565,936.23
MOTION: Commr. DeMarco
SECOND: Commr. Barrick

VOTE: ROLL CALL

Ricardo Fernandez – City of Passaic
Jillian Barrick – City of Perth Amboy
Karen Dabney – City of Plainfield
Joseph DeMarco – Town of West New York

- **Resolution 23-14** – Approving Claims Payments totaling \$106,838
MOTION: Commr. DeMarco
SECOND: Commr. Barrick

VOTE: ROLL CALL

Ricardo Fernandez – City of Passaic
Jillian Barrick – City of Perth Amboy
Karen Dabney – City of Plainfield
Joseph DeMarco – Town of West New York

Mr. Miller wanted to take a minute to introduce Mr. William Boughton from the Township of Teaneck which was accompanied by his Risk manager Mr. Wayne Dietz of D & H. As Teaneck's risk manager, Mr. Dietz felt that it's never too early for a prospective town to come to a PEJIF meeting. Teaneck is a great candidate to join the PEJIF and tentatively might join January 2015.

Executive Director – NIP Management Services - E. Miller

- **Financial Fast Track** –Fund continues to maintain a small YTD surplus and all claims obligations are being met.
- **New Members** - Roselle has signed the Indemnity & Trust for an entry date of 7/1/14 and a new member orientation was held last week. East Orange is getting a new risk manager, who will work with us to bring them into the PEJIF no later than September, 2014. We have given them a 60 extension under the CivicPro Program, while we work on the transition.
- **2015 Renewal Cycle – (J. Hall)** - The 2015 underwriting renewal cycle has begun. The risk managers webinar, which was well-attended, reviewed the renewal requirements and process, as well as some FAQ's from the RM's. Members are asked to work closely with their risk managers to facilitate the process.

SAFETY DIRECTOR - Anthony Ven Graitis, Vice President Risk Control & Wendy Wiebalk, Litigation Manager, Debbie Perillo, Sr. Risk Control Specialist

- *Debbie Perillo was unable to attend the PEJIF meeting. Anthony Ven Graitis will briefly discuss her topics.*
 - **Safety Updates – A. Ven Graitis** –available training including SERVE on line driver training for emergency responders, In2vate on line training for PEOSH required and Police/EMT professional training, live training from a risk control professional, and EPL training.
 - **Emergency Management & Preparedness – A. Ven Gratis** - The summit was a success with representatives from the NJ State Police, former JCPL executive, professional firm Response Law, Agility Recovery, and risk control professionals from member municipalities, PMA and NIP. Members from the GSMJIF and PEJIF participated in the round table discussion and feedback was positive. Takeaways included the need to form Mutual Aid agreements with private firms at the corporate level, creating agreements in writing with the public entities, declaring who will be responsible for what including costs, need to perform table top emergency response meetings and case examples.
 - **Member Updates – D. Perillo** –PEJIF member safety meetings and recent training was discussed. Members briefed committee members on new initiatives and feedback on Emergency Management & Preparedness Summit.
 - **Safety Topics – Safety Committee/Summer Programs/Liability Exposures/Fireworks Display Safety Procedures – D. Perillo** –Bulletins on topics will be sent out. Liability issues with each were briefly discussed including need to transfer risk to fireworks vendors, ensure vendor is responsible for cleanup and inspection prior and post event, emergency preparation (table top) meetings are held prior, proper training for temporary staff hired for summer camps is

provided and staff have background checks performed, procedures and policies are in place to prohibit any time alone with minors, etc.

- **Monthly safety Bulletin: How to best Implement New Safety Initiatives Effectively – D. Perillo** – A need for management and employee accountability for safety was discussed.
- **The Rights of Employees to Social Media, Internet Privacy, and Document Retention in the Workplace – W. Wiebalk** - Wendy spoke about employees’ rights in the workplace in regard to various Internet and employer/employee communication issues

CLAIMS REPORT - Robert Persico, Vice President Claims James Renner AVP, Claims Director

Sidewalk Liability Claims (J. Renner) - Jim provided a presentation on claims against public entities alleging a dangerous condition of public property and specifically sidewalk liability claims. A review of the appropriate Title 59 defenses and immunities were discussed as well as the proper investigation of these claims

- **Treasurer’s Report – Patrick DeBlasio** - Mr. DeBlasio reviewed the monthly treasurer’s report and cash management account and advised that the Fund has met all outstanding obligations and its financial position is secure.

MOTION TO ADJOURN TO EXECUTIVE SESSION, NOT OPEN TO THE PUBLIC IN ACCORDANCE WITH THE OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-12(B), TO DISCUSS PENDING OR ANTICIPATED LITIGATION (CLAIMS)

Claims: NONE

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN - COMPLETED

Commissioner Fernandez made a motion to adjourn the meeting at 11:17am and Commissioner DeMarco second the motion. Motion carried unanimously.

Prepared by E. Miller.

Earl Miller

Ricardo Fernandez

ALSO PRESENT: Below needs to be updated

Earl Miller – NIP
Madeline Delgado – NIP

Patrick DeBlasio – Treasurer
Robert Persico – NIP
James Renner – NIP
Jonathan Hall – NIP
Anthony Ven Graitis – NIP
Wendy Wiebalk – NIP
Brian Erlandsen – BGIA
Mike O’Connell- Pringle, Quinn, Anzano
Francis O’Kelly – BGIA
Rob Smith – NIP
Steve Edwards – BGIA
George Crosby – BGIA
Tom Fragoso – Sirocco
Matt Baron
Kathleen Guze – D & H Alternative
William Boughton – Township of Teaneck
Wayne Dietz – D & H Alternative
Patrick DeBlasio – Treasurer
Kathy Martin – City of Passaic
Lindsay Klein – Reliance Insurance
Larry Graham – Fairview Insurance