

FIRST RESPONDER JOINT INSURANCE FUND

GENERAL FUND AND EXECUTIVE COMMITTEE'S MEETING MINUTES

May 11, 2016

I. Call to Order – Chief James Carbin, Chairperson

The meeting was called to order at 9:40 a.m. by Chairperson Carbin.

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

The Open Public Meetings Act was read by Chairperson Carbin.

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	Absent
Chief Thomas Gribbin	Hamilton BOFC #3, #4, #7	Absent
Chief Kevin Mullen	Florence BOFC #1	Absent

Fund Commissioners

Sal Guido	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
Richard Dietrich	Cinnaminson BOFC #1	Present
Jim D'Ambrosio	Commercial BOFC #3	Absent
Gerald Maresca	Englishtown BOFC #1	Absent
Barry Engelbert	Gloucester BOFC #5	Absent
Chief Michael Brezee	Gloucester BOFC #6	Absent
Terry Meloche	Haddon BOFC #4	Absent
Gene Argenti	Hamilton BOFC #2	Absent
Fred Zauner	Hamilton BOFC #7	Absent
Timothy Lynch	Hopewell Township BOFC	Absent
Rodolfo Brito	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	Absent

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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
Norman Stelling	Wall Twp. BOFC #1	Absent
Chief Patrick Dolgos	Washington BOFC #1	Absent

Alternate Fund Commissioners (Present)

Frank Ellison Cinnaminson BOFC #1

Also Present

Chuck Hartsoe	PEGAS
Barbara Murphy	PEGAS/Risk & Loss Managers, Inc.
Michaelene Miller	
M. Paige Berry	Saul Ewing, LLP
Michael Solomon	The Actuarial Advantage
Taylor Jacob	Consolidated Services Group
Maria Longworth	
Linda Wehner	Highland Claim Services, Inc.
Denise Fierro	
Don Ruprecht	J.A. Montgomery Risk Control Services
Richard Lorentzen	Treasurer
Benjamin Davey	Withum, Smith and Brown
Bonnie Ridolfino	Hardenbergh Insurance Group
Skip Bean	Henry Bean & Sons, Inc.
Roger Leonard	Leonard-O'Neill Insurance Group

IV. Flag Salute and Moment of Silence

V. Introduction of Guests

Taylor Jacob introduced Maria Lomer of Consolidated Services Group.

VI. General Fund Business

There was no general fund business.

VII. Executive Committee Business

A. Approval of the January 13, 2016 Reorganization and Executive Committee's Open and Closed Meeting Minutes.

Motion to approve the January 13, 2016 Reorganization and Executive Committee's Open and Closed Meeting Minutes.

Moved: James Turcich

Seconded: Scott Jones

Vote: Approved: Unanimous Nay:

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B. Reports

1. Chairperson – Chief James Carbin

There was no report.

2. MEL Delegate’s Report – Chief James Carbin

There was no report.

3. Secretary – Chief Mark Antozzeski

There was no report.

4. Actuarial Report as of 12/31/15– The Actuarial Advantage, Michael Solomon

Michael Solomon presented the actuarial report distributed at the meeting. Michael commented that the incurred but not reported (IBNR) reserve is a provision that takes into account the emergence of unknown claims, development of known cases and the reopening of closed claims. Michael stated that as of the December 31, 2015 valuation date, the total case reserves and IBNR reserves were \$1,599,359.

5. Financial Report as of 12/31/15 – Withum, Smith & Brown, Benjamin Davey

Benjamin Davey presented the financial report distributed at the meeting. He stated that the balance sheet shows assets of \$3,840,872 and a fund surplus of \$1,470,796. The income statement shows net income of \$635,033. He stated that there were no deficiencies or weaknesses found for the Fund. He further stated that there were no audit comments or recommendations.

a. Resolution 2016-22 Certifying the Review of the Annual Audit.

Motion to approve Resolution 2016-22 Certifying the Review of the Annual Audit.

Moved: James Turcich

Seconded: Joseph Jackson

Vote: Approved: Unanimous Nay:

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

As per the report distributed at the meeting.

7. Treasurer’s Report

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

Motion to approve the Bill List totaling \$1,159,136.62 for fund years 2009 through 2016.

Moved: Scott Jones

Seconded: Chief Mark Antozzeski

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.

Chairperson Carbin suggested inviting PFM Asset Management to the next meeting for a review of the Fund’s portfolio. The administrator stated that she would reach out to them and request their attendance at the next meeting.

d. Approval of the amended March 11, 2015 Executive Committee’s Open Meeting Minutes

The administrator stated that the minutes were amended to correct an error in the

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amount shown for the original bill list.

Motion to approve the March 11, 2015 executive committee's open meeting minutes as amended.

Moved: James Turcich

Seconded: Scott Jones

Vote: Approved: Unanimous Nay:

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

As per the report included in the agenda package.

a. 2017 Renewal Process

The administrator stated that the 2017 renewal process would be underway shortly. He stated members and their risk management consultants would receive notification once the Exigis system is ready for updates.

b. Cyber Liability Coverage

The administrator announced that Cyber Liability coverage would now be included for all members in the FIRST program through XL Insurance effective 4/7/16 with no additional assessment to members. He stated that the policy would include First and Third Party coverages.

c. New Jersey Motor Vehicle Commission Customer Abstract Information Retrieval (NJ MVC CAIR)

The administrator stated that the MVC has been conducting random audits to monitor compliance with the NJ CAIR program. She stated that members may be asked to provide the MVC with information about searches performed. She stated that they are asking for proof that authorization was obtained by the employee prior to the search and reminded members that only the person given a logon and password are authorized to use this program.

9. Claims' Servicing Organization – Highland Claim Services, Inc.

There was no report.

10. Managed Care Organization – Consolidated Services Group

As per the report distributed at the meeting.

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

Don Ruprecht stated that the Washington Township BOFC assisted in the recent MSI video on safe patient lifting, which will be available on the MEL's website shortly.

C. Old Business

There was no old business.

D. New Business

1. 2016 Fund Year Budget Revision #1

The administrator stated that the 2016 fund year budget had been revised to include the addition of Wall BOFC #1.

a. **Motion** to introduce the 2016 Fund Year Budget Revision #1.

Moved: James Turcich

Seconded: Joseph Jackson

Vote: Approved: Unanimous Nay

E. Public Comment

There was no public comment.

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F. Closed Session

Motion to adjourn Open Session.

Moved: Scott Jones

Seconded: James Turcich

Voted: Approved: Unanimous Nay:

Open Session adjourned at 10:30 a.m.

G. Open Session Resumes

Motion to return to Open Session.

Moved: James Turcich

Seconded: Scott Jones

Vote: Approved: Unanimous Nay:

Open Session resumed at 10:54 a.m.

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

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

Moved: Scott Jones

Seconded: Joseph Jackson

Vote: Approved: Unanimous Nay:

I. Claims Sub-Committee Report

Authorization of Payments Recommended by the Claims Sub-Committee.

Motion to ratify the March 3, 2016 Claims' Sub-Committee Meeting Minutes.

Moved: Scott Jones

Seconded: Joseph Jackson

Vote: Approved: Unanimous Nay:

J. Adjournment

Motion to adjourn the meeting.

Moved: Chief Mark Antozzeski

Seconded: Joseph Jackson

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 11:02 a.m.

The next meeting will be held at **9:30 a.m. on September 14, 2016** at the **Monroe Township BOFC #2, Monroe, NJ.**

Respectfully Submitted,

Authorized Signature