

FIRST RESPONDER JOINT INSURANCE FUND

FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES

January 13, 2016

I. Call to Order – Administrator, Chuck Hartsoe

The meeting was called to order at 9:47 a.m.

II. Open Public Meetings Statement – Administrator, Chuck Hartsoe

The Open Public Meetings Act was read.

III. Flag Salute and Moment of Silence

IV. Roll Call

Pursuant to Appendix "A"

V. Introduction of Guests

There were no introductions.

VI. Old Business

There was no old business.

VII. New Business

A. Nominating Committee Report – Administrator, Chuck Hartsoe

1. Election of Officers to Serve Full Fund and Executive Committee

- a. Chairperson
- b. Vice-Chairperson
- c. Secretary

The administrator stated that the the following fund commissioners were recommended to serve the Full Fund and Executive Committee as officers:

Chairperson	Chief James Carbin, Monroe BOFC #2
Vice Chairperson	Scott Jones, Mt. Laurel Fire District
Secretary	Chief Mark Antozzeski, Hamilton BOFC #9

There were no additional nominations.

Motion to approve Resolution 2016-01 Authorizing the Election of the officers as presented to serve the Full Fund and Executive Committee for the 2016 Fund Year.

Moved: Michael Brezee

Seconded: Joseph Jackson

Vote: Approved: Unanimous Nay:

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2. **Election of Executive Committee & Alternate Executive Committee Members**

The administrator stated that the nominating committee recommended the following fund commissioners to serve as Executive Committee members:

James Turcich, Delran BOFC #1
Joseph Jackson, Berlin Twp. BOFC #1

There were no additional nominations.

Motion to approve Resolution 2016-02 Authorizing the Election of the Executive Committee as presented to serve for the 2016 Fund Year.

Moved: Scott Jones

Seconded: Matthew Martin

Vote: Approved: Unanimous Nay:

The administrator stated that the nominating committee recommended the following fund commissioners to serve as Alternate Executive Committee members:

Alternate #1 Chief Thomas Gribbin, Hamilton BOFC #3, 4, 7
Alternate #2 Chief Kevin Mullen, Florence BOFC #1
Alternate #3 Franklin Jackson, Haddon BOFC #1

There were no additional nominations.

Motion to approve Resolution 2016-03 Authorizing the Election of the Alternates as presented to serve for the 2016 fund year.

Moved: Scott Jones

Seconded: James Turcich

Vote: Approved: Unanimous Nay:

3. **Appointment of a MEL Delegate**

Chief James Carbin volunteered to serve as the Fund's representative to the MEL for 2016.

Motion to appoint Chief James Carbin as the 2016 MEL Delegate.

Moved: Scott Jones

Seconded: Franklin Jackson V

Vote: Approved: Unanimous Nay:

4. **Resolution of Appreciation**

Chairperson Carbin stated that Roger Butler had announced that he was resigning as fund commissioner for the Cinnaminson BOFC #1 and presented him with a Resolution of Appreciation honoring his years of service to the Fund.

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Appendix "A"

Members represented in attendance at the January 13, 2016 meeting:

Berlin Township BOFC #1
Bordentown BOFC #2
Cinnaminson BOFC #1
Delran BOFC #1
Florence BOFC #1
Gloucester BOFC #5
Gloucester BOFC #6
Haddon BOFC #1
Hamilton BOFC #9
Hopewell Township BOFC
Manalapan BOFC #2
Monroe BOFC #2
Mount Laurel Fire District #1
Millstone BOFC#1
Voorhees Fire District

Also present were:

Chuck Hartsoe
Barbara Murphy
Michaelene Miller
M. Paige Berry
Richard Lorentzen
Lisa Pflug
Steve Armenti
Don Ruprecht
Steve Walsh
John McCrudden
Skip Bean
Roger Leonard
Michael McGrath

PEGAS
PEGAS/Risk and Loss Managers, Inc.

Saul Ewing, LLP
Treasurer
Highland Claim Services
Consolidated Services Group
J.A. Montgomery Risk Control Services
EJA/Capacity Insurance
Hardenbergh Insurance Group
Henry Bean & Sons
Leonard O'Neil Insurance
VanDyk Group

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EXECUTIVE COMMITTEE'S REORGANIZATION MEETING MINUTES

January 13, 2016

I. Call to Order – Chief James Carbin, Chairperson

The meeting was called to order at 9:56 a.m.

