



**GARDEN STATE MUNICIPAL JOINT INSURANCE FUND  
MEETING MINUTES  
March 22<sup>nd</sup> 2017  
The Hotel Woodbridge Iselin, NJ Room – Room 203 at 11:00am**

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**MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND CALLED TO ORDER AT 11:07 AM.**

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

**PLEDGE OF ALLEGIANCE**

**SWEARING IN OF FUND COMMISSIONERS:**

- Township of Bloomfield – Michael Parlavecchio
- Town of Guttenberg – Cosmo Cirillo
- Tornship of North Bergen – Frank Englese

**ROLL CALL OF FUND COMMISSIONERS:**

John Camera  
Barbara Russo - Absent  
Michael Parlavecchio  
Lisa O'Neill  
Michael King - Absent  
Eric Shubiger – Absent  
Tim Dacey  
Hillary Hyser - Absent  
Theresa Casagrande  
Eleanor McGovern  
Joseph Bellina  
John DiStefano  
Jack Merryfield - Absent  
Lou Guarino  
Paul Zarbetski  
Joan Hullings  
Patrick Wherry  
Louis Palazzo  
Paula Cavalier  
Laura Reinertsen  
Greg Whitehead - Absent  
Nancy Koblis



Russ Jones  
Tim Stafford  
Tim Quinn  
Frank Mason  
Doug Marvin  
Sonia Brown  
Frank Englese  
David Hollod  
Jackie Ortiz  
Frank Ruggiero  
Barry Lewis - Absent  
John Waryas  
Karen Caulfield  
Mark Krane  
Jack Sayers - Absent

### **APPROVAL OF MINUTES OF 2/22/17 MEETING**

**MOTION:** Commr. Caulfield

**SECOND:** Commr. Dacey

**ABSTAIN:** Commrs. Hullings; O'Neill; Cavalier; Mason; Englese; Ruggiero; Krane

### **ADJOURN TO EXECUTIVE SESSION TO DISCUSS CLAIMS COMMITTEE REPORT**

In accordance with Section 8 of the Open Public Meetings Act, the public body is in Executive Session, as follows:

1. The Public shall be excluded from discussion of and action upon the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:
  - Claims – Requests for Settlement Authority

### **APPROVAL OF REQUESTS FOR SETTLEMENT AUTHORITY AND ADOPTION OF RESOLUTIONS**

- Approval of Claims Committee Report and Requests for Settlement Authority
  - Township of Montclair WC Claim - Granted Settlement Authority
  - Township of Ewing WC Claim– Granted Settlement Authority
  - City of Rahway GL Claim – Granted Settlement Authority
  - Township of Livingston WC Claim – Granted Settlement Authority
  - Township of North Brunswick EPL Claim – Granted Settlement Authority
  - Berkeley Township WC - Granted Settlement Authority
  - Township of Hamilton WC - Granted Settlement Authority
  - Morris Township EPL - Granted Settlement Authority



- Resolution 16-17 – Approving Certain Disbursements \$708,228.39
- Resolution 17-17 – Approving Claims Payments \$1,799,815
- Resolution 18-17 – Appointing Approved Counsel – Antonelli Kantor, PC – requested by Union Township

