

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

May 21st, 2019

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

MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:13AM.

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*
City of Orange – ABSENT
City of Perth Amboy – ABSENT
City of Plainfield – Ron West
Borough of Roselle – Jack Layne
Dean Kazinci - Township of Teaneck
Town of West New York– ABSENT

APPROVAL OF MINUTES OF May 21st, 2019 Meeting

MOTION: Commr. Sanchez
SECOND: Commr. Kazinci
ABSTAIN: Commr.

VOTE: ROLL CALL

City of Passaic – Rick Fernandez
Naiima Horsley - City of East Orange – *LATE*
City of Orange – ABSENT
City of Perth Amboy – ABSENT
City of Plainfield – Ron West
Borough of Roselle – Jack Layne
Dean Kazinci - Township of Teaneck
Town of West New York– ABSENT

ADOPTION OF RESOLUTIONS

- Resolution 18-19 – Approving Certain Disbursements – **\$102,608.64**
- Resolution 19-19 – Approving Claims Payments – **\$784,299.42**

MOTION: Commr. Layne
SECOND: Commr. Kazinci

EXECUTIVE DIRECTOR'S REPORT (Jonathan Hall)

- **Fast Track Report** – Mr. Hall presented the Financial Fast Track report for April 2019.
- **DCA Financial Disclosure Deadline** – Mr. Hall advised the membership that the deadline for filing the DCA Financial Disclosures has passed.

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 Follow Up** - The deadline for this project has now passed. We ask that if it has not yet been completed, kindly do so by July 1st. Our intention is to have all the data updated prior to the renewal kick-off so all data will be translated to the renewal apps. All updates should be inputted into the members portal. Should anyone need assistance with the portal, please contact the underwriting department.
- **APD Emergency Vehicle Audit Update** – As discussed in previous meetings, we are asking all members to evaluate and update the values of all emergency vehicles. We discovered that many emergency vehicles are not showing the true value for replacement cost and only showing the vehicle cost. All emergency vehicles should be reported with the value of all permanently attached equipment (ie, lights, computers, cage, bumpers, etc). All updates should be inputted into the member portal. This project also has a hard deadline of July 1st so that all updates will transfer over to the renewal apps. Should any member need any assistance with the web portal, please contact the underwriting department.

SAFETY REPORT (Anthony Ven Graitis)

- **Traffic Incident Management (TIM) presentation & discussion-Robert Pomykala, Mike Moran, and Daniel Suhr** - The need for proper Traffic Incident Management to protect emergency responders and municipal employees in NJ was discussed. As congestion grows on throughout the state, and drivers become more distracted with phones, electronic devices, and even smart cars, emergency responder safety needs to be reviewed and emphasized. TIM training is now available, and addresses steps that emergency responders can take to ensure their safety, the safety of drivers, and to clear roadways to reduce further congestion. PEJIF Risk control will be working with Robert Pomykala, Mike Moran, and Daniel Suhr on scheduling a training seminar for Police, Fire, EMS and DPW employees that may be involved in TIM. Seminars will be scheduled for mid to late summer, with advanced notice to promote attendance.
- **Walk to Win 3/Wellness Update** - Over 120 teams from over 15 different municipalities and organizations are participating in the Walk to Win 3 challenge. The challenge ends June 3, with all information to be reported by June 7. Weekly updates have been provided and an update will be provided after Memorial, summarizing results up to that

date. Participation and interest have been great, and we are looking forward to announcing the winners at the June meeting.

- **RC Staff Update** - PMA is expanding their team to include two new safety professionals. One new hire has a police and fire professional experience, while the other has fire and general safety experience. The first employee will report in early June while the second in late June. The investment in personnel will further help support risk control and safety initiatives in the PEJIF moving forward.
- **WWF Training** - A very successful WWF training session for police was provided on April 23, at the North Brunswick Linwood Middle School. 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.
- **SIP/in2vate Update** - The PEJIF Safety Incentive Program (SIP) is updated for 2019 and requires employee lists to be uploaded into the Learning Management System (LMS), and approved on-line training to be used during the year. The Learning Management System (LMS) continues to be expanded upon, and new resources will be announced to all members in the upcoming months.
- **DPW Roundtable** - The DPW Roundtable is scheduled for 5/29/19, at the Morris Township fire house located at 20 Dwyer Lane, Morristown NJ. The training will commence at 10:00 and end by 1:00. Playground safety and inspections will be discussed by Ed Vath, while Tree Safety will be discussed by Ken Child and Mike Astone of Roselle Park. Jim Renner will address Title 59 defenses available to municipalities and a live, playground inspection will be performed after lunch.
- **Flash Flood Safety** - Safety floods are among the most frequent natural hazards in New Jersey, and among the most devastating in terms of human hardship and economic loss. As much as 90 percent of the damage related to natural disasters is caused by floods and associated debris flows. Most communities in the United States can experience flooding. Tips include: Nearly 50 percent of all flash flood fatalities nationwide involve vehicles. Saving your life can be as easy as turning your car around when you see water on the road. Never attempt to drive through flooded roadways. Even in relatively shallow water, tires can act as flotation devices, lifting uplifting big vehicles and sending them downstream. It takes only two feet of water to float a 3,000-pound car. Beware that water covering roadways may hide washed-out bridges or gouged-out roadbeds. If you attempt to drive across, you may not be driving on a road. In rainy weather, be alert and stay tuned to local radio or TV. If you are in a low-lying area when flooding is occurring, get to higher ground quickly. And be sure to avoid canyons and washes that can channel swift water. Do not attempt to cross flooded roads or streams on foot. It can take as little as six inches of water to knock an adult off his or her feet. Furthermore, water may be flowing more rapidly than it appears. During stormy weather, do not camp or park vehicles along streams or washes. Be especially cautious at night when it is harder to see flood dangers.

*** A Flash Flood bulletin will be issued and provided to all members.**

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

- **Monthly Claims Department Key Performance Indicators for April 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.
- **Claims Seminar of May 15th “Creating a Healthy Workplace”** - A recap of the spring EPL claims seminar on preventing hostile work environment claims were also discussed with the Fund by Stephen Daveggia.

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commissioner Fernandez made a motion to adjourn the meeting at 11:03am and West 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
Monette Gallelo – CRC
Patty Fahy – Acrisure
Jack Zisa – RMC
Marcia Rojillo – RMC
Amy Zeiders – InservCo

George Crosby – BGIA
Judith Sanchez – Passaic
Kathleen Guze – D & H
Wayne Dietz – Skylands
Mike Moran – NJDOT
Bob Pomykala – NJIT
San Suhr – NJSP
Tom Falletta NJSP
Mike O’Connell – PQA
Frank ODDo – NIP
Danielle Voda – Fairview
Steve Daveggia – NIP