

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
September 25th, 2018
NIP Auditorium – 900 Route 9 North Woodbridge, NJ at 10:00am**

MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:14AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS

Rick Fernandez – City of Passaic
City of East Orange – *ABSENT for vote (late)*
Chris Hartwyk – City of Orange
City of Perth Amboy - *ABSENT*
Ron West - City of Plainfield
Borough of Roselle - *ABSENT*
William Broughton – Township of Teaneck
Jamie Cryan – Town of West New York

APPROVAL OF MINUTES OF July 24th, 2018 Meeting

MOTION: Commr. Hartwyk

SECOND: Commr. West

ABSTAIN:

VOTE: ROLL CALL

Rick Fernandez – City of Passaic
City of East Orange – *ABSENT for vote (late)*
Chris Hartwyk – City of Orange
City of Perth Amboy - *ABSENT*
Ron West - City of Plainfield
Borough of Roselle - *ABSENT*
William Broughton – Township of Teaneck
Jamie Cryan – Town of West New York

ADOPTION OF RESOLUTIONS

Commissioner Fernandez asked that Resolutions 24-18, 25-18 and 26-18 be approved collectively.

- **Resolution 24-18** – Approving Certain Disbursements – \$156,853.31
- **Resolution 25-18** – Approving Claims Payments – \$762,177.22
- **Resolution 26-18** – Appointing Approved Counsel – For Borough of Roselle
Elnardo Webster from firm - Inglesino, Webster & Taylor, LLC

MOTION: Commr. Hartwyk

SECOND: Commr. Cryan

ABSTAIN:

VOTE: ROLL CALL

Rick Fernandez – City of Passaic

City of East Orange – *ABSENT for Vote (late)*

Chris Hartwyk – City of Orange

City of Perth Amboy - ABSENT

Ron West - City of Plainfield

Borough of Roselle - ABSENT

William Broughton – Township of Teaneck

Jamie Cryan – Town of West New York

EXECUTIVE DIRECTOR REPORT – J. Hall (NIP Group)

- **PEJIF Actuarial Report Status** - Mr. Hall reported that the mid-year reserve study is in draft form and is under review by the Administrator’s office.
- **Fast Track Report** - Mr. Hall reported that the Fast Track Reports for June through present will be finalized and distributed once the reserve study is complete.
- **Upcoming posting for 2019 PEJIF RFP (Request for Proposal)** - RFPs for 2019 will be posted Oct. 1, with a return date of Oct. 26.

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)

- **Loss Runs** - As we explore opportunities for our program with interested excess markets, it is imperative that we receive 10-year loss runs for all lines. If you have not already submitted, please do so ASAP.
- **Applications** - Signed and dated apps are required for all lines, please submit if you have not done so already.
- **UST & Site Coverage** - These are separate placements that require signed and dated applications as well updated schedules and tests (depending on coverage). Please submit these to avoid any lapse in coverages.
- **NJSLOM Cocktail reception**- The cocktail reception we will be hosting at the NJ State League of Municipalities will be on Wednesday November 14th from 5 to 7. Save the dates were distributed and email invites will be coming shortly. Please RSVP so we can plan accordingly.

SAFETY DIRECTOR – A. Ven Graitis (NIP Group)

