



**PUBLIC ENTITY JOINT INSURANCE FUND MEETING AGENDA**  
**February 24<sup>th</sup>, 2015**  
**Hampton Inn - Woodbridge, NJ – at 10:00am – Avenel Room I**  
**MEETING OF FUND COMMISSIONERS CALLED TO ORDER**

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▪ **OPEN PUBLIC MEETING ACT STATEMENT**

In accordance with the Open Public Meetings Act, notice of this meeting was provided by:

1. Sending sufficient notice to the Fund's designated newspapers, the Newark Star Ledger and The Times of Trenton
2. Filing advanced written notice of this meeting with each member municipality; and
3. Posting notice of this meeting on the Public Bulletin Board of all member municipalities.

▪ **PLEDGE OF ALLEGIANCE**

▪ **SWEARING IN OF FUND COMMISSIONERS**

- City of East Orange – William Senande
- Township of Teaneck – William Broughton

▪ **ROLL CALL OF FUND COMMISSIONERS**

▪ **APPROVAL OF MINUTES OF November 25<sup>th</sup> and December 16<sup>th</sup> 2014**

- Due to insufficient attendance at the December 16<sup>th</sup> meeting – minutes for both November 25<sup>th</sup> and December 15<sup>th</sup> 2014 meetings will be voted on

▪ **ADJOURN SINE DIE MEETING**

Chairs vacated – Chairman asks Executive Director to Chair Meeting

▪ **ELECTION OF CHAIRPERSON AND SECRETARY**

- Request for Nominations
- Election of Chairperson and Secretary
- Swearing in by Fund Attorney

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

▪ **ROLL CALL OF FUND COMMISSIONERS**

▪ **ADOPTION OF RESOLUTIONS**

○ **MOTION TO APPROVE RESOLUTIONS DECEMBER 16<sup>th</sup> 2014**

- Resolution 35-14 – Approving Disbursements totaling \$13,527.31
- Resolution 36-14 – Approving Claims Payments totaling \$108,977

▪ **ADOPTION OF RESOLUTIONS**

- Resolution 01-15 – Certifying the Election of Chairperson and Secretary
- Resolution 02-15 - Establishing Public Meeting Procedures
- Resolution 03-15 – Establishing Fiscal Management Plan
- Resolution 04-15 – Establishing Fund Records Program
- Resolution 05-15 – Establishing 2015 Plan of Risk Management

- Resolution 06-15 – Approving Fund Service Providers
- Resolution 07-15 – Approving Certain Disbursements totaling \$513,515.80
- Resolution 08-15 – Approving New Members
- Resolution 09-15 – Approving Final 2015 Budget
- Resolution 10-15 – Approving Claims Payments totaling \$118,342
- Resolution 11-15 – Approving 2015 Approved Counsel

#### **ADOPTION OF RESOLUTIONS FOR JANUARY 2015 PAYMENTS**

- Resolution 12-15 – Approving Certain Disbursements totaling \$1,195,899.16
- Resolution 13-15 – Approving Claims Payments totaling \$198,834

#### **REPORTS**

- **EXECUTIVE DIRECTOR – NIP GROUP (Earl Miller)**
  - Financial Fast Track Report - YE 2014
  - Financial Disclosure Statements
  - Year End Report – J. Hall
- **SAFETY DIRECTOR – PMA GROUP (Anthony Ven Graitis, Vice President Risk Control, Debbie Perillo, Senior Risk Control Specialist )**
  - Risk Control Strategy Review Meetings/Risk Control Service Plans for 2015
  - The Focus of a Safety Committee Meeting
  - New PEOSH injury reporting Requirements
  - Online Training
- **CLAIMS REPORT (Robert Persico, Vice President Claims)**
  - Fitness for Duty Exams
- **TREASURER’S REPORT (Patrick DeBlasio)**
- **NEW BUSINESS**
- **ADJOURNMENT**

**PUBLIC ENTITY JOINT INSURANCE FUND  
MEETING MINUTES  
November 25<sup>th</sup>, 2014  
Hampton Inn Woodbridge, NJ at 10:00am**

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

**ROLL CALL OF FUND COMMISSIONERS**

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

**APPROVAL OF MINUTES October 21<sup>st</sup>, 2014**

**MOTION:** Commr. Watkins  
**SECOND:** Commr. Brown  
**ABSTAIN:** Commr. Barrick; Van Resalier; Ralph-Rawls

**▪ ADOPTION OF RESOLUTIONS**

**MOTION TO ADOPT RESOLUTIONS**

- **Resolution 32-14** – Approving Disbursements totaling \$101,486.81  
**MOTION:** Commr. Barrick  
**SECOND:** Commr. Ralph-Rawls

**VOTE: ROLL CALL**

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

- **Resolution 33-14** – Approving Claims Payments totaling \$217,795  
**MOTION:** Commr. Watkins  
**SECOND:** Commr. Barrick

**VOTE: ROLL CALL**

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

- **Resolution 34-14** – Approving Defense Panel  
**MOTION:** Commr. Watkins  
**SECOND:** Commr. Barrick

**VOTE: ROLL CALL**

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

**Executive Director – NIP Management Services - E. Miller**

- **Venues** – Mr. Miller asked if the members were agreeable to continuing the monthly meetings at the Hampton Inn in Woodbridge for 2015 and all were in favor.
- **Fast Track** – The Fast Track report was delayed this month and will be distributed no later than 12/2.
- **2015 Assessment Budget** – The draft 2015 assessment budget shows an overall increase of 3.7%, which is largely driven by 2.3% increase in exposures. In order to minimize the increase, the Administrator is recommending exercising management discretion, per actuarially accepted standards, to reduce loss fund rates by approximately 4%. This is within the standard range of +/-5%. Commissioner Barrick asked what effect this would have on the overall loss fund and Mr. Miller indicated a minimal effect. Mr. Hall also pointed out that the Fund’s liability retention had been reduced from \$500,000 to \$250,000, which would meaningfully mitigate the Fund’s exposure to loss severity
- **2015 Renewal – (J. Hall)** – We have a submission for Township of Teaneck, are in discussions with City of Orange (renews 3/1/15) and City of Hackensack.
- **Prospects – (J. Hall)** - Indemnity and Trust Agreements for City of Perth Amboy and City of Passaic are up for renewal January 1. Excess coverage has been largely bound, with significant reductions in the Liability (non-WC) PEJIF-level retentions.

**SAFETY DIRECTOR - Anthony Ven Graitis, Vice President Risk Control & Debbie Perillo, Sr. Risk Control Specialist)**

- **Police Committee Update – A. Ven Graitis - VP Risk Control** – The meeting will be held on December 2, at the Rahway City Library at 10:00. Wendy Wiebalk will discuss best practices in response to complaints against an officers and how actions or inactions by Departments may affect the defense of a liability claim filed in the future. Videos of recent, actual events will be reviewed and discussed with the group. We will also discuss the 2015 police training initiative and hope to have a representative from Response Law or Captain Parham’s group attend.
  
- **Public Works Roundtable - A. Ven Graitis - VP Risk Control** - The meeting will be held on December 4, at the North Plainfield Vermeule Community Center at 614 Greenbrook Road at 10:00. Topics will include snow plow safety, excavation safety, Jet-Vac Safety, Public Works facility access/safety, and general discussion
  
- **Driver/Auto Safety/Loss Prevention – A. Ven Graitis – VP Risk Control** — A. Ven Graitis The State of New Jersey passed “Maggie’s Law” in 2003 which addresses driving while fatigued. This law defines “fatigued” as “having been without sleep for a period in excess of 24 consecutive hours.” A driver can be charged with recklessness due to fatigue and, if a fatality were to occur, the driver can be charged with vehicular homicide (prison + fine). - - - MUNICIPAL OPERATIONS ARE NOT EXEMPT FROM MAGGIE’S LAW. Members are also encouraged to perform all inspections of vehicles and equipment, ensure MVR checks are performed, take advantage of all training that is available (SERVE, CEVO, etc).

**CLAIMS REPORT - Robert Persico, Vice President Claims**

**Presentation by Paul Messerschmidt of D & H Solutions – “Certificates of Insurance - A Primary Issue”** – Paul Messerschmidt of D&H Risk Solutions provided insight on the process and preferred wording when the municipality is providing a Certificate Insurance and when the municipality is obtaining a Certificate of Insurance. As a guide when issuing the Certified the municipality should seek to limit the coverage by trying to avoid naming the other party on a primary and non-contributory basis. Likewise, when securing the Certificate the municipality wants to have its departments, officers, administrators, employees etc., named as additional insured’s on a primary and non-contributory basis.

- **Treasurer’s Report – Earl Miller for Patrick DeBlasio** - Mr. Miller 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 10:33am and Commissioner Fernandez second 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  
David Springer - NIP  
Madeline Delgado – 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  
Maria Rivera – Perth Amboy  
Kathleen Guze – D & H Alternative  
Viviana Lamm – City of Passaic  
Larry Graham – Fairview Insurance  
Lindsey Klein – Reliance Insurance  
Patti Fahy – Reliance Insurance Group  
Damarys Gonzalez – West New York  
Tom Fragoso – Sirocco  
Paul Messerschmidt – D & H Alternative  
Matt Baron – InservCo

**PUBLIC ENTITY JOINT INSURANCE FUND  
MEETING MINUTES  
December 16<sup>th</sup>, 2014  
Hampton Inn Woodbridge, NJ at 10:00am**

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**MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:07 AM.**

**ROLL CALL OF FUND COMMISSIONERS**

Ricardo Fernandez – City of Passaic-Absent  
Maria Rivera – City of Perth Amboy  
Karen Dabney – City of Plainfield - Absent  
David Brown – Borough of Roselle  
Michele Ralph-Rawls – City of East Orange -Absent  
Matthew Watkins - Town of West New York

Due insufficient attendance we did not have a quorum; therefore votes for November 25<sup>th</sup> meeting minutes and December meeting Resolutions below will be held at the January 2015 PEJIF meeting.

**APPROVAL OF MINUTES November 25<sup>th</sup>, 2014 – No Vote**

**MOTION:** Commr.  
**SECOND:** Commr.  
**ABSTAIN:** Commr.

▪ **ADOPTION OF RESOLUTIONS**

**MOTION TO ADOPT RESOLUTIONS**

- **Resolution 35-14** – Approving Disbursements totaling \$13,527.31  
**MOTION:** Commr.  
**SECOND:** Commr.

**VOTE: ROLL CALL**  
- No Vote/Roll Call

- **Resolution 36-14** – Approving Claims Payments totaling \$108,977  
**MOTION:** Commr.  
**SECOND:** Commr.

**VOTE: ROLL CALL**  
- No vote/RollCall

## **Executive Director – NIP Management Services - E. Miller**

- **Fast Track** – December Fast Track has not been completed because of the earlier than usual meeting date.
- **2015 Final Assessment** – Miller reviewed the 2015 assessment budget and there were no questions.
- **2015 Service Providers** – Commissioners Watkins and Dabney have signed off on the Administrator’s recommendations on Service Providers for 2015. We know the chosen providers well since we already have a relationship with them via the GSMJIF.
- **2015 Renewal – (J. Hall)** – The Administrator’s office encourages renewing members (Passaic, Perth Amboy) to submit their Resolutions and Agreements as soon as they are approved by the respective Governing Bodies
- **Prospects – (J. Hall)** – Mr. Hall distributed and discussed Underwriting Executive Summary for Township of Teaneck. The Administrator’s office has released a quote for this prospect and recommends them for 2015 membership.

## **SAFETY DIRECTOR - Anthony Ven Graitis, Vice President Risk Control & Debbie Perillo, Sr. Risk Control Specialist)**

- **Police Committee Update – A. Ven Graitis - VP Risk Control** – The meeting was held on December 2, at the Rahway City Library at 10:00. Wendy Wiebalk discussed best practices in response to complaints against an officer and how actions or inactions by Departments may affect the defense of a liability claim filed in the future. Videos of recent, actual events were reviewed and discussed with the group. The 2015 police training initiative was also discussed and Captain Parham outlined the Handcuff/Restraint training that will be part of the 2015 training initiative.
- **DPW Roundtable Recap - A. Ven Graitis - VP Risk Control** – The meeting was held on December 4, at the North Plainfield Vermeule Community Center at 614 Greenbrook Road at 10:00. Topics included snow plow safety, excavation safety, Jet Vac safety, Public Works facility access/safety, and general discussion.
- **Recognize Claim Trends – D. Perillo – Sr. Risk Control Specialist** — Debbie discussed 2015 risk control strategy plan for each member. She will meet with each member to discuss specific claim trends. RCS plans will be developed for each member depending on their needs. December monthly safety bulletin will be distributed by end of the week.

## **CLAIMS REPORT - Robert Persico, Vice President Claims and James Renner**

- **Winter Claims Advisory** – James Renner provided a Winter Weather Claim Advisory and discussed the types of winter weather-related claims that can be expected in the next several months; pothole claims, slip and fall claims and snow plow liability claims. Jim urged the municipalities to be sure to clear the municipal streets and walkways of ice and snow immediately after weather events and to log all complaints of potholes to preserve potential claim defenses and immunities. Jim mentioned pot hole, snow plow and slip and fall claims. He specifically noted how a town can help prevent liability and assist a TPA when managing each type of claim.



- **Treasurer’s Report – Patrick DeBlasio** – 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**

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Prepared by E. Miller.

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Earl Miller

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Ricardo Fernandez

**ALSO PRESENT:**

Earl Miller – NIP  
David Springer - NIP  
Madeline Delgado – NIP  
Robert Persico – NIP  
Debbie Perillo – NIP  
Anthony Ven Graitis - 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  
Peter Soriero – West New York  
Lindsey Klein – Reliance Insurance  
Patti Fahy – Reliance Insurance Group  
Tom Fitzpatrick – Fairview Insurance  
Kathleen Guze – D & H Alternative  
Wayne F. Dietz – D & H Alternative  
Kim Schweikert – InservCo

Nancy Fowlks – InservCo  
Patrick DeBlasio – Treasurer



February 24, 2015

MEMO TC INSURANCE FUND CHAIRMAN FERNANDEZ

FROM: PATRICK J. DEBLASIO, CPA, CMFO, CGFM, -FUND TREASURER

Please be advised that the following is an update of the status of the Public Entity  
Joint Insurance Fund:

	December <u>2014</u>	January <u>2015</u>
Beginning Cash Balance: Operating Account-Bank of America	\$ 472,564.92	\$ 442,830.63
Claims Fiduciary Account-Bank of Ameri	9,027.19	9,027.19
Claims-TD Bank	1,160.76	2,528.84
Custodial-Investments	22,803.01	23,178.01
	-	-
<b>Total Balance</b>	<b>\$ 505,555.88</b>	<b>\$ 477,564.67</b>

**Receipts:**

Operating Account-Bank of America		\$ 472,009.50
D&H Claims Fiduciary Account-Bank of America	12,271.95	10,323.07
Claims-TD Bank	4,626.32	-
Custodial-Interest Income	375.00	500.00
	-	-
<b>Total Receipts</b>	<b>\$ 17,273.27</b>	<b>\$ 482,832.57</b>

**Disbursements:**

Operating Account-Bank of America	\$ (29,734.29)	\$ (237,252.04)
D&H Claims Fiduciary Account-Bank of America	(12,271.95)	(10,323.07)
Claims-TD Bank	(3,258.24)	-
Custodial-Investments		
	-	-
<b>Total Disbursements</b>	<b>\$ (45,264.48)</b>	<b>\$ (247,575.11)</b>

Ending Cash Balance: Operating Account-Bank of America	\$ 442,830.63	\$ 677,588.09
Claims Fiduciary Account-Bank of Ameri	9,027.19	9,027.19
Claims-TD Bank	2,528.84	2,528.84
Custodial-Investments	23,178.01	23,678.01
	-	-
<b>Total Cash Account Balance</b>	<b>\$ 477,564.67</b>	<b>\$ 712,822.13</b>

Beginning Investment Balance	\$ 977,965.68	\$ 977,306.41
Change in accrued Income	(45.27)	(170.07)
Change in Unrealized gain	(614.00)	186.00
	-	-
<b>Total Investment Account</b>	<b>\$ 977,306.41</b>	<b>\$ 977,322.34</b>

<b>Ending Cash and Investment Balance</b>	<b>\$ 1,454,871.08</b>	<b>\$ 1,690,144.47</b>
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**BANK RECONCILIATION**

ACCT.NAME Bank of America  
 BANK/ACCT# Custody Investment Acct -602553.1  
 From 01/01/15 To 01/31/15  
 DATE

BOOK BALANCE AS OF	01/01/15	\$	999,254.51
ADD DEPOSITS			686.00
SUBTRACT:DISBURSEMENTS			-
BOOK BALANCE AS OF	01/31/15	\$	999,940.51
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BALANCE PER BANK STATEMENT	01/31/15		\$999,940.51

