

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
December 18th, 2018
NIP Auditorium – 900 Route 9 North Woodbridge, NJ at 10:00am**

MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:19AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS

VOTE ROLL CALL:

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

APPROVAL OF MINUTES OF November 27th, 2018 Meeting

MOTION: Commr. West

SECOND: Commr. Rivera

ABSTAIN:

CORRECTIONS: Bryan Russell/Borough of Roselle- present for 11/27/2018 meeting

VOTE ROLL CALL:

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

ADOPTION OF RESOLUTIONS

- **Resolution 32-18** – Approving Certain Disbursements – \$9,577.27
- **Resolution 33-18** – Approving Claims Payments – \$ 864,965.10

MOTION: Commr. Kazinci
SECOND: Commr. Russell
ABSTAIN:

VOTE: ROLL CALL

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

EXECUTIVE DIRECTOR REPORT – J. Hall (NIP Group)

- **Fast Track Report** – Mr Hall presented the Fast Track Report as of November 30, 2018. The December 31, 2018 Fast Track will be distributed after the 2018 Year-End Reserve Study is complete.
- **PEJIF Final Budget for 2019** – Mr Hall presented the final draft budget for 2019. There were no questions.
- **New Dates for 2019** – Mr. Hall presented the draft meeting dates for 2019. Please provide feedback prior to the re-organization meeting in January.

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)

- **Last call for apps and underwriting materials** - If assigned applications have not already been submitted, please do so as soon as possible.
- **Last Call for UST and Site requirements** - Last Call for UST and Site requirements UST and Site are separately placed policies. If we do not receive the apps, there will be a lapse in coverage. Please get these in as soon as possible.

SAFETY DIRECTOR – A. Ven Graitis (NIP Group)

- **Stewardship Review** - Stewardship reports for each member will be distributed in the upcoming weeks. A presentation on the trends of the overall PEJIF performance was reviewed. Workers Compensation losses were reviewed by department, by cause code, by year and by body part. In addition, Auto, General Liability, Property, Law Enforcement and Employment Practices claim frequency and severity was reviewed by year. Specific risk control recommendations were made for each department, including implementing additional police professional courses on supervision, verbal de-escalation, and physical restraint training, rolling out wellness initiatives including innovative physical fitness training for police and fire, and supervisor, PPE and proper lifting training for Public Works. A copy of the presentation will be shared with commissioners.
- **In2vate for 2019** - All PEJIF members completed some form of risk control approved on-line training as required under the Safety Incentive Program in 2018. Since the PEJIF will be moving to a new excess carrier next year, some of the on-line training modules will change, but the LMS system and the majority of the training will remain the same. In addition, risk control will be looking to add all live training in the system, allowing training to be tracked by every member for every employee. Other exciting initiatives will be rolled out throughout the year.
- **Winter Weather Driving Video and discussion** - An on-line Winter Weather Driving Video was started to show the ease and quality of the video to commissioners. Keith then presented on Winter Weather Driving, addressing safe driving recommendations, how to prepare the vehicle for travel in bad weather, what to bring in case of emergency, and steps that can save employees from bodily injury and causing property damage to the municipal vehicle or other vehicles on the road. A bulletin will be issued to all members.
- **Wintry Weather Safety** - Keith discussed the need for employees to dress in loose layers of proper material while in the cold, the need to take frequent “warming” breaks, Hypothermia and Frostbite symptoms to look for, and steps to be well while shoveling or working in cold weather. A bulletin will be issued to all members.
- **Frozen Pipes** - Ken discussed the need for members to inspect attics and wall spaces where pipes and sprinkler systems may freeze due to cold temperatures. Lack of insulation, lack of generated heat, leaks in windows, doors or cracks, along with very cold outdoor temperatures, could lead to burst pipes. As published in a recent Philadelphia Insurance article, the average cost for a pipe burst is \$27,000. Steps can be taken to better insulate walls and spaces, heat prone areas, use heat tape or heat coils (if approved and inspected by qualified electricians).
- **Ice Skating, Snow Sledding, etc., Risks for Municipalities** - Municipalities must take care when allowing ice skating, snow sledding, or other activities on municipality property or under their care and supervision. Proper steps should be taken to reduce hazards, enforce rules and to make sure residents are safe when enjoying the winter weather.

CLAIMS REPORT – C. Cyriax (NIP Group)

- **Key Performance Indicators for November 2018 –MEMBER UPDATES** - 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.
- Conrad also discussed the Claims Reporting Advisory that was sent to the Commissioners on Monday, December 17, 2018.

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commissioner Fernandez made a motion to adjourn the meeting at 11:42am and Chairman Rivera and Commissioner West seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

R. Fernandez

ALSO, PRESENT:

Madeline Delgado – NIP
Robert Persico – NIP
Ken Child – PMA
Keith Skeba – NIP
Anthony Ven Graitis – NIP
Patti Fahy – Acrisure
David Harris – CRC
Nancy Fowlkes – Inservco
Jack Zisk – Scirocco
Alyson Cronk – FMCO
Larry Graham – Fairview Insurance
Kathleen Guze – D & H Alternative
Frank Kelly – BGIA
George Crosby – BGIA
Patrick DeBlasio – Treasurer
Scott Readlinger – HUB
Paul Anzano – PQA
Jim Renner – NIP
Naiima Fauntleroy – City of East Orange
Jonathan Hall – NIP
John Shahdonian – Teaneck
David Springer – NIP
Conrad Cyriax – NIP
Rob Smith – NIP