

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
November 27th, 2018
NIP Auditorium – 900 Route 9 North Woodbridge, NJ at 10:00am**

MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:01AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ELECTION OF SECRETARY

- Commr. Fernandez nominated Commr. Russell for Secretary, with the nomination seconded by Commr. Cryan. No further nominations proposed.
- Swearing in of Secretary by Fund Attorney.

ROLL CALL OF FUND COMMISSIONERS

VOTE ROLL CALL:

Rick Fernandez – City of Passaic
City of East Orange – ABSENT
Chris Hartwyk – City of Orange
Maria Rivera - City of Perth Amboy
Ron West - City of Plainfield
Borough of Roselle - ABSENT
Dean Kazinci - Township of Teaneck
Jamie Cryan - Town of West New York

ADJOURN TO EXECUTIVE SESSION TO DISCUSS Request for Proposals for 2019

In accordance with Section 8 of the Open Public Meetings Act, the public body is in Executive Session, as follows:

1. The Public shall be excluded from discussion of and action upon the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:
 - o Requests for Proposals for 2019 - Selections

APPROVAL OF MINUTES OF October 23rd, 2018 Meeting

**MOTION: Commr. West
SECOND: Commr. Kazinci
ABSTAIN: Hartwyk; Rivera; Russell; Cryan**

VOTE: ROLL CALL

Rick Fernandez – City of Passaic
City of East Orange – ABSENT
Chris Hartwyk – City of Orange
Maria Rivera - City of Perth Amboy
Ron West - City of Plainfield
Borough of Roselle - ABSENT
Dean Kazinci - Township of Teaneck
Jamie Cryan - Town of West New York

ADOPTION OF RESOLUTIONS

• **Resolutions 27-18 and** Commissioner Fernandez announced that there aren't enough Commissioners to reach a Quorum. These resolutions will be voted on and our next vote for Secretary will be chosen at our next PEJIF Commissioners meeting on November 27th, 2018.

- **Resolution 27-18** – Approving Certain Disbursements – \$69,051.60 - October 23rd
- **Resolution 28-18** – Approving Claims Payments – \$947,806.02 – October 23rd
- **Resolution 29-18** – Election of Fund Secretary – Commissioner Russell
- **Resolution 30-18** – Approving Certain Disbursements – \$42,025.89
- **Resolution 31-18** – Approving Claims Payments – \$675,243.76

MOTION: Commr. Cryan
SECOND: Commr. Kazinci
ABSTAIN:

VOTE: ROLL CALL

Rick Fernandez – City of Passaic
City of East Orange – ABSENT
Chris Hartwyk – City of Orange
Maria Rivera - City of Perth Amboy
Ron West - City of Plainfield
Borough of Roselle - ABSENT
Dean Kazinci - Township of Teaneck
Jamie Cryan - Town of West New York

EXECUTIVE DIRECTOR REPORT – J. Hall (NIP Group)

- **Draft PEJIF 2019 Budget** – Mr. Hall presented the Draft 2019 PEJIF Budget and discussed the key market, exposure, and loss experience factors impacting the assessment change from 2018.
- **Fast Track Report** – Mr. Hall discussed the FastTrack report as of October 31, 2018. There were no questions.

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 – R. Smith (NIP Group)

- **Renewal Applications** – All renewal applications are now past due, please work with your risk managers to have these completed, signed and sent in.
- **UST & Site coverage** – This is a separately placed coverage. Without the original signed apps and any ancillary information needed, we cannot bind these. Please complete and submit as soon as possible.
- **Transit & Transportation Services** – Please update your risk manager with any transportation or ride sharing services your municipality provides. These can include senior buses, dial a ride, etc.
- **Drones** – The use of drones for police activity as well as other municipal business is becoming more prevalent. Owned drones require a separately placed coverage. Please notify your risk manager if you plan on purchasing any drones so we can supply the applications in advance and this coverage can be lined up upon receipt of the drones.
- **Prospects** – Next Month we will report on prospects and submissions.

