

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
November 30th, 2016**

NIP Conference Center – 900 Route 9 North Woodbridge, NJ at 10:00am

MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND CALLED TO ORDER AT 10:07AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS November 30th

Ricardo Fernandez – City of Passaic
Adam Cruz - City of Perth Amboy
Karen Dabney – City of Plainfield
Jamie Cryan - Town of West New York - Late
William Senande - City of East Orange - Absent
David Brown – Borough of Roselle
William Broughton – Township of Teaneck - Late
Chris Hartwyk – City of Orange

APPROVAL OF MINUTES OF October 25th 2016 Meeting

MOTION: Commr. Dabney
SECOND: Commr. Hartwyk
ABSTAIN: Commr. Brown

VOTE: ROLL CALL

Ricardo Fernandez – City of Passaic
Adam Cruz - City of Perth Amboy
Karen Dabney – City of Plainfield
Jamie Cryan - Town of West New York - Late
William Senande - City of East Orange - Absent
David Brown – Borough of Roselle
William Broughton – Township of Teaneck - Late
Chris Hartwyk – City of Orange

ADOPTION OF RESOLUTIONS

MOTION TO APPROVE RESOLUTIONS

- Resolution 29-16 – Approving Certain Disbursements totaling \$4,132.16
- Resolution 30-16 – Approving Claims Payments totaling \$702,483.20

MOTION: Commr. Dabney

SECOND: Commr. Hartwyk

Ricardo Fernandez – City of Passaic
Adam Cruz - City of Perth Amboy
Karen Dabney – City of Plainfield
Jamie Cryan - Town of West New York - Late
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EXECUTIVE DIRECTOR REPORT

- **Fast Track Report** – Mr. Hall presented the Financial Fast Track Report as of October 31, 2016. He advised that there were no material changes from September’s report. There were no questions.
- **Draft 2017 Budget** – Mr. Hall presented the Draft 2016 Budget to the Commissioners. He advised that the final budget would be presented at the December 21, 2016 meeting.
- **2017 RFPs** – Mr. Hall reported that the 2017 RFP Submissions have been reviewed, and a copy of the recommendations would be given to Chairman Fernandez for his review.

TREASURER’S REPORT

- Mr. DeBlasio reported that monthly financial report and cash management account has been reviewed. He advised that the Fund has met all outstanding obligations and its financial position is secure. There were no questions.

UNDERWRITING REPORT – Robert Smith (NIP Group)

- **Member Renewals Update** - All renewing members have received proposals
- **Member Renewal Data and Applications** - I will be reaching out to RM to verify data integrity and follow up on missing ancillary applications.

SAFETY DIRECTOR (Anthony Ven Graitis and Debbie Perillo)

- **Safety Incentive Program (SIP) Awards** - SIP awards will be handed out at December's meeting.
- **Wellness 2017** - A Wellness Incentive Program (WIP) will be developed for the PEJIF for 2017. Members participating will need to implement policies regarding wellness, along with forming a local wellness committee held on a regular basis. Members will also be expected to participate in PEJIF wellness challenges such as those focusing on walking, weight loss, and eating healthy. Program information and guidance materials will be distributed in December.
- **Cold Weather Preparation** - Bulletins will be handed out on Snow Plow Operation Safety and Winter Weather Precautions addressing pre-winter storm preparation, snow shoveling, snow blowing, using de-icers, entrance ways to buildings, parking lots and sidewalks, and steps and stairs. The hazard of freezing pipes was also discussed where risk control personnel inspect municipal buildings upon request.
- **Snow Removal** - Preparations for the upcoming winter season were discussed. A snow plow/removal policy should be in place. Federal Motor Carrier Safety Regulations (FMCSR) have reduced the hours of service regulations that dictate the amount of time a driver is permitted to be behind the wheel in a given day, and within a seven day period. While the FMCSR does not specifically apply to municipal operations, the research and limits imposed on over-the-road drivers provide guidance to local authorities as they manage their driving staff. The new Hours of Service regulations state that drivers cannot drive beyond the 14th hour when working 5 days per week, or beyond the 16th hour when working 2 days per week. In addition, the State of New Jersey has "Maggie's Law" which addresses driving while fatigued. This law defines "Fatigued" as "having been without sleep for a period in excess of 24 consecutive hours". A person driving while fatigued can be charged with recklessness, and if a fatality were to occur, the driver may face vehicular homicide charges.
- **DPW Written Programs and Training Requirements** - Informed members that PEOSH is planning to perform several DPW inspections in upcoming months. I reviewed the physical and administrative compliance items required for each municipality.
- **DPW PPE Compliance** – Developed a DPW compliance inspection Thumb drive for each municipality. It contained all written program templates, safety inspection form template, training requirement lists, best practices program and training recommendations and forms for administrative organization, also included were Job Hazard Analysis examples as well as an MSDS file for Right to Know compliance. All extended drives will be reviewed by the IT department at NIP and then distributed by Debbie Perillo to each municipality the week of December 5, 2016.

CLAIMS REPORT - Conrad Cyriax, James Renner & Robert Persico – (NIP Group)

- **Presentation - OPRA Requests - Donald Scarinci of Scarinci Hollenbeck** - Donald Scarinci, Esq. of the firm Scarinci & Hollenbeck, LLC addressed the Commissioners with a presentation on "Emerging Issues: New Jersey's Open Public Records Act."

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

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commissioner Fernandez made a motion to adjourn the meeting at 11:14am and Secretary Brown seconded the motion. Motion carried unanimously.

Prepared by J. Hall.

Jonathan Hall

Ricardo Fernandez

ALSO PRESENT:

Earl Miller – Advisor
Madeline Delgado – NIP
James Renner – NIP
Donald Scarinici – Scarinici & Hollenbeck
Gail White – Scirocco
Wayne E. Dietz – D & H Alternative
Maria Rivera- City of Perth Amboy
Diana Cortes – First MCO
Patrick DeBlasio – Treasurer
Rob Smith – NIP
George Crosby – BGIA
David Springer – NIP
Francis J. Kelly
Conrad Cyriax – NIP
Anthony VenGraitis – NIP
Larry Graham – Fairview Insurance
David S. Haris – CRC
Keith Platt – InServco
Matt Baron – InServco
Debbie Perillo – NIP
Patti Fahy – Reliance
Robert Persico – NIP