

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
February 25th, 2020
NIP Auditorium – 900 Route 9 North Woodbridge, NJ at 10:00am**

MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:09AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

- **SWEARING OF CHAIRMAN**
Commissioner Fernandez was sworn in as the fund Chairman

ROLL CALL OF FUND COMMISSIONERS

City of East Orange – Naiima Horsley (Late)
City of Orange – Marty Mayes
City of Passaic – Ricardo Fernandez
City of Perth Amboy – ABSENT
City of Plainfield – Wayne Clarke
Borough of Roselle – Jack Layne
Township of Teaneck – Dean Kazinci
Town of West New York – ABSENT

APPROVAL OF MINUTES OF January 28th, 2019 Meeting

City of East Orange – Naiima Horsley (no vote)
City of Orange – Marty Mayes
City of Passaic – Judith Sanchez
City of Perth Amboy – ABSENT
City of Plainfield – Wayne Clarke
Borough of Roselle – Jack Layne
Township of Teaneck – Dean Kazinci
Town of West New York – ABSENT

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

ADOPTION OF RESOLUTIONS

- **Resolution 12-20** – Approving Certain Disbursements – \$535,039.40
- **Resolution 13-20** – Approving Claims Payments - \$1,118,434.32
- **Resolution 14-20** – Appointing Approved Counsel

MOTION: Commr. Kazinci

SECOND: Commr. Layne

ABSTAIN:

City of East Orange – Naiima Horsley

City of Orange – Marty Mayes

City of Passaic – Ricardo Fernandez

City of Perth Amboy – ABSENT

City of Plainfield – Wayne Clarke

Borough of Roselle – Jack Layne

Township of Teaneck – Dean Kazinci

Town of West New York – ABSENT

EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)

- **Actuarial Report Status** – The first draft of the reserve study has been received and is in review by the Fund Administrator’s office. As soon as the study is finalized, the Financial Fast Track reports for Year-End through present will be distributed to all Commissioners.
- **Risk Manager Agreements** – Mr. Hall reminded all Risk Managers to submit your Risk Management Consultant agreements to the Fund Administrator’s office. Payment cannot be released until the completed and signed RMC agreement is received.

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)

- **Presentation – BGIA 2020 Placement** - BGIA 2020 Placement: BGIA presented on the 2020 excess renewal program. Presentation is available upon request.
- **Jurisdictional (Boiler) Inspections** - Hartford Steam Boiler (HSB) has taken over as the inspector due to the carrier change. We ask that all members comply with any requests received from HSB. Should there be any questions, please contact your risk manager or the underwriting department.

SAFETY REPORT (Anthony Ven Graitis)

- **Coronavirus Discussion** – Anthony provided an update on the current Coronavirus threat. Even though the US has not had a full outbreak at this time, more than 40 US citizens have been infected by the virus, all infected from travel. Italy, Iran, China, and Japan have been dramatically affected and the outbreak has continued globally with over 2,500 deaths and 80,000 people infected. It is anticipated that a full outbreak will occur in the United States and all member municipalities should create continuity plans at this time, assuming the United States will also have an outbreak. Employees should be educated on proper precautions to be taken in advance of any outbreak which mirror steps taken to prevent the influenza including washing hands frequently and especially after contact with possibly infected areas, disinfecting surfaces, staying home from public places if sick, and properly disposing of tissues after sneezing, coughing and blowing one's nose. A video from the Center for Disease Control on steps to take to prevent the spread of influenza/viruses was shown to commissioners. This video, and two others from the CDC, are posted on the Learning Management System (LMS) and are available to all member municipalities and can be accessed by all employees.
- **Connell Consulting Classes** – Connell Consulting classes are scheduled for April and May and are available for all member police personnel. OPRA for Practitioners April 23, 2020, 9 am - 4 pm at the Butler Police Department and April 30, 2020, 9 am - 4 pm at Atlantic Cape Community College. Proactive Police Supervision classes will be held on April 20, 21 and 22, 2020, at the Butler Police Department and May 11, 12 and 13, 2020, at Atlantic Cape Community College. PEJIF will continue to subsidize classes and encourage all members to participate in this important training.
- **Emergency Responder Roundtable-mental and Physical Health** – A roundtable is scheduled for March 26 at NIP Headquarters from 10:00 to 1:00. The seminar will include professionals to discuss the mental and physical risks facing member municipality emergency responders. An announcement will be issued next week.
- **Emergency Responder Safe Lifting of Patients** – Proper precautions when lifting bariatric patients was discussed. When a patient who weighs more than 300 pounds should be moved without at least four individuals to assist. This works out to 1 person per 75 lbs. At the scene, EMS and fire personnel may be supplemented by other public safety personnel as appropriate. For every 50 to 100 pounds more than 300 pounds, add another provider to assist in safe lifting and movement of the patient. A bulletin will be issued in the upcoming weeks.
- **February Heart HealthCapt. Buscio Program** – The Captain Buscio program provides free medical screening for current and retired firefighters, police and emergency responders. It is open to family members and friends as well. The comprehensive examination includes a blood and urine analysis, chest x-ray, heart ultrasound, blood circulation testing, and a stress test. Information pertaining to the program will be shared with all members.

- **POESH Top 10 Violations – The following are violations noted from recent PEOSH Reports:**
 - Exit signs not illuminated
 - Exit routes not kept clear of obstructions
 - Flammable Liquids not stored in safety cans
 - Fire Extinguishers - Not Inspected Monthly/Not Hanging on a Wall/Not Signage Indicating Location
 - Pedestal Grinder Tongue Guard not Adjusted to Proper Tolerance
 - General Housekeeping
 - Electrical Panels Blocked/Open Circuit Breaker Spaces Not Covered
 - No Workplace Hazard Assessment
 - No Written Plans - Confined Space/Hazard Communication/LoTo
 - Extension cords being used instead of permanent wiring
 - Extension cords being used with damaged sheathing and/or missing grounding prong
 - Ladders not having safety labels

Members should review their operations to ensure the above hazards are not present. Risk Control will be addressing these hazards with members throughout 2020.

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

- **Monthly Claims Department Key Performance Indicators for January 2020** - 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.
- **Recent WC Seminar Recap** – Robert Persico recapped the recent WC seminar with the Commissioners.

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Chairman Fernandez made a motion to adjourn the meeting at 11:14am and West seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

Jonathan Hall

ALSO, PRESENT:

Madeline Delgado – NIP
Anthony VenGraitis – NIP
Keith Skeba- NIP
Jack Zisa – RMC
David Springer – NIP
Michael Griffith – NIP
Patty Fahy – Reliance
Abby Levenson – City of Plainfield
Nancy Foulks – Inservco
Shanell Booker – Inservco
George Crosby – BGIA
Alyssa Hrubash – First MCO
Suzanne Rajsteter – First MCO
Judith Sanchez – City of Passaic
Robert Persico – NIP
Frank Kelly – BGIA
Marty Mayes – City of Orange
Jonathan Hall – NIP
John Shadanian – Township of Teaneck
Brian Erlandsen – BGIA
Conrad Cyriax – NIP
Rob Smith – NIP
Kathleen Guze – D & H
Frank Kelly – BGIA