ADD: DEPOSIT IN TRANSIT  
 DATE AMOUNT

TOTAL	0.00	0.00
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SUBTRACT: CHECKS OUTSTANDING  
 DATE CHECK# AMOUNT

TOTAL	0.00	0.00
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LIST ITEMS IN LEDGER NOT ON STATEMENT

DATE AMOUNT

TOTAL	\$ -	0.00
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LIST ITEMS ON STATEMENT NOT IN LEDGER

DATE AMOUNT

TOTAL	-	0.00
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ADJUSTED BANK BALANCE(BOOK BAL)AS OF	01/31/15	999,940.51
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Difference 0.00

PREPARED BY Patrick J. DeBlasio, CPA REVIEWED BY Mary Foulks



**BANK RECONCILIATION**

ACCT.NAME Bank of America  
BANK/ACCT# D & H Claims Fiduciary Acct -3810-3273-4856  
From To  
DATE 01/01/15 01/31/15

BOOK BALANCE AS OF	01/01/15 \$	9,027.19
ADD DEPOSITS		10,323.07
SUBTRACT:DISBURSEMENTS		10,323.07
BOOK BALANCE AS OF	01/31/15 \$	9,027.19
<hr/>		
BALANCE PER BANK STATEMENT	01/31/15	\$12,036.80

ADD: DEPOSIT IN TRANSIT  
DATE AMOUNT

TOTAL 0.00 0.00

SUBTRACT: CHECKS OUTSTANDING  
DATE CHECK# AMOUNT  
various list 3,009.61

TOTAL 3,009.61 (3,009.61)

LIST ITEMS IN LEDGER NOT ON STATEMENT

DATE AMOUNT

TOTAL \$ - 0.00

LIST ITEMS ON STATEMENT NOT IN LEDGER

DATE AMOUNT

TOTAL - 0.00

ADJUSTED BANK BALANCE(BOOK BAL)AS OF 01/31/15 9,027.19

Difference 0.00

PREPARED BY Patrick J. DeBlasio, CPA REVIEWED BY Mary Foulks



**BANK RECONCILIATION**

ACCT.NAME Bank of America  
 BANK/ACCT# Claims/Operating Account -3810-3273-1969  
 From 01/01/15 To 01/31/15  
 DATE

BOOK BALANCE AS OF	01/01/15	\$	442,830.63
ADD DEPOSITS			472,009.50
SUBTRACT:DISBURSEMENTs			237,252.04
BOOK BALANCE AS OF	01/31/15	\$	677,588.09
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BALANCE PER BANK STATEMENT	01/31/15		\$258,876.12

ADD: DEPOSIT IN TRANSIT  
 DATE AMOUNT  
 1/30/2015 \$472,009.50

TOTAL 472,009.50 472,009.50

SUBTRACT: CHECKS OUTSTANDING

DATE	CHECK#	AMOUNT
12/11/14	158	511.50
12/11/14	159	3,666.67
12/11/14	160	200.00
12/11/14	161	7,045.50
01/15/15	162	416.64
01/15/15	163	250.00
01/15/15	164	8,500.00
01/15/15	165	558.00
01/15/15	166	15.08
01/15/15	167	4.64
01/15/15	168	32,129.50

TOTAL 53,297.53 (53,297.53)

LIST ITEMS IN LEDGER NOT ON STATEMENT

DATE	AMOUNT
TOTAL	\$ -

LIST ITEMS ON STATEMENT NOT IN LEDGER

DATE	AMOUNT
TOTAL	-

ADJUSTED BANK BALANCE(BOOK BAL)AS OF 01/31/15 677,588.09

Difference 0.00

PREPARED BY Patrick J. DeBlasio, CPA REVIEWED BY Mary Foulks



**BANK RECONCILIATION**

ACCT.NAME TD Bank

BANK/ACCT# Claims Acct -430-2862184

DATE From 01/01/15 To 01/31/15

BOOK BALANCE AS OF 01/01/15 \$ 2,528.84

ADD DEPOSITS

SUBTRACT:DISBURSEMENTs -

BOOK BALANCE AS OF 01/31/15 \$ 2,528.84

BALANCE PER BANK STATEMENT 01/31/15 \$2,528.84

ADD: DEPOSIT IN TRANSIT  
DATE AMOUNT

TOTAL 0.00 0.00

SUBTRACT: CHECKS OUTSTANDING  
DATE CHECK# AMOUNT

TOTAL 0.00 0.00

LIST ITEMS IN LEDGER NOT ON STATEMENT

DATE AMOUNT

TOTAL \$ - 0.00

LIST ITEMS ON STATEMENT NOT IN LEDGER  
DATE AMOUNT

TOTAL - 0.00

ADJUSTED BANK BALANCE(BOOK BAL)AS OF 01/31/15 2,528.84

Difference 0.00

PREPARED BY Patrick J. DeBlasio, CPA REVIEWED BY Mary Foulks

**PE JIF**  
**TOTAL ASSESSMENT BY MEMBER**  
**2015 FINAL BUDGET**  
**As Of January 15, 2015**

Member Town	WC				GL				AL			
	Loss Fund	Excess	General Expenses	Total	Loss Fund	Excess	General Expenses	Total	Loss Fund	Excess	General Expenses	Total
East Orange	-	142,903	58,631	201,534	-	145,294	59,613	204,907	-	28,861	11,842	40,703
Passaic	-	165,584	59,778	225,361	306,457	146,082	163,372	615,911	65,883	31,875	35,292	133,050
Perth Amboy	59,601	113,264	40,967	213,832	-	123,037	29,159	152,196	-	28,266	6,699	34,965
Plainfield	262,481	132,411	123,826	518,717	25,574	115,668	44,289	185,531	5,060	21,297	8,265	34,622
Roselle	329,532	40,303	147,668	517,503	123,021	43,151	66,349	232,521	28,817	10,108	15,542	54,468
Teaneck	116,537	101,859	82,125	300,521	-	81,271	30,561	111,831	6,603	14,733	8,023	29,359
West New York	109,986	55,067	50,117	215,169	59,082	98,263	47,776	205,121	9,740	20,498	9,181	39,418
<b>Totals</b>	<b>878,136</b>	<b>751,390</b>	<b>563,112</b>	<b>2,192,638</b>	<b>514,134</b>	<b>752,766</b>	<b>441,118</b>	<b>1,708,018</b>	<b>116,103</b>	<b>155,638</b>	<b>94,843</b>	<b>366,584</b>

Member Town	EPL/POL				Property				Loss Contingency Fund	Environmental Costs	Other Costs	2015 Total Assessment	2014 Total Assessment	\$ Variance	% Variance
	Loss Fund	Excess	General Expenses	Total	Loss Fund	Excess	General Expenses	Total							
East Orange	-	-	-	-	-	127,011	52,111	179,122	-	-	-	626,266	626,268	(2)	0.0%
Passaic	23,609	23,869	17,140	64,619	46,364	68,849	41,593	156,806	34,767	7,782	44,000	1,282,296	1,201,344	80,952	6.7%
Perth Amboy	19,143	17,497	8,683	45,323	52,402	215,791	63,559	331,752	10,308	-	13,535	801,911	762,518	39,393	5.2%
Plainfield	3,637	16,449	6,298	26,385	38,032	78,025	36,392	152,449	26,315	-	-	944,019	915,271	28,748	3.1%
Roselle	17,495	6,137	9,436	33,067	24,019	26,878	20,322	71,218	41,100	-	5,000	954,877	879,885	74,992	8.5%
Teaneck	33,635	46,076	29,974	109,685	22,358	45,149	25,385	92,893	-	-	-	644,289	-	-	-
West New York	39,840	13,974	16,340	70,154	23,559	52,731	23,165	99,455	19,038	6,114	-	654,470	627,911	26,559	4.2%
<b>Totals</b>	<b>137,358</b>	<b>124,003</b>	<b>87,872</b>	<b>349,233</b>	<b>206,733</b>	<b>614,434</b>	<b>262,527</b>	<b>1,083,695</b>	<b>131,528</b>	<b>13,896</b>	<b>62,535</b>	<b>5,908,126</b>	<b>5,013,197</b>	<b>250,640</b>	<b>5.0%</b>

**Note:**

East Orange and Roselle 2014 total assesment has been anualized.



**RESOLUTION NO. 35-14**

**PUBLIC ENTITY JOINT INSURANCE FUND**  
(Hereinafter the “FUND”)

**APPROVING CERTAIN DISBURSEMENTS**

**WHEREAS**, the Bylaws of the PEJIF require that the Fund Commissioners approve all disbursements by a majority vote, and

**WHEREAS**, the attached bill of items sets forth certain bills or demands for monies;

**NOW, THEREFORE BE IT RESOLVED**, by the FUND’s Board of Fund Commissioners that the attached bill of items totaling \$13,527.31 for payment.

**Adopted: *this day by the Board of Fund Commissioners***

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
December 16<sup>th</sup>, 2014  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
December 16<sup>th</sup>, 2014  
Date

## December 16th, 2014- PEJIF Commissioners Meeting Bills List



Date: 12.05.14  
Bills List #: 11

<u>Notes</u>	<u>PAY TO</u>	<u>DESCRIPTION</u>	<u>Check #/WT</u>	<u>Invoice Amt.</u>
	Patrick DeBlasio	Treasurer Services December	<b>#153</b>	\$416.64
	EANJ, Inc	Three 2 hour training for Passaic (Ethnic & Harassment)	<b>#154</b>	\$540.00
	Pringle Quinn Anzano	Invoice #37587 Fund Attorney	<b>#155</b>	\$511.50
	D & H Alternative	City of Passaic handling fees December	<b>#156</b>	\$3,666.67
	Treasurer, State of New Jersey	Investment Transaction	<b>#157</b>	\$200.00
	Fairview Insurance Agency	RM Fee - East Orange 2nd and final payment for 2014	<b>#158</b>	\$7,045.50
		<b>Total in Checks \$12,380.31</b>		
		<b><u>WIRE TRANSFERS</u></b>	<b>WT</b>	
	<b>BGIA</b>	Invoice #207019 F & D Policy add East Orange	<b>WT</b>	448.00
	<b>BGIA</b>	Invoice #207018 F & D Policy add Roselle	<b>WT</b>	224.00
	<b>BGIA</b>	Invoice #207263 NIP MGMT Performance Bond	<b>WT</b>	475.00
		<b>Total WT/BGIA \$1,147.00</b>		
				Subtotal
				\$ 13,527.31
				Total
				\$ 13,527.31

**RESOLUTION NO. 36-14**

**PUBLIC ENTITY JOINT INSURANCE FUND**  
(Hereinafter referred to as the “FUND”)

**APPROVING CLAIMS PAYMENTS**

BE IT RESOLVED by the Board of Fund Commissioners of the Public Entity Joint Insurance Fund, that confirmation and authorization approval is made in issuance of the attached claims payments totaling \$108,977 against the fund.

**ADOPTED:** *this day before the Board of Fund Commissioners:*

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

December 16<sup>th</sup>, 2014

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

December 16<sup>th</sup>, 2014



**PEJIF MONTHLY PAYMENTS**

2014 MONTH	November
<b>D&amp;H - PASSAIC</b>	<b>Amount</b>
WC	7,623
LIABILITY, PROP & APD	12,507
<b>PERTH AMBOY</b>	
WC	6,251
LIABILITY & PROP	907
<b>Inservco - PLAINFIELD</b>	
WC	31,404
LIABILITY & PROP	4,983
<b>CCMSI - WNY</b>	
WC	3,941
LIABILITY & PROP	9,992
<b>NIP &amp; D&amp;H Roselle</b>	
WC	20
Liability & Prop	3,839
<b>East Orange</b>	
WC	27,510
Liability & Prop	0
<b>PEJIF Total for the month</b>	<b>108,977</b>

**RESOLUTION NO. 01-15**

**PUBLIC ENTITY JOINT INSURANCE FUND**  
(Hereinafter referred to as the “Fund”)

**CERTIFYING THE ELECTION OF  
CHAIRPERSON AND SECRETARY**

BE IT RESOLVED, by the Governing Body of the Fund that the following persons have been elected as Chairperson and Secretary:

Chairperson –  
Secretary –

BE IT FURTHER RESOLVED that the Chairperson and Secretary shall serve for the year 2015 and until their successors shall be elected and qualified.

ADOPTED:

This day before the Governing Body,

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
February 24<sup>th</sup>, 2015  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
February 24<sup>th</sup> 2015  
Date

**RESOLUTION NO. 02-15**

**PUBLIC ENTITY JOINT INSURANCE FUND**  
 (Hereinafter referred to as the “FUND”)

**ESTABLISHING PUBLIC MEETING PROCEDURES**

**WHEREAS**, the FUND must establish meeting procedures for Fund Year 2015, and

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Fund Commissioners of the FUND that:

- I.** The Board of Fund Commissioners shall conduct Public Meetings at the **Hampton Inn, 370 Route 9 North Woodbridge, NJ 07095** and such other locations as may be necessary, to conduct the official business of the FUND on the fourth Tuesday of every month at 10:00 a.m. for the **2015 Fund Year** (unless noted otherwise).
  
- II.** The following are hereby designated the official newspaper(s) of the Fund:
 

Newark Star Ledger  
 The Times of Trenton
  
- III.** The FUND Attorney or designated assistant shall provide notice of any and all meetings, including special or emergency meetings, to each official newspaper and shall issue all official notices required to be published in at least one of the official newspapers.

**ADOPTED: *this day by the Board of Fund Commissioners;***

_____	February 24 <sup>th</sup> , 2015
Chairman	Date

_____	February 24 <sup>th</sup> , 2015
Secretary	Date

**RESOLUTION NO. 03-15**

**PUBLIC ENTITY JOINT INSURANCE FUND**  
(Hereinafter referred to as the “FUND”)

**ESTABLISHING A FISCAL MANAGEMENT PLAN**

**FOR THE 2015 FUND YEAR**

**WHEREAS**, THE FUND is duly constituted as a Joint Insurance Fund, as permitted under the laws promulgated by the State of New Jersey, (N.J.S.A. 40A-36, et seq.); and

**WHEREAS**, THE FUND is subject to the requirements contained within the Local Fiscal Affairs Law (N.J.S.A. 40A-5, et seq.); and

**NOW, THEREFORE BE IT RESOLVED**, by the FUND’s Board of Fund Commissioners that:

- I. The following financial institution(s) are hereby declared as the FUND’s Official Depositories for 2015:

Bank of America

- II. All funds for Administrative Expenses, Reinsurance, Dividends and Miscellaneous Expenses, shall be withdrawn from the Officially named Depository(ies) by check, which shall bear the signatures of two (2) of the following persons, duly authorized pursuant to this Resolution. In no event shall a check be issued wherein at least one signatory is not the Chairperson or Treasurer. In addition, upon approval of such disbursements by the Fund Commissioners, funds may be withdrawn for payment via electronic transfer.

\_\_\_\_\_, Chairperson

\_\_\_\_\_, Treasurer

\_\_\_\_\_, Executive Director

\_\_\_\_\_, CFO, NIP Management Services, LLC

- III. All funds for Claims payments in excess of any member’s self-insured retention shall be withdrawn from the Official Depository(ies) by check, which shall bear the signatures of two (2) of the following persons, duly authorized pursuant to this Resolution.



Patrick DeBlasio, Treasurer  
, Chairperson  
, Commissioner

- IV. The Cash and Investment Policy attached herewith shall be adopted.
- V. Prime Advisors, Inc. shall be the FUND’s asset manager and advisor.
- VI. The rate of interest assessed by the Fund, for delinquent assessments shall be ten (10) percent per annum, from the due date for any such assessment with a grace period for the first (1<sup>st</sup>) assessment installment paid to be February 15, and the second (2<sup>nd</sup>) assessment installment paid to be August 15.
- VII. Certifying and Approval Officer for all FUND expenses shall be the FUND’s Executive Director.

**ADOPTED: *this day before the Board of Fund Commissioners:***

\_\_\_\_\_ February 24<sup>th</sup>, 2015  
Chairman Date

\_\_\_\_\_ February 24<sup>th</sup>, 2015  
Secretary Date



## 2014 CASH MANAGEMENT AND INVESTMENT POLICY

### 1.) Cash Management and Investment Objectives

The Public Entity Joint Insurance Fund (hereinafter referred to as the FUND) objectives in this area are:

- a.) Preservation of capital.
- b.) Adequate safekeeping of assets.
- c.) Maintenance of liquidity to meet operating needs, claims settlements and dividends.
- d.) Diversification of the FUND's portfolio to minimize risks associated with individual investments.
- e.) Maximization of total return, consistent with risk levels specified herein.
- f.) Investment of assets in accordance with State and Federal laws and Regulations.
- g.) Accurate and timely reporting of interest earnings, gains and losses by line of coverage in each Fund year.
- h.) Where legally permissible, cooperation with other local entity joint insurance funds, and the New Jersey Division of Investment in the planning and execution of investments in order to achieve economies of scale.
- i.) Stability in the value of the FUND's economic surplus.

