

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

December 29, 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 10:07AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS -

City of East Orange – Absent
Marty Mayes – City of Orange
Ricardo Fernandez – City of Passaic
Adam Cruz – City of Perth Amboy
Kheesha Walls – City of Plainfield
Borough or Roselle – Absent
William Broughton – Township of Teaneck
Jamie Cryan – Town of West New York – (Late)

Closed Session for (members only) to discuss and review the RFP's submissions for 2018 J. Hall; Marty Mayes; R. Fernandez; M. Rivera; A. Cruz; K. Walls; D. Kazinci & M. Delgado.

APPROVAL OF MINUTES OF November 28, 2017 Meeting

MOTION: Commr. Cruz
SECOND: Commr. Broughton
ABSTAIN: NA

ADOPTION OF RESOLUTIONS

- **Resolution 37-17 – Approving Certain Disbursements – \$64,381.74**
- **Resolution 38-17 – Approving Claims Payments - \$646,171.88**

MOTION: Commr. Mayes
SECOND: Commr. Cruz

VOTE: ROLL CALL

City of East Orange – Absent
Marty Mayes – City of Orange
Ricardo Fernandez – City of Passaic
Adam Cruz – City of Perth Amboy

Kheesha Walls – City of Plainfield
Borough or Roselle – Absent
William Broughton – Township of Teaneck
Jaime Cryan – Town of West New York (Absent for Vote/Late)

EXECUTIVE DIRECTOR REPORT – J. Hall (NIP Group)

- **Fast Track** – Mr. Hall presented the November Fast Track. There were no questions. Mr. Hall advised that the December Fast Track will be released after the Year-End Reserve Study is completed.
- **PEJIF 2018 Budget** – Mr. Hall presented the 2018 Draft Budget and advised that the final budget will be presented at the January Re-organization meeting.
- **Member Renewals** – Mr. Hall advised that all expiring members had advised they were renewing. Mr. Hall thanked them for their continued confidence in the PEJIF.
- **PEJIF 2018 Meeting Dates** – Mr. Hall distributed the meetings dates for 2018. The meetings will be held at NIP Offices.

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)

- **Quasi Municipal Entity Updates** - In early January, the underwriting team will be distributing lists of all Quasi’s we have on file for each municipality. Please review, update and return.
- **Website Locked** - The website is currently locked, should you need to make any changes, please contact Joseph Brown or myself. The website will open again in mid-January.
- **Applications Follow-up** – Please send in all completed apps. We will continue to update members to let them know what we are missing.
- **Site Coverage** – Any members purchasing site coverage, coverage can not be bound without updates executed apps. Please forward these if you have not done so already.
- **Indemnity & Trust Update** - Please forward all executed I&T agreements as well as all risk manager agreements upon completion.

SAFETY REPORT – Anthony Ven Graitis (NIP Group)

- **Guest Speaker- Raymond Sobieski, Co-Founder-Report It, LLC - Anonymous crowd sourcing mobile platform for loss prevention** - Report it is an innovative anonymous crowd-sourcing mobile platform and it is currently deployed effectively in several NJ communities as a tool for citizens to communicate safety, security and quality of life concerns directly to town management. They just launched a program with the Monmouth County Sheriff’s office to promote the "See Something, Say Something" program. Their technology can be used as a loss prevention tool for municipal employees as well. With employees, residents and visitors having a simple and anonymous way to communicate concerns or safety hazards directly

to town leadership, the opportunity exists to prevent accidents before they become claims. Report it will work with members and risk control to support a pilot program

- **Spotters** - Many OSHA regulations call for someone on each job site to make sure that people, equipment and the site are safe. Generally known as a “spotter,” this person provides guidance, so people don’t get hurt and things don’t get damaged. Spotters are particularly important when it comes to performing such tasks as bulk or leaf pick-up. A bulletin will be issued on Spotter use and safety.
- **Ice Damming, Pipe Bursting, and Wintry Weather** - Ice dams can cause property damage to buildings, both the exterior and interior, in cold winter months. The hazard is created when the top of roofs are warm, allowing ice and snow to melt, where it then freezes towards the bottom of the roof near the gutters and down spouts. An ice dam can be created where flowing water cannot exit the roof, backing up and under the roof. Proper ventilation in attic spaces is needed to remove warm air, proper insulation should be added in the ceiling to prevent warm air from entering the attic space, and removing the ice/snow from the roof by using snow rakes or heating strips can mitigate or eliminate the risk. Pipe Bursts can be avoided by insulating pipes near the outside walls or in unheated spaces, where particular attention should be placed on pipes with a history of freezing/bursting. Winter Weather precautions for staff should be taken with the colder weather approaching, including making sure employees dress in layers and protect each part of the body, take frequent “warming” breaks, and understand the risk of hypothermia and frostbite.
- **Carbon Monoxide** - Carbon monoxide (CO) 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 including natural gas, gasoline, kerosene, oil, wood, and coal. Internal combustion engines create can generate carbon monoxide, resulting in poisoning. Symptoms of exposure can include headache, fatigue, dizziness, drowsiness, and nausea. In winter months, including during power outages, emergency responders should be aware of the hazard of CO when responding to emergencies or sick/disabled residents as improper venting of combustion by products in households, from generators and combustion engines, fire places, stoves, and furnaces, can create a deadly atmosphere. Also, carbon monoxide detectors should be installed and maintained. A bulletin will be issued on Carbon Monoxide.
- **Wellness-WIP Awards and Maintain** - Member awards for the Wellness Incentive Program were announced. 4 members will receive WIP awards for their participation in the wellness sponsored events this year and their ongoing wellness activities. The Maintain, Don’t Gain challenge is ongoing and will be finishing in early January.

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 11:09am 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
Amy Zeiders – InServco
Nancy Fowlks – InServco
David Harris – Reliance Insurance
Peter Perla – Jasinski, PC
George Crosby – BGIA
Steve Daveggia – NIP
Raymond Sobieski – Report It
Andrew Fydrys – Report It
Gail White – Scirocco
Kathleen Guze – D & H Alternative
Jonathan Hall – NIP
Michael O’Connell – PQA
Patrick DeBlasio – Treasurer
Brian Erlandsen – BGIA
Robert Smith – NIP
Conrad Cyriax – NIP
Frank Kelly – BGIA
Anthony Ven Graitis – NIP
Keith Skeba – NIP