

**PUBLIC ENTITY JOINT INSURANCE FUND**  
**MEETING MINUTES**  
**November 10<sup>th</sup>, 2015**  
**Avenel Room I - Hampton Inn Woodbridge, NJ at 10:00am**

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**MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND CALLED TO ORDER AT 10:06 AM.**

**OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD**

**PLEDGE OF ALLEGIANCE**

○ **ROLL CALL OF FUND COMMISSIONERS**

Ricardo Fernandez – City of Passaic  
Peter Pellissier - City of Perth Amboy  
Karen Dabney – City of Plainfield  
Town of West New York -Absent  
William Senande- City of East Orange  
David Brown – Borough of Roselle  
William Broughton – Township of Teaneck

○ **MEETING OF BOARD OF FUND COMMISSIONERS CALLED TO ORDER**

○ **ELECTION OF NEW SECRETARY**

- Commr. Brown nominated commr. Dabney, with the nomination seconded by Alternate commr. Cherone

There being no other nominations, nominations for the position of Secretary were closed.

- Swearing in of Secretary by Fund Attorney

○ **APPROVAL OF MINUTES OF October 27<sup>th</sup>**

**MOTION:** Commr. Dabney  
**SECOND:** Commr. Brown  
**ABSTAIN:** Commr. Pelissier

Ricardo Fernandez – City of Passaic  
Peter Pellissier - City of Perth Amboy  
Karen Dabney – City of Plainfield  
Town of West New York -Absent  
William Senande- City of East Orange  
David Brown – Borough of Roselle  
William Broughton – Township of Teaneck

## ○ **ADOPTION OF RESOLUTIONS**

### **MOTION TO APPROVE RESOLUTIONS**

- **Resolution 29-15 – Approving Disbursements totaling \$8,332.54**
- **Resolution 30-15 – Approving Claims Payments totaling \$631,212**

**MOTION:** Commr. Dabney

**SECOND:** Commr. Cherone

### **VOTE: ROLL CALL**

Ricardo Fernandez – City of Passaic

Peter Pellissier - City of Perth Amboy

Karen Dabney – City of Plainfield

Town of West New York -Absent

William Senande- City of East Orange

David Brown – Borough of Roselle

William Broughton – Township of Teaneck

## **EXECUTIVE DIRECTOR REPORT– Jonathan Hall**

- **Fast Track Report** – The October Fast Track is currently not completed due to meeting scheduling. Once completed it will be sent to all members.
- **Draft 2016 Budget** – Mr. Hall presented the draft 2016 budget. The year-over-year assessment increase is 2.3%, which includes increasing the confidence levels of certain lines of coverage from the Expected Level to the 75% Confidence Level. We are also exploring coverage enhancements. We have also added to the 2016 program EAP membership for each of the members.
- **Member Renewals** – We have released renewal proposals for the members whose Indemnity and Trust Agreements expire at the end of the year.
- **2016 RFP's** – We have received responses for all open positions in which we will review qualifications. We will advise all on the Fund's recommendations at our next meeting.

## **SAFETY DIRECTOR (Anthony Ven Graitis and Debbie Perillo)**

- **LEL Risk Control Plan** - Claims and Risk Control personnel are discussing the use of an “LEL Police Expert” to assist with claims and risk control operations for complex and high potential law enforcement liability claims. Denis Connell from Connell Consulting has been interviewed and is currently our top candidate. Retired Chief Connell is a former Police Chief from Clark and currently provides training for many of the JIF's in NJ on Police Supervisory Training. He is known as an expert on police matters, has been involved as an expert for certain litigation, and is interested in working with the GSMJIF. TACT training seminars are scheduled for 11/20, 12/4, and 12/18 at Howell, Berkeley, and North Plainfield respectively.
- **EPL Risk Control** - continues to provide EPL and Ethics training to members. For 2016, the Employers Association of New Jersey, a non-profit organization providing employment practices advise to NJ firms, will be available to all PEJIF members at a discounted rate. The EANJ provides additional available resources including law summaries, human resource alerts, featured articles, benchmark data, and model policies. A compliance manual will also be provided to every member, summarizing NJ and Federal labor and employment laws.

- **Risk Control Weather Equipment** - Risk Control is asking all members to regularly inspect equipment to be used this fall and winter to ensure it is safe and in good condition. Risk Control personnel will perform inspections of member equipment upon request and when on the premises.
- **PEJIF Stewardship report review Meetings** - All member representatives and risk managers have been supplied an electronic copy of their municipality's stewardship report. Each report will be discussed at the next local safety committee meeting and Risk Control personnel will be available to meet to discuss the past performance and future plans for the municipality.
- **Hazards of Working in the cold Weather** - A bulletin will be issued on safety and strategies for working in cold weather. Weather affects many of our municipal employees and precautions must be followed to prevent injury and degradation of operations.
- **Crossing Guard Safety Strategies** - Crossing Guard injuries continue to plague the state. With the change of the clocks, salt residues from snow and ice removal operations and sun glare will begin to hinder drivers from being able to see crossing guards. Members need to remind their employees that crossing guards must not direct traffic, must use proper PPE, and must not enter an intersection until drivers recognize the crossing guard. They must remain vigilant every moment when in an intersection as many injuries occur when returning to a post. In addition, all members should perform annual training and require physicals to be performed to verify the employee is physically able to perform the job duties, has proper eyesight, and has proper hearing.
- **Additional Risk Control Support: Goals and Objectives (Service plan progress, departments that have not utilized any support from Risk Control)** - Stewardship reports should continue to be reviewed and discussed to determine department needs, especially those that have not been taking advantage of services.

### **CLAIMS REPORT (Robert Persico)**

- **Crossing Guard Claims Review** - Bob gave a presentation on the overall makeup of the crossing guards along with their concerns for safety and how the guards need to be constantly aware of their environment. Many injuries occur while the guards are either distracted or when not actually crossing children. crossing guards along with their concerns for safety and how the guards need to be constantly aware of their environment. Many injuries occur while the guards are either distracted or when not actually crossing children.

### **MEMBER UPDATES**

- Each member gave an update on their respective Township/Borough/City since our last meeting.

### **TREASURER'S REPORT**

- 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. There were no questions.

### **NEW BUSINESS**

### **OPEN FORUM**

### **MOTION TO ADJOURN**

Commissioner Fernandez made a motion to adjourn the meeting at 11:12am and Commissioner Brown seconded the motion. Motion carried unanimously.

Prepared by J. Hall.

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Jonathan Hall

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Ricardo Fernandez

**ALSO PRESENT:**

Jonathan Hall – NIP  
Earl Miller – NIP  
Madeline Delgado – NIP  
Wendy Wiebalk – NIP  
Steve Edwards - BGIA  
James Renner – NIP  
Anthony Ven Graitis – NIP  
Wendy Wiebalk – NIP  
Conrad Cyriax – NIP Group  
Rob Smith – NIP  
T. Fragoso – Scirocco  
Larry Graham – Fairview  
George Crosby – BBGAI  
Brian Erlandsen – BGIA  
Matt Baron – InServCo  
Robert smith – NIP Group  
Francis Kelly- BGIA  
Mike O’Connell – Pringle Quinn  
Naiima Fauntleroy – East Orange  
Damarys Gonzalez – West New York  
John Oarraski – Skylands Risk Management  
Kathy Martin – City of Passaic  
Maria Rivera – Perth Amboy  
Kim Browne – Borough of Roselle  
Patti Fahy – Reliance