

PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
April 28th, 2015
Hampton Inn Woodbridge, NJ at 10:00am

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
Karen Dabney – City of Plainfield
Matthew Watkins – Town of West New York
Michelle Ralph-Rawls - East Orange – Absent
David Brown – Borough of Roselle
William Broughton – Township of Teaneck

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

▪ **APPROVAL OF MINUTES OF March 24, 2015**

MOTION: Commr. Watkins
SECOND: Commr. Barrick
VOTE: ROLL CALL

Ricardo Fernandez – City of Passaic
Jillian Barrick – City of Perth Amboy
Karen Dabney – City of Plainfield
Matthew Watkins – Town of West New York
Michelle Ralph-Rawls - East Orange – Absent
David Brown – Borough of Roselle
William Broughton – Township of Teaneck

▪ **ADOPTION OF RESOLUTIONS**

MOTION TO APPROVE RESOLUTIONS

- Resolution 16-15 – Approving Disbursements totaling \$203,455.93
- Resolution 17-15 – Approving Claims Payments totaling \$267,603.00

MOTION: Commr. Dabney
SECOND: Commr. Barrick
VOTE: ROLL CALL
Ricardo Fernandez – City of Passaic

Jillian Barrick – City of Perth Amboy
Karen Dabney – City of Plainfield
Matthew Watkins – Town of West New York
Michelle Ralph-Rawls - East Orange – Absent
David Brown – Borough of Roselle
William Broughton – Township of Teaneck

EXECUTIVE DIRECTOR REPORT– (Earl Miller)

- Assessment Payments - E. Miller – Mr. Miller asked members to please make every effort in making their assessment payments on time, since excess insurance payments are due to the carriers early in the year.
- Fast Track Report – Mr. Hall mentioned that the revised raft of the 2014 Year-End Actuarial Study has been received by the Administrator’s office and is currently being reviewed. The Administrator will provide the December 2014, and January through May 2015 Fast Track reports at the May Commissioners’ Meeting.

SAFETY DIRECTOR (Anthony Ven Graitis and Debbie Perillo)

- **Fleet Loss Control Program – A. Ven Graitis** Fleet loss control must remain a priority to all members due to the potential for catastrophic loss. SERVE emergency responder training, In2vate on line driver training, and in person driver training is available from the Risk Control. We will also be issuing a sample fleet loss control program prior to the next meeting which will include MVR checks, CDL requirements, vehicle maintenance and inspection, etc. With recent events affecting our members, MVR checks are now a priority and must be performed by all members for all employees driving on municipal business. The sample Fleet policy will assist with member efforts.
- **Police, Fire and DPW Training/Roundtable Updates – A. Ven Graitis** Police training is scheduled for 5/15. This innovative class will be a “train the trainer” format providing verbal de-escalation and restraint training. Two or so representatives from each police department must attend this training. This is the first of several courses that will be scheduled throughout the state. Fire and DPW Roundtables are tentatively scheduled for May 27 and June 23 respectively and will feature Frank Viscuso as a guest presenter on “Step up and Lead” supervisor training. More details will follow.
- **Online Training – A. Ven Graitis** Members continue to better utilize the In2vate training platform. Every member should now have an administrator signed up to assign and track training. Risk control will be happy to administer the program for any town but members must take the initiative to take advantage of this training.
- **Monthly Risk Control Bulletin: Developing an effective Fleet Safety Policy – D. Perillo** –Debbie informed all that the PEJIF Risk Control Department has distributed, via email, the monthly bulletin entitled: “Developing an Effective Fleet Safety Program”. The PEJIF Risk Control Department. strongly recommends each municipality develop such a written program that will address all state (NJ) issues as well as reducing exposures for members. Sample template programs are currently under development and available upon request from members.

- **Risk Control Compliance – Best Practices Guide – D. Perillo** – Debbie will distribute a ‘draft “of this Risk Control document to all members on or before May 1, 2015. This document will list both the required compliance programs and trainings as well as best practices procedures as it relates to risk control within each specific department. Debbie requested feedback from members to decide if this guide “Risk Control compliance and Best Practices” is helpful in promoting a proactive approach to safety. (This document is not completed and is only in draft form for initial feedback from members on its usefulness)
- **Social Media – D. Perillo – A Social Media Policy** - has been recommended for summer programs and camps within the Departments of Recreation. Liability exposures exist with counselors or “summer employees” that may accidentally or purposefully post photographs of children on social media sites. It is recommended that parent consent forms be utilized by all members. The PEJIF Risk Control Dept. can assist in supplying template forms upon request from members.

CLAIMS REPORT (Robert Persico and Wendy Wiebalk)

NJ Supreme Court Case Aguas vs. State of New Jersey - Wendy spoke about the Aguas v. State NJ Supreme Court case, which requires plaintiffs to report EPL claims before suing or to risk having their claims dismissed.

Workers Compensation Notice – Secondhand Cigarette Smoke a Compensable Occupational Exposure - Bob gave a presentation on the case of Pulejo vs. Middlesex County Consumer Affairs, where a 21 year employee allegedly contracted cancer as a result of exposure to secondhand cigarette smoke while in the workplace. In January 2001, due to the cancer, the employee had a section of his lung removed. He advised the physicians in 2001 it was exposure to secondhand smoke that he believed caused the cancer. Thus he knew in January of 2001 the exposure to secondhand cigarette smoke resulted in his lung cancer. The Honorable Judge Wojtenko on February 11, issued a decision finding the exposure to the secondhand cigarette smoke while employed did contribute to his lung cancer or aggravated his pre-existing pulmonary disease. However the employee failed to comply with the two year statute of limitations to file his petition and the claim was dismissed. Since the employee realized in January of 2001 the secondhand cigarette smoke caused his cancer his petition should have been filed by January of 2003. In this instance the petition was filed in 2010 some 7 years later.

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 10:36am and Commissioner Barrick seconded the motion. Motion carried unanimously.

Prepared by E. Miller.

Earl Miller

Ricardo Fernandez

ALSO PRESENT:

Earl Miller – NIP
Madeline Delgado – 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
Gail White – Scirocco
Kathleen Guze – D & H Alternative
Damarys Gonzalez – West New York
Paul Messerschmidt – D & H
Francis J. Kelly – BGIA
George Crosby – BGIA
Brian Erlandsen – BGIA
Anthony Amadeo – NIP
Debbie Perillo- NIP
Patti Fahy – Reliance Insurance
Pamela Reed Gibson – Inservco
Zach Edelman – Fairview Insurance
Lindsay Klein – Reliance
Paul Anzano – Pringle, Quinn Anzano
Patrick DeBlasio – Treasurer
Robert Smith – NIP Group