

**PUBLIC ENTITY JOINT INSURANCE FUND**  
**MEETING MINUTES**  
**May 19<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  
Jillian Barrick –City of Perth Amboy - AV  
Karen Dabney – City of Plainfield  
Matthew Watkins –Town of West New York – Absent  
William Senande - East Orange  
David Brown – Borough of Roselle  
Dean Kazinci – Township of Teaneck

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

▪ **APPROVAL OF MINUTES OF April 28<sup>th</sup>**

**MOTION:** Commr. Dabney  
**SECOND:** Commr. Brown  
**ABSTAIN:** Kazinci; Senande

Ricardo Fernandez – City of Passaic  
Jillian Barrick –City of Perth Amboy - AV  
Karen Dabney – City of Plainfield  
Matthew Watkins –Town of West New York – Absent  
William Senande - East Orange  
David Brown – Borough of Roselle  
Dean Kazinci – Township of Teaneck

▪ **ADOPTION OF RESOLUTIONS**

**MOTION TO APPROVE RESOLUTIONS**

- **Resolution 18-15 – Approving Disbursements totaling \$8,155.95**

**MOTION:** Commr. Dabney  
**SECOND:** Commr. Kanzinci  
**VOTE: ROLL CALL**

Ricardo Fernandez – City of Passaic  
Jillian Barrick –City of Perth Amboy - AV  
Karen Dabney – City of Plainfield  
Matthew Watkins –Town of West New York – Absent  
William Senande - East Orange  
David Brown – Borough of Roselle  
Dean Kazinci – Township of Teaneck

○ **Resolution 19-15 – Approving Claims Payments totaling \$286,697**

**MOTION:** Commr. Dabney  
**SECOND:** Commr. Senande  
**VOTE: ROLL CALL**

Ricardo Fernandez – City of Passaic  
Jillian Barrick –City of Perth Amboy - AV  
Karen Dabney – City of Plainfield  
Matthew Watkins –Town of West New York – Absent  
William Senande - East Orange  
David Brown – Borough of Roselle  
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**EXECUTIVE DIRECTOR REPORT– (Earl Miller)**

- **Fast Track Report** - J. Hall – Final Actuarial Report is expected shortly, as we have completed the audit of 2014 claims data reporting. Fast Track and Year-end results will be discussed at June Commissioners' Meeting.
- **Payroll Audit Webinar** – Anthony Amadeo - Discussed upcoming Payroll Audit Webinar and time line.

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

- **Fleet Loss Control Program** – **A. Ven Graitis** - A sample policy is being finalized and should be available in the next week or two. Training is available which includes on line driver training through In2vate, on line emergency responder training through SERVE, and in person CEVO or CMVO training through risk control personnel.
- **Police, Fire and DPW Training**– **A. Ven Graitis** - Police TACT training was held on May 15. We received tremendous feedback from approximately 30 officers that attended the verbal de-escalation and physical restraint training. Next sessions are scheduled for Rahway on June 12 and June 27 in Lawrence.
- **Roundtable Updates** – **A. Ven Graitis** - Frank Viscuso, author of numerous books on leadership, is speaking at the Fire Fighter Roundtable scheduled on May 27 in Livingston. Fire fighter supervisory staff is invited to attend. Mr. Viscuso will also speak at the DPW Roundtable to be finalized shortly.
- **EPL Efforts** – **A. Ven Graitis** - EPL training can be provided on line through In2vate in person through risk control staff. Any employment related matter can be dealt with and the appropriate resources can be provided to assist.

- **Work Zone Safety – D. Perillo** – Debbie indicated that the Work Safety Bulletin has been distributed to all members via email.
- **Member Monthly Stewardship Reports – D. Perillo - The Risk Control Dept.** will now be creating stewardship reports for each member beginning in June 2015. These reports will be utilized to comparatively see how each municipality is doing compared to others in the PEJIF. The reports will focus on services performed as well as claim and other statistical data.
- **Summer Safety Precautions – D. Perillo** – PEJIF risk control department recommends that each municipality Dept. of Recreation be sure to have their summer programs reviewed with regard to camps, sports and summer employees. A safety orientation and summer handbook should be utilized and is offered by the Risk Control Dept. at the member's request.
- **Monthly Safety Training Video – D. Perillo** - Each month the Risk Control Dept. will be selecting a specific safety topic for DVD trainings. The training DVD's will be distributed and signed for at the monthly PEJIF meeting to each member representative. The Risk Control Dept. recommends that the DVD be then distributed to specific departments within the municipality that would benefit from that safety topic. Sign in sheets will be provided by Risk Control to be able to track who will be taking the trainings as well as recommended Tool Box talks to go along with the DVD. The tool box talk can be performed by the Risk Control Consultant for the PEJIF at the members request. DVD's will be collected by Debbie Perillo before the following months meeting where a new safety training DVD will be distributed.

### **CLAIMS REPORT (Robert Persico and Wendy Wiebalk)**

- **PRESENTATION – Sewer Backup Claims Against Municipalities** – Jim provided a general overview of sewer backup claims for the Commissioners. Jim mentioned that New Jersey's sewer systems are old and outdated and that much of the state's sewer systems were built in the late 1800's and early 1900's and cannot keep up with current volume demands. The state estimates that overdue improvements are needed at a cost of \$45B but only a fraction of that is allocated in the state budget.

Jim went through the standard defenses and immunities afforded to municipalities for these claims under the Tort Claims Act and that each claim is evaluated by the NIP claims team based on its own merits. Jim stressed that it is important to evaluate all claims fairly and properly and to make consistent claims decisions regarding whether or not a claim is reimbursable.

### **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**

Wayne Dietz, of D & H Alternative Risk Solutions, suggested a safety topic for a bulletin. Risk Control Department will begin researching and accessing all our resources in order to develop a Safety Bulletin entitled "Keys to preventing an AMBUSH for law enforcement officers" The Risk Control Department will distribute as soon as possible.

## OPEN FORUM

### MOTION TO ADJOURN

Commissioner Fernandez made a motion to adjourn the meeting at 10:36am and Commissioner Barrick seconded the motion. Motion carried unanimously.

Prepared by E. Miller.

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Earl Miller

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Ricardo Fernandez

#### **ALSO PRESENT:**

Earl Miller – NIP  
Wendy Wiebalk – NIP  
David Springer – NIP Group  
Steve Edwards - BGIA  
Robert Persico – NIP  
James Renner – NIP  
Jonathan Hall – NIP  
Anthony Ven Graitis – NIP  
Wendy Wiebalk – NIP  
Conrad Cyriax – NIP Group  
Rob smith – NIP  
Matt Baron – InServco  
Debbie Perillo – NIP  
Kathy Martin – City of Passaic  
Kathleen Guze – D & H Alternative  
Wayne Dietz – D & H Alternative  
Michael O’Connell – Pringle Quinn Anzano  
Naiima Horsley-Fauntleroy  
Francis J. Kelly – BGIA  
Thomas Fragoso - Scirocco  
Amy Pieron – Reliance  
Patrick DeBlasio – Treasurer