SAFETY DIRECTOR – A. Ven Graitis (NIP Group)

- **Presentation: Tim Weiss, DCA, Fire Fighter CDL** – Tim Weiss of the New Jersey Division of Fire Safety, North West Region Fire Coordinator, presented on the exemption for CDL's for fire fighters in NJ, and surrounding areas including PA and NY, and areas of concern regarding insurance coverage and when a CDL may be required. Issues may arise when driving in non-emergency or non-job-related activities. This could include driving to a parade or showcase event, driving to have the vehicle service, or driving while picking up or delivering the trucks. Risk control will issue a bulletin addressing the concerns noted in a December bulletin.
- **Stewardship Presentation** – Postponed for December meeting
- **Wellness Update** – The CPR/AED challenge has been extended to February 28, 2019, due to the high demand and scheduling conflicts. Your risk control consultant will be reaching out to you in December to schedule.
- **Snow Plow Rodeo Awards/Announcements** – An updated snow plow safety bulletin has been issued and shared with all members. Specific items reviewed include applicable federal laws, safe driving, Maggie's Law, and municipalities need to establish plans for resting drivers while maintaining services to the community.
- **Snow Plow Safety** – An updated snow plow safety bulletin has been issued and shared with all members. Specific items reviewed include applicable federal laws, safe driving, Maggie's Law, and municipalities need to establish plans for resting drivers while maintaining services to the community.
- **CO and Law Enforcement Personnel** – A new bulletin issued in October 2018, by the Washington State Department of Labor & Industries-Division of Occupational Safety and Health, is titled Carbon Monoxide and Law Enforcement Personnel and was shared with all members. The bulletin was issued to address confirmed identified issues with For Interceptor SUV's with model years of 2013-2017. Cracks in vehicle exhaust manifolds were found to permit Carbon Monoxide (CO) gas to enter the engine compartment and flow into the cab

through the ventilation system. CO is a colorless, odorless gas which can be deadly. Symptoms can include light headedness, dizziness, headaches, nausea, vomiting, confusion, weakness, drowsiness, loss of consciousness, and possible death under prolonged or highly concentrated exposure. Members should have an experienced mechanic inspect vehicles identified as having concerns and police officers should be made aware of this problem.

- **DPW Roundtable** – Risk control has decided to postpone the DPW Roundtable scheduled for November 29 until the early spring due to schedules in the member departments and to allow spring time issues to be addressed closer to the season.
- **WWF** – When Words Fail training is scheduled for December 14. The verbal de-escalation, physical restraint training will be offered to all member municipalities. The location will be finalized, and an announcement made.
- **TPOP Reminder/Follow-up** – The Power of Preparedness on line “Active Threat/Shooter” training is still available as 500 seats were allocated to members as a pilot program. Risk control can provide this on-line training to your municipal employees along with live training.

CLAIMS REPORT – C. Cyriax (NIP Group)

- **Key Performance Indicators for October 2018** – 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 preceding month. Frequency trends affecting the Fund were discussed as well as other critical measurements of Claims Department activity such as closing ratio.
- **OPRA Requests** – Jim Renner discussed a recent OPRA request received from the Asbury Park Press on Law Enforcement Liability Claims.

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 11:27am and Chairman West seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

Bryan Russell

ALSO, PRESENT:

Madeline Delgado – NIP
Robert Persico – NIP
Keith Skeba – NIP
Anthony Ven Graitis – NIP
Jack Zisa – RMC
Richard Crooks – Claims Resolution Corp.
Nancy Fowlkes – CRC
Amy Zeiders - Inservco
George Crosby – BGIA
Rob Smith – NIP
Brian Erlandsen – BGIA
Conrad Cyriax – NIP
John Shaldanian – Township of Teaneck
Frank Kelly – BGIA
Patti Fahy – Acrisure