### 2.) Permissible Investments

Investments shall be limited to the following:

- a.) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America.
- b.) Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors.
- c.) Bonds or other obligations of the local unit or bonds or other obligations of school districts of which the local unit is a part or within which the school district is located; or
- d.) Bonds or other obligations, having a maturity date not exceeding 397 days, approved by the Division of Investment of the Department of Treasury for investment by local units.
- e.) Debt obligations of federal agencies or government corporations with maturities not greater than ten (10) years from the date of purchase, excluding mortgage backed obligations, providing that such investments are purchased through the New Jersey Division of Investment and are consistent with the Division's own

investment guidelines, and providing that the investment has a fixed rate of interest not dependent on any index or external factors.

- f.) Repurchase agreements of fully collateralized securities, subject to rules and conditions established by the N.J. Department of Community Affairs.

No investment or deposit shall have a maturity longer than ten (10) years from date of purchase.

### **3.) Authorized Depositories**

In addition to the above, the FUND is authorized to deposit funds in certificates of deposit and other time deposits in banks covered by the Governmental Unit Depository Protection Act, NJSA 17:9-14 et seq. (GUDPA). Specifically authorized depositories are as follows:

Bank of America

The FUND is also authorized to invest its assets in the New Jersey Cash Management Fund.

### **4.) Authority for Investment Management**

The Treasurer is authorized and directed to make investments, with a maturity of three months or longer, through asset managers that may be selected by the Executive Board. Such asset managers shall be discretionary trustees of the FUND.

Their actions and decisions shall be consistent with this plan and all appropriate regulatory constraints.

In executing investments, asset managers shall minimize transaction costs by purchasing securities on a competitive basis. When possible, federal securities shall be purchased directly from the US Treasury. Transactions shall not be processed through brokerages which are organizationally affiliated with the asset manager. Transactions may also be processed through the New Jersey Division of Investment by the Fund's asset managers.

### **5.) Preservation of Capital**

Securities shall be purchased with the ability to hold until maturity.

### **6.) Safekeeping**

Securities purchased on behalf of the FUND shall be delivered electronically or physically to the FUND's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the FUND.

### **7.) Selection of Asset Managers, Custodial Banks and Operating Banks**

Asset managers, custodial banks and operating banks shall be retained for contract periods of one (1) year. Additionally, the FUND shall maintain the ability to change asset managers and/or custodial banks more frequently based upon performance appraisals and upon reasonable notice, and based upon changes in policy or procedures.

#### **8.) Reporting**

Asset managers will submit written statements describing the proposed investment strategy for achieving the objectives identified herein. Asset managers shall also submit revisions to strategy when justified as a result of changing market conditions or other factors. Such statements shall be provided to the Treasurer and Executive Director.

The Treasurer shall report to the Executive Committee at all regular meetings on all investments. This report shall include information on the balances in all bank and investment accounts, and purchases, sales, and redemptions occurring in the prior month.

#### **9.) Audit**

This plan, and all matters pertaining to the implementation of it, shall be subject to the FUND's annual audit.

#### **10.) Cash Flow Projections**

Asset maturity decisions shall be guided by cash flow factors payout factors supplied by the Fund Actuary and reviewed by the Executive Director and the Treasurer.

#### **11.) Cash Management**

All moneys turned over to the Treasurer shall be deposited within forty-eight (48) hours in accordance with NJSA 40A:5-15.

In the event a check is made payable to the Treasurer rather than the Fund, the following procedure is to be followed:

- a.) The Treasurer endorses the check to the Fund and deposits it into the Fund account.
- b.) The Treasurer notifies the payer and requests that in the future any check be made payable to the Fund.

The Treasurer shall minimize the possibility of idle cash accumulating in accounts by assuring that all amounts in excess of negotiated compensating balances are kept in interest bearing accounts or promptly swept into the investment portfolio.



The method of calculating banding fees and compensating balances shall be documented to the Executive Committee at least annually.

Cash may be withdrawn from investment pools under the discretion of asset managers only to fund operations, claims imprest accounts, or approved dividend payments.

The Treasurer shall escheat to the State of New Jersey checks which remain outstanding for twelve or more months after the date of issuance. However, prior to implementing such procedures, the Treasurer, with the assistance of the claims agent, as needed, shall confirm that the outstanding check continues to represent a valid claim against the FUND.

**RESOLUTION NO. 04-15**

**PUBLIC ENTITY JOINT INSURANCE FUND**  
(Hereinafter the “FUND”)

**ESTABLISHING A FUND RECORDS PROGRAM**

**WHEREAS:** The FUND must establish a formal record retention program for the 2015 Fund Year.

**NOW, THEREFORE BE IT RESOLVED,** by the FUND’s Board of Fund Commissioners that:

**I.** \_\_\_\_\_, **Fund Secretary**, is hereby designated as custodian of the FUND records, which shall be kept at the office of the Fund Administrator, located at:

NIP Group, Inc.  
900 Route 9 North, Suite 503  
PO Box 39  
Woodbridge, NJ 07095

**II.** Earl Miller, President for NIP Management Services, LLC is hereby designated as **Assistant Fund Secretary**.

**III.** The records of the FUND shall be retained in accordance with the municipal records retention schedule as promulgated by the New Jersey Division of Archives and Records Management, and/or otherwise specified by the New Jersey Department of Insurance and Community Affairs.

**IV.** Each fund professional and service organization shall have the duty and obligation to maintain such records as are entrusted to him/her and to relinquish such records to the Fund Secretary upon termination of services or otherwise upon request.

**ADOPTED:** *this day by the Board of Fund Commissioners*

\_\_\_\_\_  
Chairman

February 24<sup>th</sup>, 2015  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

February 24<sup>th</sup>, 2015  
\_\_\_\_\_  
Date

**RESOLUTION NO. 05-15**

**Public Entity Joint Insurance Fund**

(hereinafter the "Fund" or the "PEJIF")

**ESTABLISHING THE 2015 PLAN OF RISK MANAGEMENT**

**BE IT RESOLVED** by the Fund's Board of Commissioners that the 2015 Plan of Risk Management shall be:

***2015 RISK MANAGEMENT PLAN***

1.) **The perils or liability to be insured against.**

The following coverages' are provided to the Fund's members.

- Excess Workers' Compensation**
- Excess General Liability**
- Excess Auto Liability**
- Excess Public Officials Liability**
- Excess Employment Practices Liability**
- Property Coverage (including Auto Physical Damage),  
Boiler & Machinery**
- Crime (with Position Bonds)**
- Excess Law Enforcement Liability**
- Non-Owned Aircraft Liability**
- Cyber Liability**
- Pollution & Tank Liability (on an optional basis)**
- Hull and Machinery Physical Damage**
- Annual Aggregate Insurance attaching at \$3,000,000**

2.) **The limits of coverage.**

a) **Workers' Compensation** limits.

The PEJIF covers excess claims to the following limits.

- Workers' Compensation - Statutory less various members' self-insured retentions (SIR's – See below). The minimum Fund retention shall be \$750,000.
  - East Orange - \$750,000
  - Passaic - \$750,000
  - Perth Amboy - \$500,000
  - Plainfield - \$150,000
  - West New York - \$150,000
  - Teaneck - \$400,000
- Employer's Liability - \$13,500,000 less various members' SIR. The minimum Fund retention shall be \$750,000.
- USL&H – included in Workers' Compensation.
- Harbor Marine/Jones Act - included in Employer's Liability. The minimum Fund retention shall be \$750,000.

b) **General Liability** limits.

The PEJIF covers excess liability claims as follows:

- General Liability - \$15 million CSL.
- Police Professional Liability - included in the PEJIF's excess General Liability limits.
- Employee Benefits Liability - included in the PEJIF's excess General Liability limits.
- The minimum Fund retention for all General Liability & related coverages shall be \$250,000. The following members have self-insured retentions:
  - East Orange - \$350,000
  - Passaic - \$5,000
  - Perth Amboy - \$250,000
  - Plainfield - \$150,000



- West New York - \$100,000
- Teaneck -\$250,000

c) **Automobile Liability.**

- The PEJIF covers Automobile Liability and Property Damage claims in the PEJIF's excess General Liability limit.
- The minimum Fund retention for all Automobile Liability coverage shall be \$250,000. The following members have self-insured retentions:
  - East Orange - \$250,000
  - Passaic - \$5,000
  - Perth Amboy - \$250,000
  - Plainfield - \$150,000
  - West New York - \$100,000
  - Teaneck -\$100,000

d) **Public Officials Liability (POL)**

- The PEJIF covers \$15 million per occurrence and in the aggregate on a claims-made basis per member municipality for each Fund year.
- For each claim there is a \$10,000 deductible. The Member's SIR (if applicable) applies before the above deductible.
- The minimum Fund retention for Public Official's Liability shall be \$250,000. The following members have self-insured retentions:
  - East Orange - \$150,000
  - Perth Amboy - \$50,000
  - Plainfield - \$150,000
  - Teaneck -\$25,000

e) **Employment Practices Liability (EPL)**

- The PEJIF covers \$15 million per occurrence and in the aggregate on a claims-made basis per member municipality for each Fund year.
- For each claim within the PEJIF retention, there is a \$20,000 deductible, with a 20% coinsurance provision, capped at \$50,000. The Member's SIR (if applicable) applies before the above deductible and coinsurance.



- New members may be “grandfathered” into the program at their current deductible/coinsurance provision.
- The minimum Fund retention for Employment Practices Liability shall be \$250,000. The following members have self-insured retentions:
  - East Orange - \$150,000
  - Passaic - \$50,000
  - Perth Amboy - \$50,000
  - Plainfield - \$150,000
  - West New York - \$150,000
  - Teaneck - \$25,000

f) **Property**

- The PEJIF has purchased property insurance with total limits of \$350,000,000 and boiler and machinery coverage at limits of \$100,000,000, subject to a member’s deductible of \$1,000, except \$25,000 (or FEMA) deductible for Flood & Earthquake perils. The Fund retention is \$50,000. The following members have the property deductibles indicated below:
  - o East Orange - \$50,000
  - o Perth Amboy - \$50,000

g) **Automobile Physical Damage**

- The PEJIF retains the first \$100,000 of any automobile physical damage loss. The member deductible is \$1,000 for collision and \$1,000 for other-than-collision loss. Unless the member opts out, vehicles manufactured 15 or more years prior to current membership year, with an original cost new of less than \$50,000, are not covered for physical damage, unless specifically requested by the member. The following members have the automobile physical damage deductibles indicated below:
  - o East Orange - \$50,000

h) **Crime**

The PEJIF has purchased Crime insurance with limits of \$1,000,000 for Employee Dishonesty & related perils, subject to a member’s and Fund’s deductible of \$10,000.

i) **Individual Statutory Position Bonds**

The PEJIF has extended its Crime insurance to include Statutory Position Bonds with limits of \$1,000,000. There is no deductible for this extension.

j) **Non-Owned Aircraft Liability**

The PEJIF has purchased Non-Owned Aircraft Liability insurance from Global Aerospace with limits of \$5,000,000/ Occurrence & Policy Aggregate, subject to a member's and Fund's deductible of zero.

k) **Cyber Liability**

The PEJIF has purchased Cyber Liability insurance from Beazley Insurance Company with a limit of \$500,000 per member and an annual aggregate limit of \$1,000,000. The PEJIF deductible is \$25,000 per claim.

l) **Pollution & Tank Liability**

The PEJIF will provide, on an optional basis outside of the Fund budget, separate Pollution Liability insurance for participating members, with limits of \$10,000,000/ Pollution Incident & \$25,000,000 Policy Aggregate Limit, subject to a member's and Fund's deductible of \$25,000/Incident. Underground Tank Liability insurance has been purchased for participating members, with limits of \$1,000,000/ Incident & \$2,000,000 Incident Aggregate Limit/ \$3,000,000 Legal Defenses Aggregate Limit, and subject to a member's and Fund's deductible of \$10,000/Incident.

m) **Hull and Machinery**

The PEJIF will provide on an optional basis Hull and Machinery Damage insurance for participating members, with limits per Schedule of Vessels, subject to a member's and Fund's deductible per Scheduled Vessel.

3.) **The amount of unpaid claims to be established.**

a.) The general reserving philosophy is to set reserves based upon the probable total cost of the claim at the time of conclusion. Historically, on claims aged eighteen (18) months, the Fund expects the claims servicing company to

set reserves at 85% accuracy. The Fund also establishes reserves recommended by the Fund's actuary for claims that have been incurred but not yet reported so that the Fund has adequate reserves to pay all claims and allocated loss adjusted expense liability.

- b.) Claims reserves are subject to regular review by the Fund's Executive Director/Administrator, Actuary, Attorney, Executive Committee and claims servicing company. Reserves on large or unusual claims are also subject to review by the claims departments of the commercial insurance companies or reinsurance companies providing primary or excess coverages to the Fund.

4.) **The method of assessing contributions to be paid by each member of the Fund.**

- a.) By November 15th of each year, the actuary computes the probable net cost for the upcoming Fund year by line of coverage and for each prior Fund year. The actuary includes all budget items in these computations. The annual assessment of each participating municipality is its pro rata share of the probable net cost of the upcoming Fund year for each line of coverage as computed by the actuary.
- b.) The calculation of pro rata shares is based on each municipality's experience modified manual premium for that line of coverage. The total amount of each member's annual assessment is certified by majority vote of the Fund's Executive Committee at least one (1) month prior to the beginning of the next fiscal year (usually at the PEJIF's budget hearing).
- c.) The treasurer deposits each member's assessment into the appropriate accounts, including the administrative account, and the claim or loss retention trust fund account by Fund year for each type of coverage in which the member participates.
- d.) If a local unit becomes a member of the Fund or elects to participate in a line of coverage after the start of the Fund year, such participant's assessments and supplement assessments are reduced in proportion to that part of the year which had elapsed.
- e.) The Fund's Executive Committee may by majority vote levy upon the participating municipalities additional assessments

wherever needed or so ordered by the Commissioner of Insurance to supplement the Fund's claim, loss retention or administrative accounts to assure the payment of the Fund's obligations. All supplemental assessments are charged to the participating municipalities by applicable Fund year, and shall be apportioned by the year's assessments for that line of coverage.

- f.) Should any member fail or refuse to pay its assessments or supplemental assessments, or should the Fund fail to assess funds required to meet its obligations, the chairman or in the event by his or her failure to do so, the custodian of the Fund's assets, shall notify the Commissioner of Insurance and the Director of Community Affairs. Past due assessments shall bear interest at the rate established annually by the Fund's Executive Committee.

5.) **Procedures governing loss adjustment and legal expenses.**

- a.) The Fund engages a claims service company to handle all claims. The performance of the claims adjusters is monitored and periodically audited by the Executive Director's office, the PEJIF's attorney's office, as well as the claims department of the PEJIF's three major insurers/reinsurers. Every three years, the PEJIF's internal auditors also conduct an audit.
- b.) Each member local unit is provided with a claims reporting procedure and appropriate forms.
- c.) To provide for quality defense and control costs, the Fund has established an approved defense attorney panel with firms that specialize in Title 59 matters. Any member that carries a self-insured retention may appoint an approved defense attorney of its choice to the panel for purposes of defense of claims within that self-insured retention. The performance of the defense attorneys is overseen by the Fund Litigation Managers, as well as the various firms that audit the claims adjusters.

6.) **Coverage to be purchased from a commercial insurer, if any.**

Excess Workers' Compensation - The PEJIF purchased an excess specific Workers' Compensation policy from Safety National Casualty Insurance Co. and BRIT Insurance Services USA, Inc..

- Workers' Compensation - Statutory
- Employer's Liability - \$13,500,000
- USL&H - included in Workers' Compensation
- Harbor Marine/Jones Act- Incl. in Employer's Liability

Premium - \$553,804

Excess Liability - The PEJIF has purchased excess General Liability, Automobile Liability, Law Enforcement Liability, Public Official's Liability coverage and Employment Practices Liability from BRIT Insurance Services USA, Inc. and Catlin Specialty Insurance Co.:

Excess Liability - \$15 million excess \$250,000 retention

Excess Law Enforcement Liability - \$15 million excess of \$250,000

Excess Auto Liability - \$15 million excess of \$250,000 retention

Excess EPL/POL (Claims-Made) - \$15 million excess \$250,000 retention

Premium - \$1,197,488

Property - The PEJIF has purchased Property insurance (including Auto Physical Damage) (plus Boiler & Machinery coverage at a limit of \$350 million, from Travelers Insurance Company at a limit of \$200 million, representing the probable maximum loss exposure of the Fund members.

Premium - \$601,117 (includes B&M)

Crime/ Position Bond - The PEJIF has purchased Crime/ Position Bond insurance from Zurich Insurance Company for \$20,106.

Non-Owned Aircraft Liability - The PEJIF has purchased Non-Owned Aircraft Liability insurance from Global Aerospace, Inc. for \$5,045.