**MOTION:** Commr. Dacey

**SECOND:** Commr. Bellina

**VOTE:** Roll Call

John Camera

Barbara Russo - Absent

Michael Parlavecchio

Lisa O'Neill

Michael King - Absent

Eric Shubiger – Absent

Tim Dacey

Hillary Hyser - Absent

Theresa Casagrande

Eleanor McGovern

Joseph Bellina

John DiStefano

Jack Merryfield - Absent

Lou Guarino

Paul Zarbetski

Joan Hullings

Patrick Wherry

Louis Pallazo

Paula Cavalier

Laura Reinertsen

Greg Whitehead - Absent

Nancy Koblis

Russ Jones

Tim Stafford

Tim Quinn

Frank Mason

Doug Marvin

Sonia Brown

Frank Englese

David Hollod

Jackie Ortiz

Frank Ruggiero

Barry Lewis - Absent

John Waryas

Karen Caulfield

Mark Krane

Jack Sayers - Absent



## REPORTS

### EXECUTIVE DIRECTOR'S REPORT – NIP Group – J. Hall

- **2016 Year-End Actuarial Report** – Mr. Hall reported on the 2016 Year-End Actuarial Report. In particular, Mr. Hall noted the over \$1M in reserve takedowns due to claims closing activity, which resulted in an aggregate improvement of net position of \$1.9M (not including the Supplemental Assessment).
- **Financial Fast Track Report** – The December 2016, January 2017 and February 2017 Fast Track Reports have been distributed to all Commissioners. Mr. Hall reviewed the February 2017 Fast Track Report, reporting minimal changes from the year-end 2016 report.
- **Supplemental Assessment** – Mr. Hall reviewed the final calculations exhibit with the Commissioners, per Resolution 23-15. Member-specific letters will be mailed out to all impacted members on March 31. Commissioner Jones asked about the invoicing and due date for the first installment. Mr. Hall responded that invoices would be sent out on or about May 1, with payment due by July 1. Any impacted members that have questions about their installments should feel free to contact Mr. Hall directly. Commissioner Casagrande asked if the Fund was reviewing subsequent years. Mr. Hall responded that the Fund is reviewing subsequent years and will report back to the Body once that review and analysis is complete.
- **Risk Management Consultant Agreements** – Mr. Hall asked that all 2017 Risk Management Consultant Agreements be submitted to the Administrator's office.
- **Contact List Updates** – Mr. Hall thanked those members that have already responded to the request for contact updates, and asked those outstanding to please submit their updates as soon as practicable.

### 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.

### SAFETY DIRECTOR – PMA Group (K. Child) and NIP Group (A. Ven Graitis)

- **Presentation – Battalion Chief Mike Roberts of the City of Rahway Fire Department; Police and Fire Response to Structure Fires** - Battalion Chief Mike Roberts of the City of Rahway Fire Department presented on police and fire response to structure fires. Professional safety consultants from the GSMJIF, working with Rahway police and fire personnel, have developed best practices that will be discussed on March 29, from 6:30 to 8:00 PM at the Rahway City Council Chambers. Battalion Chief Roberts spoke about the fire incident that occurred in March of 2016 which is the impetus for the best practices discussion.
- **Safety Meeting Recap**
  - **Playground Safety** - Spring is here and playgrounds need to be inspected. Checklists should be prepared, equipment and apparatus checked, and FIBAR ordered. Please contact risk control to schedule inspections.



- **“When Words Fail” Training Classes being offered in March and April** – This unprecedented, four hour training session provides police officers with communication skills that will enable them to de-escalate combative subjects without compromising officer safety. Course attendees will also learn how to utilize their Body Worn Cameras as an evidence-gathering tool, and as a mechanism to defend officer actions during verbally and physically combative situations. Following the interactive classroom training, course attendees will learn physical control techniques that will enable the officer to control a combative subject without using punches, kicks, strikes, or choke holds. The combination of conversational tactics, and hands-on training taught in this course will help to drastically reduce officer and agency liability and improve both officer and citizen safety. Classes are scheduled for March 30 in Rahway, April 6 in North Bergen, and April 25 in Parsippany.
- **Best Practices in Managing Traumatic Events Seminar scheduled for 3/23** - First Responders deal with a myriad of issues when responding to both large scale and more “Routine” emergencies. These responses can have a long term cumulative effect on our responders. This seminar will review a “routine” call that quickly developed into a large scale high-Profile incident. We will also hear from our experts on the long term effects of these responses and the resources available through GSMJIF to address the effects on our personnel.
- **Police and Fire Response to Structure Fires Seminar scheduled for 3/23** - Experts will discuss the effects of smoke and fire on emergency responders, as well as the Do's and Don'ts for Police Officers responding to Structure Fires. Several local structural fires will be reviewed and lessons learned will be discussed with the audience members. The Program is intended for Police Officers as well as Fire Chief's and Training Officers of the Fire Department.
- **Wellness: The First Challenge Participate** - Participate in the GSMJIF 10-week Summer Slim Down Wellness Challenge and earn money while you get in shape! Participants must be weighed each week during the competition. The first weigh-in will occur on Monday, April 3, and a weigh-in will occur the same day each week as set by the municipality. The final weigh in will occur on Monday, June 12. Participants can join anytime during the challenge. Participating employees will be eligible for awards at the conclusion of the challenge.

