

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

May 22nd, 2018

NIP Auditorium – 900 Route 9 North Woodbridge, NJ at 10:00am

MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:08AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS

Ricardo Fernandez - City of Passaic
Naiima Horlsey - City of East Orange – *Absent*
City of Orange – *ABSENT*
Adam Cruz - City of Perth Amboy
Ron West - City of Plainfield
Bryan Russell – Borough of Roselle
William Broughton – Township of Teaneck
Manny Diaz – Town of West New York

APPROVAL OF MINUTES OF April 24th, 2018 Meeting

MOTION: Commr. West
SECOND: Commr. Russell

VOTE: ROLL CALL

Ricardo Fernandez - City of Passaic
Naiima Horlsey - City of East Orange – *Absent for Vote*
City of Orange – *ABSENT*
Adam Cruz - City of Perth Amboy
Ron West - City of Plainfield
Bryan Russell – Borough of Roselle
William Broughton – Township of Teaneck
Manny Diaz – Town of West New York

ADOPTION OF RESOLUTIONS

Executive Director Hall asked that Resolutions 14-18 through 15-18 be approved collectively.

- **Resolution 17-18** – Approving Certain Disbursements – \$4,455.19
- **Resolution 18-18** – Approving Claims Payments – \$1,129,232.96

MOTION: Commr. West

SECOND: Commr. Russell

Ricardo Fernandez - City of Passaic
Naiima Horlsey - City of East Orange
City of Orange – ABSENT
Adam Cruz - City of Perth Amboy
Ron West - City of Plainfield
Bryan Russell – Borough of Roselle
William Broughton – Township of Teaneck
Manny Diaz – Town of West New

EXECUTIVE DIRECTOR REPORT – J. Hall (NIP Group)

- **Fast Track Report** - Mr. Hall presented the FastTrack as of April 30, 2018. There were no questions from the membership.
- **GSMJIF 2017 Audit** – Mr. Hall reported that the 2017 financial audit is in process. The Fund’s Auditor will present at the June Commissioner 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 – R. Smith (NIP Group)

- **Position Bonds** - All municipalities should review all position bonds on file with their risk manager. Please ensure that all data is up to date and correctly reported.
- **Municipal Sporting Events** - Please refer to the members manual for all details about municipal sponsored sports programs. Please note, these programs are not automatically covered and do require a separate application.
- **Municipal Audits** - We understand many municipalities are going through audits now and require information from us. We ask that you please submit any requests in a timely manner, allowing us time to gather and compile the information. We can turn any request around fast but often still need 48 hours.
- **Website Updates** - Please email any suggestions for changes to the member portal. We constantly are trying to make the user interface as easy as possible and any suggestions or ideas are always welcome.

SAFETY DIRECTOR – A. Ven Graitis (NIP Group)

- **EMAC Coverage – Bob Persico** – Bob Persico -Emergency Management Assistance Compact (EMAC) is a national interstate mutual aid agreement that enables states to share resources during times of disaster. EMAC has grown to become the nation's system for providing mutual aid through operational procedures and protocols that have been validated through experience. Bob discussed workers' compensation coverage for participants of EMAC and coverage issues that could arise.
- **Wellness** - The Workout 2 Win 2 challenge is ongoing with over 100 teams, 400 employees, and 18 municipalities participating. Weekly updates will be provided throughout the challenge.
- **Police Roundtable Announcement/AG Directive update** - The next police roundtable is being scheduled and an announcement will be made this month. Topics will include the implementation of the AG Directives: Directive 2018-1 was related to the release of video footage from Deadly Force Incidents, Directive 2018-2 mandates random drug testing for all law enforcement agencies, and Directive 2018-3 mandates the implementation of an Early Warning System (EWS) to identify officers with performance issues which must be in place within 60 days of the Directive issuance.
- **Summer Camp Safety** – On line training is available to address important issues include employment practices (harassment, discrimination), health (Anaphylaxis and Anaphylactic Shock, Lyme Disease), safe environments (anti-bullying, playground safety) and workplace safety (active shooter, bloodborne pathogen, GHS-Hazcom). In addition, live training can be performed to address local municipality and department policies and procedures. Risk Control recommends that both types of training are provided to staff members.
- **Seasonal Workers** – As with summer camp staff, seasonal workers are often exposed to hazards that they may not be sufficiently trained to address and remain safe. On line training is an excellent way to ensure Seasonal workers receive necessary training before providing services to the municipality.
- **Pool Openings** - Outbreaks of a parasitic infection linked to swimming pools are increasingly being reported to the CDC. Cryptosporidiosis is a diarrheal disease caused by microscopic parasites, Cryptosporidium, that can live in the intestine of humans and animals and is passed in the stool of an infected person or animal. Both the disease and the parasite are commonly known as "Crypto." A bulletin will be issued and disseminated to all members.

The New Jersey Public Recreational Bathing Facility Code, N.J.A.C. 8:26-1.1, et seq., (“Bathing Code”), has changed as of January 16, 2018. Municipal swimming pools are covered under this code. New requirements for opening a pool include submitting a checklist certifying compliance with the Bathing Code to the local health authority, new equipment requirements, posting of pool address and emergency phone numbers, posted pool rules must be updated to reflect the change in the swim diaper requirement, trash cans in the bathrooms/dressing rooms must be “fly tight”, initial water sample before pool opens and an aquatics facility plan must be in place. A bulletin will be issued and disseminated to all members.

CLAIMS REPORT – C. Cyriax (NIP Group)

- **Key Performance Indicators for April 2018** – Conrad Cyriax delivered the Monthly Report of key performance indicators of Claims Department activity for April.

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 11:12am and Chairman Fernandez and Commissioner Russell seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

Ricardo Fernandez

ALSO, PRESENT:

Madeline Delgado – NIP
Robert Persico – NIP
Keith Skeba – NIP
Anthony Ven Graitis – NIP
Larry Graham – Fairview Insurance
Brian Erlandsen – BGIA
Gail White – Scirocco
Frank Kelly – BGIA
George Crosby – BGIA
Kathy Martin – City of Passaic
Nancy Fowlkes – Inservco
Amy Zeiders – Inservco
Patti Fahy – Acrisure
Carlos Sanchez – City of Plainfield
Jonathan Hall – NIP
Paul Anzano – PQA
Robert Smith – NIP
Conrad Cyriax – NIP
James Renner – NIP
Patrick DeBlasio – Treasurer