Cyber Liability Coverage - The PEJIF has purchased Cyber Liability insurance from Beazley Insurance Company for \$20,692.

Pollution / Tank Liability – The PEJIF has purchased optional Pollution/ Tank Liability insurance outside the PEJIF budget for participating members from ACE Group.

Hull and Machinery Physical Damage – The PEJIF has purchased optional hull and Machinery Physical Damage insurance from Atlantic Specialty for \$13,535.

7.) Note: The PEJIF follows the policy form of its excess insurers in determining coverage for its retained layers (SIR's) noted in Section 2. In the event that the excess carrier(s) determines that no coverage exists for all or part of a claim made against or by a member of the PEJIF, the member shall be responsible for all or a portion of any uncovered claims expense, indemnity settlement or other costs associated with such claim within the PEJIF retention.

8.) **Procedures for the closure of Fund years, including the maintenance of all relevant accounting records.**

a.) The Fund adopts a resolution closing the year and transfers all remaining assets to the closed Fund year account. This amount is allocated by member local units using the same procedure as is used to calculate a dividend. Each month, interest is credited to the closed Fund year account by member.

b.) Each year, the Fund's Executive Committee will determine if a dividend is appropriate from the closed Fund year account, and will make application to the Department of Insurance as appropriate. Further, in the event an open Fund year incurs a deficit, the Fund's Executive Committee will consider an inter-year transfer from the closed Fund year account to offset the deficit. In either case, the dividend or inter-Fund year transfer will be calculated on a member by member basis.

c.) A member may apply to the Fund's Executive Committee for a return of that member's remaining share of the closed Fund year account when five (5) years have passed since the last Fund year in which the member participated has been closed. The Fund's Executive Committee will decide on the former member's request after evaluating the likelihood of any additional assessments.

d.) The Fund will retain all records in accordance with the Fund's record retention program.

9.) **Assumptions and Methodology used for the calculation of appropriate reserve requirements to be established and administered in accordance with sound actuarial principles.**

- a.) The general approach in estimating the loss reserves of the Fund is to project ultimate losses for each Fund year using paid and incurred loss data. At least two traditional actuarial methodologies are used: the paid loss development method and the incurred loss development method. From the two different indications resulting from these methods the Fund Actuary chooses a "selected" estimate of ultimate losses. Subtraction of the paid losses from the select ultimate losses yields the loss reserve liability or funding requirement.
- b.) The following is an overview of the two actuarial methods used to project the ultimate losses.

Paid Loss Development Method - This method uses historical accident year paid loss patterns to project ultimate losses for each accident year. Because this method does not use case reserve data, estimates from it are not affected by changes in case reserving practices. However, the results of this method are sensitive to changes in the rate of which claims are settled and losses are paid, and may underestimate ultimate losses if provisions are not included for very large open claims.

Case Incurred Loss Development Method - This method is similar to the paid loss development method except it uses historical case incurred loss patterns (paid plus case outstanding reserves) to estimate ultimate losses. Because the data used includes case reserve estimates, the results from this method may be affected by changes in case reserve adequacy.

10.) **The maximum amount a certifying and approving officer may approve pursuant to N.J.A.C. 11:15-2.22.**

- ❑ \$10,000, but up to \$25,000 with verbal or written approval from the affected municipality commissioner or alternate commissioner.
- ❑ \$25,000 Emergency Court House Authority upon the joint authorization of the Fund Attorney and Executive Director, but up to \$50,000 with verbal or written approval of a majority of the executive Committee.
- ❑ Any and all actions must be ratified by the entire Board of Fund Commissioners at the meeting immediately following the authorization.

11) **Special Assessments** - NJSA 11:15-2.16 provides for additional assessments "...to supplement the fund's claim or loss retention or administrative accounts to ensure payment of the fund's obligations..." Should the Fund levy a special assessment in accordance with such provision, each affected member shall have the option to pay the additional amount due in ten (10) equal annual installments, subject to adjustment each year based on actual incurred losses for the special assessment years. Should any member subject to such special assessment discontinue its membership in the PEJIF, the full balance of any remaining unpaid installments shall become immediately due and payable to the PEJIF.

13) The following Retrospective Rating Endorsement is hereby included in the Plan of Risk Management:





**PUBLIC ENTITY JOINT INSURANCE FUND  
900 ROUTE 9 NORTH, SUITE 503  
WOODBIDGE, NJ 07095  
PROPERTY/CASUALTY POLICIES**

**POLICY ENDORSEMENT - RETROSPECTIVE RATING PLAN – PAID/INCURRED LOSSES**

MEMBER: \_\_\_\_\_

This ENDORSEMENT modifies such insurance as is afforded by the provisions of the Policies for the 20 fund year relating to the following:

- WORKERS’ COMPENSATION
- COMPREHENSIVE GENERAL, LAW ENFORCEMENT AND AUTO LIABILITY
- PROPERTY AND BOILER AND MACHINERY
- COMPREHENSIVE CRIME
- PUBLIC OFFICIALS AND EMPLOYMENT PRACTICES LIABILITY

**RETROSPECTIVE RATING PLAN ASSESSMENT STANDARD ELEMENTS**

For the purposes of this ENDORSEMENT, the standard elements are explained here:

- A. STANDARD ASSESSMENT shall be the assessment we would charge during the rating plan period if you had not chosen a retrospective rating plan
- B. BASIC ASSESSMENT shall be less than STANDARD ASSESSMENT. It shall be STANDARD ASSESSMENT multiplied by the BASIC ASSESSMENT FACTOR. The BASIC ASSESSMENT FACTOR shall be the ratio of the following items to the STANDARD ASSESSMENT:
  - 1. Excess Insurance Costs
  - 2. General Expenses
  - 3. Risk Management Expenses
  - 4. Underwriting Expenses
  - 5. Administrative Fees

The actual BASIC ASSESSMENT FACTOR will be determined after the STANDARD ASSESSMENT is determined.

- C. LIMITED PAID/INCURRED LOSSES RETAINED BY THE FUND shall mean the FUND’S financial responsibility for claims paid by the member after due credit for any excess insurance or subrogation receivable. Specifically, it shall include 1) losses paid/incurred and reserved, plus 2) allocated loss adjustment expense (ALAE), and 3) this total then limited to the FUND’s retention.

**RETROSPECTIVE RATING PLAN ASSESSMENT FORMULA**

- A. RETROSPECTIVE RATING PLAN ASSESSMENT is the sum of BASIC ASSESSMENT and LIMITED PAID/INCURRED LOSSES RETAINED BY THE FUND.

- B. The retrospective rating plan assessment shall not be more than the MAXIMUM ASSESSMENT. The maximum assessment is determined by applying the maximum retrospective rating plan assessment factor, shown in the Schedule, to the STANDARD ASSESSMENT.

**PROVISIONS**

The provisions of the coverage form or policy to which this ENDORSEMENT is attached apply, unless modified by this ENDORSEMENT.

- A. In the fashion provided for in the Fund’s by-laws, plan of risk management, cash management plan and policies and procedures, the MEMBER shall pay the FUND the STANDARD ASSESSMENT.
- B. As of a valuation date of Eighteen (18) months after the inception of the fund year, and every Twelve (12) months thereafter, the FUND shall compute the RETROSPECTIVE RATING PLAN ASSESSMENT, subject to the MAXIMUM ASSESSMENT.
- C. The final computation of the RETROSPECTIVE RATING PLAN ASSESSMENT shall be as of the valuation date when the FUND closes the fund year to which this ENDORSEMENT applies.
- D. Notwithstanding any subsection above, the MEMBER shall remain subject to FUND-wide dividends and additional assessments in accordance with the FUND’s bylaws. These additional assessment or dividends, if any, shall be computed based on the MEMBER’S RETROSPECTIVE RATING PLAN ASSESSMENT, subject to the MAXIMUM ASSESSMENT.
- E. Upon computation of any RETROSPECTIVE RATING PLAN ASSESSMENT, the MEMBER shall owe the FUND or the FUND shall owe the MEMBER as the case may be, the difference between amount paid/incurred by the MEMBER to date and the MEMBER’S RETROSPECTIVE RATING PLAN ASSESSMENT, subject to the MAXIMUM ASSESSMENT.
- F. If the MEMBER owes the FUND an additional assessment under this ENDORSEMENT, this amount shall be payable to the FUND within 180 days after the FUND bills the MEMBER, or upon the MEMBER withdrawing from the FUND, whichever is earlier.
- G. If the FUND owes the MEMBER a return assessment under this ENDORSEMENT, this amount shall be payable to the MEMBER 180 days after the next meeting of the FUND’s Board of Fund Commissioners, or Executive Committee thereof.
- H. This endorsement shall only be effective if approved by resolution of the MEMBER’S Governing Body.

Schedule

- A. Other policies subject to this Retrospective Rating Plan Endorsement
  - WORKERS’ COMPENSATION
  - COMPREHENSIVE GENERAL AND AUTO LIABILITY
  - EXCESS LIABILITY
  - PROPERTY AND BOILER AND MACHINERY
  - COMPREHENSIVE CRIME
  - PUBLIC OFFICIALS AND EMPLOYMENT PRACTICES

- B. Maximum Retrospective Rating Plan Assessment Factor: \_\_\_\_\_



- C. The standard maximum assessment is based on estimates of standard assessment. The actual maximum assessment will be calculated based on the actual standard assessment and the factor, shown in the Schedule, Item B :

The coverage provided under this ENDORSEMENT is subject to all of the terms and CONDITIONS of this policy. All other terms and CONDITIONS of this Policy remain unchanged.

Effective Date:

**Adopted: *this day by the Board of Fund Commissioners***

\_\_\_\_\_ February 24<sup>th</sup>, 2015  
Chairman Date

\_\_\_\_\_ February 24<sup>th</sup>, 2015  
Secretary Date



**THIS DOCUMENT IS INCORPORATED IN THE PEJIF PLAN OF RISK MANAGEMENT. PLEASE READ IT CAREFULLY.**

MEMBER: \_\_\_\_\_

**SELF-INSURED RETENTION ENDORSEMENT**

This endorsement modifies insurance provided under the following:

- COMMERCIAL GENERAL LIABILITY COVERAGE PART**
- PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART**
- AUTOMOBILE LIABILITY COVERAGE PART**
- PROFESSIONAL LIABILITY COVERAGE PART**
- LAW ENFORCEMENT LIABILITY COVERAGE PART**

It is understood and agreed that such insurance as provided by this policy, specifically the Insuring Agreement and Supplementary Payments Provisions are modified and subject to the following provisions:

1. The total limit of liability of the Public Entity Joint Insurance Fund ("PEJIF") as stated in the Plan of Risk Management shall apply excess of the retained limit (herein called the Self-Insured Retention) as stated in the endorsement, and the Insured Member agrees to assume this retained limit:

Self Insured Retention: \$ \_\_\_\_\_ per Occurrence  
 \$ \_\_\_\_\_ per claim

2. The PEJIF's obligation under this policy applies only to the amount excess of the Self-Insured Retention. Your bankruptcy, insolvency, or inability to pay the Self- Insured Retention shall not increase our obligation under the policy.

The Insured Member shall have the obligation to provide, at its own expense, proper defense and investigation of any claim and to accept any reasonable offer of settlement within the Self-Insured Retention. The Insured Member's obligation to provide for its own defense is terminated upon the exhaustion of the Self-Insured Retention referenced above. In the event that there is any other insurance, whether or not collectible, applicable to an occurrence, claim or suit within the Self-Insured Retention, the Insured Member must make actual payment for the full Self-Insured Retention amount before the limits of insurance under this policy apply.

**Compliance with this clause is a condition precedent for coverage under this policy. In the event of the failure of the Insured Member to comply with this clause, no loss, cost or expense shall be payable by the PEJIF.**

3. In the event of a claim or claims arising which appear likely to exceed the Self-Insured Retention, no costs, other than adjusting expenses, shall be incurred by the Insured Member without the written consent of the PEJIF. Furthermore, the Insured Member's claims third party administrator shall invoice the PEJIF Administrator within 30 days of the date of payment of any claims cost incurred and paid above the Insured Member's Self-Insured Retention.
4. The PEJIF shall have the right, but not the duty, in all cases to assume charge of the investigation, defense and/or settlement of any claim and upon written request from the PEJIF the Insured Member shall pay directly any expense or loss incurred by the PEJIF in the investigation, defense and/or settlement of any claim or reimburse the PEJIF for any and all amounts paid by the PEJIF within the Self-Insured Retention.
5. Commercial General Liability - Insured Member's Duties in the Event of Occurrence, Claim or Suit:
  - a) The Insured Member shall report promptly to the PEJIF each claim or loss for which the estimated amount of net loss is 50% or more of the Self-Insured Retention listed above.
  - b) The Insured Member shall report all cases of serious injury which, notwithstanding consideration of liability or coverage might involve this insurance but not limited to the following:
    - 1) Spinal Cord injury - paraplegia, quadriplegia;
    - 2) Amputations - requiring a prosthesis;
    - 3) Brain damage affecting mentality or central nervous system such as permanent disorientation, behavior disorder, personality change, seizures, motor deficit, inability to speak (aphasia), hemiplegia or unconsciousness (comatose);
    - 4) Blindness;
    - 5) Burns - involving over 10% of body with third degree, or 30% of body with second degree;
    - 6) Multiple fractures - involving more than one member or non-union;

- 7) Fracture of both heel bones (fractured bilateral or calcis);
- 8) Nerve Damage causing paralysis and loss of sensation in arm and hand (brachial plexus nerve damage);
- 9) Massive internal injuries affecting body organs;
- 10) Injury to nerves at base of spinal canal (Cauda Equina) or any other back injury resulting from incontinence of bowel and/or bladder;
- 11) Fatalities;
- 12) Any other serious injury which, in the judgment of the Insured Member, might involve the PEJIF;
- 13) Sexual Assault / Molestation
- 14) All construction defect claims.

**It is agreed that the above reporting requirements shall be a condition precedent to coverage. Notwithstanding the above provisions the responsibility to guarantee proper reporting remains that of the Insured Member. The failure of the Insured Member to comply with the reporting requirements may result in a denial of coverage under the policy.**

- c) The Insured Member shall cooperate with the PEJIF and, upon the PEJIF's request, assist in making settlements, in the conduct of suits and in enforcing any right of contribution or indemnity against any person or organization who may be liable to the Insured Member because of liability with respect to which insurance is afforded under the policy; and the Insured Member shall attend hearings and trials and assist in securing and giving evidence and obtaining witnesses.
6. The Insured Member shall at all times:
- a) Give to the PEJIF, or their duly appointed representatives, such information, assistance, and signed statements as the PEJIF may require, and
  - b) Assist in the defense of any claim without charge to the PEJIF.
7. The Insured Member shall indemnify and hold harmless the PEJIF from any and all loss and all costs, including but not limited to adjusting expense and attorneys fees incurred in the investigation, defense and/or settlement of any claim incurred by the PEJIF included within the Self-Insured Retention.



The Insured Member shall further indemnify and hold the PEJIF harmless from any and all costs incurred by the PEJIF, including but not limited to the reasonable value of PEJIF employee services and attorney's fees incurred in the enforcement of this agreement.



**PEJIF THIRD PARTY CLAIMS ADJUSTING ORGANIZATION**  
**LOSS REPORTING GUIDELINES**  
**FOR CLAIMS UNDER BRIT INSURANCE SERVICES USA, INC.**  
**POLICIES INCEPTING MAY 1, 2009 AND LATER**  
**EFFECTIVE OCTOBER 1<sup>st</sup> 2011**

As the MGA for the Underwriters at Lloyd's on the excess policy for the Named Assured, Brit Insurance Services USA Inc. are taking this opportunity to advise you, as the Assured's Third Party Claims Adjusting Organization (TPA), of the reporting criteria, format of reports and distribution list when advising losses to Underwriters. If the TPA has not received a copy of the policy they should contact PSI Program Managers urgently. Please provide this information to your account handlers.

**MANNER OF REPORTING AND DISTRIBUTION OF REPORTS:**

Whenever possible, reports should be sent via e-mail. Documents should be included as Word, Excel, or .pdf attachments. Pictures can be sent as .tif or .mpeg, but .pdf is preferred. **Please do not send documents (letters, suits, reports, etc.) in .tif or WordPerfect format.**

**The adjuster should not send a hard copy of anything already sent by e-mail, unless specifically requested.**

**Please make sure that any document created from a template is saved with a name in non-template format.** Otherwise, each time the document is opened the date changes to the date opened; and there is no way for Underwriters to reliably determine the date the document was created.

**Initial reports should be identified as such in the subject line of the e-mail,** and should be sent to each of the following:

[Cindy\\_whiteaker@rpsins.com](mailto:Cindy_whiteaker@rpsins.com)

PSI-Claims@rpsins.com for PSI

**Subsequent** reports should be sent directly to Cindy Whiteaker, with a copy sent to [Philip\\_Vaughan-Fowler@rpsins.com](mailto:Philip_Vaughan-Fowler@rpsins.com)

If documentation is too large to send via e-mail and needs to be sent via mail or courier, please contact Cindy for an address.

