

**PUBLIC ENTITY JOINT INSURANCE FUND  
MEETING MINUTES**

**July 27, 2021**

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

**MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER  
AT 10:04AM.**

**OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF FUND COMMISSIONERS**

City of East Orange – ABSENT  
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 6/22/2021 MEETING MINUTES**

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

**ADOPTION OF RESOLUTIONS 7/27/2021 – QURUM Not reached**

- **Resolution 24-21 – Approving Certain Disbursements – \$2,858,100.91**
- **Resolution 25-21 – Approving Claims Payments –\$1,306,716.91**

**MOTION: Commr.**  
**SECOND: Commr.**  
**ABSTAIN: None**

**ROLL CALL OF FUND COMMISSIONERS**

City of East Orange – ABSENT  
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 shared the Fast Track Report as of May 31, 2021. There were no questions.
  - **Mid-Year Actuarial Reserve Study – Status and Timeline** - All loss data as of June 30, 2021 has been received by the Fund Actuary. We expect a first draft reserve study by the end of August.
  - **Monthly Commissioner Meeting – September 2021** - Per our discussion at the last Commissioners' Meeting, we will be resuming in-person meetings with the September 2021 meeting. The meeting will be held in the NIP Conference Center at 900 Route 9 North, 1st Floor Auditorium, Woodbridge, NJ 07095. Options will be available for virtual conference for those unable to attend in person.
  - **Treasurer's Report** – Mr. Hall shared the Treasurer's Report as of June 30, 2021. All Bills have been paid and our cash balance is secure. There were no questions.
  
- **UNDERWRITING REPORT (Robert Smith)**
  - **Property Renewal** – Working with our partners at BGIA, the PEJIF was able to renew its Property coverage with the APIP program from 7/1/2021 through 7/1/2022. There are no material changes in coverage or limits. Policies will be distributed upon receipt and review.
  - **Cyber Renewal** – Working with our partners at BGIA, the PEJIF was able to renew its Cyber coverage through the APIP program with Beazley and XL. Many thanks for the submission of the new cyber apps, it was instrumental in achieving this renewal. As anticipated, the cost of cyber insurance has increased; however, the Fund anticipated this and budgeted for an increase in the adopted budget. Per member and aggregate limits have increased and terms are better than the 2020 coverage. Policies will be distributed upon receipt and review.
  - **2022 Member Renewal Update** – 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. 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 with all the details and deadlines is delivered weekly to all risk managers.
  - **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.
  
- **RISK CONTROL REPORT (Anthony Ven Graitis)**
  - **Firefighter Safety & Health** – The mental and physical demands faced by firefighters daily has tremendous impacts on the emergency responders, their families, and colleagues.

Municipal administration, management and command staff need to ensure firefighters are fit for duty and have regular physicals. Heart attacks are the leading cause of Line-of-Duty-Deaths so health and fitness must be a priority. Cancer prevention actions can also help reduce the risk of cancer in firefighters. Lastly, the mental health of first responders who support those dealing with tragedy daily must be part of a well-established plan. Zoom meeting scheduled for Thursday, July 29th, 10:30 am

- **Cyber Training Update** – As of July 23, 2021, 1,837 employees have completed Cyber Security Awareness training and 1,461 additional employees have training assigned to them.
  - **Flash Flood Awareness** – Mr. Ven Graitis discussed the dangers of flash floods and the importance of flash flood awareness. A Safety Bulletin was sent out to all members.
  - **Storm Preparation** – Mr. Ven Graitis shared tips for storm preparedness, planning, mitigation and recovery.
- **CLAIMS MANAGEMENT (Conrad Cyriax)**
- **Claims KPI Report June 2021** – Mr. Cyriax shared the Claims KPI report as of June 30, 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. Rivera seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

---

Madeline Delgado

---

**ALSO, PRESENT:**

- M. Delgado – NIP
- A. Ven Graitis – 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  
C. Coyle – Risk Solutions  
L. Graham – Fairview  
J. Zisa – Scirocco  
Z. Edelman – Fairview  
B. Erlandsen – BGIA  
W. Dietz – D & H