

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
October 22nd, 2019
NIP Auditorium – 900 Route 9 North Woodbridge, NJ at 10:00am**

MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:06AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS

City of Passaic – Rick Fernandez
City of East Orange – ABSENT
City of Orange – Marty Mays
City of Perth Amboy – ABSENT
City of Plainfield – Ron West
Borough of Roselle – ABSENT
Township of Teaneck – Dean Kazinci
Town of West New York – ABSENT

APPROVAL OF MINUTES OF September 24th, 2019 Meeting - Quorum was not reached

ADOPTION OF RESOLUTIONS

- **Quorum was not reached**
 - **Resolution 26-19 – Approving Certain Disbursements – \$13,561.77**
 - **Resolution 27-19 – Approving Claims Payments – \$1,005,557.66**

EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)

- **Fast Track** - Mr. Hall discussed the Fast Track report for August and answered questions from the Commissioners.
- **Request for Proposals 2020** - The RFP/RFQ responses are due no later than Friday, October 25. The Executive Committee will review the responses at the November meeting.
- **Indemnity & Trust Agreements 2020** - Mr. Hall thanked the renewing members that have sent in their I&T Agreements and reminded outstanding members to send in their Agreements as soon as the Resolutions to Rejoin are passed by their respective governing bodies.

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)

- **2020 Renewals** - We are in the home stretch of the 2020 renewal season. Being that we need to run final numbers for our excess partners, please be aware that I will be locking the website on November 1st. Please have all changes completed prior to this. Many of the ancillary lines are separate placements and as such, they require a new application every year. Please work with your risk managers to have these completed and submitted as soon as possible to ensure no gaps in coverage.
- **NJLM Cocktail Reception** - We will be having our annual cocktail reception on Wednesday November 20th during the NJ State League of Municipalities. The reception will again be at the Continental in the Caesars Playground and will be from 5 to 7. An email invitation with an RSVP link has been sent out and we ask that you kindly RSVP to help with planning and signing in.

SAFETY REPORT (Anthony Ven Graitis)

- **Mandatory DOT Clearing House Requirements** - Ken Child spoke about the FMCSA requirements starting in January 2020, where employees must register in the DOT Clearing House, tracking drug and alcohol violations. Employers must have a Designated Employee Representative (DER), responsible for handling compliance with federal requirements. A webinar will be planned in the near future and additional information will be provided.
- **POAC – Autism Shield** - Keith Skeba discussed Autism Shield training, available from the POAC for emergency responders who may respond to persons with Autism. Statistics show that persons with autism are more susceptible to suffer from crime. With New Jersey having the highest autism rate in the country, risk control will be hosting training for all municipal emergency responders in early 2020.
- **Fall Cleanup Hazards** - Ed Vath discussed the hazards associated with Fall cleanup services included flying debris from machinery, need for PPE for eyes, hearing, and skin/hands, work zone safety to allow for safe operations for employees in active streets, tick awareness for employees working in tall grass and brush, and safe lifting techniques.
- **Roundup – Glyphosate** - With recent lawsuits being awarded for victims using Roundup, using the active ingredient Glyphosate, Ed Vath discussed the need to educate employees, make sure proper PPE is used, and limiting exposure to the chemical by using other herbicides or techniques to address weeds, including physical removing of weeds and using physical barriers to prevent weed growth where applicable. A safety bulletin will be issued and distributed.
- **TIMS Seminar Recap** - Patrick Mackin discussed the TIMS seminar held on 10/1/19. Approximately 80 representatives from Police, Fire and DPW attended the training. The importance of having training provided to representatives from different departments was emphasized, as all emergency responders must work together with a common plan when responding to an emergency. Placement of vehicles to ensure the safety of responders

- and pedestrians was discussed. Training can be provided to member municipalities upon request.
- **HR Seminar** – EANJ The HR Municipal Law Seminar is scheduled for 12/3, 12/10, and 12/16. This three-day seminar will address critical topics including “Applying Equal Employment Opportunity Law and Preserving a Legal Defense”, “Managing incidents of Whistleblowing and Retaliation” and “How to Conduct an Internal Investigation”. An announcement will be distributed in the near term with additional information. -
 - **Safety Incentive Program Reminder** - Members must attend Fund Safety and Executive Fund Meetings, hold local safety committee meetings, and use online training provided by risk control. Each member will receive an update on their status in the next month.
 - **Wellness** - A new wellness challenge will be introduced in 2019, likely an awareness/educational challenge that will not conflict with ongoing wellness activities of members.
 - **Snow-Plow Rodeo** - The third Snow -Plow Rodeo will be held at the Freehold Raceway on November 4. This event recognizes the hard working and professional drivers in member municipalities while allowing Risk Control the opportunity to address hazards associated with snowplow operations. All members are invited to send representatives from their Roads and Public Works Departments to test their skills by steering through an obstacle course of left and right turns, maneuvering around parked cars and moving through a serpentine series of cones. There will be CDL and non-CDL driver categories and drivers will be timed for speed, safe driving and judged for effectively pushing snow (markers). **MEMBERS ARE NOT REQUIRED TO BRING VEHICLES TO DRIVE ON THE COURSE AS VEHICLES WILL BE MADE AVAILABLE!** Time slots will be assigned on a first come, first serve registration basis.

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

- **Monthly Claims Department Key Performance Indicators for September 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.
- **Future NIP Seminars** - Conrad also discussed plans for two (2) seminars in 2020 with the Commissioners.

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commissioner Fernandez made a motion to adjourn the meeting at 10:47am and West seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

Ricardo Fernandez

ALSO, PRESENT:

Wayne Clarke – Plainfield
Suzane Rajsteter – First MCO
Madeline Delgado – NIP
Anthony VenGraitis – NIP
Keith Skeba – NIP
Brianna Biesiada – NIP
Michael Griffith – NIP
Anthony Aquilino – PMA
Ken Child – PMA
Patrick Mackin – PMA
Ed Vath – PMA
Nancy Foulkes – Inservco
Patti Fahy – Acrisure
Elizabeth Velazquez – Passaic
Brian Erlandsen – BGIA
Larry Graham – Fairview
Rob Smith – NIP
Conrad Cyriax – NIP
Jonathan Hall – NIP
Michael O’Connell – PQA
Robert Persico – NIP
Jack Zisa – RMC