



**GARDEN STATE MUNICIPAL JOINT INSURANCE FUND  
MEETING MINUTES**

**May 23<sup>rd</sup>, 2018**

**The Hotel Woodbridge Iselin, NJ 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**

**MEETING OF BOARD OF FUND COMMISSIONERS CALLED TO ORDER**

**PLEDGE OF ALLEGIANCE**

**SWEARING IN OF FUND COMMISSIONERS:**

- Wayne Zitt – Town of Guttenberg (Alternate Commissioner)

**ROLL CALL OF FUND COMMISSIONERS:**

Berkeley Township *ABSENT*  
Berkeley Heights - *ABSENT*  
Anthony Nesto – Township of Bloomfield  
Borough of Caldwell – *ABSENT*  
Cinnaminson Township – *ABSENT*  
Township of Eastampton – *ABSENT*  
Daria Trumpet – City of Englewood  
Ewing Township - *ABSENT*  
Theresa Casagrande Borough of Fair Haven  
Eleanor McGovern - Borough of Fanwood  
Joseph Bellina – Freehold Borough  
Wayne Zitt – Town of Guttenberg  
Borough of Haddon Heights – *ABSENT*  
Lou Guarino – Hamilton Township  
Town of Harrison – *ABSENT*  
Joan Hullings – Borough of Highland Park  
Patrick Wherry – City of Hoboken  
Louis Palazzo – Howell Township  
Robert Smith – Town of Kearny  
Borough of Kenilworth – *ABSENT*  
Greg Whitehead – Township of Lawrence  
Nancy Koblis – City of Linden  
Russ Jones – Township of Livingston



Edward Cho – Montclair Township  
Virginia Murphy – Township of Morris  
Town of Morristown – *ABSENT*  
Township of Neptune – *ABSENT*  
Betty Anne Stinchcomb – Borough of New Providence  
Sonia Brown – Township of North Brunswick  
Township of North Bergen – *ABSENT*  
William Speck – Borough of North Plainfield  
Ann Cucci – Township of Parsippany-Troy Hills  
Frank Ruggiero – City of Rahway  
Borough of Roselle Park – *ABSENT*  
John Shepherd – Township of Roxbury  
South Orange Village – *ABSENT*  
John Waryas – Borough of Totowa  
Karen Caulfield – Union Twp.  
Mark Krane – Township of Warren  
West Orange Township – *ABSENT*

#### **APPROVAL OF MINUTES OF 4/25/18 MEETING**

**MOTION:** Commr. Krane

**SECOND:** Commr. Brown

**ABSTAIN:** Casagrande; McGovern; Wherry; Koblis; Cucci; Ruggiero

#### **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:
  - o Claims – Requests for Settlement Authority

#### **MOTION TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS CLAIMS**

**MOTION:** Commr. Palazzo

**SECOND:** Commr. Jones

**VOTE:** Unanimous, by voice

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

- o Approval of Claims Committee Report and Requests for Settlement Authority



- Township of Morris WC Claim - Granted Settlement Authority
- Township of Union WC Claim– Granted Settlement Authority
- Township of Union WC Claim – Granted Settlement Authority
- Township of Union WC Claim – Granted Settlement Authority
- City of Hoboken WC Claim – Granted Settlement Authority
- Township of Cinnaminson EPL Claim – Granted Settlement Authority

## **ADJOURN TO PUBLIC SESSION**

**MOTION:** Commr. Guarino  
**SECOND:** Commr. Jones  
**VOTE:** Unanimous, by voice

## **MOTION TO ADOPT RESOLUTIONS & CLAIMS REPORT**

- **Resolution 20-18** – Approving Certain Disbursements \$799,787.47
- **Resolution 21-18** – Approving Claims Payments \$2,473.149
- **Resolution 22-18** – Appointing Approved Counsel – ALOIA LAW FIRM, LLC for Township of Union

