

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

February 22nd, 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 10:06AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS

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

APPROVAL OF MINUTES OF January 24th 2017 Meeting

MOTION: Commr. Brown

SECOND: Commr. Rivera

ABSTAIN: Commr. Cryan

VOTE: ROLL CALL

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

ADOPTION OF RESOLUTIONS

- **Resolution 12-17 – Approving Certain Disbursements – \$868,414.58**
- **Resolution 13-17 – Approving Claims Payments - \$321,299**

MOTION: Commr. Brown

SECOND: Commr. Hartwyk

VOTE: ROLL CALL

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

• **Resolution 14-17 - Approving Appointed Counsel – Town of West New York**

MOTION: Commr. Brown
SECOND: Commr. Hartwyk

VOTE: ROLL CALL

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

EXECUTIVE DIRECTOR REPORT – J. Hall (NIP Group)

- **2016 Year-End Actuarial Report Status** – Mr. Hall reported that the first draft of the year-end actuarial study has been received and is being reviewed. As soon as the study is finalized, the Fast Track Reports will be updated and distributed to all Commissioners.
- **Contact Updates** – Mr. Hall asked that any members who have not returned their updated contact lists, please do so as soon as possible.

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.
- Mr. DeBlasio also provided an overview of the performance of the Fund’s investments during the 2016 Fund Year as of December 31, 2016.

UNDERWRITING REPORT – R. Smith (NIP Group)

- **Presentation on 2017 Excess Insurance Highlights** – Brian Erlandsen & Frank Kelly (BGIA) – Gave a presentation on member’s 2017 excess insurance highlights. Presentation was distributed to members after the meeting.

SAFETY REPORT – Anthony Ven Graitis (NIP Group)

- **Hearing Conservation-Guest speaker Dr. Philip G. Passes, Managing Partner of ESI Medical, LLC** - Dr. Phil Passes of ESI Medical presented on Hearing Loss Prevention, common hazards in the municipal workplace, and aspects of a good hearing loss prevention programs including noise exposure monitoring, engineering and administrative controls, hearing protective devices, education, record keeping, and audiometric testing. ESI Medical is available to assist PEJIF municipalities in all aspects of their hearing conservation programs and will meet on member site locations.
- **Best Practices in Managing Traumatic Events Seminar Reminder** - Best Practices Managing Traumatic Events Seminar is scheduled for March 23, 2017, at the Union Township Senior Center from 10:00AM to 2:00PM. All member municipality representatives are invited. Also, “When Words Fail” Police training in verbal de-escalation and safe take downs is scheduled for March 30, April 6, and April 25. All municipality officers are encouraged to register to attend a training class which will be filled on a first come, first serve basis
- **Code Blue Legislation** - Code Blue Legislation. Risk Control will advise members once the bill is signed into law but recent legislation looks to: provide liability protection for volunteer organizations and political subdivisions acting accordingly to the law, requires government support be provided to volunteer organizations requesting assistance, and requires every county and municipality (with at least 10 homeless people) to have a plan in place to take care of the homeless during cold winter months.
- **Confined Space Entry** - The recent critical event that occurred in Key Largo, FL, where three utility workers descended into a manhole and died, and a firefighter was found in critical condition, was discussed. Confined Space Awareness and Confined Space Permit Required training is available to personnel. Risk Control recommends that all emergency responders, public works employees, and other employees who may be confronted with confined space entry take advantage of available training.
- **Cyber Security** - Security Cyber Security: A bulletin with information from the US Government will be shared on Cyber Security and Ransomware. Many municipalities in New Jersey have been attacked and members should take precautions to prevent a breach including use of trained IT professionals, backups, risk analysis, staff training, vulnerability patching, application whitelisting, incident response, business continuity, and penetration testing.
- **Abandoned Property Sub Committee Formation** - Chairmen Fernandez advised the PEJIF fund commissioners that an Abandoned Property Sub Committee should be formed after very good discussions at last month’s Fund meeting. Commissioners agreed that a sub-committee will be formed and representatives from each member will be appointed.

CLAIMS REPORT – C. Cyriax (NIP Group)

- **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 and recoveries.

- **Opioid Litigation against Pharmaceutical Manufacturers and Distributors** - Conrad also reported on a request to join a class action lawsuit seeking damages against pharmaceutical drug companies based on their manufacture of opioid drugs. Following an investigation it was determined that the Fund's payout of Class II scheduled drugs was not sufficiently significant to warrant participation in the action as a class member.
- **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 11:35am 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
David Springer – NIP
Conrad Cyriax – NIP
Anthony Ven Graitis – NIP
George Crosby – BGIA
Rob Smith – NIP
Patrick DeBlasio – Treasurer
Michael O'Connell – PQA
Jonathan Hall – NIP
Kathleen Guze – D & H Alternative
Jenifer Schetting – D & H Alternative
Kathy Martin – City of Passaic
Jim Renner – NIP
Frank Kelly – BGIA

Brian Erlandsen – BGIA
Shanell Booker – InServCo
Nancy Foulkes – InServCo
Patti Fahy – Reliance
Danielle Voda – Fairview Insurance
David Harris – CRC
Monette Galello – CRC
Steve Daveggia – NIP