

PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
May 20th, 2014
Hampton Inn Woodbridge, NJ at 10:00am

MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND (Safety Meeting) CALLED TO ORDER AT 10:08 AM.

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

- **In2vate Initiate Training & SERVE Update – A. Ven Graitis** –Training has been rolled out to all members. The police professional training available through In2vate requires a few additional steps to set up but all inquiries can be sent to Debbie or Anthony.
- **EPL Training - A. Ven Graitis** –This needs to be a priority for all members. Management must review training records for all employees in each department to ensure training has been provided within 2 years. Risk Control will be scheduling training throughout the summer to ensure all employees are trained as needed.
- **Emergency Preparation/Response – A. Ven Graitis** –An Emergency Management and Preparedness Summit has been scheduled for June 16 at the Middlesex County Fire Academy. All emergency responders are invited. The Summit will focus on issues and challenges every municipality should be prepared to address. Experts from several areas have been invited to participate to share expertise in their field. Several members of the GSMJIF will also share their experiences dealing with incidents that impacted their communities. Brief presentations by invited speakers will be followed by a panel discussion of critical issues addressed during emergencies where attendees will be able to ask questions of the panel for guidance on challenges they anticipate or may have experienced.
- **Safety Bulletin #2 Slips, Trips and Falls – D. Perillo** - A document regarding how to prevent slips trips and falls was emailed to all members of the PEJIF. It included a checklist for preventative measures. Everyone at meeting advised they received the email the day before the meeting.
- **Poesh PPE Hazard Assessment Program (hand out) – D. Perillo** – Debbie explained the PEOSH regulations regarding the completion of a PPE Hazard Assessment to all members. I have emailed the handout to all. The email attachment was a blank PPE assessment as well as instructions how to fill one out and a sample assessment as well.
- **The Legal Risks of Using Social Media and/or the Internet in Your Hiring Process – W. Wiebalk** - Wendy addressed the benefits, and potential downside, of using the Internet to research prospective job hires.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

- **MEETING OF BOARD OF FUND COMMISSIONERS CALLED TO ORDER**
PEJIF Meeting called into order at 10:43am

PLEDGE OF ALLEGIANCE

Commissioner Fernandez made a suggestion in what order the meeting should take place. We will start with the PEJIF Commissioners meeting and the Safety meeting will follow second. All are in agreement.

ROLL CALL OF FUND COMMISSIONERS

Ricardo Fernandez – City of Passaic
Greg Fehrenbach – City of Perth Amboy
Karen Dabney – City of Plainfield
Joseph DeMarco – Town of West New York- Absent

- **APPROVAL OF MINUTES April 29th, 2014**

MOTION: Commr. Dabney
SECOND: Commr. Fernandez
ABSTAIN: Alt. Commr. Fehrenbach

- **ADOPTION OF RESOLUTIONS**

MOTION TO ADOPT RESOLUTIONS

- **Resolution 19-14** – Approving Disbursements totaling \$10,696.39
MOTION: Commr. Dabney
SECOND: Alt. Commr. Fehrenbach

VOTE: ROLL CALL

Ricardo Fernandez – City of Passaic
Greg Fehrenbach – City of Perth Amboy
Karen Dabney – City of Plainfield
Joseph DeMarco – Town of West New York - Absent

Mr. Miller indicated that Perth Amboy claims disbursement reports were not included in the meeting package since they were not available at time of meeting packet distribution. At Commissioner Fernandez's suggestion, the record will show that the vote on Resolution 20-14 excludes the missing reports. As soon as the reports are received, they will be distributed to Fund Commissioners and voted on at the next meeting.

- **Resolution 20-14** – Approving Claims Payments totaling \$64,106
MOTION: Commr. Dabney

SECOND: Alt. Commr. Fehrenbach

VOTE: ROLL CALL

Ricardo Fernandez – City of Passaic

Greg Fehrenbach – City of Perth Amboy

Karen Dabney – City of Plainfield

Joseph DeMarco – Town of West New York -Absent

- **Resolution 21-14** – Approving Fund Defense Counsel

MOTION: Commr. Dabney

SECOND: Alt. Commr. Fehrenbach

VOTE: ROLL CALL

Ricardo Fernandez – City of Passaic

Greg Fehrenbach – City of Perth Amboy

Karen Dabney – City of Plainfield

Joseph DeMarco – Town of West New York - Absent

Executive Director – NIP Group E. Miller

- **Financial Fast Track** – Mr. Miller advised that there were 237 claims reported through 4/30/14 and the Fast Track continues to show a modest surplus. We will need at least a full year to show trending, however; we are encouraged with the current good results.
- **Prospects East Orange and Roselle Status** – Roselle has signed the Indemnity & Trust agreement and is scheduled to join the PEJIF on 7/1/14. East Orange has not made a final decision and we are waiting for the Risk Manager to advise.

CLAIMS REPORT - Robert Persico, Vice President Claims

Claims Reports - Robert Persico - Bob asked the group to have protocols in place for vendor visits especially fuel deliveries. It should be a check in process and steps followed thereafter for safety reasons. Bob also presented a snapshot of claims exposure through April 30, 2014.

- **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 Dabney made a motion to adjourn the meeting at 10:53am and Alternate Commissioner Fehrenbach 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
Debbie Perillo – NIP
Francis O’Kelly – BGIA
Rob Smith – NIP
George Crosby – BGIA
Tom Fragoso – Sirocco
Danielle Voda – Fairview Insurance
Tom Fitzpatrick – Fairview Insurance
Lindsey Klein – Reliance Insurance Group
Patti Fahy – Reliance Insurance Group
Kathy Martin – City of Passaic
Paul Messerschmidt – D & H Alternative
Kathleen Guze – D & H Alternative
Steve Edwards – BGIA
Damaris Gonzalez – West New York