

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

March 21, 2017

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

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

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS

Ricardo Fernandez – City of Passaic
Adam Cruz – City of Perth Amboy - Absent
Rick Smiley – City of Plainfield
Jamie Cryan – Town of West New York- Late
Naiima Horsley-Fauntleroy – City of East Orange - Late
David Brown – Absent
William Broughton – Township of Teaneck
Chris Hartwyk – Absent

APPROVAL OF MINUTES OF February 22nd 2017 Meeting

MOTION: Commr. Horsley
SECOND: Commr. Broughton

VOTE: ROLL CALL

Ricardo Fernandez – City of Passaic
Adam Cruz – City of Perth Amboy - Absent
Rick Smiley – City of Plainfield
Jamie Cryan – Town of West New York- Late
Naiima Horsley-Fauntleroy – City of East Orange - Late
David Brown – Absent
William Broughton – Township of Teaneck
Chris Hartwyk – Absent

ADOPTION OF RESOLUTIONS

- **Resolution 15-17 – Approving Certain Disbursements – \$131,752.45**
- **Resolution 16-17 – Approving Claims Payments - \$789,015**

MOTION: Commr. Horsley

SECOND: Commr. Broughton

VOTE: ROLL CALL

Ricardo Fernandez – City of Passaic

Adam Cruz – City of Perth Amboy

Rick Smiley – City of Plainfield

Jamie Cryan – Town of West New York

Naiima Horsley-Fauntleroy – City of East Orange - Late

David Brown – Absent

William Broughton – Township of Teaneck

Chris Hartwyk – Absent

EXECUTIVE DIRECTOR REPORT – J. Hall (NIP Group)

- **2016 Year-End Actuarial Report Status** – Mr. Hall reported that the 2016 Year End Actuarial Study draft has been received and is being reviewed for finalization. Once the study is finalized, updated Fast Track reports will be circulated to the commissioners.
- **Risk Management Consultant Agreements** – Mr. Hall asked that all 2017 Risk Management Consultant Agreements be submitted to the Administrator’s office.
- **Contact List Updates** – Mr. Hall thanked those members that have already responded to the request for contact updates, and asked those outstanding to please submit their updates as soon as practicable.

TREASURER’S REPORT – P. DeBlasio

- 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.

SAFETY REPORT – Anthony Ven Graitis (NIP Group)

- **Presentation – Battalion Chief Mike Roberts of the City of Rahway Fire Department** –
- **Playground Safety** – Spring is here and playgrounds need to be inspected. Checklists should be prepared, equipment and apparatus checked, and FIBAR ordered. Please contact risk control to schedule inspections.
- **Training** – Battalion Chief Mike Roberts of the City of Rahway Fire Department presented on police and fire response to structure fires. Professional safety consultants from the PEJIF, working with Rahway police and fire personnel, have developed best practices that will be discussed on March 29, from 6:30 to 8:00 PM at the Rahway City Council Chambers. Battalion Chief Roberts spoke about the fire incident that occurred in March of 2016 which is the impetus for the best practices discussion
- **“When Words Fail” Training Classes being offered in March and April** - This unprecedented, four hour training session provides police officers with communication skills that will enable them to de-escalate combative subjects without compromising officer safety. Course

attendees will also learn how to utilize their Body Worn Cameras as an evidence-gathering tool, and as a mechanism to defend officer actions during verbally and physically combative situations. Following the interactive classroom training, course attendees will learn physical control techniques that will enable the officer to control a combative subject without using punches, kicks, strikes, or choke holds. The combination of conversational tactics, and hands-on training taught in this course will help to drastically reduce officer and agency liability and improve both officer and citizen safety. Classes are scheduled for March 30 in Rahway, April 6 in North Bergen, and April 25 in Parsippany.

- **Best Practices in Managing Traumatic Events Seminar scheduled for 3/23** - First Responders deal with a myriad of issues when responding to both large scale and more “Routine” emergencies. These responses can have a long term cumulative effect on our responders. This seminar will review a “routine” call that quickly developed into a large scale high-Profile incident. We will also hear from our experts on the long term effects of these responses and the resources available through PEJIF to address the effects on our personnel.
- **Police and Fire Response to Structure Fires Seminar scheduled for 3/29** - 29 Experts will discuss the effects of smoke and fire on emergency responders, as well as the Do's and Don'ts for Police Officers responding to Structure Fires. Several local structural fires will be reviewed and lessons learned will be discussed with the audience members. The Program is intended for Police Officers as well as Fire Chief's and Training Officers of the Fire Department.
- **Wellness: The First Challenge** - The Walk to Win challenge will run 10 weeks, starting on April 3 and running until June 12. It's a great challenge to promote being healthy, having fun and getting exercise for all employees. Awards will be given to teams with the most average steps in their municipality and across the PEJIF. In addition, awards will be given for teams with the “best name”, which will be voted on by a panel of professionals. Also, awards will be given out randomly to participants to encourage all to participate, even if at beginner levels.

CLAIMS REPORT – C. Cyriax (NIP Group)

- **Notice of Claim Requirements under the NJ Tort Claims Acts** - Jim Renner informed the Commissioners of a recent appellate ruling favorable to the Fund on Title 59 in the matter of Estate of Silver v. Twp. of No. Brunswick.
- **Key Performance Indicators of Claims Activity for the Fund** – Conrad Cyriax provided the Commissioners with the Claims Report. Key performance indicators of Claims Department activity were fully discussed including the number of new claims received and the sum of claims closed during the preceding month. Frequency trends affecting the Fund were discussed as well as other critical measurements of Claims Department activity such as closing ratio.
- **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 11:01am and Secretary Horsley-Fauntleroy seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

Ricardo Fernandez

ALSO PRESENT:

Madeline Delgado – NIP
Robert Persico – NIP
Earl Miller – Advisor
James Renner – NIP
Kathleen Guze – D & H
Kheesha Walls – City of Plainfield
Jonathan Hall – NIP
Paul Anzano – PQA
Rob Smith – NIP
George Crosby – BGIA
Anthony Ven Graitis – NIP
Frank Kelly – BGIA
Conrad Cyriax – NIP
Monette Galfilo – CRC
Michael Roberts – Rahway Police Department
Larry Graham – Fairview Insurance
Scott Readlinger – HUB
Samantha Hobs – InServco
Thea Isabella – Twin Boro
Shep Brown – City of Plainfield
Marty Mayes – City of Orange
Patty Fahy – Reliance
Kelly Royce – First MCO