

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

March 26th, 2019

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

MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:16AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

SWEARING IN OF NEW COMMISSIONER

Jack Layne – Commissioner – Borough of Roselle

ROLL CALL OF FUND COMMISSIONERS

City of Passaic – Rick Fernandez
City of East Orange – *ABSENT*
City of Orange – *ABSENT*
Frederick Carr – City of Perth Amboy
City of Plainfield – Ron West
Borough of Roselle – Jack Layne
Township of Teaneck – *ABSENT*
Town of West New York – Kelly Schweitzer

APPROVAL OF MINUTES OF February 26th, 2019 Meeting

MOTION: Commr. West
SECOND: Commr. Fernandez
ABSTAIN: Commr. Layne

VOTE: ROLL CALL

City of Passaic – Rick Fernandez
City of East Orange – *ABSENT*
City of Orange – *ABSENT*
City of Perth Amboy – Frederick Carr
City of Plainfield – Ron West
Borough of Roselle – Jack Layne
Township of Teaneck – *ABSENT*
Town of West New York – Kelly Schweitzer

ADOPTION OF RESOLUTIONS

- Resolution 14-19 – Approving Certain Disbursements – \$490,017.47
- Resolution 15-19 – Approving Claims Payments – \$670,033.36

MOTION: Commr. West

SECOND: Commr. Layne

EXECUTIVE DIRECTOR'S REPORT (Jonathan Hall)

- **PEJIF Actuary Report Update** – Mr. Hall discussed the year-end actuarial report. Mr. Hall noted improvements in all Fund years.
- **Fast Track Report** – Mr Hall presented the Fast Track reports for December 2018, January and February 2019.

TREASURER'S REPORT (Patrick DeBlasio)

UNDERWRITING REPORT (Robert Smith)

- **COPE Data Project** - All risk managers have been supplied a list of property locations that are missing COPE data. Please meet with your risk manager so that this may be updated on the member portal prior to the next meeting. Missing data includes square footage, building material, flood zone info, etc.
- **Last call for website feedback** - We will be looking to meet with our IT vendor soon to implement some changes on the member portal. Please provide any thoughts on what we can do to improve the portal and the process.

SAFETY REPORT (Anthony Ven Graitis)

- **SPEAKER** - Matthew Bickerton, MS, Entomologist from the Bergen County Department of Health Services, presented on Ticks and tick-Borne Diseases. Members were educated on the different types of ticks in New Jersey, the habitat and behavior of ticks, the hazards associated with ticks and their bites, how to avoid them, what to look for if bitten, and how to remove a feeding tick. Risk Control will incorporate some the advice provided in a bulletin to be distributed to further educate municipal employees.
- **Normalization of Deviance** – John Dixon of the Teaneck Fire Department, is being approached to speak with members at a future seminar or roundtable. The fire service is surrounded by it at all times, but it can apply to any department or organization. This topic is similar to situational awareness but highlights all aspects of complacency on and off of the fire ground. It is a focus on organizational learning and leadership as well as strengthening personal leadership qualities to navigate through the "Drift into Failure" process. This discussion will not be merely a theory or thought laden class but will focus on the "How To" become more self-aware of what the drift looks like and learning how to avoid, overcome, and battle this very observable phenomena.
- **Wellness Update** -
 - **a)** CPR/AED 2 -Over 530 employees were trained in CPR/AED, from over 17 municipalities between the PEJIF and GSMJIF. Teaneck ended up in third place with 28 employees trained, City of Plainfield came in second place and trained 66 and the City of Passaic came in first place by training 80 employees. Over \$900

of prizes were award to the top three municipalities and randomly to employees who were trained.

- **b) Walk to Win 3 challenge** will start April 22 and end June 7. Each municipality can be awarded prizes for teams that participate if certain requirements are met. The goal is for employees to track their steps and report to the municipality. 10,000 steps per day is the target for all employees. Best team names will be voted upon for prizes.
- **When Words Fail** - Verbal de-escalation and physical restraint training for police officers will be provided on April 23rd at the North Brunswick Middle School. Seats will be filled on a first come, first serve request/registration process. An additional training will be scheduled in the upcoming weeks.
- **DPW Roundtable** - -an announcement for late April or early May will be provided shortly.
- **Playgrounds** - Inspections are currently being scheduled and performed. Please contact your risk control representative to schedule.
- **Fields/Spring Preparation** - preparation Inspections are currently being scheduled and performed. Please contact your risk control representative to schedule.
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CLAIMS REPORT (Conrad Cyriax, Robert Persico & James Renner)

- **Monthly Claims Department Key Performance Indicators for February 2019** - 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.
- **Upcoming EPL Claims Seminar** - The plans for a spring EPL claims seminar were also discussed.

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commissioner Fernandez made a motion to adjourn the meeting at 11:24am and West seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

Ricardo Fernandez

ALSO, PRESENT:

Madeline Delgado – NIP
Jonathan Hall – NIP
James Renner – NIP
Robert Persico – NIP
Conrad Cyriax – NIP
Frank Kelly – BGIA
Rob Smith – NIP
Maria Rivera – Perth Amboy
Jonathan Hall – NIP
Keith Skeba – NIP
Anthony Ven Graitis – NIP
Jack Zisa – RMC
Patti Fahy – Acrisure
Michael Griffith – NIP
David Harris – CRC
George Crosby – BGIA
Judith Sanchez – Passaic
Alyson Cronk – FMCO
Wayne Dietz – Skylands
Brian Erlandsen – BGIA
Patrick DeBlasio – Treasurer
Carlos Sanchez – City of Plainfield
Maria Rivera – Perth Amboy
Olga Pradeep – West New York