#### **CLAIMS REPORT – NIP Group - C. Cyriax**

- **Notice of Claim Requirements under the NJ Tort Claims Act** – Jim Renner of NIP Management informed the Commissioners of a recent appellate ruling favorable to the Fund on Title 59 in the matter of Estate of Silver v. Twp. of No. Brunswick.
- **Key Performance Indicators of Claims Activity for the Fund** – 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 and recoveries.

#### **NEW BUSINESS**



- Commissioner Krane asked if the Fund now has a vacancy on the Executive Committee, due to Commissioner Rodino’s retirement. Mr. Hall responded in the affirmative. The Fund will open the floor for nominations for Alternate Executive Committee Member and vote on same at the next regular meeting.

**OPEN FORUM**

**MOTION TO ADJOURN**

Commissioner Dacey made a motion to adjourn the meeting at 11:47AM and Commissioner Reinertsen seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

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M. Delgado

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D. Marvin

**ALSO PRESENT:**

Robert Persico – NIP  
Anthony VenGraitis – NIP  
Frank Kelly – BGIA  
Conrad Cyriax – NIP  
TJ Jawleke – PMA  
Dave Weightman – PMA  
Ed Vath – PMA  
John Geaney – Capehart  
Tim Quinn – Morris Township  
Virginia Murphy – Morris Township  
Mark Krane – Warren Township  
Mike Lovett – Warren Township  
Russ Jones – Township of Livingston  
Lindsay Burbage – Hamilton Township  
Joseph Bellina – Freehold Township  
Madeline Delgado – NIP  
Joan Hullings – Highland Park  
Paul Anzano – PQA  
Patrick DeBlasio – Treasurer  
Karen Caulfield – Township of Union  
Douglas Marvin – New Providence



Sonia Brown – North Brunswick  
Latonya Brennan – AJG  
Pat Mizerek – City of Rahway  
Karin Napier – City of Rahway  
Frank Ruggiero City of Rahway  
Paul Zarbetski – Harrison  
Frank Mason – Township of Morristown  
Timothy Dacey – Englewood  
Timothy Strafford – Montclair  
Louis Palazzo – Howell  
Elanor McGovern – Fanwood  
Ted Wardell – Brown & Brown benefit Advisors  
Lisa Gallo – Qual-lynx  
Michael Parlavecchio – Bloomfield  
David Balken – Balken Risk  
Ken Child – PMA  
Jim Renner – NIP  
Renee Nelms – Qual-lynx  
Lou Beckerman – Beckerman & Co.  
Christopher Sandford \_ Brown & Brown  
Dom Cinelli – Brown & Brown  
Michael Sabbagh – Richland Knowles  
Ilene Laursen – Conner Strong  
Rob Smith – NIP  
David Hollod – North Plainfield  
John Waryas – Borough of Totowa Nancy Koblis – City Linden  
Frank Englese – North Bergen  
Thea Isabella – Twinboro  
Hilary Hyser – Ewing Township  
Patrick Wherry – City of Hoboken  
John Camera – Berkeley Township  
Donna Gartland – NIP  
Elizabeth Sheeran – NIP  
Paula Cavalier – Kearny  
Bill Young – Rahway  
Bill Speck – North Plainfield  
Marc Strauss – PMA  
Luis Alamo – Alamo Insurance  
Jackie Ortiz – Parsippany-Troy Hills  
Danielle Voda – Fairview Insurance  
Cosmo Cirillo – Guttenberg  
John Di Stefano – Guttenberg  
Stephen Daveggia – NIP  
Lisa O’Neill – Caldwell  
Laura Reinertsen – Kenilworth