



**GARDEN STATE MUNICIPAL JOINT INSURANCE FUND  
MEETING MINUTES  
November 29, 2017  
The Hotel Woodbridge Iselin, NJ Room – The Ballroom at 11:00am**

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**MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND CALLED TO ORDER AT 11:17 AM.**

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF FUND COMMISSIONERS:**

John Camera  
Barbara Russo  
Matt Watkins  
Borough of Caldwell - Absent  
Cinnaminson Township - Absent  
Township of Eastampton - Absent  
City of Englewood - Absent  
Ewing Township - Absent  
Allyson Cinquegrana  
Eleanor McGovern  
Joseph Bellina  
Cosmo Cirillo  
Borough of Haddon Heights - Absent  
Lou Guarino  
Paul Zarbetski  
Joan Hullings  
City of Hoboken - Absent  
Louis Palazzo  
Robert J. Smith  
Laura Reinertsen  
Greg Whitehead  
Joseph Dooley  
Russ Jones  
Ed Cho  
Tim Quinn  
Town of Morristown - Absent  
Township of Neptune - Absent  
Doug Marvin



Sonia Brown  
Frank Englese  
William Speck  
Township of Parsippany-Troy Hills – Absent  
Frank Ruggiero  
Township of South Orange Village - Absent  
John Waryas  
Karen Caulfield  
Mark Krane  
Township of West Orange - Absent

### **APPROVAL OF MINUTES OF 10/25/17 MEETING**

**MOTION:** Commr. Watkins  
**SECOND:** Commr. Jones  
**ABSTAIN:** Commrs. Cinquegrana; Zarbetski; Englese

### **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. Ruggiero  
**SECOND:** Commr. Guarino  
**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 Howell LEL Claim - Granted Settlement Authority
  - Hamilton Township WC Claim– Granted Settlement Authority
  - Hamilton Township WC - Granted Settlement Authority
  - Borough of Fanwood WC – Granted Settlement Authority

### **ADJOURN TO PUBLIC SESSION**



**MOTION:** Commr. Jones  
**SECOND:** Commr. Ruggiero  
**VOTE:** Unanimous, by vote

## **ADOPTION OF RESOLUTIONS & CLAIMS REPORT**

- Approval of Claims Committee Report and Requests for Settlement Authority
- Resolution 35-17 – Approving Certain Disbursements - \$ 111,797.39
- Resolution 36-17 – Approving Claims Payments - \$2,497,471

**MOTION:** Commr. Quinn  
**SECOND:** Commr. Watkins  
**VOTE:** Roll Call

John Camera  
Barbara Russo  
Matt Watkins  
Borough of Caldwell - Absent  
Cinnaminson Township - Absent  
Township of Eastampton - Absent  
City of Englewood - Absent  
Ewing Township - Absent  
Allyson Cinquegrana  
Eleanor McGovern  
Joseph Bellina  
Cosmo Cirillo  
Borough of Haddon Heights - Absent  
Lou Guarino  
Paul Zarbetski  
Joan Hullings  
City of Hoboken - Absent  
Louis Palazzo  
Robert J. Smith  
Laura Reinertsen  
Greg Whitehead  
Joseph Dooley  
Russ Jones  
Ed Cho  
Tim Quinn  
Town of Morristown - Absent  
Township of Neptune - Absent  
Doug Marvin  
Sonia Brown



Frank Englese  
William Speck  
Township of Parsippany-Troy Hills – Absent  
Frank Ruggiero  
Township of South Orange Village - Absent  
John Waryas  
Karen Caulfield  
Mark Krane  
Township of West Orange - Absent

## REPORTS

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

- **Fast Track** – Mr. Hall presented the FastTrack report for October. There were no significant changes since the previous report.
- **Draft 2018 Budget** – Mr. Hall presented the 2018 draft budget and advised there were minimal changes since the proforma budget. The final draft budget, pending membership changes, 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 after this meeting to discuss the summary of 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 DIRECTOR – PMA Group (K. Child) and NIP Group (A. Ven Graitis)

#### Safety Recap –

- **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.
- **Wellness** - The "Maintain, Don't Gain" holiday challenge where employees attempt to maintain their weight through education on nutrition and fitness over 8 weeks is underway. Nearly 400 employees representing 14 different municipalities are participating. The Township of Teaneck's Health Department were kind enough to author 4 different bulletins for the 4 weeks that have been completed, which were distributed to all participants.
- **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 moved 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 – NIP Group - C. Cyriax**

- **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 and recoveries.

## **NEW BUSINESS**

## **OPEN FORUM**

## **MOTION TO ADJOURN**

Commissioner Marvin made a motion to adjourn the meeting at 11:57AM and Commissioner Quinn seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

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M. Delgado

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D. Marvin

### **ALSO PRESENT:**

James Renner – NIP  
Madeline Delgado – NIP  
Rob Smith – NIP  
Lou Beckerman – Beckerman & Co.  
Michael Sabbagh – Richland Knowles  
Lisa Gallo – Qual-Lynx  
Renee Nelms – Qual-Lynx  
George Crosby – BGIA  
Luis Alamo – Alamo Insurance  
Donna Gartand – NIP  
Bob Gemmell – Brown & Brown  
Lori Sullivan- Warren Twp.  
Doug Borden – Borden & Perlman  
Megan Stugrat – Borden Perlman



George Gravenstine – Assured Partners  
Joseph Dooley – City of Linden  
Marc Strauss – PMA  
William Speck – North Plainfield  
Ed Vath – PMA  
Ken Child – PMA  
Dave Balken – Balken Risk  
Conrad Cyriax – NIP  
Francis Kelly – BGIA  
Anthony VenGraitis – NIP  
Robert Persico – NIP  
Steve Daveggia – NIP  
Bob Smith – Town of Kearny  
John Geaney – Capehart  
Brian Erlandsen – BGIA  
LaTonya Brennan- AJG  
Patrick DeBlasio- Treasurer  
Mike O’Connell – PQA  
Jonathan Hall – NIP  
Betty Anne Stinchcomb – New Providence