

**PUBLIC ENTITY JOINT INSURANCE FUND  
MEETING MINUTES**

**December 13, 2022**

**VIA MS Teams and Dial In 609-246-5765; PASSCODE 244 699 526#**

**at 10:00am**

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**MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER  
AT 10:03AM.**

**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 – C. Hartwyk (late not present for roll call)  
City of Passaic – R. Fernandez  
City of Perth Amboy – M. Rivera  
City of Plainfield – A. Levenson  
Borough of Roselle – K. Walls (Late)  
Township of Teaneck – D. Kazinci  
Town of West New York – K. Schweitzer

**APPROVAL OF 11/22/2022 MEETING MINUTES**

**MOTION:** Commr. McCall  
**SECOND:** Commr. Levenson  
**ABSTAIN:** None Harwyk; Walls (late – no vote)

City of East Orange – A. McCall  
City of Orange – C. Hartwyk (late no vote)  
City of Passaic – R. Fernandez  
City of Perth Amboy – M. Rivera  
City of Plainfield – A. Levenson  
Borough of Roselle – K. Walls (Late)  
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**ADOPTION OF RESOLUTIONS**

- **Resolution 37-22 – Approving Certain Disbursements – \$36,247.64**

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- **Resolution 38-22 – Approving Claims Payments** – \$2,364,349.06
- **Resolution 39-22 - Approved Defense Counsel** – Antonelli Kantor  
354 Eisenhower Pkwy # 1000 Livingston, NJ 07039

**MOTION:** Commr. Kazinci

**SECOND:** Commr. Rivera

**ABSTAIN:** None

City of East Orange – A. McCall  
City of Orange – C. Hartwyk  
City of Passaic – R. Fernandez  
City of Perth Amboy – M. Rivera  
City of Plainfield – A. Levenson  
Borough of Roselle – K. Walls (Late no vote)  
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## DEPARTMENT REPORTS

- **EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)**
  - **2023 Budget** - Mr. Hall presented the revised Draft Budget. The Final Budget will be released no later than January 16, 2023, in advance of the January 24th Reorganization Meeting.
  - **Treasury Report** - All Bills have been paid and our cash balance is secure.
  - **I & T 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.
  - **Auto ID’s** - The Administrator’s office will be sending Auto ID cards to all members. The packages will be addressed to the Commissioner. The number of cards issued is based on the vehicle schedules on file with the Administrator.
  
- **UNDERWRITING REPORT (Robert Smith)**
  - **Outstanding Items** – All apps are now overdue. We are unable to bind coverages without these apps.
  - **Insurance Placement Updates** – BGIA will be presenting at the February meeting. They will be going over all the renewals highlighting and changes in coverage and carriers.
  - **Prospects** – We have received several submissions for the PEJIF. After reviewing, we found them not to be up to the PEJIF standards and have not offered membership to any of them.
  
- **RISK CONTROL REPORT (Anthony Ven Graitis)**
  - **EPL Update** – Live and online training continues to be rolled out. Training can be scheduled into 2023. In addition, an EPL Risk Assessment will be coordinated in 2023, including reviews of harassment and discrimination policies and practices, applications, incident investigations, notification provisions, and record keeping, “Zero” tolerance for inappropriate behavior, handbook review, meeting with key managers and staff.

- **Property Risk Review** – Risk Control will continue to schedule property inspections with all members in 2023, focusing on locations with a TIV of \$1M to \$5M. Surveys will be scheduled from now through the middle of 2023. A hazard risk score will be generated and used to quantify the risk of each location. Surveys can be completed by Risk Control staff or qualified member municipality personnel
  - **Holiday hazards** – discussions included driving safety (drunk, drowsy, and distracted), holiday parties, stress, work zone safety, working from heights snow and ice (proper footwear), protection of property
  - **Police Response to Structural Fires** – Home fires occur more frequently during the winter, with December and January being the peak months. Over the last 40 years, the pace at which a fire races through a home has increased. People once had an average of 17 minutes to escape a burning home after the activation of a smoke alarm. Today, that window has shrunk to about three minutes or less. Important recommendations will be discussed, including: Assess the risk/reward, never go above the fire, advise police dispatch prior to entering, protect bystanders and gather info from them, never break windows, cease efforts when firefighters arrive, stay low to the floor, share all intel with firefighters when they arrive. Webinar will be held on January 5th at 2:00PM
- **CLAIMS MANAGEMENT REPORT (Peter Archangeli)**
- Claims KPI Report October – The team received a total of 64 claims, and closed 128 files, resulting in a closing ratio of 200% for the month.
  - Billing & Litigation 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.McCall made a motion to adjourn the meeting at 10:44 am and Commr Kazinci seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

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Madeline Delgado

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Jonathan Hall

**ALSO, PRESENT – Confirmed by MS Teams attendance sheet**

A. Levenson  
A. Ven Graitis  
B. Erlandsen  
D. Voda  
D. Springer  
J. Goldy  
J. Hall  
J. Brown  
K. Schweitzr  
K. Child  
K. Larkin  
Lana  
P. Archangeli  
M. Rivera  
M. Lamb  
M. OConnell  
P. DeBlasio  
P. Fahy  
R. Cleary  
R. Persico  
T. Fragoso  
S. Booker  
D. Weightman