

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

October 26, 2021

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

**MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER
AT 10:02 AM**

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

SWEARING IN OF NEW FUND COMMISSIONER

- **Rick Smiley – Borough of Roselle (Commissioner)**
- **Everett Falt – Borough of Roselle (Alternate Commissioner)**

ROLL CALL OF FUND COMMISSIONERS

City of East Orange – N. Horsley (late)
City of Orange – ABSENT
City of Passaic – R. Fernandez
City of Perth Amboy – M Greene
City of Plainfield – R. West
Borough of Roselle – R. Smiley
Township of Teaneck – Dean Kazinci
Town of West New York – K. Schweitzer

APPROVAL OF 9/21/2021 MEETING MINUTES

MOTION: Commr. Kazinci
SECOND: Commr. West
ABSTAIN: Smiley

ADOPTION OF RESOLUTIONS

Resolution 28-21 – Approving Certain Disbursements – \$380,138.39
Resolution 29-21 – Approving Claims Payments –\$1,129,099.59
**Resolution 30-21 – Appointing Approved Counsel – King, Moench, Hirniak & Mehta – for
City of Plainfield**

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EXECUTIVE DIRECTOR'S REPORT – Jonathan Hall

- **EXECUTIVE DIRECTOR'S REPORT (Jonathan Hall)**
 - **Mid-Year Actuarial Reserve Study and Fast Track Reports – Status** - We have received the first draft reserve study and are reviewing it for finalization in upcoming weeks. Per our normal practice, updated Fast Track Reports will be distributed once the Mid-Year Actuarial Reserve Study has been finalized.
 - **2022 Draft Budget Status** - The Fund Administrator's Office is working on the first draft of the 2022 budget. We plan to distribute the 2022 draft budget prior to the November 23rd Fund Meeting.
 - **Indemnity and Trust Agreements for 2022** - The Administrator's office requests that renewing members please return the Resolutions to Rejoin as soon as they are passed by your governing bodies and executed accordingly.
 - **2022 RFP/RFQ Responses** - The Public Entity Joint Insurance Fund has received RFP/RFQ responses from all incumbent service providers for all positions. The Fund Administrator's Office will provide a summary of responses received for the Fund Commissioners' review at the November 23rd meeting.
 - **Treasury Report** - All Bills have been paid and our cash balance is secure.
- **UNDERWRITING REPORT (Robert Smith)**
 - **2022 Renewal Update** - The 2022 renewal process has begun, and both deadlines have now passed. We are asking all risk managers at have not done so to complete the review and update of current underwriting data with their client municipalities at this time.
 - **Prospects** - As we gather more information and begin to discuss membership in the PEJIF, we will be reporting back with additional details and will be available for questions.
 - **Exposure Schedules** - In light of the recent claim activity due to the storms, we are asking all members and risk managers to take some extra time to ensure the schedules we have on file for locations and auto are up to date. We ask that all new locations please be added in a timely matter to ensure all proper coverages are in place. Additionally, we ask that all vehicles are added when acquired and any vehicles no longer covered be removed from the

schedules. Should there be any questions or if anyone needs any assistance with the portal and the schedules, please contact the underwriting department.

- **NJLM Reception** - Join us at the Hard Rock, as we celebrate the evening with cocktails, and hors d'oeuvres.
 - Date: Tuesday, November 16th
 - Time: 5-7:00 P.M.
 - Location: Hard Rock Cafe Backstage @ Hard Rock Hotel & Casino, Atlantic City, NJ 08401
- **Member Portal** - We are currently working with our IT vendor on developing an updated member portal. We have started early testing and are impressed with the new look and functionality of the site. At this time, we are continuing testing and will be open to have some risk managers try out the site for feedback. Should you wish to be a tester and give us your feedback, please contact Robert Smith.

○ **RISK CONTROL REPORT (Anthony Ven Graitis)**

- **Cyber training** – Mr. Ven Graitis reported that 272 PEJIF employees have completed Cyber training.
- **Cold weather preparation** - Prompt removal of snow from roadways and walkways is critically important to ensure the safety of municipal workers, emergency services personnel and the public. Proper snow removal reduces the chances of motor vehicle collisions, slip and falls, and damage to property. Statistics have shown that over 116,000 people in the United States are injured on snowy, slushy, or icy roads every winter, approximately 11,500 people are treated in emergency rooms for injuries related to snow shoveling and over 1,300 fatalities occur from motor vehicle collisions occurring on slippery roadways. Zoom meeting scheduled for Thursday, October 28, 2021, 10:00 AM
- **Accident investigation forms** - For any Safety Program, a critical element is the proper investigation of all accidents, determining the causes, and developing corrective actions to prevent future occurrences. The purpose of accident investigations is to PREVENT future incidents, not to appoint blame. Mr. Ven Graitis covered the three steps in conducting an accident investigation.
- **Understanding the Link Between Firearms and Suicide Prevention** – Mr. Skeba provided tips to prevent suicide by firearms and provided resources and hotlines for members to share with employees.

○ **CLAIMS MANAGEMENT (Conrad Cyriax)**

- **Claims KPI Report September 2021** – Mr. Cyriax presented the Claims KPI reports for September 2021. There were no questions.
- **Hurricane Ida Claims Update** – To date, our excess property carrier has received 20 Property claims and 2 APD claims.

MEMBER UPDATES

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commr. Kazinci made a motion to adjourn the meeting at 10:56 am and Commr. Schweitzer seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

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
L. Graham – Fairview
J. Zisa – Scirocco
K. Skeba – NIP
J. Shahdanian
E. Falt – Roselle
A. Zeiders – PNAT
P. Fahy – NAIMC
D. Springer – NIP
M. GAllelo – CRC
A. Powers – NIP
A. Hrubash – 1st MCO