**Sending claim reports to the wrong person or to any other addresses will result in delays.**

Telephone numbers for voice contact are: Cindy Whiteaker 919-785-1336

If she is not available, please contact Philip on 866-832-572



### **INITIAL CASUALTY CLAIMS REPORTING:**

*Per the Policy wording, loss reporting is **required** for any claims involving:-*

1. Catastrophic Losses (fatalities, amputation of major extremity, paraplegia/quadriplegia, severe burns, significant brain injuries)
2. Discrimination or Violation of Civil Rights.
3. Third Party claims, other than Auto Liability, involving Law Enforcement Activities.
4. Environmental impact/Toxic tort.
5. Any alleged Sexual/Physical Abuse.
6. Coverage questions.
7. (a) any claim whose value reaches 75% of the retention; and/or  
(b) the cost of which is likely to result in payment by Underwriters under this Policy.
8. Any loss where there is a question as to whether there will be coverage under Underwriters' policy.

Losses should be reported within 30 days of when the loss meets the reporting criteria.

A captioned claim report completed by the handling adjuster, based upon the formats below and inclusive of all of the details indicated, must be sent. Reports should include copies of the following documents when available: incident and accident reports (both internal and official), suit papers, tort claim/statutory notice of claims, and/or EEOC (or similar state agency) complaints or notices.

Please do not send medical records or bills (unless specifically requested), blank discovery, or non-substantive pleadings.

Whenever possible, the report and supporting documents should be sent electronically, as more fully explained below.

### **INITIAL WORKERS COMPENSATION CLAIM REPORTING**

*Loss Reporting is **required** for claims involving:-*

1. Fatalities.
2. Amputation of Major Extremity.
3. Paraplegia.
4. Quadriplegia.
5. Severe Burns.
6. Significant brain injuries.
7. (a) any claim whose value reaches 75% of the retention; and/or

- (b) the cost of which is likely to result in payment by the Company under this Policy.
8. Where it is anticipated that the claimant will be determined to be permanently and totally disabled.

Losses should be reported within 30 days of when the loss meets the reporting criteria.

A captioned claim report completed by the handling adjuster, based upon the formats below and inclusive of all of the details indicated, must be sent. Reports should include copies of the following documents when available: claimant's state "First Report of Injury", incident and accident reports (both internal and official), suits, pertinent narrative medical reports.

Please do not send routine medical records or bills (unless specifically requested), blank discovery, nor non-substantive pleadings.

### **SUBSEQUENT CASUALTY/WORKERS COMPENSATION CLAIM REPORTING:**

Subsequent formal reporting should be done via a captioned report completed by the handling adjuster, at appropriate intervals as conditions warrant (typically every 60 days). However, the TPA shall be responsible for reporting more frequently if the file is particularly active; and critical events should be reported as soon as practical, regardless of the "due date" of the next formal report.

Periodic formal reporting shall follow the same format (below) as the initial report, noting any updates. Reports should include copies of the following documents when available: incident and accident reports (both internal and official), suits, tort claim/statutory notice of claims, complaint notices, defense counsel's substantive reports.

Please do not send medical records or bills (unless specifically requested), blank discovery, or non-substantive pleadings.

Whenever possible, the report and supporting documents should be sent electronically, as more fully explained below.

### **ADJUSTER'S CAPTIONED CASUALTY/WORKERS COMPENSATION REPORT FORMAT:**

1. Identify by type of report (include all that apply)
  - A. Initial
  - B. Coverage questions
  - C. Interim
  - D. Authority request
    - Include what has been paid, status of the SIR, status of the aggregate if applicable.
  - E. Reimbursement request

- Show payments by claimant/line of business, less SIR and less any amounts previously paid.

- F. Closing/Final
2. Information to be included (A thru D should be in the reference section of the header):
- A. Insured - This is to include the name of the Named Assured, any “Member” entity and/or the department within the Named Assured/”Member”
- B. Claimant(s) - This is to include the name of each claimant, age, involvement in the loss (i.e. if auto whether the operator, passenger, pedestrian, etc.)
- C. Date of Loss - This is the date the event/accident actually occurred.
- Date Claim was First Made to the Assured – Date that the Assured first received any type of notice that a claim was being made against them.
- Date Claim was First Made to TPA - Date the TPA was first advised by the Insured of the loss.
- D. Coverage - This is to include the correct policy number; effective dates; the line(s) of coverage applicable to the loss; the SIR applicable; and Underwriters’ excess limits. If applicable, information on any other excess coverage should also be provided.
- E. Description of loss - To include full details of how the accident/event occurred, and what investigation has been completed to date.
- F. Liability - To include adjuster's assessment of liability; any immunity law that may be applicable (including caps on damages); whether the negligence scheme in the applicable venue is pure or modified comparative negligence/fault, or strict contributory negligence; other parties that may be responsible or may contribute (including name of carrier/limits if known)
- G. Injuries/Damages - Details on injury to each claimant, age, occupation, medical expense, wage information, MIB/CIB report information, disability if any, future treatment,
- H. Litigation - If applicable include copy of complaint; name of defence counsel; who is being Defended; reputation of plaintiff counsel if known; any comment on jurisdiction if known; defence counsel's initial/subsequent evaluation; defence counsel’s litigation plan and budget

- I. Mediation Date/Arbitration Date/Trial Date - If case in suit advise of these dates as soon as they are learned.
- J. Pre-Mediation/Pre-Arbitration/Pre-Trial Evaluation – Include the *adjuster's* evaluation as well as defence counsel's evaluation, to include a discussion of the major issues; pluses and minuses of our defence; potential verdict, arbitration, or mediation settlement range; worst case scenario; best case scenario; adjuster's/defence counsel's recommendation; Assured's input/opinion. Ideally, this should be received no later than thirty five days before the scheduled mediation, arbitration, or trial date; even if there is the potential that the mediation, arbitration, or trial will not proceed on the date scheduled. It is Underwriters' expectation that both counsel and the adjuster should not be called to mediation, arbitration or trial without sufficient notice.
- K. Demand/Offer - Advise of demands/offers and if there are any time limits on the demands by the claimant. Include comments on whether the insured has been contacted for authority within the SIR and whether granted/denied (with explanation).
- L. Comments - This should include what needs to be done yet, time frame for completion and next date a report can be expected.
- M. Total Experience - Indicate Loss and Expense payments, remaining reserve, and Total Experience for each claimant.

### **INITIAL PROPERTY CLAIM REPORTING:**

*Loss reporting is required for claims involving:*

- 1. Claims involving a coverage question.
- 2. (a) any claim whose value reaches 75% of the retention; and/or  
(b) the cost of which is likely to result in payment by the Company under this Policy.

**An Initial Advice/Loss Notice providing basic scope of loss and reserve information should be submitted within 10 working days whenever possible.**

The Initial Advice/Loss Notice should include the following: Insured, risk location, policy number, deductible & SIR, date of loss, date loss reported, a brief description of the scope of the loss, and an initial reserve recommendation if possible.

**The adjuster's initial captioned report should follow within 30 days.**

The adjuster's initial captioned report should include the following:

Date of loss

Description of Peril resulting in direct physical loss to the Insured Property

Any other perils involved  
Any coverage issues identified  
Location(s)/Property (ies) Involved (as named in Schedule of Values) and Scheduled Value  
Scope of damage by Insured Location, including any Coverage Extensions applicable  
What has been done and what requires to be done  
Salvage/Subro potential  
Reports (fire, weather, expert, etc.), photos, diagrams  
Date of next report (estimate)

**The adjuster's subsequent captioned reports should follow every 60-90 days.**

The adjuster's subsequent captioned report should include the following (where applicable):

What has been done since the last formal report  
Verified and agreed repair estimate(s)  
Discussion of salvage/subrogation activity  
What requires to be done  
Date of next report (estimate)  
Request for authorisation to obtain proofs (if applicable)

**USE AND ASSIGNMENT OF EXPERTS**

If a claim investigation requires the use of an expert (i.e. engineering, construction, cause and origin, etc.), authorisation must be approved prior to engaging the expert in order to assure that the cost will be considered part of **Ultimate Net Loss** (see General Policy Definitions). The adjuster will be expected to explain why an expert is needed and what is expected to be accomplished that cannot be accomplished by other means. Underwriters will make every reasonable effort to accommodate requests where the need can be supported.

In the event of a bona fide emergency need for an expert after hours or on weekends, and contact with PSI has not been able to be accomplished within 24 hours of the initial attempt, the adjuster should proceed with the assignment. However, please note that Underwriters' expectation is that the need for experts should not, typically, arise on an emergency basis.

**REQUESTS FOR SETTLEMENT AUTHORITY**

The adjuster should be aware that settlement authority requests should be made timely, and they should be made for all of the authority reasonably necessary for the situation at hand: settlement offer, mediation, arbitration, pre-trial conferences, etc. Emergency requests for authority in excess of a \$100,000 above the SIR or additional authority in that amount are difficult to accommodate from a logistical standpoint. This process can take as long as a week, or more; especially when there are coverage issues involved.

Emergency requests for authority, or additional authority, are difficult to accommodate from a logistical standpoint.

**IMPORTANT INFORMATION AND REPORTING REQUIREMENTS**  
**INVOLVING PER OCCURRENCE RETENTIONS AND MULTIPLE LINES**  
**LOSSES**

The adjuster should be aware that the Assured’s Self Insured Retention for any single line of coverage under the policy is written on an “each and every” basis. Further, the policy may have a “Clash Coverage” or “Multiple Lines Loss Protection” feature that may apply when a single occurrence or event results in claims under more than one line of coverage under the policy.

Thus, it is important to recognize that if the total incurred for the total number of claims within any one line of coverage meets the 75% of SIR reporting threshold, ALL claims within that line of coverage need to be reported.

Further, in the event that one occurrence results in claims under multiple lines of coverage under the policy, and any one claim meets the 75% of SIR reporting requirement, ALL claims insured under the Policy arising from the occurrence must be reported.

**CATASTROPHE LOSS HANDLING**

Immediately survey accounts that are located in the affected area to determine degree of damage or confirm damages will not exceed the S.I.R. Note - the account may have a specific S.I.R. for wind or flood and the S.I.R. applies on an occurrence basis.

A report is required confirming damages and suggested reserve within 10 working days. If emergency advances above the SIR are required, the request for funds should detail amounts already expended and intended incurred expenditures to support the advance request. An Adjuster’s Initial Report should follow within 30 days.

All reports should refer to the correct CAT Number if known/available.

**AGGREGATE COVERAGE**

In addition to the loss reports on the specific losses you are required to provide quarterly loss reports for the Aggregate Loss Funds in an acceptable/approved format to:

PSI to the attention of Philip Vaughan-Fowler

Please note that if you are handling run-off losses previously handled by another TPA (also known as “run-in” claims), all data from the prior TPA needs to be included.

**IMPORTANT INFORMATION REGARDING MANDATORY REPORTING  
UNDER SECTION 111 OF THE MEDICARE, MEDICAID AND SCHIP  
EXTENSION ACT OF 2007 (MMSEA)**

Pursuant to the terms of the policy between Underwriters and the Named Assured, it is Underwriters interpretation of Section 111 of the MMSEA that the Assured is the Responsible Reporting Entity (RRE) for any claims made against the Assured that may be covered under the policy. Therefore, compliance with the Act in regard to RRE’s rests with the Assured. If the TPA is designated by the Assured as the party responsible for making reports on behalf of the Assured under the act for claims that fall within the Self Insured Retention, it is Underwriters position that the TPA has that same duty for claims in excess of the Self Insured Retention.

**If there are any questions regarding any of the above, or if for any reason you are not able to comply with these reporting guidelines, please contact Cindy or Philip as soon as possible.**

Auto Physical Damage and Property claims must be reported to Travelers when the value is at 50% or will exceed the PEFJIF retention of 50,000. The claims should be called into Travelers at 1-800-238-6225 until further notice.

For workers compensation **Safety National** provides excess coverage statutory or unlimited excess 1,250,000. (Brit 500,000 x PEJIF 750,000) If the exposure exceeds or likely to exceed 50% of the retention the claim must be reported to Safety National. Immediate reporting should occur on fatalities, spinal cord injuries (Para/quads), second or third degree burns over 25% or more of the body, brain injuries, amputation of a major extremity, and multiple serious injuries to two or more employees. The reports can be sent to Safety by fax: 314.995.3897 or email via safety’s web site. [Safetynational.com](http://Safetynational.com)

Please visit their web site for further instruction. A SN reporting form is noted above.

When reporting to the excess carrier, please copy the PEJIF Litigation Manager on liability claims and the VP of Claims on workers’ compensation and property.

In regards to data, on a monthly basis submit the TPA must submit to the PEJIF VP of Claims:

- Detailed loss runs for both members (copy data reported for PEJIF).
- A report that identifies claims that have been noted for subrogation potential.

The reporting grid below outlines the reserve authorities for all TPA’s by member:



## PEJIF Reserve Authority and Reporting Requirements

### PEJIF - NIP CLAIM REPORTING

Jan-14

#### SIR Retention by PEJIF and Member.

Bus Line	PEJIF					
	SIR	E Orange	Passaic	Perth Amboy	Plainfield	W New York
APD	50,000	50,000	1,000	1,000	1,000	1,000
PROP	50,000	50,000	1,000	1,000	1,000	1,000
AL	500,000	350,000	5,000	250,000	150,000	100,000
GL	500,000	350,000	5,000	250,000	150,000	100,000
LEL	500,000	350,000	50,000	100,000	150,000	100,000
EPL	500,000	NC	50,000	50,000	150,000	50,000
POL	500,000	NC	50,000	50,000	150,000	10,000
WC	750,000	750,000	750,000	500,000	150,000	150,000
<b>TPA</b>	NIP ADM	Inservco	D&H	D&H	Inservco	CCMSI

#### TPA Reporting to NIP at Incurred level

APD & Prop	25,000	25,000	25,000	25,000	25,000	25,000
AL	200,000	50,000	200,000	100,000	75,000	75,000
GL	200,000	50,000	200,000	100,000	75,000	75,000
WC	250,000	250,000	250,000	100,000	100,000	100,000

\* NIP will directly manage all LEL, POL and EPL claims. NIP will complete reporting to Brit on these claims.

\* The above reporting is in addition to Brit/excess reporting as mandated by Brit guidelines.

\* NIP will also be copied on all reporting to Brit. This includes all non-monetary reporting such as catastrophic losses, fatalities, etc., as no

\* NIP will be notified on all coverage issues and will forward to Brit with comments and recommendations.

\* NIP contacts will be Bob for WC and property. Wendy for liability claims.

\* Brit contact for PEJIF is Cindy Whiteaker, PSI and Philip Vaughan-Fowler, PSI on subsequent reporting's.

\* Brit is excess all on lines except APD and property.



**RESOLUTION NO. 06-15**

**PUBLIC ENTITY JOINT INSURANCE FUND**  
(Hereinafter referred to as the "FUND")  
**APPOINTING CERTAIN PROFESSIONALS AND SERVICE ORGANIZATIONS**

**WHEREAS**, the FUND is duly constituted as a Public Entity Joint Insurance Fund, as permitted under the laws promulgated by the State of New Jersey, (N.J.S.A. 40A-36, et seq.); and

**WHEREAS**, the FUND finds it necessary and appropriate to obtain certain professional services and other extraordinary and other unspecifiable services, as defined in the Local Public Contracts Law, (N.J.S.A. 40A-11, et seq.) for the 2015 Fund Year.

**NOW, THEREFORE BE IT RESOLVED**, by the FUND's Board of Commissioners that the following professional services are being awarded under a fair and open process:

- *Pringle Quinn Anzano* is hereby appointed as **Fund Attorney** and shall serve at an hourly rate of \$155 not to exceed \$15,000 annually.
- *Hodulik & Morrison*. is hereby appointed as **Fund Auditor** and shall serve at an annual fee not to exceed \$16,000, which includes administrative costs.
- *NIP Management Services, LLC* is hereby reappointed as **Claims Administrator – Professional Lines and Property & Liability Lines for Selected Members** at an annual fee not to exceed \$190,156.
- *Advanced Risk Management Techniques* is hereby appointed as **Actuary** for the Fund and shall be appointed and qualified at an annual amount not to exceed \$15,000.
- *NIP Management Services, LLC* is hereby appointed to provide **Claims and Risk Control Management Services** at an annual fee not to exceed 3% of members' gross joint insurance fund assessment.
- *NIP Management Services, LLC*. is hereby appointed to provide **Loss Control Services** to the Fund and shall serve at an annual fee not to exceed \$100,000.
- *Business and Governmental Insurance Agency* is hereby appointed as **Underwriting Manager/Insurance Broker** for the Fund and shall serve at an annual fee not to exceed 2.0% of members' gross joint insurance fund assessment.
- *Patrick J .DeBlasio, CPA, CFMO* is hereby appointed as **Fund Treasurer** and shall serve at an annual fee not to exceed \$5,000.
- *NIP Management Services, LLC* is hereby appointed as **Administrator** for the Fund and shall serve at an annual fee not to exceed 6.0% of members' gross joint insurance fund assessment.
- *Prime Advisors, Inc.* is appointed as **Investment Advisor** for the Fund and shall serve at an annual fee not to exceed \$5,000.
- *Princeton Public Affairs Group*. Is hereby appointed as **Governmental Affairs Consultant** for the Fund and shall serve at an annual fee not to exceed \$5,000
- *Bottomline Technologies* is hereby appointed as **Legal Bill Auditor** and shall serve at a fee of 2% of the gross legal bill amount.