II. Open Public Meetings Statement – Chief James Carbin, Chairperson

The Open Public Meetings Act was read.

III. Roll Call

Executive Committee

Joseph Jackson	Berlin Twp. BOFC #1	Present
James Turcich	Delran BOFC #1	Present
Chief Mark Antozzeski	Hamilton BOFC #9	Present
Chief James Carbin	Monroe BOFC #2	Present
Scott Jones	Mount Laurel Fire District #1	Present

Alternate Executive Committee

Franklin Jackson V	Haddon BOFC #1	Present
Chief Thomas Gribbin	Hamilton BOFC #3, #4, #7	Absent
Chief Kevin Mullen	Florence BOFC #1	Present

Fund Commissioners

Richard Rosall	Bordentown BOFC #1	Absent
Michael Danbury	Bordentown BOFC #2	Absent
Stephen Earl	Brick BOFC #2	Absent
James Lepore, Jr.	Brick BOFC #3/Brick Joint	Absent
Charles Jones	Chesterfield BOFC#2	Absent
Roger Butler	Cinnaminson BOFC #1	Absent
Jim D'Ambrosio	Commercial BOFC #3	Absent
Gerald Maresca	Englishtown BOFC #1	Absent
Barry Engelbert	Gloucester BOFC #5	Present
Chief Michael Brezee	Gloucester BOFC #6	Present
Terry Meloche	Haddon BOFC #4	Absent
Gene Argenti	Hamilton BOFC #2	Absent
Fred Zauner	Hamilton BOFC #7	Absent
Timothy Lynch	Hopewell Township BOFC	Absent
John Walter	Jackson BOFC #3	Absent
Brian Wright	Jamesburg BOFC #1	Absent
Michael Nolan	Lindenwold BOFC #1	Absent
John Marini	Manalapan BOFC #2	Absent
Chief Robert Holmes	Marlboro BOFC #3	Absent
Larry Cier	Millstone BOFC#1	Present

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Vincent Dilieto	Monroe BOFC #1	Absent
Gerald Kaplan	Monroe BOFC #3	Absent
James Wakely	Pine Hill BOFC #1	Absent
Krishna Jagannathan	Plainsboro BOFC #1	Absent
Barbara Silary	Voorhees Fire District	Present
Chief John Hoffman	Washington BOFC #1	Absent

Alternate Fund Commissioners (Present)

Matthew Martin Hopewell Township BOFC

Also Present

Chuck Hartsoe	PEGAS
Barbara Murphy	PEGAS/Risk & Loss Managers, Inc.
Michaelene Miller	
M. Paige Berry	Saul Ewing, LLP
Steve Armenti	Consolidated Services Group
Lisa Pflug	Highland Claim Services, Inc.
Don Ruprecht	J.A. Montgomery Risk Control Services
Richard Lorentzen	Treasurer
Steve Walsh	EJA/Capacity Insurance
John McCrudden	Hardenbergh Insurance Group
Skip Bean	Henry Bean & Sons
Roger Leonard	Leonard O'Neil Insurance
Michael McGrath	VanDyk Group

IV. Introduction of Guests

There were no introductions.

V. Executive Committee Business

A. Approval of the December 9, 2015 Executive Committee Open and Closed Meeting Minutes

Motion to approve the December 9, 2015 Executive Committee Open and Closed Meeting Minutes.

Moved: James Turcich

Seconded: Chief Mark Antozzeski

Vote: Approved: Unanimous Nay:

B. Reports

1. Chairperson – Chief James Carbin

Chairperson Carbin thanked everyone in attendance for their continued support and participation in the Fund.

2. MEL Delegate Report – Chief James Carbin

As per the report distributed at the meeting.

Barbara Murphy stated that the MEL had recently held its reorganization meeting.

3. Secretary – Chief Mark Antozzeski

There was no report.

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4. Attorney – Saul Ewing, LLP – M. Paige Berry

As per the report included in the agenda package.