**MOTION:** Commr. Palazzo  
**SECOND:** Commr. Guarino  
**ROLL CALL:**

Berkeley Township *ABSENT*  
Berkeley Heights - *ABSENT*  
Anthony Nesto – Township of Bloomfield  
Borough of Caldwell – *ABSENT*  
Cinnaminson Township – *ABSENT*  
Township of Eastampton – *ABSENT*  
Daria Trumpet – City of Englewood  
Ewing Township - *ABSENT*  
Theresa Casagrande Borough of Fair Haven  
Eleanor McGovern - Borough of Fanwood  
Joseph Bellina – Freehold Borough  
Wayne Zitt – Town of Guttenberg  
Borough of Haddon Heights – *ABSENT*  
Lou Guarino – Hamilton Township  
Town of Harrison – *ABSENT*  
Joan Hullings – Borough of Highland Park  
Patrick Wherry – City of Hoboken  
Louis Palazzo – Howell Township  
Robert Smith – Town of Kearny  
Borough of Kenilworth – *ABSENT*



Greg Whitehead – Township of Lawrence  
Nancy Koblis – City of Linden  
Russ Jones – Township of Livingston  
Edward Cho – Montclair Township  
Virginia Murphy – Township of Morris  
Town of Morristown – *ABSENT*  
Township of Neptune – *ABSENT*  
Betty Anne Stinchcomb – Borough of New Providence  
Sonia Brown – Township of North Brunswick  
Township of North Bergen – *ABSENT*  
William Speck – Borough of North Plainfield  
Ann Cucci – Township of Parsippany-Troy Hills  
Frank Ruggiero – City of Rahway  
Borough of Roselle Park – *ABSENT*  
John Shepherd – Township of Roxbury  
South Orange Village – *ABSENT*  
John Waryas – Borough of Totowa  
Karen Caulfield – Union Twp.  
Mark Krane – Township of Warren  
West Orange Township – *ABSENT*

## REPORTS

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

- **Fast Track Report** - Mr. Hall presented the FastTrack as of April 30, 2018. There were no questions from the membership.
- **GSMJIF 2017 Audit** – Mr. Hall reported that the 2017 financial audit is in process. The Fund’s Auditor will present at the June Commissioner Meeting.

### TREASURER’S REPORT – P. DeBlasio

### UNDERWRITING REPORTS – NIP Group – R. Smith

- **Position Bonds** - All municipalities should review all position bonds on file with their risk manager. Please ensure that all data is up to date and correctly reported.
- **Municipal Sporting Events** - Please refer to the members manual for all details about municipal sponsored sports programs. Please note, these programs are not automatically covered and do require a separate application.
- **Municipal Audits** - We understand many municipalities are going through audits now and require information from us. We ask that you please submit any requests in a timely manner, allowing us time to gather and compile the information. We can turn any request around fast but often still need 48 hours.



- **Website Updates** - Please email any suggestions for changes to the member portal. We constantly are trying to make the user interface as easy as possible and any suggestions or ideas are always welcome.