All Professionals and Service Organizations appointed pursuant to this Resolution shall serve the Fund pursuant to the terms of their Professional Services Contract(s) attached hereto.



**ADOPTED:** *this day by the Board of Fund Commissioners,*

\_\_\_\_\_   
Chairman

February 24<sup>th</sup>, 2015   
\_\_\_\_\_   
Date

\_\_\_\_\_   
Secretary

February 24<sup>th</sup>, 2015   
\_\_\_\_\_   
Date



**RESOLUTION NO. 07-15**

**PUBLIC ENTITY JOINT INSURANCE FUND**  
(Hereinafter the “FUND”)

**APPROVING CERTAIN DISBURSEMENTS**

**WHEREAS**, the Bylaws of the PEJIF require that the Fund Commissioners approve all disbursements by a majority vote, and

**WHEREAS**, the attached bill of items sets forth certain bills or demands for monies;

**NOW, THEREFORE BE IT RESOLVED**, by the FUND’s Board of Fund Commissioners that the attached bill of items totaling **\$513,515.80** is approved for payment.

**Adopted: *this day by the Board of Fund Commissioners***

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
February 24<sup>th</sup>, 2015  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
February 24<sup>th</sup>, 2015  
Date

# January 27th, 2015- PEJIF Commissioners Meeting Bills List



Date: 1.05.15  
Bills List #: 13

<u>Notes</u>	<u>PAY TO</u>	<u>DESCRIPTION</u>	<u>Check #/WT</u>	<u>Invoice Amt.</u>
	Patrick DeBlasio	Treasurer Services January 2015	<b>#159</b>	\$416.64
	Prime Advisors	Inv# 6856, Quarterly fee	<b>#160</b>	\$250.00
	AON	PEJIF Rate Study	<b>#161</b>	\$8,500.00
	Pringle Quinn Anzano	Inv# 37722 December Fund Attorney	<b>#162</b>	\$558.00
	Star Ledger	December Meeting Notice	<b>#163</b>	\$15.08
	The Times	December Meeting Notice	<b>#164</b>	\$4.64
	Fairview Insurance	Risk Manager Fee for Passaic - remainder for 2014	<b>#165</b>	\$32,129.50
<b>Total in Checks \$42,413.86</b>				
<u>WIRE TRANSFERS</u>				WT
	BGIA	Inv# 207575 Travelers Public Official Bond P. DeBlasio	WT	1,296.00
	BGIA	Inv# 207572 Travelers Public Official Bond E. Miller	WT	788.00
	BGIA	Inv# 208726 Travelers Property End. Adding Perth Amboy	WT	456.00
	BGIA	Inv # 208727 Travelers End. 19 replacing Fine Arts Limit Insurance	WT	417.00
	BGIA	Invoice #208913 Safety National 2015 Excess WC SP 4052114	WT	138,451.00
	BGIA	Invoice# 209009 Global Aerospace Non owned aircraft	WT	5,045.00
	BGIA	Invoice #209012 Travelers Property Policy Install 1 of 2 for 2015	WT	284,311.00
	BGIA	Invoice #209022 Ace Site Policy	WT	13,895.94
	BGIA	Invoice #208999 Atlantic Specialty Hull Policy	WT	13,533.00
<b>Total to BGIA \$458,192</b>				
	NIP Management	Admin Fee - East Orange	WT	13,449.00
<b>Total to NIP Management \$13,449.00</b>				
				Subtotal
				\$ 513,515.80
				Total
				<b>\$ 513,515.80</b>

**RESOLUTION NO. 08-15**

**PUBLIC ENTITY JOINT INSURANCE FUND**

(Hereinafter referred to as the "FUND")

**APPROVING APPLICATIONS FOR MEMBERSHIP**

**WHEREAS**, the FUND is duly constituted as a Municipal Joint Insurance Fund, as permitted under the laws promulgated by the State of New Jersey, (N.J.S.A. 40A-36, et seq.); and

**WHEREAS**, the following municipalities have made application to the FUND for membership effective January 1, 2015 for the 2015 Fund Year, such applications have been approved by the Fund Commissioners and have duly executed a Joint Indemnity and Trust Agreement and Resolution to Join,

**NOW, THEREFORE BE IT RESOLVED**, by the FUND's Board of Commissioners that the following municipalities are approved for membership in the FUND effective January 1, 2015:

- **TOWNSHIP OF TEANECK**

**ADOPTED:** *this day by the Board of Fund Commissioners*

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

February 24<sup>th</sup>, 2015

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

February 24<sup>th</sup>, 2015

**RESOLUTION NO. 09-15**

**PUBLIC ENTITY JOINT INSURANCE FUND**  
(Hereinafter referred to as the "FUND")

**APPROVING THE FUND BUDGET FOR FISCAL YEAR 2015**

**WHEREAS**, N.J.S.A. 11:15-2.4 requires that the joint insurance fund commissioners approve the fund budget by a majority vote; and

**WHEREAS**, the adopted FUND budget must be filed with the Commissioner of Banking and Insurance and the Commissioner of Community Affairs; and

**WHEREAS**, copies of the Fund budget must be made available to the governing bodies of each member municipality;

**NOW, THEREFORE BE IT RESOLVED**, by the FUND's Board of Commissioners that the attached revised budget (adjusted to add new members) is approved for the 2015 FUND fiscal year.

**Adopted: *this day by the Board of Fund Commissioners***

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

February 24<sup>th</sup>, 2015

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

February 24<sup>th</sup>, 2015

**RESOLUTION NO. 10-15**

**PUBLIC ENTITY JOINT INSURANCE FUND**  
(Hereinafter referred to as the “FUND”)

**APPROVING CLAIMS PAYMENTS**

BE IT RESOLVED by the Board of Fund Commissioners of the Public Entity Joint Insurance Fund, that confirmation and authorization approval is made in issuance of the attached claims payments totaling \$118,342 against the fund.

**ADOPTED:** *this day before the Board of Fund Commissioners:*

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

February 24<sup>th</sup>, 2015

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

February 24<sup>th</sup>, 2015



**PEJIF MONTHLY PAYMENTS**

2014 MONTH	December
<b>D&amp;H - PASSAIC</b>	<b>Amount</b>
WC	28,558
LIABILITY, PROP & APD	2,831
<b>PERTH AMBOY</b>	
WC	31,906
LIABILITY & PROP	1,600
<b>Inservco - PLAINFIELD</b>	
WC	32,477
LIABILITY & PROP	582
<b>CCMSI - WNY</b>	
WC	0
LIABILITY & PROP	0
<b>NIP &amp; D&amp;H Roselle</b>	
WC	962
Liability & Prop	0
<b>East Orange</b>	
WC	19,426
Liability & Prop	0
<b>PEJIF Total for the month</b>	<b>118,342</b>





**RESOLUTION NO. 11- 15**

**RESOLUTION APPOINTING APPROVED COUNSEL  
FOR THE PUBLIC ENTITY JOINT INSURANCE FUND**

**WHEREAS**, the Public Entity Joint Insurance Fund is responsible for providing a defense to certain claims brought against its members in accordance with the Fund’s coverage documents; and

**WHEREAS**, in order to appoint defense counsel, a law firm must be on the approved counsel list of the Public Entity Joint Insurance Fund to defend any members of the Fund; and

**WHEREAS**, the law firms shown in this resolution have been proposed as Counsel for the Public Entity Joint Insurance Fund for the year 2015;

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Fund Commissioners of the Public Entity Joint Insurance Fund that the law firms named in this resolution be and the same are hereby appointed as an approved counsel for the Public Entity Joint Insurance Fund for the year 2014:

**(See attached list of Fund Counsel)**

**BE IT FURTHER RESOLVED** that the Chairman of the Public Entity Joint Insurance Fund is hereby authorized to execute this resolution;

**PUBLIC ENTITY JOINT INSURANCE FUND**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
February 24<sup>th</sup>, 2015  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
February 24<sup>th</sup>, 2015  
Date

## PEJIF DEFENSE PANEL LISTING 2014

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Antonelli Minchello, PC  
Appruzzesse, McDermott, Mastro and Murphy, PC

Biancamano & Di Stefano, PC  
Brause, Brause & Ventrice  
Bruno & Ferraro

Chasan Leyner & Lamparello  
Cottrell, Solensky & Semple  
Cruser, Mitchell & Sanchez, LLC

Douglas Standriff  
Dvorak & Associates, LLC

Edward S. Cooper  
Eric Bernstein & Associates

Florio & Kenny  
Florio, Perrucci, Steinhardt & Fader LLC

Giblin & Gannaio  
Glazer & Kamel  
Gutierrez & Lattiboudere, LLC

James Jude Plaia, Esq.  
James P. Nolan and Associates  
Jardim, Meisner & Susser PC  
Jasinski, P.C.

Kantor Jalloh  
Kologi Simitz

LaCorte, Bundy, Varandy & Kinsella  
Lori Dvorak and Associates  
Marks, O'Neill, O'Brien, Doherty and Kelly

Palumbo & Renaud

Roth D'Aquanni LLC  
Ruderman & Glickman PC

Scarinci Hollenbeck  
Schwartz, Simon, Edelstein  
Shabazz & Associates LLC

Thomas B. Hanrahan and Associates, Esq



Weber Dowd  
Whipple Azzarello, LLC



**RESOLUTION NO. 12-15**

**PUBLIC ENTITY JOINT INSURANCE FUND**  
(Hereinafter the "FUND")

**APPROVING CERTAIN DISBURSEMENTS**

**WHEREAS**, the Bylaws of the PEJIF require that the Fund Commissioners approve all disbursements by a majority vote, and

**WHEREAS**, the attached bill of items sets forth certain bills or demands for monies;

**NOW, THEREFORE BE IT RESOLVED**, by the FUND's Board of Fund Commissioners that the attached bill of items totaling **\$1,195,899** is approved for payment.

**Adopted: *this day by the Board of Fund Commissioners***

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
February 24<sup>th</sup> 2015  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
February 24<sup>th</sup> 2015  
Date

## February 24th, 2015- PEJIF Commissioners Meeting Bills List

Date: 2.05.15  
Bills List #: 14



Notes	PAY TO	DESCRIPTION	Check #/WT	Invoice Amt.
	Patrick DeBlasio	Treasurer Services January 2015	#169	\$416.64
	Schroeder Safety Consulting	Roselle Fire Department Training - \$150; \$220- 2 classes	#170	\$370.00
	Bank of America Merrill	Quarterly Fees	#171	\$1,250.00
	City of Plainfield	Claims Paid over SIR	#172	\$18,466.89
	Star Ledger	January Meeting Notice	#173	\$15.08
	The Times	January Meeting Notice	#174	\$4.64
	D & H Aletrnative	January & February claims Handling fees for Passaic 2 X \$3,666.67 and Roselle Claim Handling fees January to June 2015 \$8,750	#175	\$16,083.34
		<b>Total in Checks \$36,606.59</b>		
		<u>WIRE TRANSFERS</u>	WT	
	BGIA	Inv#209344 - Beazley ins. Co 2015 cyber Lia.	WT	20,691.56
	BGIA	Inv#209291 - Brit Lloyds Excess Liab.	WT	552,500.00
	BGIA	Inv#209292 Travelers 2015 Equip. Breakdown	WT	21,837.50
	BGIA	Inv#209077 - Caitlin Speciality Excess Liab.	WT	92,488.00
	BGIA	Inv#209502 Zurich 2015Crime Policy	WT	17,306.00
	BGIA	Inv#209757 PEJIF Underwriting Mgmt. Fee 1 of 2 for 2015	WT	55,862.30
	BGIA	Inv#209445 Atlantic Spec. Hull 6 Cancellation eff. 1/1/2015		(3,365.00)
		<b>Total to BGIA \$757,320.36</b>		
	NIP Management	Installment 1 of 2 for 2015 Loos Control Fee \$28,215.83; Claims Management \$55861.65; TPA Fee \$97,150; Risk Congtrol Fee \$60,000; Admin Fee \$160,744.73	WT	401,972.21
		<b>Total to NIP Management \$401,972.21</b>		
			Subtotal	\$ 1,195,899.16
			Total	<b>\$ 1,195,899.16</b>

**RESOLUTION NO. 13-15**

**PUBLIC ENTITY JOINT INSURANCE FUND**  
(Hereinafter referred to as the “FUND”)

**APPROVING CLAIMS PAYMENTS**

BE IT RESOLVED by the Board of Fund Commissioners of the Public Entity Joint Insurance Fund, that confirmation and authorization approval is made in issuance of the attached claims payments totaling \$198,834 against the fund.

**ADOPTED:** *this day before the Board of Fund Commissioners:*

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

February 24<sup>th</sup>, 2015

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

February 24<sup>th</sup>, 2015



<b>PEJIF MONTHLY PAYMENTS</b>	
<b>YEAR</b>	2015
<b>MONTH</b>	January
<b>D&amp;H</b>	<b>Amount</b>
<b>PASSAIC</b>	
WC	84,095
LIABILITY, PROP & APD	7,758
<b>D&amp;H</b>	
<b>PERTH AMBOY</b>	
WC	4,460
LIABILITY & PROP	1,870
<b>Inservco</b>	
<b>PLAINFIELD</b>	
WC	69,289
LIABILITY & PROP	6,069
<b>D&amp;H</b>	
<b>WNY</b>	
WC	0
LIABILITY & PROP	0
<b>NIP &amp; D&amp;H</b>	
<b>Roselle</b>	
WC	1,297
Liability & Prop	0
<b>NIP &amp; D&amp;H</b>	
<b>East Orange</b>	
WC	23,996
Liability & Prop	0
<b>D&amp;H</b>	
<b>Teaneck</b>	
WC	0
Liability & Prop	0
<b>PEJIF Total for the month</b>	198,834

D&H In transition from CCMSI.  
Data not received until Jan 30, No payments made.

