

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
December 15th, 2015
Avenel Room I - Hampton Inn Woodbridge, NJ at 10:00am**

MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND CALLED TO ORDER AT 10:05 AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

○ **ROLL CALL OF FUND COMMISSIONERS**

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

○ **APPROVAL OF MINUTES OF November 10th**

MOTION: Commr. Pelissier
SECOND: Commr. Dabney

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

○ **ADOPTION OF RESOLUTIONS**

MOTION TO APPROVE RESOLUTIONS

- **Resolution 31-15 – Approving Disbursements totaling \$29,525.27**
- **Resolution 30-15 – Approving Claims Payments totaling \$255,800**

MOTION: Commr. Dabney
SECOND: Commr. Broughton

VOTE: ROLL CALL

Ricardo Fernandez – City of Passaic
Peter Pellissier - City of Perth Amboy

Karen Dabney – City of Plainfield
Town of West New York -Absent
Naiima Horsley-Fauntleroy- City of East Orange
David Brown – Borough of Roselle
William Broughton – Township of Teaneck

EXECUTIVE DIRECTOR REPORT

- **Fast Track Report** – The November Fast Track is delayed due to meeting scheduling. Once completed it will be sent to all members.
- **2016 Final Assessment Budget** – The draft budget as of December 11 was presented to all members.
- **Member Renewals** – All members with expiring Indemnity & Trust Agreements have indicated that they have passed or will be passing Resolutions to Renew. We ask that as soon as the resolutions and agreements are available they be forwarded to the Administrator’s office.
- **2016 RFP’s** – The Fund Administrator has discussed the RFPs with the Fund Chairman and recommends renewing contracts for the Fund’s incumbent service providers. Resolutions will be available at the January meeting.
- **2016 Meeting Location and Dates** – Effective January 1, 2016, all PEJIF meetings will take place at the NIP Group Corporate Offices and Conference and Center, located at 900 U.S. 9 North, in Woodbridge. These offices have been beautifully renovated and having all meetings at this location will be cost effective.

SAFETY DIRECTOR (Anthony Ven Graitis and Debbie Perillo)

- **Guest Speaker – Chief Denis Connell** - Retired Chief Connell is a former Police Chief from Clark and currently provides training for many of the JIF’s in NJ on Police Supervisory Training. He is known as an expert on police matters, has been involved as an expert for certain litigation, and is interested in working with the PEJIF and GSMJIF on high profile LEL claims. Chief Connell discussed the need for police supervision and common issues arising for police officers today.
- **LEL Risk Control Plan** - TACT training seminars were held/scheduled for 11/20, 12/4, and 12/18 at Howell, Berkeley, and North Plainfield respectively.
- **SIP Awards** - SIP awards were provided to each member in varying amounts based on SIP criteria including member safety meeting attendance, on line training usage, and safety certification score. Awards in the amount of \$4,500 will be disbursed to members.
- **Carbon Monoxide Safety** - monthly risk control bulletin to be distributed to all members. First responders would benefit most from the topic information. Members will forward to appropriate departments within their municipalities.
- **Risk Control Service Plan** – all members have received the Risk Control Department recommendation service plan for 2016. Some members have already begun working with Debbie Perillo to implement the suggestions. Debbie Perillo will reach out to other members department directors in 2016 to begin discussing the risk control service plans for each specific department.
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- **Hazard Identification and Control Procedure Manual** - Debbie Perillo will reach out to all departmental Directors in January 2016 to review current practices and procedures to identify specific departmental hazards and assist in development and implementation of controls to deter future claim occurrences.

- **Holiday Hazards Safety Announcement** - members are reminded to ensure all holiday decorations are done in a proper manner with all the proper safety equipment to ensure that any municipal holiday decorations are secured as well as employees utilizing safe methods in performing these tasks. Members are encouraged to distribute the bulletin developed and distributed by Debbie Perillo at the beginning of December 2015 to all departments within the municipality for posting.
- **Risk Control Department Claim Reviews:** The PEJIF Risk Control Dept. Consultant will begin to analyze claim histories, near misses and departmental critical procedures for all members in order to determine loss causes and identify hazards and implement controls within each department to lower claim frequency as well as severity of future occurrences.
- **MEMBER UPDATES** - Each member gave an update on their respective Township/Borough/City since our last meeting.

TREASURER’S REPORT

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

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commissioner Fernandez made a motion to adjourn the meeting at 11:11am and Commissioner Horsley-Fauntleroy seconded the motion. Motion carried unanimously.

Prepared by J. Hall.

Jonathan Hall

Ricardo Fernandez

ALSO PRESENT:

Jonathan Hall – NIP
Earl Miller – NIP
David Springer - NIP
Steve Edwards - BGIA
Madeline Delgado – NIP
Wendy Wiebalk – NIP
Debbie Perillo – NIP
T. Fragoso – Scirocco
Patti Fahy – Reliance
Zach Edelman – Fairview Insurance
Kathy Martin – City of Passaic
Kathleen Guze – D & H Alternative

Wayne F. Dietz – Skylands Risk Management
Michael O’Connell – PQA
Patrick DeBlasio – Treasurer
Robert Smith – NIP
Anthony Ven Graitis – NIP
Denis Connell – Connell Consulting
Brian Erlandsen – BGIA
Francis J. Kelley – BGIA
George Crosby – BGIA
Nancy Fowlkes – InServco
Conrad Cyriaz – NIP
James Renner – NIP
Robert Persico – NIP