

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

December 20, 2016

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
City of Plainfield - Absent
Jamie Cryan – Absent
Naiima Horsley-Fauntleroy
David Brown – Borough of Roselle
William Broughton – Township of Teaneck
Chis Hartwyk – City of Orange - Absent

APPROVAL OF MINUTES OF November 29th 2016 Meeting

MOTION: Commr. Horsley-Fauntleroy
SECOND: Commr. Broughton

VOTE: ROLL CALL

Ricardo Fernandez – City of Passaic
Adam Cruz - City of Perth Amboy
City of Plainfield - Absent
Jamie Cryan – Absent
Naiima Horsley-Fauntleroy
David Brown – Borough of Roselle
William Broughton – Township of Teaneck
Chis Hartwyk – City of Orange – Absent

ELECTION OF SECRETARY TO FILL UNEXPIRED TERM

- Request for Nominations – Commissioner Cruz nominated Commissioner Broughton. Commissioner Brown seconded the motion
- Election of Secretary – Commissioner William Broughton of Township of Teaneck

ADOPTION OF RESOLUTIONS

MOTION TO APPROVE RESOLUTIONS

- Resolution 28-16 – Approving Certain Disbursements totaling \$20,422.77
- Resolution 29-16 – Approving Claims Payments totaling \$738,392

MOTION: Commr. Brown

SECOND: Commr. Horsley-Fauntleroy

Ricardo Fernandez – City of Passaic
Adam Cruz - City of Perth Amboy
City of Plainfield - Absent
Jamie Cryan – Absent
Naiima Horsley-Fauntleroy
David Brown – Borough of Roselle
William Broughton – Township of Teaneck
Chis Hartwyk – City of Orange - Absent

EXECUTIVE DIRECTOR REPORT

- **Fast Track Report** – Mr. Hall presented the Financial Fast Track Report as of November 30, 2016. He advised that there were no material changes from October’s report. Mr. Hall also mentioned that the Fast Track Report as of December 30, 2016 will be released to the membership, once the Year-End Actuarial Report is completed.
- **2017 Final Assessment Budget** – Mr. Hall presented the 2017 Assessment Budget to the Commissioners. He advised that the final budget for adoption will be presented at the January 25, 2017 Re-organization Meeting.
- **Member Renewals** – Mr. Hall thanked those members that had provided their executed Resolutions to Rejoin and their Indemnity & Trust Agreements. Any renewing members that have not submitted their documents, please do so as soon as they are executed by your respective governing bodies.
- **2017 RFPs for Service Providers** – Mr. Hall reported that the 2017 RFP recommendations have been shared with the Fund Chairman and will be adopted at the 2017 Re-organization Meeting.

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 Data Updates** – All Auto ID cards have been issued and insurance renewal summaries should be expected the 2nd week of January.

SAFETY DIRECTOR (Anthony Ven Graitis and Debbie Perillo)

- **Wellness** - Per the email sent to all PEJIF commissioners, the PEJIF Wellness Initiative will begin effective 1/1/17. Members must send the contact information for the Wellness Coordinator, or Champion, from their municipality. This person will support the efforts within the municipality while also being the liaison with the PEJIF risk control team. Guide lines have been provided regarding the wellness program to be put in place, selection criteria for the Wellness Coordinator and the Wellness chairpersons, and the Wellness Incentive Program. Four safety meetings must be held and the member must participate in PEJIF sponsored wellness events such as a CPR challenge, Walk to Win competition, Biggest Loser challenge, etc.
- **Risk Control Bulletins - Carbon Monoxide and Holiday Hazards** - Carbon Monoxide (CO) is responsible for numerous illnesses and deaths each year both on-the-job as well as off-the-job. Carbon monoxide is a poisonous, colorless, odorless, and tasteless gas that cannot be detected by the senses. It is a by-product of combustion (burning of carbon-containing materials such as natural gas, gasoline, kerosene, oil, propane, coal, or wood) and is often mixed in with gases that you can smell and still not know that CO is present. Internal combustion engines, even when properly maintained, that burn gasoline, propane and to a lesser extent, diesel fuel are the cause of many carbon monoxide poisoning cases. When not maintained properly, internal combustion engines give off extremely high amounts of carbon monoxide gas. Home and industrial heating furnaces with blocked or leaking chimney flues also cause CO poisoning. Symptoms include headache, fatigue, dizziness, drowsiness, and nausea.

Holiday Hazards were discussed including occupational and non-occupational hazards including: Hanging Decorations results in more than 5,000 people are injured in decorating-related falls each holiday season. Sledding accidents cause 33,000 injuries each year, according to the National Safety Council. In 2006, 623 people lost their lives in car crashes. During Christmas and New Year's, alcohol is responsible for nearly half of vehicle accident fatalities. From 1998 to 2007, deep-frying turkeys has resulted in at least 138 incidents involving turkey fryers that caused 36 injuries and more than \$7.8 million in property loss. Poisonous holiday plants, including holly and mistletoe, should be kept out of the reach of small children or pets around the holidays. Nearly 3,000 people in the United States die each year from choking, according to the National Safety Council, so care should be taking when eating holiday meals. Food poisoning results in about 48 million people being hospitalized each year because of foodborne diseases, according to the Centers for Disease Control and Prevention. Make sure ground meat like is cooked to 160 degrees, chicken reaches 165 degrees, and whole meat (like steak) gets to at least 145 degrees. Bacteria grow on foods as they drop in temperature, so don't leave dishes sitting out for long periods and put away leftovers within two hours.

- **Safety Incentive Awards Announcements** - \$3,500 of awards were announced.
- **Announcement of EMS Roundtable on January 26, 2017** - 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 the PEJIF and beyond to address the effects on our personnel.

When: Thursday January 26, 2017 10:00 AM to 2:00 PM

Where: Union Township Senior Center, Union NJ
968 Bonnell Court, Union, NJ

- **Risk Control Services 2017** - Your Risk Control Professional is available to discuss a plan to meet your municipality's needs.

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

- **Key Performance Indicators for the Claims Department for October, 2016** - Conrad Cyriax provided the Commissioners with the Claims Report. Key performance indicators of Claims Department activity were discussed including the number of new claims received and the sum of claims closed during the month of October, 2016. Frequency trends affecting the Fund were discussed as well as other critical measurements of Claims Department activity such as closing ratio and pending reserves.

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 10:52am and Secretary Horsley-Fauntleroy seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

Ricardo Fernandez

ALSO PRESENT:

Earl Miller – Advisor
Madeline Delgado – NIP
James Renner – NIP
Paul Anzano – PQA
David Springer – NIP
Kathy Martin – City of Passaic
Gail White – Scirocco
John Carrasco – Skylands
Maria Rivera – City of Perth Amboy

Brian Erlandsen – BGIA
Rob Smith – NIP
Patrick DeBlasio – Treasurer
George Crosby – BGIA
Francis Kelly – BGIA
Conrad Cyriax – NIP
Anthony Ven Graitis – NIP
Robert Persico – NIP
Diana Cortes – First MCO
Lary Graham – Fairview
Nancy Fowlkes – InServCo
Steve Daveggia – NIP
Michael Griffith – NIP
Patti Fahy – Reliance
Shanell Booker – InServCo
Donald Scarinici – Scarinici & Hollenbeck
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