No payments made in Jan

***Public Entity Joint Insurance Fund***

***MONTHLY INVESTMENT REPORT***

***AS OF 1/31/2015***

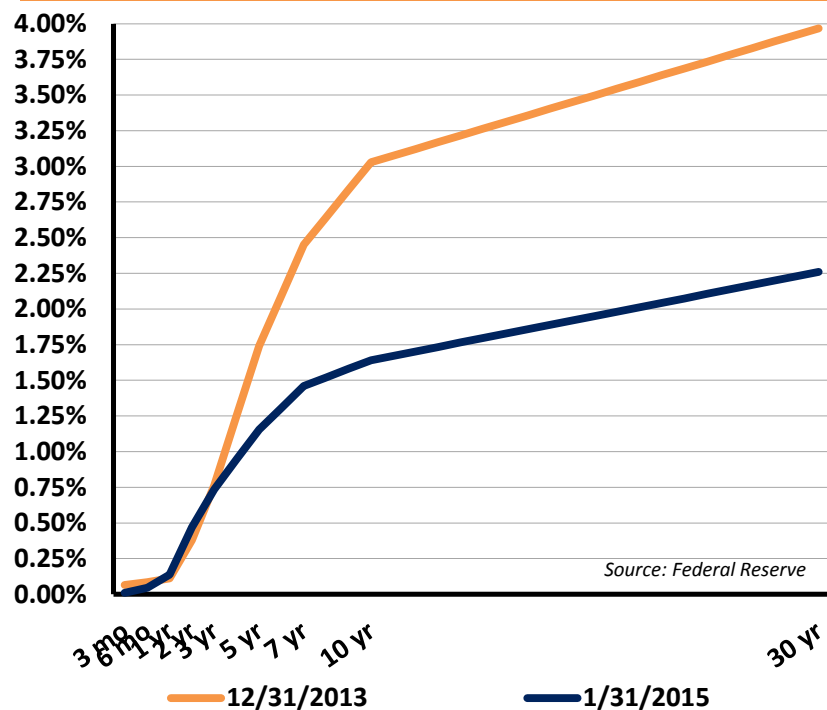


**Prime Advisors, Inc.**



# Treasury Yield Curves and World Bond Yields

## US Treasury Yield Curves



## World Bond Yields

As of 01/31/2015	2 year	10 year
US	0.47%	1.68%
UK	0.35%	1.33%
Germany	-0.19%	0.30%
France	-0.10%	0.54%
Italy	0.35%	1.59%
Spain	0.29%	1.42%
Portugal	0.32%	2.62%
Japan	0.00%	0.27%

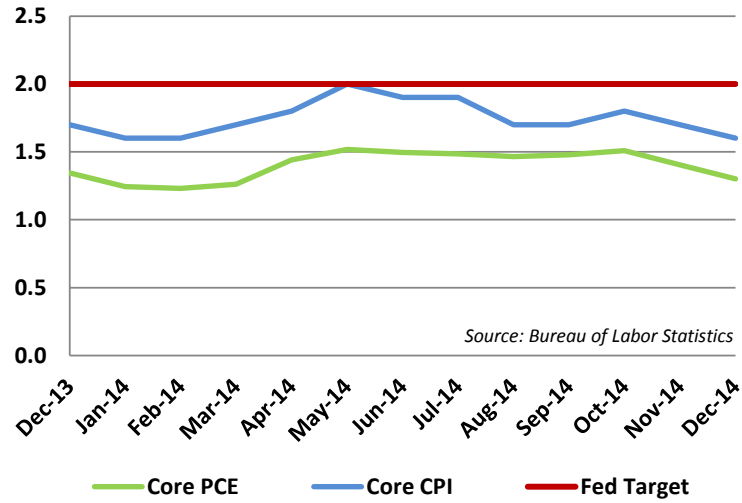
Source: Federal Reserve, Bloomberg

## US Treasury Yields

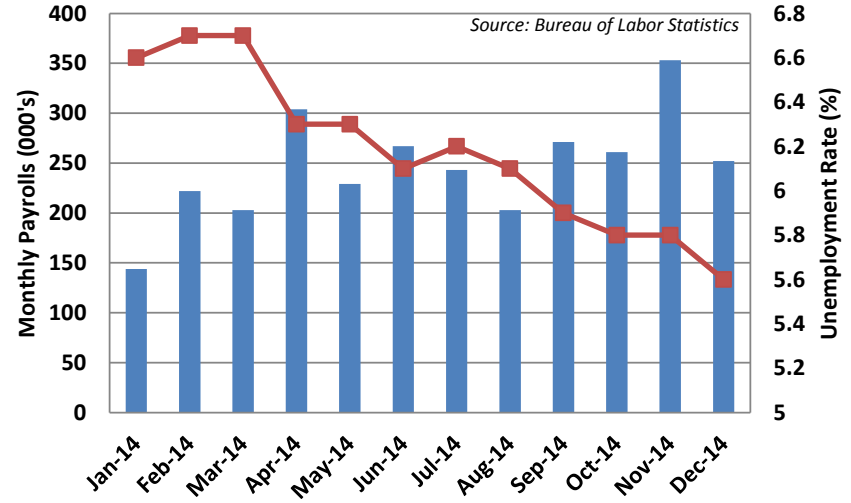
	12/31/2013	1/31/2015
3 Month	0.07%	0.01%
2 Year	0.39%	0.47%
3 Year	0.76%	0.74%
10 Year	3.01%	1.68%
30 Year	3.94%	2.26%

# Key Fed Indicators

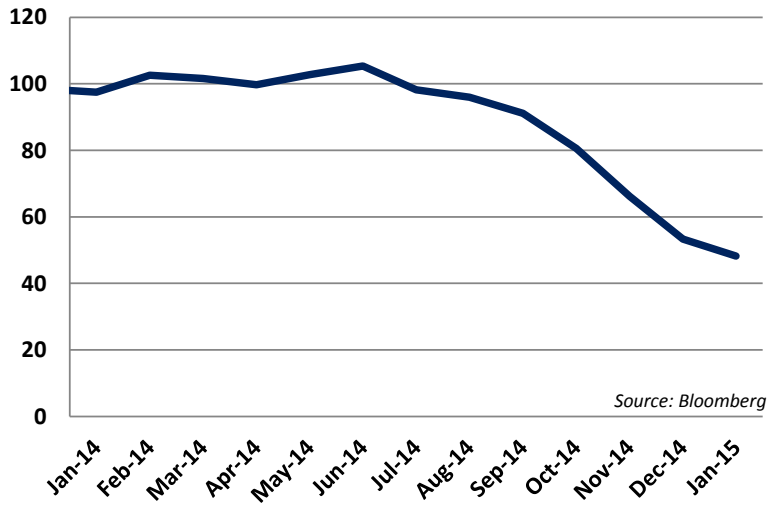
## Inflation (%)



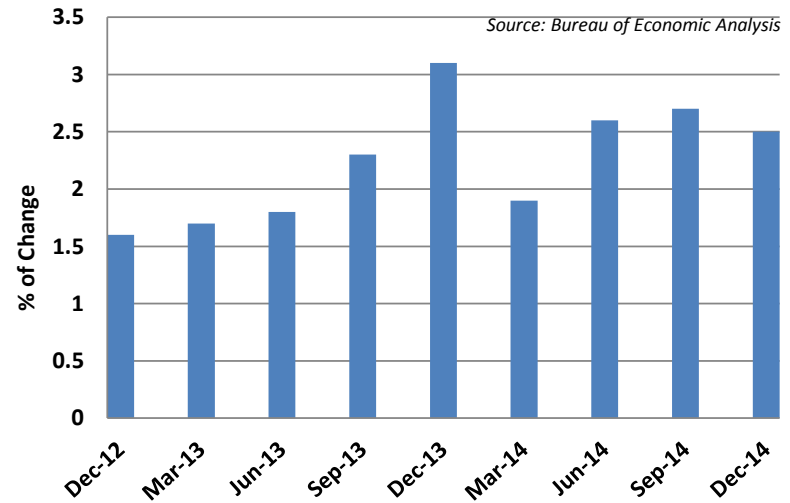
## Employment



## Crude Oil (\$)

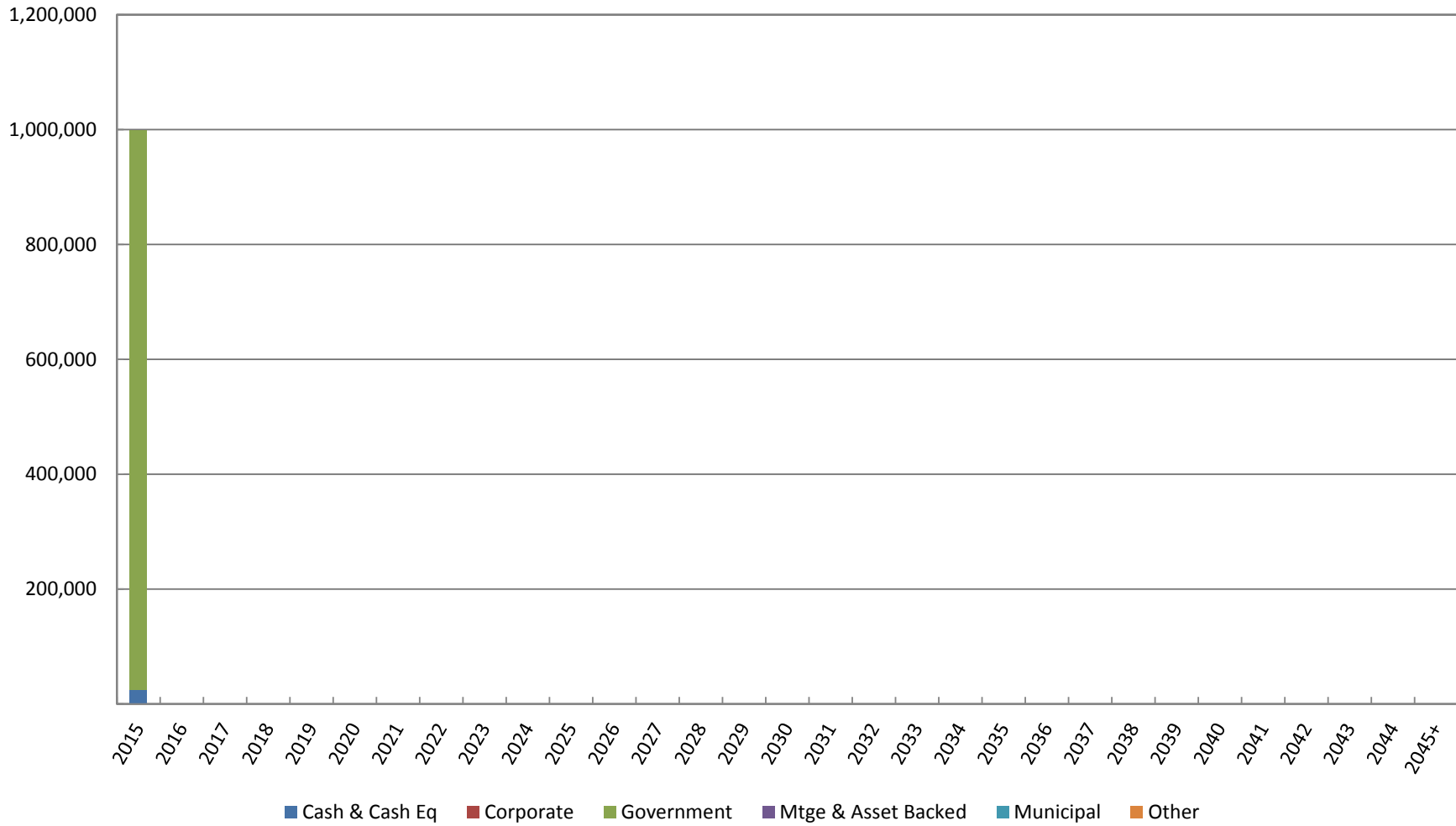


## GDP Growth (%)



# Maturity Schedule By Weighted Average Life

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## Portfolio Changes

Public Entity Joint Insurance Fund	09/30/2014	12/31/2014	01/31/2015
<b>Treasury Yields</b>			
2 yr Treasury Yield	0.59%	0.68%	0.47%
5 yr Treasury Yield	1.78%	1.66%	1.19%
10 yr Treasury Yield	2.51%	2.17%	1.68%
<b>Book Statistics</b>			
Tax-Equivalent Book Yield	0.17%	0.17%	0.17%
Book Value (\$)	999,661	999,476	999,789
Projected Tax-Equivalent Income, next 12 months (\$)	1,694	1,693	1,693
Unrealized Gains/(Losses) (\$)	208	(54)	169
YTD Realized Gains/(Losses) (\$)	0	0	0
<b>Portfolio Risk Statistics</b>			
Effective Duration	0.82	0.57	0.49
Convexity	0.01	0.01	0.01
Weighted Average Life	0.82	0.57	0.49
Average Rating	AA+	AAA	AAA
<b>Portfolio Sector Allocation</b>			
Treasury	38%	38%	38%
Agency	60%	60%	60%
Corporate	0%	0%	0%
Taxable Municipal	0%	0%	0%
Tax-exempt Municipal	0%	0%	0%
Mortgage Pass-Through	0%	0%	0%
CMOs	0%	0%	0%
ARMs	0%	0%	0%
Asset Backed	0%	0%	0%
CMBS	0%	0%	0%
Cash & Cash Equivalents	2%	2%	2%

# Performance

---

**Tax-Equivalent Total Return  
as of 01/31/2015  
Inception Date: 08/01/2014**

	<b>Prime</b>	<b>Benchmark</b>	<b>Difference</b>
Previous Month	0.04%	0.04%	0.00%
Quarter to Date	0.04%	0.04%	0.00%
Year to Date	0.04%	0.04%	0.00%
Since Inception	0.12%	0.09%	0.03%

**Benchmark Composition:**

100.0% PEJIF Duration Matched Treasury

## *Bond Purchases*

---

There were no purchases during this period.

## *Bond Sales, Calls & Maturities*

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There were no sales, calls or maturities during this period.

# *Appendix*

## Detailed Portfolio Report



# Portfolio Holdings Report

CUSIP	Date Acquired	S&P Rating	Moody's Rating	Quantity	Description	Coupon	Effective Maturity	Maturity	Original Cost	Book Value	Market Value	Unrealized Gain/(Loss)	Book Yield	Market Yield	Effective Duration	Avg Life	Convexity
<b>Agency</b>																	
313383V81	07/29/2014	AA+	Aaa	200,000	FHLB	0.38	08/28/2015	08/28/2015	200,378	200,203	200,234	31	0.20	0.17	0.57	0.57	0.01
3135G0LN1	07/29/2014	AA+	Aaa	200,000	FNMA	0.50	07/02/2015	07/02/2015	200,556	200,254	200,288	34	0.20	0.16	0.41	0.42	0.00
3135G0NV1	07/29/2014	AA+	Aaa	200,000	FNMA	0.50	09/28/2015	09/28/2015	200,605	200,344	200,390	46	0.24	0.20	0.65	0.66	0.01
<b>Total Agency</b>				<b>600,000</b>					<b>601,539</b>	<b>600,801</b>	<b>600,912</b>	<b>111</b>	<b>0.21</b>	<b>0.18</b>	<b>0.55</b>	<b>0.55</b>	<b>0.01</b>
<b>Money Market</b>																	
99C001734	07/28/2014			23,678	BANK OF AMERICA/MERRILL LYNCH	0.00			23,678	23,678	23,678	0	0.00	0.00	0.00	0.00	
<b>Total Money Market</b>				<b>23,678</b>					<b>23,678</b>	<b>23,678</b>	<b>23,678</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Treasury</b>																	
912828SZ4	07/29/2014	AA+	Aaa	200,000	US TREASURY N/B	0.38	06/15/2015	06/15/2015	200,485	200,204	200,224	20	0.10	0.07	0.37	0.37	0.01
912828VN7	07/29/2014	AA+	Aaa	175,000	US TREASURY N/B	0.25	07/31/2015	07/31/2015	175,213	175,106	175,144	38	0.13	0.09	0.49	0.50	0.00
<b>Total Treasury</b>				<b>375,000</b>					<b>375,698</b>	<b>375,310</b>	<b>375,368</b>	<b>58</b>	<b>0.11</b>	<b>0.08</b>	<b>0.43</b>	<b>0.43</b>	<b>0.01</b>
<b>Grand Total</b>				<b>998,678</b>					<b>1,000,915</b>	<b>999,789</b>	<b>999,957</b>	<b>169</b>	<b>0.17</b>	<b>0.14</b>	<b>0.49</b>	<b>0.49</b>	<b>0.01</b>

**PUBLIC ENTITY JOINT INSURANCE FUND CERTIFICATES ISSUED 12/4/14 to 1/9/2015**

JIF Member	ISSUED	CERT HOLDER	COVERAGE	HOLDER DESCRIPTION
City of Plainfield	12/9/2014	County of Union	2014 GL/AL/WC	Evidence of insurance as respects the City of Plainfield's use of the certificate holder's facilities for the Literacy Group from 10/16/14 through 12/31/14.
City of Perth Amboy	12/12/2014	State of New Jersey	2014 GL/AL/WC	State of New Jersey, Department of Environmental Protection, Cheesequake State Park are included as additional insureds (Premises Owner) as respects the City of Perth Amboy's use of the drawing room to host Celebrating Historic Perth Amboy Holiday Luncheon at 149 Kearny Avenue, Perth Amboy, 08861 on 12/18/14. *
City of Passaic	12/9/2014	KaBOOM	2014 GL/AL/WC	Evidence of Insurance
Town of West New York	12/12/2014	West New York Board of Education	2014 GL	Evidence of insurance as respects Town of West New York's Recreation Department use of the certificate holder's facilities.
Borough of Roselle	12/4/2014	County of Union	2014 GL	Evidence of Insurance as respects the closing of the street from 2nd Avenue to 9th Avenue for Abraham Clark High School Varsity Football Conference Champions Parade on 12/13/2014.
Borough of Roselle	12/11/2014	County of Union	2014 GL	The County of Union, its Board of Chosen Freeholders, officers, employees, agents & servants are included as additional insured as respects Roselle's closing of Chestnut Street from 2nd Avenue to 9th Avenue for Abraham Clark High School Varsity Football Conference Champions Parade on 12/13/2014. This certificate supersedes the certificate issued 12/4/14.*
Borough of Roselle	12/11/2014	County of Union	2014 GL	The County of Union, its Board of Chosen Freeholders, officers, employees, agents & servants are included as additional insured as respects Roselle's closing of Chestnut Street between 2nd & 3rd Avenue 12/1/14. This certificate supersedes the certificate issued 11/26/14.*
Borough of Roselle	12/9/2014	County of Union	2014 GL/AL/WC	The County of Union, its Board of Chosen Freeholders, officers, employees, agents and servants are included as additional insured (Licensor) as respects the Borough of Roselle's use of the Warinanco Park Skating Rink on 12/13/14.*
Borough of Roselle	12/10/2014	Kean University	2014 GL/AL/WC	Kean, the State of New Jersey & the New Jersey Education Facilities & Liberty Hall Corporate Center Condominium are included as additional insureds (Property Owner) as respects the Borough of Roselle's use of the certificate holder's property to shoot still photography on 12/12/2014.*
City of East Orange	12/19/2014	East Orange School District	2015 GL	Certificate holder is included as an additional insured (Premises Owner) as respects the City of East Orange's use of the school district's premises for recreation programs. *

