

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

June 25th, 2019

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

MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:07AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS

City of Passaic – Rick Fernandez
Naiima Horsley - City of East Orange – *LATE*
Chris Hartwyk - City of Orange
Maria Rivera - City of Perth Amboy
City of Plainfield – Ron West
Borough of Roselle – Jack Layne
Dean Kazinci - Township of Teaneck
Jonathan Castaneda - Town of West New York– (not present for voting)

APPROVAL OF MINUTES OF May 21st, 2019 Meeting

MOTION: Commr. Kazinci

SECOND: Commr. Rivera

ABSTAIN:

City of Passaic – Rick Fernandez
Naiima Horsley - City of East Orange – *LATE*
Chris Hartwyk - City of Orange
Maria Rivera City of Perth Amboy
City of Plainfield – Ron West
Borough of Roselle – Jack Layne
Dean Kazinci - Township of Teaneck
Jonathan Castaneda - Town of West New York– (not present for voting)

ADOPTION OF RESOLUTIONS

- Resolution 20-19 – Approving Certain Disbursements – **\$685,772.75**
- Resolution 21-19 – Approving Claims Payments – **\$1,230,359.61**

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

EXECUTIVE DIRECTOR'S REPORT (Jonathan Hall)

- **Fast Track Report** – Mr. Hall discussed the May Financial Fast Track report.
- **2018 Financial Audit Presentation (Mercadien PC)** – Mercadien presented their unqualified opinion of the 2018 financial audit, with no comments or findings.
- **Legislative Report (David Smith – PPAG)** - Mr. Smith presented the status of legislative initiatives, issues and bills pending, passed or enacted in the current legislative session.

TREASURER'S REPORT (Patrick 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)

- **COPE Data Project** - This project is now past due. Please have all updates in the system by July 1 so the new data will be carried over to the renewal.
- **Emergency Vehicle APD Audit** – This project is now past due. Please have all updates in the system by July 1 so the new data will be carried over to the renewal.
- **2020 Member Renewal Announcement** - As of July 1st, the renewal cycle has begun. The new year will be generated in the system and all apps can be updated and completed. Please provide historical loss runs dating back 10 years (2009 to joining the PEJIF). Please alert the underwriting team should you have any issues or questions or if you need any assistance on the member portal. Please have all loss runs in by July 19th and all apps in by August 2nd. A letter has been dispatched to all risk managers with detailed breakdowns of what is needed.

SAFETY REPORT (Anthony Ven Graitis)

- **Active Shooter (Guest Speaker)** - Patrick Mackin, of PMA risk control, was introduced as a new team member on the PEJIF risk control team. With a police professional background, working in both Asbury Park, NJ, and Jackson Township, NJ, Pat discussed the services available from risk control and the need to establish a plan at every municipality, working closely with municipal law enforcement staff. All administrators and police staff should plan for an active threat situation, which does not only address active shooter situations, but bomb threats, weather emergencies and other possible catastrophic events. Members are encouraged to speak with their risk control representative to schedule an introductory meeting.
- **Wellness Recap** - The Walk to Win 3 challenge was a 6 week challenge that concluded on June 7th. Over 600 employees, 139 teams, from 22 municipalities participated in the event. Awards for the highest average number of steps per employee were awarded to a team from the following municipalities: City of Plainfield in first place, City of Passaic in second place, and the City of Passaic in third place. Best name awards were awarded

- to a team from the City of Passaic for first place, a team from City of Passaic for second place, and a team from Township of Teaneck for third place. Congratulations to all participants.
- **DPW Roundtable Recap** - The DPW Roundtable was held on 5/29/19, at the Morris Township fire house located at 20 Dwyer Lane, Morristown NJ. The training commenced at 10:00 and ended at 1:00. Playground safety and inspections were discussed by Ed Vath, while Tree Safety was discussed by Ken Child of PMA and Mike Astone of Roselle Park. Jim Renner addressed Title 59 defenses available to municipalities and a live, playground inspection was performed after lunch. The PEJIF risk control team thanks Morris Township for their hospitality and Mike Astone of Roselle Park for presenting at the event.
 - **“When Words Fail” Training 6/19 - 19** A very successful WWF training session for police was provided on April 23, at the North Brunswick Linwood Middle School, and on 6/19 at the Community Center at Vermuele, 614 Greenbrook Rd., North Plainfield, NJ. The training has been expanded to address restraint techniques for officers in a one-on-one confrontation, expanding upon the multiple officer takedown approach. Verbal de-escalation training continues to be a major component of the WWF curriculum. Additional sessions will be scheduled in the upcoming weeks.
 - **Fireworks/Event Planning** - Ken Child discussed the need for proper event planning and the need to work with department heads to ensure events are held successfully and safely. Risk transfer was discussed to ensure vendors properly protect the municipality when appropriate. Risk Control staff are available to inspect sites and event plans with your municipal staff upon request.
 - **Heat Safety, Poison & Bee Stings** - Keith Skeba discussed the need to properly protect staff from the occupational hazards of heat stress, poison ivy and bee stings. Any municipal supervisor of employees that are exposed need to be proactive to ensure employees are protected. Heat stress is to be addressed by giving frequent water breaks, schedule outdoor work for off peak sun hours, and work in the shade when possible. Proper PPE is to be provided to prevent exposure to poisonous plants and insects, including the mandate that long work pants are worn to protect contact with plants and to serve as a barrier to insects.

CLAIMS REPORT (Conrad Cyriax, Robert Persico & James Renner)

- **Monthly Claims Department Key Performance Indicators for May 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.

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commissioner Fernandez made a motion to adjourn the meeting at 11:21am and Horsley seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

Ricardo Fernandez

ALSO, PRESENT:

Madeline Delgado – NIP
James Renner – NIP
Robert Persico – NIP
Conrad Cyriax – NIP
Frank Kelly – BGIA
Rob Smith – NIP
Jonathan Hall – NIP
Keith Skeba – NIP
Michael Griffith – NIP
Patrick Maekiv – PMA
Ken Child – PMA
Anthony Ven Graitis – NIP
Richard Crooks – CRC
Jack Zisa – Scirocco
Brianna Riesiada – NIP
Alyson Cronk – FMCO
Nancy Foulkes – Inservco
Larry Graham – Fairview
Kathleen Guze – D & H
Wayne Dietz – Skylands
Brian Erlandsen - BGIA
Paul Anzano – PQA
Steve Daveggia – NIP