

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
November 22, 2022
VIA MS Teams and Dial In at 10:00am**

**MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER
AT 10:07AM.**

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS

City of East Orange – A. McCall
City of Orange – Absent
City of Passaic – R. Fernandez
City of Perth Amboy – M. Rivera
City of Plainfield – L. Carden
Borough of Roselle – Absent
Township of Teaneck – D. Kazinci
Town of West New York – Absent

APPROVAL OF 10/25/2022 MEETING MINUTES

MOTION: Commr. Fernandez
SECOND: Commr. McCall
ABSTAIN: None

City of East Orange – A. McCall
City of Orange – Absent
City of Passaic – R. Fernandez
City of Perth Amboy – M. Rivera
City of Plainfield – L. Carden
Borough of Roselle – Absent
Township of Teaneck – D. Kazinci
Town of West New York – Absent

ADOPTION OF RESOLUTIONS

- Resolution 34-22 – Approving Certain Disbursements – \$394,697.51

- **Resolution 35-22 – Approving Claims Payments** – \$2,050,830.87
- **Resolution 36-22 – Approved Defense Counsel** – PRB Attorneys at Law, LLC
Peter Perla – for City of Passaic

MOTION: Commr. **Kazinci**

SECOND: Commr. **Carden**

ABSTAIN: None

City of East Orange – A. McCall
City of Orange – Absent
City of Passaic – R. Fernandez
City of Perth Amboy – M. Rivera
City of Plainfield – L. Carden
Borough of Roselle – Absent
Township of Teaneck – D. Kazinci
Town of West New York – Absent

DEPARTMENT REPORTS

- **EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)**
 - Indemnity & Trust Agreements – 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
 - Treasurer’s Report – All Bills have been paid and our cash balance is secure
 - 2023 Draft Budget – Mr. Hall presented the 2023 Draft Budget. Mr. Hall also presented an overview of the insurance market and coverage structure for 2023. The Second Draft budget will be introduced at the December 13, 2022 meeting.
- **UNDERWRITING REPORT (Robert Smith)**
 - **2023 Renewals** – Applications are overdue. Please provide as soon as possible. No applications could mean a lapse in coverage or non-renewal of coverage.
 - **2023 Prospects** – Currently reviewing prospect submissions to ensure they fit with our underwriting guidelines. Will report at the December meeting of our progress.
- **RISK CONTROL REPORT (Anthony Ven Graitis)**
 - **EPL Training update** – Training statistics show an almost doubling of assigned harassment/discrimination training from last year, with completion records quickly rising. Please reach out to your risk control consultant to scheduled live or online training, or to send copies of sign in sheets for crediting employees for completing training in 2022.
 - **Police Resources** – Risk control offers many risk control services to members including over 60 online police professional courses, a police round table which is scheduled for 12/8/22, and individual specialized training from Connell Consulting for police supervisors.
 - **Winter Storm Planning** – With the first snowflakes already falling for many of us, extended cold weather, snow, and ice will be arriving shortly. Now is the time to make final preparations to ensure you are ready for the worst of winter while keeping employees safe. The following safety topics will be discussed at the Winter Storm

Planning webinar: Snowplow preparation and planning: what to inspect and how to prepare equipment and vehicles, routes, emergency plans, and emergency packs , Title 59 defenses: How to protect Title 59 immunities with various job assignments including snowplow runs, salt spreading, shoveling and snow blowing, Driving in winter weather: Loss frequency increases every winter. Tips to prevent accidents will be discussed., Building maintenance: what all buildings should have done to prepare for the winter months., Facility maintenance: what are acceptable logs when documenting work to remove ice and snow from the premises, inside and out., Preparation of staff and equipment: how to inspect and prepare snow blowers and salt/sand spreaders for use while training staff to prevent injury. The seminar is scheduled for Nov 30, 2022, at 2:00 PM.

- **Snow-Plow Rodeo** – The 5th annual Snowplow Rodeo was held on Thursday, November 10th, 2022, 8:30 AM to 3:30 PM, in Union Township: Biertuempfel Park. Participants steered through an obstacle course of left and right turns, maneuvered around parked cars and moved through a serpentine series of cones. CDL and non-CDL driver categories. Over 50 drivers participated in the Event! Awards and announcements to follow the week of 11/28/22.

○ **CLAIMS MANAGEMENT REPORT (Peter Archangeli)**

- **Claims KPI Report October** – The team received a total of 57 claims, and closed 113 files, resulting in a closing ratio of 198% for the month.
- **Introduce New Litigation Management Guidelines** – Updated defense firm litigation reporting guidelines have been drafted and provided to a small panel of defense panel attorneys for comment. The new guidelines will be introduced to the commissioners at the January meeting, and then rolled out to the PEJIF defense firms following the meeting.

MEMBER UPDATES

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commr. Kazinci made a motion to adjourn the meeting at 11:03 am and Commr.Walls seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

Jonathan Hall

ALSO, PRESENT – Confirmed by MS Teams attendance sheet

A. Aquino
A. Ven Graitis
B. Erlandsen
D. Fargione
D. Springer
D. Weightman
D. Voda
D. Springer
E. Vath
Elizabeth (Passaic)
J. Brown
J. Hall
J. Brown
K. Child
K. Guze
K. Skeba
L Winter
M. Delgado
M. Lamb
M. O'Connell
P. DeBlasio
P. Mackin
P. Fahy
P. Archangeli
R. Persico
R. Smith
S. Stroherer
W. Robinson