

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
October 21st, 2014
Hampton Inn Woodbridge, NJ at 10:00am**

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

ROLL CALL OF FUND COMMISSIONERS

Ricardo Fernandez – City of Passaic
Maria Rivera – City of Perth Amboy (in for J. Barrick)
Karen Dabney – City of Plainfield
David Brown – Borough of Roselle
Michele Ralph-Rawls - Absent
Matthew Watkins - Town of West New York

APPROVAL OF MINUTES September 17th, 2014

MOTION: Commr. Watkins
SECOND: Commr. Dabney
ABSTAIN: Commr. Fernandez, Rivera

▪ ADOPTION OF RESOLUTIONS

MOTION TO ADOPT RESOLUTIONS

- **Resolution 30-14** – Approving Disbursements totaling \$142,717.89
MOTION: Commr.Fernandez
SECOND: Commr. Brown

VOTE: ROLL CALL

Ricardo Fernandez – City of Passaic
Maria Rivera – City of Perth Amboy (in for J. Barrick)
Karen Dabney – City of Plainfield
David Brown – Borough of Roselle
Michele Ralph-Rawls - Absent
Matthew Watkins - Town of West New York

- **Resolution 31-14** – Approving Claims Payments totaling \$111,377
MOTION: Commr. Brown
SECOND: Commr. Dabney

VOTE: ROLL CALL

Ricardo Fernandez – City of Passaic

Maria Rivera – City of Perth Amboy (in for J. Barrick)
Karen Dabney – City of Plainfield
David Brown – Borough of Roselle
Michele Ralph-Rawls - Absent
Matthew Watkins - Town of West New York

Executive Director – NIP Management Services - E. Miller

- **Financial Fast Track** – The Fund continues to maintain a small YTD surplus. All financial obligations are being met. As the Fund grows so will the financial stability and predictability.
- **2015 Renewal – (J. Hall)** – We have received renewal applications from all of the current members for renewing lines of business and the new placements of Cyber Liability and Non-Owned Aircraft Liability. Any members who would like quotes for the optional Site Pollution Liability and/or Underground Storage Tank Liability programs, please work with your Risk Managers to submit applications ASAP.
- **Prospects – (J. Hall)** - We have a submission from Township of Teaneck. In the interests of full transparency, the Township has also submitted to the Garden State Municipal Joint Insurance Fund. We are also in discussion with the City of Hackensack and the Township of Hillside. Chairman Fernandez asked if the Fund Commissioners will have the opportunity to review and approve new members. Mr. Miller and Mr. Hall confirmed that all prospective members would be reviewed with and approved by the Commissioners prior to joining.
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SAFETY DIRECTOR - Anthony Ven Graitis, Vice President Risk Control & Debbie Perillo, Sr. Risk Control Specialist)

- **Police Action Plan – A. Ven Graitis - VP Risk Control** - The Claims Group will provide instant notification to Risk Control when an incident or claim meets certain established thresholds. Risk Control will contact the member police department to obtain additional facts and to determine the proper risk control response. Risk Control will escalate the response depending on the severity and type of incident which can include reviewing department protocol and written policies, offering individual or group training, or bringing in a professional firm through our established network including The Rodgers Group, Response Law, RGI, and Lexipol;
- **Ebola Safety Announcement - A. Ven Graitis - VP Risk Control** - Several member emergency responders raised concerns regarding Ebola. A risk control announcement was distributed which included information from the New Jersey Department of Health (NJDOH): Infection Prevention and Control Guidelines for Emergency Medical Service Personnel Regarding Care and Transport of Patients with Suspected Ebola Virus Disease (EVD), Center for Disease Control and Prevention (CDC): Ebola Hemorrhagic Fever Information Booklet, New Jersey Department of Health (quick fact sheet-FAQ), and Center for Disease Control and Prevention (CDC): Interim Guidance for Emergency Medical Services (EMS) Systems and 9-1-1 Public Safety Answering Points (PSAPs) for Management of Patients with Known or Suspected Ebola Virus Disease in the United States
- **Member Safety Committee Meetings – A. Ven Graitis – VP Risk Control** - Member Safety Committee Meetings are ongoing and held by all members on a regular basis. Members should ensure that high level representatives from all major departments are in attendance and well informed on

activities of the department, claims affecting employees, training needs and other risk control issues affecting department personnel. All employees should be held accountable for safety performance.

- **EPL - A. Ven Graitis - VP Risk Control** - In person, “live” EPL training is available and all members should take advantage of this service. In addition, on line training is available to members and courses taken will apply to the SIP requirement.
- **September Risks, Weather, Infectious Diseases – D. Perillo Sr. Risk Control Specialist** - Debbie discussed preparing equipment and employees for weather risks in winter months. She also discussed how to best protect employees from infectious diseases with PPE. She handed out bulletins from the CDC on infectious disease prevention to members for posting in employee locations. Also handed out PPE bulletin for posting as well.
- **SIP Progress, Online Training - D. Perillo, Sr. Risk Control Specialist** - Discussed serve and in2vate training for first responders as well as other available training topics for members. I will email the training topics list to all members again for their review
- **Dissemination of Model Jury Charge Survey and Discussion – W. Wiebalk** - Wendy circulated a 5 question questionnaire for the members to fill out in regard to their EPL policies and procedures.

CLAIMS REPORT - Robert Persico, Vice President Claims

- **Jet-Vac Sewer Case Study** - Presented a case review on the inherent dangers in the Jet-Vac sewer cleaning equipment. The equipment, namely the hose and nozzle have been found while under pressure to become uncontrollable striking sewer maintenance workers causing serious injuries to include fatalities. The case study described a recent case where two employees sustained serious injuries while attempting to free an ice block within the hose. It was requested that contact be made with the staff of each member who perform sewer maintenance and advise of the danger associated with this process and equipment. Further follow the Risk Control Bulletin and do not try service the equipment while the pressure is on and recommend the manufacturer or service company be summoned to service the Jet-Vac and rig.
- **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

OPEN FORUM

MOTION TO ADJOURN - COMPLETED

Commissioner Watkins made a motion to adjourn the meeting at 10:52am and Commissioner Fernandez second the motion. Motion carried unanimously.

Prepared by E. Miller.

Earl Miller

Ricardo Fernandez

ALSO PRESENT:

Earl Miller – NIP
Madeline Delgado – NIP
Patrick DeBlasio – Treasurer
Debbie Perillo - NIP
Robert Persico – NIP
Jonathan Hall – NIP
James Renner - NIP
Wendy Wiebalk – NIP
Brian Erlandsen – BGIA
Mike O’Connell- Pringle, Quinn, Anzano
Francis O’Kelly – BGIA
Rob Smith – NIP
Steve Edwards – BGIA
Steve Daveggia - NIP
Tom Fragoso – Sirocco
Gail White – Sirocco
Matt Baron – InservCo
Peter Soriero – West New York
William Boughton – Teaneck
Stanley Turitz – Teaneck
Wayne Dietzs – D & H Alternative
Maria Rivera – Perth Amboy
Paul Messerschmidt – D & H Alternative
Kathleen Guze – D & H Alternative
Kathy Martin – City of Passaic
Patti Fahy – Reliance Insurance Group
Lindsey Klein – Reliance Insurance
Nancy Fowlks – InservCo
Kimberly Schweikert – InservCo
Scott Readlinger – HUB International