The fund attorney presented the following resolutions:

Resolutions - 2016-04 through 2016-21

- a. Authorizing the Award of a Non-Fair and Open Contract for Services with Actuary - The Actuarial Advantage - 2016-04
- b. Authorizing the Award of a Non-Fair and Open Contract for Services with Attorney – Saul Ewing LLP - 2016-05
- c. Authorizing the Award of a Non-Fair and Open Contract for Services with Auditor - Withum, Smith & Brown - 2016-06
- d. Authorizing the Award of a Non-Fair and Open Contract for Services with Claims Servicing - Highland Claim Services, Inc. - 2016-07
- e. Authorizing the Award of a Non-Fair and Open Contract with Custodian of Funds - Richard Lorentzen - 2016-08
- f. Authorizing the Execution of Contract with Investment Manager – PFM Asset Management, LLC - 2016-09
- g. Authorizing the Award of a Non-Fair and Open Contract for Services with Loss Control/ Safety Administrator - J.A. Montgomery Risk Control Services - 2016-10
- h. Appointing Litigation Defense Counsel - 2016-11
- i. Agent to Receive Service of Process on Behalf of the Fund and Designation of the Official Place Where the Funds Records and Books Shall be Maintained - 2016-12
- j. Appointment of Public Agency Compliance Officer - 2016-13
- k. Adoption of the Cash Management Plan for the 2016 Fund Year - 2016-14
 - (1) Appointment of the Finance Subcommittee
Chief Mark Antozzeski and Scott Jones were appointed to serve on the finance subcommittee with Richard Lorentzen, Treasurer.
- l. Designation of Official Depositories - 2016-15
- m. Designation of Individuals Authorized as the Fund’s Signatories for the 2016 Fund Year - 2016-16
- n. Adoption of Meeting Place, Schedule and Official Newspapers for the 2016 Fund Year - 2016-17
- o. Establishment of Interest Rate on Delinquent Assessments for the 2016 Fund Year - 2016-18
- p. Approval of Highland Claim Services, Inc. as a Certifying and Approving Officer - 2016-19
- q. Approval of the Claims’ Committee members as a Certifying and Approving Officer - 2016-20
 - (1) Appointment of the Claims Sub-Committee
James Turcich, Scott Jones and Joe Jackson volunteered to serve on the claims subcommittee.
- r. Approval of Risk Management Consultants for the 2016 Fund Year - 2016-21

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Motion to approve Resolution 2016-04 through 2016-21

Moved: James Turcich

Seconded: Scott Jones

Vote: Approved: Unanimous Nay:

5. Treasurer – Richard Lorentzen

a. Approval of the Bill list for fund years 2009 through 2016.

Motion to approve the Bill List totaling \$381,507.87 for fund years 2009 through 2016.

Moved: Joseph Jackson

Seconded: Scott Jones

Vote: Approved: Unanimous Nay:

b. Treasurer's Report

As per the report distributed at the meeting.

c. Investment Status

As per the report distributed at the meeting.

6. Administrator – Public Entity Group Administrative Services (PEGAS)

As per the report included in the agenda package.

a. New Membership

The administrator welcomed Wall BOFC #1 as the newest member of the Fund.

7. Managed Care Organization – Consolidated Services Group

As per the report included in the agenda package.

8. Loss Control Specialist – J.A. Montgomery Risk Control

Don Ruprecht stated that there were four outstanding loss control visits for 2015 and that he had been working with their risk management consultants to assist in scheduling the visits. He also reminded members that OSHA 300A logs must be posted prior to February 1.

C. Old Business

There was no old business.

D. New Business

There was no new business.

E. Public Comment

There was no public comment.

F. Closed Session

Motion to adjourn Open Session.

Moved: Chief Mark Antozzeski

Seconded: Scott Jones

Voted: Approved: Unanimous Nay:

Open Session adjourned at 10:14 a.m.

G. Open Session Resumes

Motion to return to Open Session.

Moved: Scott Jones

Seconded: Joseph Jackson

Vote: Approved: Unanimous Nay:

Open Session resumed at 10:35 a.m.

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H. Claims Payment Authorization and Other Actions Established in Closed Session

Motion to approve claim payments and authorize actions established in Closed Session.

Moved: Chief Mark Antozzeski

Seconded: James Turcich

Vote: Approved: Unanimous Nay:

I. Adjournment

Motion to adjourn the meeting.

Moved: Scott Jones

Seconded: Joseph Jackson

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 10:36 a.m.

The next meeting will be held at **9:30 a.m. on May 11, 2016** at the Delran BOFC #1, Delran, NJ.

Respectfully Submitted,

Authorized Signature