- **Presentation - Underground Storage Tanks & Mold (UST's)-Chris Hirschmann-Hillmann and Jill Asch-Hillmann of Asch-Hillman Consulting, LLC** - Chris Hirschmann, Mold – Jill Asch. Mr. Hirschmann discussed the differences between unregulated and regulated Underground Storage Tanks (UST) and Aboveground Storage Tanks (AST), registration with the New Jersey Department of Environmental Protection (NJDEP), and spill prevention mechanisms such as leak detection alarms and secondary containment. The need to perform spill & remediation of leaking tank and Spill Prevention Control and Countermeasure Plan (Federal) / Discharge Prevention Containment was discussed. Ms. Asch explained what mold is, where it is found, what causes it to grow, and how it can affect the health of exposed individuals. Ms. Asch explained that no federal standards or recommendations, (e.g., OSHA, NIOSH, EPA) for airborne concentrations of mold or mold spores exist. Individuals at highest risk and symptoms of exposure were discussed. Steps to take to resolve issues were outlined.
- **Wellness** - The CPR/AED challenge will be the next PEJIF wellness challenge. It will start on 10/1/18 and end on 12/31/18. The American Heart Association (AHA) Friends and Family Program is being supported and training is for employees who DO NOT need to be certified for work. Prizes will be given out to member municipalities for the highest employee participation and also randomly to employee participants. Participation will count towards the PEJIF Wellness Incentive Program requirements
- **SIP update** - The criteria of the PEJIF Safety Incentive Program was discussed, including the on-line training requirement. Approximately three quarters of the members have utilized on line training to date.
- **Police Accreditation/BWC** - Hosted by the Union County Police Chiefs Association, the GSMJIF and PEJIF, over 140 attendees representing over 40 organizations attended the seminar held at the Hamilton Stage at Union County Performing Arts Center, in Rahway NJ. Scenario-based discussion of lessons learned in the field presented by Chief Jonathan Parham, Union County Undersheriff and John More Esq. – President Response Law, provided a combined legal and operational template on how to reduce and respond to risk created within the law enforcement workplace environment. James Renner- Director of Claims, NIP and John Sarno Esq. – President Employers Association of New Jersey (EANJ) also participated on the panel counsel.

- **Round Table Updates** - The Snow Plow Rodeo will again be held for municipal members. Risk control is looking to host the rodeos in three different locations across the state to accommodate members in certain geographic locations. In addition, a DPW roundtable and Fire roundtable will be scheduled in November.
- **Turf fields** - Artificial turf has become increasingly popular in communities across the country. As more grass fields are converted to synthetic turf a debate is brewing about the possible health risks and the advantages and disadvantages of artificial turf. Advantages of artificial turf fields include: lower maintenance costs, pesticide free, increased playability, fewer injuries (except ankles), and saves water. Disadvantages of turf fields include: heat hazard, bacterial breeding ground, increased MRSA risks, toxic run off, adverse effect on asthmatics, and health hazards from infill. A bulletin will be distributed to all members.
- **Leaf Collection** - The hazards of leaf collection, and accompanying work zones, was discussed. FACE Investigation Reports were reviewed including fatalities from a municipal road worker being run over by a leaf vacuuming truck and an employee falling off the trailer hitch of a leaf vacuum truck.

CLAIMS REPORT – C. Cyriax (NIP Group)

- **Key Performance Indicators for July & August 2018** – Bob Persico presented the Claims Key Performance Indicators (KPI's) for the months of July and August 2018.
- **Announcement of the Upcoming Town Member Claims Seminar scheduled for October 3, 2018 Liability Claims Seminar for JIF Town Members** – Jim Renner announced that the next town member claims seminar will be held on October 3rd in the NIP Auditorium in Woodbridge.

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 11:58am and Chairman Rivera and Commissioner West seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

William Broughton

ALSO, PRESENT:

Madeline Delgado – NIP
Robert Persico – NIP
Keith Skeba – NIP
Anthony Ven Graitis – NIP
Jill Asch – Hillman Consulting
Jack Zisa – RMC
Richard Crooks – Claims Resolution Corp.
Chris Hirschman – Hillman Consulting
Bob Angione – Hillman Consulting
Patti Fahy – Acrisure
Shanell Booker – Inservco
Scott Readington – HUB International
Sureatha Hobbs – Inservco
Frank Kelly – BGIA
George Crosby – BGIA
Marc Strauss – PMA
Tom Fitzpatrick – Fairview Insurance
Kathleen Guze – D & H Alternative
Abby Levenson – Plainfield
Chris Hartwyk – City of Orange
Bob Smith – NIP
Brian Erlandsen – BGIA
Jonathan Hall- NIP
Naiima Fauntleroy – City of East Orange
Natasha Ortiz – City of East Orange