

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

June 22, 2021

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

**MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER
AT 10:05AM.**

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS

N. Horsley - City of East Orange – Present
City of Orange – ABSENT
City of Passaic – R. Fernandez
City of Perth Amboy – M Rivera
City of Plainfield – R. West
Borough of Roselle – ABSENT
Township of Teaneck – Dean Kazinci
Town of West New York – ABSENT

APPROVAL OF 4/27/2021 AND 5/25/2021 MEETING MINUTES

MOTION: Commr. R. West
SECOND: Commr. D. Kazinci
ABSTAIN: None

ADOPTION OF RESOLUTIONS for 5/25/2021 (Voted together)

- **Resolution 20-21** – Approving Certain Disbursements – \$252,958.96
- **Resolution 21-21** – Approving Claims Payments –\$1,006,768.15

ADOPTION OF RESOLUTIONS 6/22/2021 (Voted together)

- **Resolution 22-21** – Approving Certain Disbursements – \$184,257.70
- **Resolution 23-21** – Approving Claims Payments –\$565,528.51

MOTION: Commr. R. West
SECOND: Commr. D. Kazinci
ABSTAIN: None

ROLL CALL OF FUND COMMISSIONERS

N. Horsley - City of East Orange – Present
City of Orange – ABSENT
City of Passaic – R. Fernandez
City of Perth Amboy – M Rivera
City of Plainfield – R. West
Borough of Roselle – ABSENT
Township of Teaneck – Dean Kazinci
Town of West New York – ABSENT

EXECUTIVE DIRECTOR'S REPORT – Jonathan Hall

- **EXECUTIVE DIRECTOR'S REPORT (Jonathan Hall)**
 - **Fast Track Report** – Mr. Hall presented the Fast Track Report as of March 31, 2021. There were no questions.
 - **Treasurer Report** – Mr. Hall presented the Treasurer's Report as of May 31, 2021. All Bills have been paid and our cash balance is secure.
 - **Commissioner Meetings** – Results of the recent survey of Fund Commissioners regarding attendance at the NJ League of Municipalities and the resumption of in-person Commissioner Meetings was presented to the body. The Fund will be resuming in-person Commissioner Meetings in September 2021.
- **FINANCIAL AUDIT PRESENTATION (Mercadien PC)** – The Fund Auditor presented the Fund Financial Audit and their unqualified opinion of the financial statements as of December 31, 2021. There were no questions of comments from the Fund Commissioners.
- **UNDERWRITING REPORT (Robert Smith)**
 - **2022 Renewal Kickoff** – The 2022 renewal process will be kicking off soon, and we are asking all risk managers to initiate the review and update of current underwriting data with their client municipalities at this time. We are pleased to announce that all of the applications and forms for the 2022 renewal cycle will be on-line. The applications and forms can be completed on the PEJIF website at www.pejif.com. Because of the lengthy process, we are urging members to fully cooperate now with their risk managers to complete the renewal updates by our target date of August 7th, 2021. A detailed email will be going out to all risk managers with all of the details and deadlines in the coming weeks.
 - **Historical Loss Runs** – Risk managers must update and return all loss runs to the Administrator's office by July 19th, 2021. All schedules must be updated, signed and returned to the Administrator's office by August 9th, 2021. Due to changes in Excess Markets' requirements, we ask that all members provide currently valued loss runs in Excel format, from 2011 to the date they joined the Fund.
- **RISK CONTROL REPORT (Anthony Ven Graitis)**
 - **Aquatics Risk Management** – Pools and aquatic recreation facilities are now permitted to operate at full capacity, per Executive Orders No. 239 and 242, without regards to social distancing. Executive Orders No. 241 and 242 also amended masking requirements.

Individuals are no longer required to wear masks in these public settings. Facilities are encouraged to develop and implement a COVID-19 Pool Operation Prevent Plan (CPOPP). Cardiopulmonary resuscitation (CPR), first aid training is available to staff members. A Zoom meeting scheduled for June 24th, 10:30 am.

- **Cyber Training Updates** – As of June 18, 2021, 652 employees have been assigned Cybersecurity Training. Members are reminded that this training is mandatory for all municipal computer users.
 - **Heat Prevention** – Heat-related deaths and illnesses are preventable yet annually many people succumb to extreme heat. Since 1979, excessive heat exposure caused 8,000 deaths in the US. People suffer heat-related illness when their bodies are unable to compensate and properly cool themselves. Other conditions related to risk include age, obesity, fever, dehydration, heart disease, mental illness, poor circulation, sunburn and prescription drug and alcohol use. Symptoms include headache, dizziness, or fainting, weakness and wet skin, irritability or confusion, thirst, nausea, or vomiting. To protect your health when temperatures are extremely high, remember to: Drink plenty of fluids, take breaks, wear proper clothing, avoid sugar filled drinks and alcohol, drink water with meals, and limit physical activity as needed. A simple rule to live by to avoid heat exhaustion: Water, Rest, Shade.
 - **BWC Mandate** – Most New Jersey police officers must now wear body cameras after a new law took effect Tuesday, June 1, 2021. The first bill Governor Murphy signed (S1163) requires all police officers to wear body cameras, although officers working undercover, meeting with confidential informants or at desk jobs are exempt. SWAT teams, K-9 cops and those working the front desk of a police station are also mandated to wear them, and police must generally film all interactions with residents. The second bill, (A4312) focuses on specific rules for using the body cameras. Residents should generally be notified when they are being filmed, according to the law. They may ask an officer to turn off a camera under certain circumstances, such as during a medical emergency. Police officers may also switch off cameras in schools, hospitals, and houses of worship and while on bathroom breaks. All footage should be kept for at least 180 days, but video of police force and arrests should be kept for at least three years. Police officers have unlimited access to police professional training modules in the Vault, including Body Cameras/On-Officer Camera Systems. Please contact your risk control consultant for additional information.
 - **PEOSH Inspections** – Increased enforcement by PEOSH, focusing on Fire Department Inspections and RTK for Department of Public Works. Risk Control encourages all member to create written COVID-19 prevention programs. Members are also encouraged to create a hazard assessment: by job, by area, talk to your workforce. Keep OSHA Logs up to date. Communicate, educate, and train employees.
- **CLAIMS MANAGEMENT (Conrad Cyriax)**
 - **Claims KPI Report May 2021** – Mr. Cyriax presented the Claims KPI Report as of May 31, 2021. There were no questions.

MEMBER UPDATES

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commr. Kazinci made a motion to adjourn the meeting at 10:52 am and Commr. West seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

Jonathan Hall

ALSO, PRESENT:

M. Delgado – NIP
A. Ven Gratis – NIP
R. Smith – NIP
J. Hall – NIP
S. Daveggia – NIP
R. Persico – NIP
C. Cyriax – NIP
J. Brown – NIP
P. DeBlasio – Treasurer
M. O’Connell – PQA
J. Zisa – Scirocco
K. Guze – Risk Solutions
W. Dietz – D & H
K. Skeba – NIP
S. Molfetas – Scirocco
M. Daly – Mercadien
S. Edwards – BGIA
P. Fahy – NAIMC
A. Hrubash – 1st MCO
R. Crooks – PNAT
K. Larkin – BGIA
M. Gallelo – CRC
D. Springer – NIP
B. Erlandsen – BGIA
E. Velazquez – Passaic