

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

October 24, 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 10:13AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS -

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

APPROVAL OF MINUTES OF September 26, 2017 Meeting

MOTION: Commr. Brown
SECOND: Commr. Horsley-Fauntleroy
ABSTAIN: Commr. Walls

ADOPTION OF RESOLUTIONS

- **Resolution 27-17 – Approving Certain Disbursements – \$3,069.26**
- **Resolution 28-17 – Approving Claims Payments - \$545,680.52**

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

VOTE: ROLL CALL

Naiima Horsley-Fauntleroy – City of East Orange
Chris Hartwyk – City of Orange
Ricardo Fernandez – City of Passaic
Adam Cruz – City of Perth Amboy - Absent
Kheesha Walls – City of Plainfield
David Brown – Borough of Roselle

William Broughton – Township of Teaneck
Jamie Cryan – Town of West New York - Absent

EXECUTIVE DIRECTOR REPORT – J. Hall (NIP Group)

- **Mid-Year Actuarial Study** – Mr. Hall advised that the mid-year reserve study was complete. Mr. Hall discussed the results by line of coverage and the impact on each year’s net position, as applicable.
- **Fast Track Status** - The Fast Track reports for June, July, and August were discussed. The September Fast Track will be distributed as soon as it is complete.
- **2018 Requests for Proposals** - Mr. Hall advised that the submission deadline for RFQ/RFP responses has elapsed. For any positions for which responses have not been received, the Administrator’s office will post extensions as needed. The Administrator will be presenting a summary to the Chairman at the November meeting.

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.

UNDERWRITING REPORT – Robert Smith (NIP Group)

- **2018 Excess Renewal Update** - We continue to work with our excess partners to get the best renewal possible. We are exploring alternatives to ensure the best coverage at the most reasonable cost.
- **2018 Member Renewals** - Please be sure to complete all renewal applications including site pollution which is a separate placement and can not be placed without updated applications.
- **NJSLOM Cocktail Reception** - Details regarding the cocktail reception were discussed and invitations were distributed.

SAFETY REPORT – Anthony Ven Graitis (NIP Group)

- **Stewardship Report Update** – Stewardship reports are being finalized and will be sent out electronically to administrators and risk managers. Meetings will be scheduled to discuss past performance and future risk control action plans.
- **Snow Plow Rodeo** - All snow plow drivers from members of the Garden State Municipal Joint Insurance Fund (GSMJIF) and Public Entity Joint Insurance Fund (PEJIF) are invited to attend. Representatives from each municipality will be scheduled for individual heat times. Participants will be required to steer through an obstacle course of left and right turns, maneuver around parked cars and move through a serpentine series of cones. There will be CDL and non-CDL driver categories. The drivers will be timed for speed, safe driving and judged for effectively pushing the snow (markers must be moved) while avoiding parked cars and other obstacles.
- **OSHA Top 10 Violations** - PEOSH most frequently cited violations of 2017 were discussed including: Recordkeeping, Written Programs including Fire Prevention Plan, Emergency Action Plan, Lockout/Tagout Program, PPE Hazard Assessments, Fire Extinguishers, Hazard Communication, and Electrical Safety

- **Wellness Competition: “Maintain, Don’t Gain”** – The “Maintain, Don’t Gain” holiday challenge is an 8-week program that will encourage employees to maintain their weight through education on nutrition and fitness. Employees will weigh-in at the beginning of the program and weigh-out at the end. Participants who maintain their weight will win a prize. The wellness challenge starts November 6 and ends January 9.
- **Active Threat Seminar** - The Active Threat Seminar will be planned for December or January, pending scheduling of presenters.
- **Travelers Property Inspections-** Property inspections are being performed at member locations by Travelers Insurance Company. Risk Control has coordinated and attended the site visits and will help author a formal reply to the insurance company based on findings and your employees responses.
- **Leaf Cleanup-** Collecting leaves can be a hazardous task. Each year across the United States one or more municipal workers are killed during leaf collection season. Currently, municipalities and public agencies are collecting leaves using a variety of techniques. Their goal is to pick up leaves in a safe yet efficient manner. Any leaf collection operation exposes workers to hazards. The responsibilities of supervisors, drivers and workers on foot are discussed in this bulletin.
- **Work Zone/Flagger Safety-** Public roads and work zones are hazardous both for motorists who need to drive through the complex array of signs, barricades, and “on foot” employees. But it is also dangerous for workers who build, repair, or maintain our streets, bridges, and highways. A safety bulletin will be distributed to remind employees of best practices and available engineered controls to mitigate risk. The Federal Highway Administration developed an APP for I-Phone and Android. The YouTube demonstration video showing how the APP works will be included in the safety bulletin.

CLAIMS REPORT – C. Cyriax (NIP Group)

- **Key Performance Indicators of Claims Activity** – 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.

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Chairman Fernandez made a motion to adjourn the meeting at 11:11am and Alternate Commissioner Rivera seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

Ricardo Fernandez

ALSO PRESENT:

Madeline Delgado – NIP
Robert Persico – NIP
James Renner – NIP
Kathy Martin – City of Passaic
Kathleen Guze –D & H
Gail White – Scirocco
Wayne E. Dietz – D & H
Jonathan Hall – NIP
Patrick DeBlasio – Treasurer
Michael O’Connell – PQA
Brian Erlandsen – BGIA
Robert Smith – NIP
George Crosby – BGIA
David Springer - NIP
Conrad Cyriax – NIP
Anthony Ven Graitis – NIP
Keith Skeba – NIP
Frank Kelly – BGIA
Marty Mayes – City of Orange
Keith Platt – Inservco
Tom Fitzpatrick – Fairview Insurance
Frank Oddo – NIP
Steve Daveggia – NIP
Kelly Royce – First MCO
Patti Fahy – Reliance