**PUBLIC ENTITY JOINT INSURANCE FUND CERTIFICATES ISSUED 12/4/14 to 1/9/2015**

JIF Member	ISSUED	CERT HOLDER	COVERAGE	HOLDER DESCRIPTION
City of East Orange	12/19/2014	NJ Division of Mental Health & Addiction Services	2015 GL/AL/WC	Certificate holder and the State of New Jersey are included as additional insureds (Grantor) as respects the City of East Orange's renewal of the Substance Use Disorder Treatment Initiatives Fee For Service Contract. *
City of East Orange	12/19/2014	PSE&G Holiday Lighting Group	2015 GL/AL/WC	Certificate holder is included as additional insured (Property Owner) as respects the City of East Orange's installation of holiday decorations on the certificate holder's utility poles in the City of East Orange from 01/01/2015 to 01/31/2015 and 12/1/2015 to 01/01/2016. Pole location schedule attached. *
City of East Orange	12/19/2014	United Way of Northern New Jersey	2015 GL/AL/WC	Evidence of insurance as respects the City of East Orange's WIC Program located at 185 Central Avenue, East Orange, NJ.
City of East Orange	12/19/2014	County of Essex	2015 GL/AL/WC	The County of Essex is included as an additional insured (Grantor) as respects the 2015 Home Friend Grant Contract. *
Town of West New York	1/2/2015	Key Equipment Finance	2015 GL/PROP	Certificate holder is included as additional insured (Lessor) for General and Excess Liability pursuant to the terms, conditions, & exclusions of the JIF Casualty Insurance Policy and as loss payee/lender (as respects the sole negligence of the Insured) the lease of a copy machine valued at \$1,658 account #CW01283006 located 425-60th Street, West New York, NJ 08093.
Town of West New York	1/2/2015	Municipal Capital Corp. and/or it's assigns	2015 GL/PROP	Certificate holder is included as additional insured (Lessor) for General and Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy and as loss payee/lender.
Town of West New York	1/2/2015	Patriot Public Finance	2015 GL/PROP	Certificate holder is included as additional insured (Lessor) for General and Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy and as loss payee/ lender the lease of a Savin 2545 copier with accessories, valued at \$8,348.
Town of West New York	1/2/2015	Patriot Public Finance	2015 GL/PROP	Certificate holder is included as additional insured (Lessor) for General and Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy and as loss payee/ lender the lease of a Savin 2522 digital copier w/accessories, valued at \$4,584.
Town of West New York	1/2/2015	Wildwood Convention Center	2015 GL	Evidence of Insurance as respects the Town of West New York Recreation Department cheerleading squads' participation in the Shore Showdown Cheerleading Competition being held in April 2015 at the Wildwood Convention Center.
Town of West New York	1/2/2015	Hackensack High School	2015 GL	Evidence of insurance as respects the Town of West New York's Recreation Department cheerleading squads' (Grades K-12) participation in the Rams All Stars Cheerleading Competition on 1/17/2015 at Hackensack High School.

**PUBLIC ENTITY JOINT INSURANCE FUND CERTIFICATES ISSUED 12/4/14 to 1/9/2015**

JIF Member	ISSUED	CERT HOLDER	COVERAGE	HOLDER DESCRIPTION
Town of West New York	1/2/2015	Hopatcong High School	2015 GL	Evidence of Insurance as respects the Town of West New York Recreation Department's cheerleading squads (Grades K-12) participation in the Hopatcong Wildcats Cheerleading Competition on 2/7/2015 at Hopatcong High School.
Town of West New York	1/2/2015	Livingston High School	2015 GL	Evidence of insurance as respects the Town of West New York's Recreation Department cheerleading squads' (Grades K-12) participation in the 15th Annual Livingston Cheerleading Invitational Competition in March 2015 at Livingston High School.
Town of West New York	1/2/2015	New Jersey Youth Baseball	2015 GL	New Jersey Youth Baseball and the City of Hackensack are included as additional insured (Event Sponsor & Premises Owner) as respects the Town of West New York Recreation Department 8U-16U baseball teams' participation in the New Jersey Youth Baseball Memorial Day Tournament during May. *
Town of West New York	1/2/2015	Paramus Catholic High School	2015 GL	Evidence of Insurance as respects the Town of West New York's Recreation Department Cheerleading Squads (Grades K-12) participation in the "All Levels" Annual Cheer Competition on 2/14/2015 at Paramus Catholic High School.
Town of West New York	1/2/2015	Secaucus High School	2015 GL	Evidence of insurance as respects Town of West New York's Recreation Department Cheerleading Squads participation in the Meadowlands Cheerleading Challenge at Secaucus High School on 1/24/2015.
Town of West New York	1/2/2015	Wayne Valley High School	2015 GL	Evidence of insurance as respects the Town of West New York's Recreation Department cheerleading squads' (Grades K-12) participation in the Spring Floor Event Cheerleading Invitational on Sunday, 3/8/2015 at Wayne Valley High School.
Town of West New York	1/2/2015	West New York Board of Education	2015 GL	Evidence of insurance as respects Town of West New York's Recreation Department use of the certificate holder's facilities.
Town of West New York	1/5/2015	Elmwood Park Memorial High School	2015 GL	Evidence of Insurance as respects the Town of West New York's Recreation Department Cheerleading Squads participation in the Winter Invitational Cheer Competition on 1/11/15 Senior Division - Grades 12th & under.
Town of West New York	1/5/2015	Hackensack HS Cheer Parent Organization	2015 GL	Evidence of Insurance as respects the Town of West New York's Recreation Department Cheerleading Squads participation in the Hackensack High School 9th Annual Cheer Challenge on 1/17/15.
Town of West New York	1/5/2015	Saddle Brook High School CPA	2015 GL	Evidence of Insurance as respects the Town of West New York's Recreation Department Cheerleading Squads participation in the Saddle Brook High School 7th Annual Cheerleading Competition on 1/18/15.

**PUBLIC ENTITY JOINT INSURANCE FUND CERTIFICATES ISSUED 12/4/14 to 1/9/2015**

JIF Member	ISSUED	CERT HOLDER	COVERAGE	HOLDER DESCRIPTION
Town of West New York	1/5/2015	Woodbridge High School	2015 GL	Evidence of Insurance as respects the Town of West New York's Recreation Department Cheerleading Squads participation in the Woodbridge Competition Cheer being held at Woodbridge High School on 1/25/15.
Town of West New York	1/5/2015	Hopatcong High School	2015 GL	Evidence of Insurance as respects the Town of West New York's Recreation Department Cheerleading Squads participation in the Chiefs Cheer Challenge being held at Hopatcong High School on 2/7/15.
Town of West New York	1/5/2015	Secaucus High School	2015 GL	Secaucus High School is included as an additional insured (Premises Owner) as respects the Town of West New York's Recreation Department Cheerleading Squads participation in the Meadowlands Cheerleading Challenge on 1/24/15.
Town of West New York	1/2/2015	Empire City Yonkers Raceway	2015 GL/AL/WC/APD	Yonkers Racing Corp., YRL Association, LP; Rooney Associates, Brian Boru Westchester Corp., Timothy J. Rooney are included as additional insureds as respects the Town of West New York's Senior Citizen Department sponsored trip to Empire Casino in May 2015. *
Town of West New York	1/2/2015	Ford Motor Credit Company LLC	2015 GL/AL/WC/APD	Certificate Holder is included as an additional insured (Lessor) and loss payee as respects Lease #8312100, the lease of three 2014 Ford Police Interceptor Utility vehicles VIN Numbers 1FM5K8AR7EGB54789, 1FM5K8AR3EGB54790 & 1FM5K8AR7EGB54792 valued at \$39,342 each.
Town of West New York	1/2/2015	Genting New York LLC	2015 GL/AL/WC/APD	Genting New York LLC (Premises Owner), The State of New York and New York Racing Association are included as additional insured (only as respects the sole negligence of the Insured) Town of West New York Recreation Department sponsored trip for West New York senior citizens to Resorts World Casino New York City. *
Town of West New York	1/2/2015	Wells Fargo Equipment Finance	2015 GL/AL/WC/APD	Wells Fargo Equipment Finance is included as an additional insured (Lessor) on liability and loss payee as respects the Town of West New York's lease of a 2013 Braun Ford E-350 Type II Ambulance VIN 1FDWE3FS6DDA62275 total cost new \$140,507.00. *
City of Passaic	1/2/2015	Evidence of Insurance	2015 CRIME STAT	Evidence of Statutory Bond Coverage for: Treasurer/Finance Director Ricardo Fernandez; Tax Collector Carrier Malak.
City of Passaic	1/2/2015	NJ Department of Health	2015 GL/AL/WC/APD	Evidence of insurance for the operations of the named insured.
City of Passaic	1/2/2015	NJ Transit	2015 GL/AL/WC/APD	NJ Transit is included as an additional insured (Lessor) and loss payee as respects the lease of 2011 Ford Supreme VIN# 1FDFF4FSXBDA83598 valued at \$50,401. *
City of Passaic	1/2/2015	State of New Jersey	2015 GL	Evidence of Insurance, Passaic Alliance 286 Passaic Street, Passaic, NJ 07055.
City of Passaic	1/2/2015	AABC American Amateur Baseball Congress	2015 GL	Evidence of insurance as respects the City of Passaic sponsored 12U Baseball Teams' participation in the AABC Tournament.

**PUBLIC ENTITY JOINT INSURANCE FUND CERTIFICATES ISSUED 12/4/14 to 1/9/2015**

JIF Member	ISSUED	CERT HOLDER	COVERAGE	HOLDER DESCRIPTION
City of Passaic	1/2/2015	State of New Jersey	2015 GL	The certificate holder is included as additional insured (Service Contract) as respects contract #14HPTN (Out-Patient Substance Abuse Treatment & Urine Testing) between the Department of Children & Families, the City of Passaic & the Passaic Alliance located at 286 Passaic Street, Passaic, NJ 07055. *
City of Passaic	1/2/2015	State of New Jersey School Development Authority	2015 GL/AL/WC	Certificate holder is included as an additional insured (Premises Owner) as respects the City of Passaic's use of the certificate holder's vacant lot (Parker Avenue, Passaic, NJ, Tax Block 4057, Lot 52), associated with the Dayton Avenue Elementary School for snow removal storage.*
City of Passaic	1/2/2015	County of Passaic	2015 GL/AL/WC	Evidence of Insurance
City of Passaic	1/2/2015	PSEG Holiday Lighting Group	2015 GL/AL/WC	Certificate holder is included as an additional insured (Property Owner) as respects the City of Passaic's installation of holiday decorations on the certificate holder's utility poles in the City of Passaic Business District in November and December. *
City of Passaic	1/2/2015	KaBOOM	2015 GL/AL/WC	Evidence of Insurance
City of Passaic	1/2/2015	The Passaic Board of Education	2015 GL/AL/WC	Certificate holder is included as an additional insured (Premises Owner) as respects general liability pursuant to the terms, conditions, limitations, and exclusions of the policy as respects the Shared Services Agreement. *
City of Passaic	1/2/2015	City of Paterson	2015 GL/AL/WC	City of Paterson is included as an additional insured (Grantor) as respects the City of Passaic providing support services for the Ryan White/HOPWA Program. Services include case management, rental assistance, utility assistance and security deposits.*
City of Passaic	1/2/2015	Princeton Blairstown Center	2015 GL/AL/WC	Certificate holder is included as additional insured (Premises Owner) as respects the City of Passaic's summer camp activities at the Princeton Blairstown Center in August. *
Town of West New York	1/5/2015	County of Hudson	2014 GL/AL/PROP	The County of Hudson is included as an additional insured (Grantor) as respects the Hudson County Division of Housing and Community Development Block Grant Program (CDBG) Approved Project for Fiscal Year 2014 - Veteran's Park Improvements (Grant Amount \$400,000).*
Town of West New York	1/5/2015	County of Hudson	2015 GL/AL/PROP	The County of Hudson is included as an additional insured (Grantor) as respects the Hudson County Division of Housing and Community Development Block Grant Program (CDBG) Approved Project for Fiscal Year 2014 - Veteran's Park Improvements (Grant Amount \$400,000).*
City of Perth Amboy	1/7/2015	State of New Jersey Div of Property Management	2015 GL	Evidence of Insurance
City of Perth Amboy	1/7/2015	State of New Jersey Treasury Division	2015 GL	Evidence of Insurance

**PUBLIC ENTITY JOINT INSURANCE FUND CERTIFICATES ISSUED 12/4/14 to 1/9/2015**

JIF Member	ISSUED	CERT HOLDER	COVERAGE	HOLDER DESCRIPTION
City of Perth Amboy	1/7/2015	Comite Patriotico Cultural Puertoriqueno	2015 GL	Evidence of Insurance
City of Perth Amboy	1/7/2015	County of Middlesex	2015 GL	Evidence of Insurance as respects the City of Perth Amboy's use of the Skywatch Surveillance Platform at two events: 1. Puertorican Hall Ave Cultural Feast in June 2. Dominican Festival in August.
City of Perth Amboy	1/7/2015	County of Middlesex	2015 GL	The County of Middlesex is included as an additional insured (Lessor) as respects the City of Perth Amboy's use of the Showmobile at the Andes Art Festival in June. *
City of Perth Amboy	1/7/2015	Michael Fallas	2015 GL	Evidence of Insurance as respects the City of Perth Amboy's use of Fink Park at 168 Smith Street, Perth Amboy, NJ in November for a Small Business Event and December for Pictures with Santa.
City of Perth Amboy	1/7/2015	Middlesex County Vocational & Technical Schools	2015 GL	Middlesex County Vocational and Technical and Adult Technical Schools are included as additional insured as respects the City of Perth Amboy's use of the gym for their Travel Basketball and Adult Fitness programs October through December. *
City of Perth Amboy	1/7/2015	MSVTS	2015 GL	Evidence of insurance as respects the City of Perth Amboy's use of Vo-Tech Perth Amboy for elections in June and November 2015.
City of Perth Amboy	1/7/2015	Perth Amboy Board of Education	2015 GL	Evidence of insurance as respects the City of Perth Amboy's use of the certificate holder's facilities for elections in June and November 2015.
City of Perth Amboy	1/7/2015	Grace Lutheran Church	2015 GL	Evidence of insurance as respects the City of Perth Amboy's use of the certificate holder's facilities for elections in June and November 2015.
City of Perth Amboy	1/8/2015	Middlesex County Vocational & Technical Schools	2015 GL	Middlesex County Vocational and Technical and Adult Technical Schools are included as additional insured as respects the City of Perth Amboy's use of the certificate holder's gym for their Travel Basketball and Adult Fitness programs January through March. *
City of Perth Amboy	1/7/2015	NJ Department of Health	2015 GL/AL/WC	Evidence of coverage
City of Perth Amboy	1/7/2015	Middlesex County Vocational and Technical Schools	2015 GL/AL/WC	Middlesex County Vocation and Adult Technical Schools are included as additional insured (Premises Owner) as respects City of Perth Amboy sponsored Youth Travel Basketball and Adult Fitness Classes only subject to policy terms and conditions. *
City of Perth Amboy	1/7/2015	Middlesex County Fire Academy	2015 GL/AL/WC	The County of Middlesex is included as an additional insured (Premises Owner) as respects City of Perth Amboy firefighter training throughout the year 2015. *
City of Perth Amboy	1/7/2015	New Jersey Department of Treasury	2015 GL/AL/WC	Evidence of Insurance

**PUBLIC ENTITY JOINT INSURANCE FUND CERTIFICATES ISSUED 12/4/14 to 1/9/2015**

JIF Member	ISSUED	CERT HOLDER	COVERAGE	HOLDER DESCRIPTION
City of Perth Amboy	1/7/2015	Harbortown Terrace LLC	2015 GL/AL/WC	Certificate Holder is included as an additional insured (premises owner) as respects the distribution of the City of Perth Amboy's 'Summer Lunch Program' at Harbortown Terrace during July and August, pursuant to the terms, conditions, limitation and exclusions of the JIF Insurance Policy. *
City of Perth Amboy	1/7/2015	PSE&G Holiday Lighting Group	2015 GL/AL/WC	PSE&G is included as an additional insured (Property Owner) as respects the City of Perth Amboy's attachment of holiday decorations, banners, and signs to utility poles during the 2015 holiday season. *
Township of Teaneck	1/8/2015	NJ Transit	2015 GL/AL	NJ Transit is included as an additional insured (Lessor) and loss payee as respects the Township of Teaneck's lease of 2011 Ford E-350 Supreme Van, VIN 1FDEE3FS3BDA63537. *

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