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

- **GSMJIF Safety Meeting Recap:**
  - **EMAC Coverage** – Bob Persico -Emergency Management Assistance Compact (EMAC) is a national interstate mutual aid agreement that enables states to share resources during times of disaster. EMAC has grown to become the nation's system for providing mutual aid through operational procedures and protocols that have been validated through experience. Bob discussed workers' compensation coverage for participants of EMAC and coverage issues that could arise.
  - **Athletic Programs and Field Use Policies** – Risk Control reminds all members that sponsoring any athletic program should take precautions to reduce risk including: perform athletic field inspections, perform background checks for coaches, ensure all coaches attend the Rutgers Safety Clinic, use the HEADS UP-Centers For Disease Control and Prevention (CDC)-Concussion Awareness Training, maintain a thunderstorm/lightning plan, be aware of and comply with Janet's Law-Automated External Defibrillators (AED), and enforce an athletic, coach and parent Code of Conduct. A bulletin will be issued and disseminated to all members.
  - **Wellness** –The Workout 2 Win 2 challenge is ongoing with over 100 teams, 400 employees, and 18 municipalities participating. Weekly updates will be provided throughout the challenge.
  - **Police Roundtable Announcement/AG Directive update** –The next police roundtable is being scheduled and an announcement will be made this month. Topics will include the implementation of the AG Directives: Directive 2018-1 was related to the release of video footage from Deadly Force Incidents, Directive 2018-2 mandates random drug testing for all law enforcement agencies, and Directive 2018-3 mandates the implementation of an Early Warning System (EWS) to identify officers with performance issues which must be in place within 60 days of the Directive issuance.
  - **Summer Camp Safety** – On line training is available to address important issues include employment practices (harassment, discrimination), health (Anaphylaxis and Anaphylactic Shock, Lyme Disease), safe environments (anti-bullying, playground safety) and workplace safety (active shooter, bloodborne pathogen, GHS-hazcom). In addition, live training can be performed to address local municipality and department policies and procedures. Risk Control recommends that both types of training are provided to staff members.
  - **Seasonal Workers** – As with summer camp staff, seasonal workers are often exposed to hazards that they may not be sufficiently trained to address and remain safe. On line training is an excellent way to ensure Seasonal workers receive necessary training before providing services to the municipality.
  - **2018 SIP Criteria** – Reminder that the 2018 Safety Incentive Program now requires all members to use some form of on-line training provided through the GSMJIF.



- **Pool Openings** – Outbreaks of a parasitic infection linked to swimming pools are increasingly being reported to the CDC. Cryptosporidiosis is a diarrheal disease caused by microscopic parasites, Cryptosporidium, that can live in the intestine of humans and animals and is passed in the stool of an infected person or animal. Both the disease and the parasite are commonly known as "Crypto." A bulletin will be issued and disseminated to all members.

**The New Jersey Public Recreational Bathing Facility Code, N.J.A.C. 8:26-1.1, et seq.,** (“Bathing Code”), has changed as of January 16, 2018. Municipal swimming pools are covered under this code. New requirements for opening a pool include submitting a checklist certifying compliance with the Bathing Code to the local health authority, new equipment requirements, posting of pool address and emergency phone numbers, posted pool rules must be updated to reflect the change in the swim diaper requirement, trash cans in the bathrooms/dressing rooms must be “fly tight”, initial water sample before pool opens and an aquatics facility plan must be in place. A bulletin will be issued and disseminated to all members.

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

- **Key Performance Indicators** – 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**

### **OPEN FORUM**

### **MOTION TO ADJOURN**

Commissioner Caulfield made a motion to adjourn the meeting at 12:11PM and Commissioner Stinchcomb seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

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M. Delgado

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D. Marvin

### **ALSO, PRESENT:**

Jonathan Hall – NIP  
Madeline Delgado – NIP



Kathy Boffa – Livingston  
Patrick DeBlasio – Treasurer  
Michael O’Connell – PQA  
Brian Erlandsen – BGIA  
Latonya Brennan – AJG  
John Geaney – Capehart  
Robert Smith – NIP  
Ann Geaney – Parsippany-Troy Hills  
Robert Persico – NIP  
Jeremy Solomon – BSA  
Louis Beckerman – Beckerman & Co  
James Renner – NIP  
Donna Gartland – NIP  
Renee Nelms – Qual-lynx  
Lisa Gallo – Qual-lynx  
Dom Cinelli – B & B  
Ted Wardell – BBBA  
Davis Balken – Balken Risk  
Marc Strauss – PMA  
Ilene Laursen – CS&B  
Thomas Stenberg – AJM/Assured Partners  
Doug Borden – Borden Perlman  
Wayne Dietz - Skylands  
Luis Alamo – Alamo Insurance Group  
Robert Persico – NIP  
Anthony VenGraitis – NIP  
Frank Kelly – BGIA  
Conrad Cyriax – NIP  
Ken Child – PMA  
Ed Vath – PMA  
Don Newton – Highland Park