

**PUBLIC ENTITY JOINT INSURANCE FUND  
MEETING MINUTES**

**November 28, 2017**

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

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**MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:13AM.**

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF FUND COMMISSIONERS -**

Naiima Horsley-Fauntleroy – City of East Orange (Absent for Vote/Late)  
Marty Mays – City of Orange  
Ricardo Fernandez – City of Passaic  
Adam Cruz – City of Perth Amboy  
Kheesha Walls – City of Plainfield - (Absent for Vote/Late)  
Kim Browne – Borough of Roselle  
William Broughton – Township of Teaneck  
Jamie Cryan – Town of West New York - Absent

**APPROVAL OF MINUTES OF October 24, 2017 Meeting**

**MOTION:** Commr. Senande  
**SECOND:** Commr. Broughton  
**ABSTAIN:** Commr. Cruz

**ADOPTION OF RESOLUTIONS**

- **Resolution 31-17 – Approving Certain Disbursements – \$37,836.70**
- **Resolution 32-17 – Approving Claims Payments - \$694,040.**

**MOTION:** Commr. Cruz  
**SECOND:** Commr. Hartwyk

**VOTE: ROLL CALL**

Naiima Horsley-Fauntleroy – City of East Orange (Absent for Vote/Late)  
Marty Mays – City of Orange  
Ricardo Fernandez – City of Passaic  
Adam Cruz – City of Perth Amboy  
Kheesha Walls – City of Plainfield - (Absent for Vote/Late)  
Kim Browne – Borough of Roselle  
William Broughton – Township of Teaneck  
Jamie Cryan – Town of West New York - Absent

## **EXECUTIVE DIRECTOR REPORT – J. Hall (NIP Group)**

- **Fast Track** – Mr. Hall presented the FastTrack report for October. There were no questions.
- **Draft 2018 Budget** – Mr. Hall presented the 2018 draft budget and advised the next draft budget will be presented in advance of the December meeting.
- **2018 RFP's/RFQ's Update** – Mr. Hall advised that the Executive Committee will be meeting next meeting to discuss the RFP responses received.

## **TREASURER'S REPORT – P. DeBlasio**

- Mr. DeBlasio reported that monthly financial report and cash management account has been reviewed. He advised that the Fund has met all outstanding obligations and its financial position is secure. There were no questions.

## **UNDERWRITING REPORT – Robert Smith (NIP Group)**

- **Member Renewals** - Continue to work with BGIA to ensure best terms and conditions for all excess renewal placements.
- **Member Renewal Data Follow-Up & Summary** - Please continue to send in the renewal data as requested. Please note Site and UST coverage cannot be bound without renewal apps and data.
- **2018 Prospects Update** - Roselle Park and Roxbury have been underwritten and have accepted membership in the GSMJIF.

## **SAFETY REPORT – Anthony Ven Graitis (NIP Group)**

- **Active Threat-Chief Jonathan Parham** - Chief Parham of the Linden Police Department presented on general awareness of all municipal employees when it comes to active threat situations. All should be prepared for an active threat situation, and take proper steps to prepare start now and prior to an event so communications are clear and action plans can be implemented when needed. There is no one training that can completely prepare all employees, but the necessary dialogue must start and risk control professionals can assist. Chief Parham will also be a guest speaker at the Active Threat Seminar/Police Roundtable being scheduled for February, 2018.
- **Playground closings** - With cold weather approaching, playgrounds should be properly closed to prevent any equipment being used in cold weather where ground cover may be frozen, losing its ability to absorb impacts or compress. Signage should be used and equipment, including swing set chains and seats, should be removed or dismantled. Risk control personnel will assist with the review of playground closures.
- **Holiday Hazards** - Risk Control staff want to remind everyone that a little caution will go a long way in making sure we all have a safe and happy holiday season this year at home and in the office. Some holiday tips to consider include beware of falling from ladders and step stools, be mindful of flammable Christmas trees, be careful of choking while eating the holiday feasts, be careful of food poisoning and left over food sitting unrefrigerated, don't block means of egress when hanging decorations, avoid "Live" Holiday Decorations where possible, extra care must be given when lighting candles (and none on trees), and don't hang decorations from manual fire

alarm pull stations, horn/strobe devices, fire sprinkler heads and ceiling-mounted detectors as anchor points. A bulletin will be issued to all members.

- **Property Inspections** - Property inspections for Travelers have all been completed. Responses are currently being drafted with input from the member municipalities involved. Timely responses are required so everyone's cooperation is appreciated.
- **Snow Plow Rodeo Recap** – Over 65 snow plow drivers from members of the Garden State Municipal Joint Insurance Fund (GSMJIF) and Public Entity Joint Insurance Fund (PEJIF) attended this event. Participants steered through an obstacle course of left and right turns, maneuvered around parked cars and move through a serpentine series of cones. There was a CDL and non-CDL driver categories. The drivers were timed for speed, safe driving and judged for effectively pushing the snow (markers were moved) while avoiding parked cars and other obstacles. The winners of the challenges were: CDL 1st place, Robert Urena of the City of Passaic, 2nd place, Justin Barkalow of the Borough of Freehold, 3rd place, Luke Dorrbecker of the Township of Parsippany-Troy Hills. For Non-CDL 1st place, Matt Reed of Union Township, 2nd place, Frank Rible Jr of Union Township, and 3rd place, Anthony Reed Jr of Union Township. Perpetual plaques were also awarded to the City of Passaic and the Township of Union for winning the CDL and Non-CDL competitions. A special thanks to the Borough of Freehold and the Freehold Raceway for hosting this event, Hamilton Township for sharing their model Snow Plow Rodeo program, and PMA Companies and especially Ken Child, who worked tirelessly to make sure this Rodeo was such a success.

#### **CLAIMS REPORT – C. Cyriax (NIP Group)**

- **Key Performance Indicators of Claims Activity** – Conrad Cyriax provided the Commissioners with the Claims Report. Key performance indicators of Claims Department activity were fully discussed including the number of new claims received and the sum of claims closed during the preceding month. Frequency trends affecting the Fund were discussed as well as other critical measurements of Claims Department activity such as closing ratio.

#### **NEW BUSINESS**

#### **OPEN FORUM**

#### **MOTION TO ADJOURN**

Chairman Fernandez made a motion to adjourn the meeting at 11:11am and Alternate Commissioner Rivera seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

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Madeline Delgado

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Ricardo Fernandez

**ALSO PRESENT:**

Madeline Delgado – NIP  
Robert Persico – NIP  
James Renner – NIP  
Kathy Martin – City of Passaic  
John Carasco – Skylands  
Michael O’Connell – PQA  
Patrick DeBlasio – Treasurer  
Brian Erlandsen – BGIA  
Robert Smith – NIP  
George Crosby – BGIA  
Conrad Cyriax – NIP  
Anthony Ven Graitis – NIP  
Jonathan Hall – NIP  
Keith Skeba – NIP  
Robert Urena – Passaic  
Fred Corbutt – Passaic  
Jonathan Parham – Linden  
Ken Child – PMA  
Patti Fahy – Reliance  
Kelly Royce – First MCO  
Sureatha Hobbs – Inservco  
Shanell Booker – Inservco  
Amy Zeiders – Inservco  
Steve Daveggia – NIP  
Zach Edelman – Fairview Insurance