

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
September 30th, 2014
Hampton Inn Woodbridge, NJ at 10:00am**

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

- Swearing in of new Fund Commissioners Matthew Watkins, Town of West New York and Michele Ralph-Rawls, City of East Orange.

ROLL CALL OF FUND COMMISSIONERS

Ron Van Resalier – City of Passaic (in for Commissioner R. Fernandez)
Jillian Barrick – City of Perth Amboy
Karen Dabney – City of Plainfield
David Brown – Borough of Roselle
Michele Ralph-Rawls - City of East Orange.
Matthew Watkins - Town of West New York

▪ **APPROVAL OF MINUTES July 15th, 2014**

MOTION: Commr. Dabney
SECOND: Commr. Barrick
ABSTAIN: Commr. Van Rensalier, Ralph-Rawls, Watkins

▪ **ADOPTION OF RESOLUTIONS**

MOTION TO ADOPT RESOLUTIONS

- **Resolution 28-14** – Approving Disbursements totaling \$543,914.94

MOTION: Commr. Dabney
SECOND: Commr. Barrick

VOTE: ROLL CALL

Ron Van Rensalier – City of Passaic
Jillian Barrick – City of Perth Amboy
Karen Dabney – City of Plainfield
Matthew Watkins – Town of West New York
David Brown – Borough of Roselle
Michele Ralph-Rawls – City of East Orange

- **Resolution 29-14** – Approving Claims Payments totaling \$258,698

MOTION: Commr. Dabney
SECOND: Commr. Barrick

VOTE: ROLL CALL

Ron Van Rensalier – City of Passaic
Jillian Barrick – City of Perth Amboy
Karen Dabney – City of Plainfield
Matthew Watkins – Town of West New York
David Brown – Borough of Roselle
Michele Ralph-Rawls – City of East Orange

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.
- **Police Training** – Law enforcement liability claims are of increasing concern and steps must be taken to mitigate this. The Fund will be providing mandatory police training for all members, with focus on prevention of violent interactions between police and third parties. We have launched similar mandatory police training for the GSMJIF members.
- **2015 RFQ** - We have received submissions for the 2015 RFQ’s posted in September. Commissioner Watkins suggested that since we do not have an Executive Board, perhaps two commissioners should be designated to review submissions. Mr. Miller asked for volunteers and Commissioners Watkins and Dabney have accepted the task. Mr. Miller indicated that volunteers should review submissions in October and present their feedback/recommendations to the fund which we will then make a final decision in our November meeting and informing incumbents in December.
- **2015 Renewal – (J. Hall)** – We are expecting initial excess renewal quotes and the first draft of the actuarial pricing study by next week. We are still missing one member’s renewal submission, and the Cyber Liability and Non-Owned Aircraft applications from a number of members.
- **Prospects – (J. Hall)** - We have received a submission from Township of Teaneck, and have expressions of interest from Hackensack, Hillside, Irvington, Orange, and Trenton. Irvington and Trenton have very high SIRs that match or exceed those of the PEJIF, so their experience would not impact the mutualized layer component of the Fund’s assessments.

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

- **Jet-Vac Safety Bullet A. Ven Graitis - VP Risk Control** - A safety bulletin was issued after a critical incident impacted a municipality in the GSMJIF. Risk Control will investigate membership in the National Association of Sewer Service Companies (NASSCO) for additional support including a Jetter Code of Practice manual and video training tapes.
- **Development of PEJIF Police Department Safety Committee – D. Perillo Sr. Risk Control Specialist** – - Risk Control will reach out to all members to secure the names of police department personnel in the PEJIF to commit to attend the Police Safety Committee. They will begin by attending the October GSMJIF Police Safety Committee meeting “Handcuff Training”. Future consideration will be made to decide if a separate PEJIF committee is warranted.
- **September Risks - D. Perillo, Sr. Risk Control Specialist** - An email copy of a safety bulletin regarding crossing guard safety has been emailed to all members. Risk Control will follow up on any requests or interest in Crossing Guard safety Training.
- **September Risk Control Bulleting- D. Perillo Sr. Risk Control Specialist** - The PEJIF safety bulletin for September has been emailed to all members, titled “Excessive Force” Members will review their current policies and procedures as well as coordinate training efforts for the Police Department personnel with the PEJIF Risk Control dept. Risk Control will make available, specialized trainings by law enforcement experts and other law enforcement professionals in addition to PEJIF Risk Control personnel.
- **RGI Training – D. Perillo Sr. Risk Control Specialist** - The PEJIF Risk Control Dept. will coordinate bulletins and alerts for future trainings offered by RGI. Risk Control will organize guest speakers for future PEJIF Monthly meetings as well as Police Safety Committee meetings with Jack Hoban (and others) as guest speaker (s).

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 Van Rensalier made a motion to adjourn the meeting at 10:52am and Commissioner Brown 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
Tom Fragoso – Sirocco
Gail White – Scirocco
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