

FIRST RESPONDER JOINT INSURANCE FUND

FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES

January 6, 2021

I. Call to Order – Chuck Hartsoe, Administrator

The meeting was called to order via Zoom call at 9:42 a.m.

II. Open Public Meetings Statement – Chuck Hartsoe, Administrator

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 – 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 following fund commissioners were recommended to serve the Full Fund and Executive Committee as officers:

Chairperson	Chief James Carbin, Monroe BOFC #2
Vice Chairperson	Chief Steven Scholey, Bordentown BOFC #1
Secretary	Joseph Jackson, Berlin Township BOFC #1

There were no additional nominations.

Motion to approve Resolution 2021-01 Authorizing the Election of the officers as presented to serve the Full Fund and Executive Committee for the 2021 Fund Year.

Moved: Deputy Chief Christopher Burnett

Seconded: James Turcich

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
Deputy Chief Christopher Burnett, Mount Laurel FD

There were no additional nominations.

Motion to approve Resolution 2021-02 Authorizing the Election of the Executive Committee as presented to serve for the 2021 Fund Year.

Moved: James Turcich
Seconded: Chief Steven Scholey
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 Franklin Jackson V, Haddon Twp BOFC #1
Alternate #2 Joseph Robinson, Beverly City BOFC
Alternate #3 Roger Butler, Cinnaminson BOFC #1

Motion to approve Resolution 2021-03 Authorizing the Election of the Alternates as presented to serve for the 2021 fund year.

Moved: James Turcich
Seconded: Joseph Jackson
Vote: Approved: Unanimous Nay:

3. **Appointment of a MEL Delegate**
Chief Steven Scholey volunteered to continue to serve as the Fund's representative to the MEL for 2021.

Motion to appoint Chief Steven Scholey as the 2021 MEL Delegate.

Moved: Franklin Jackson V
Seconded: James Turcich
Vote: Approved: Unanimous Nay:

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Appendix "A"

Members represented in attendance at the January 6, 2021 meeting:

Berlin Township #1
Bordentown BOFC #1
Bordentown BOFC #2
Brick BOFC #3
Brick Joint BOFC
Chesterfield BOFC #2
Cinnaminson BOFC #1
Commercial BOFC #3
Delran BOFC #1
Florence BOFC #1
Gloucester BOFC #6
Haddon BOFC #1
Hopewell BOFC #1
Millstone BOFC #1
Monroe BOFC #2
Monroe BOFC #3
Mount Laurel Fire District #1
Pine Hill BOFC #1
Plainsboro BOFC #1

Also present were:

Chuck Hartsoe	PEGAS
Barbara Murphy	PEGAS/Risk and Loss Managers, Inc.
Michaelene Miller	
M. Paige Berry	Saul Ewing Arnstein & Lehr LLP
Richard Lorentzen	Treasurer
Kyle Mrotek	The Actuarial Advantage
Lisa Pflug	Highland Claim Services
Denise Fierro	
Missy Pudimott	Medlogix
Brian Maitland	J.A. Montgomery Risk Control Services
Don Ruprecht	
Diana Pursell	Borden Perlman
Skip Bean	Henry Bean & Sons Insurance
Steve Walsh	EJA/Capacity Insurance
Jennifer Olson	Hardenbergh Insurance Group
Roger Leonard	Leonard O'Neil Insurance
Ryan Jones	Rue Insurance
Michael McGrath	Van Dyk Group

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EXECUTIVE COMMITTEE'S REORGANIZATION MEETING MINUTES

January 6, 2021

I. Call to Order – Chief James Carbin, Chairperson

The meeting was called to order via Zoom at 9:42 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
Chief Steven Scholey	Bordentown BOFC #1	Present
James Turcich	Delran BOFC #1	Present
Chief James Carbin	Monroe BOFC #2	Present
Dep. C. Christopher Burnett	Mt. Laurel Fire District #1	Present

Alternate Executive Committee

Franklin Jackson V	Haddon BOFC #1	Present
Joseph Robinson	Beverly City BOFC	Present
Roger Butler	Cinnaminson BOFC #1	Present

Fund Commissioners

Robert MacFarland	Bordentown BOFC #2	Present
Stephen Earl	Brick BOFC #2	Absent
James Lepore, Jr.	Brick BOFC #3/Brick Joint	Present
Ryan Lynch	Chesterfield/Hamilton BOFC#1	Present
Jim D' Ambrosio	Commercial BOFC #3	Present
Gerald Maresca	Englishtown BOFC #1	Absent
Brian Richardson	Florence BOFC #1	Present
Philip Knast	Gloucester BOFC #1	Absent
Barry Engelbert	Gloucester BOFC #5	Absent
Chief Michael Brezee	Gloucester BOFC #6	Present
John Campbell	Haddon BOFC #4	Absent
Bryan Malkiewicz	Hopewell Township BOFC	Absent
Brian Wright	Jamesburg BOFC #1	Absent
Frank Weindel	Lindenwold BOFC #1	Absent
John Marini	Manalapan BOFC #2	Absent
Chris Barkalow	Manasquan BOFC #1	Present
Chief Robert Holmes	Marlboro BOFC #3	Absent
Larry Cier	Millstone BOFC#1	Present
Vincent Dilieto	Monroe BOFC #1	Absent
Joel Kaplan	Monroe BOFC #3	Absent

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Thomas Hassett	Pine Hill BOFC #1	Absent
Bob Corriveau	Plainsboro BOFC #1	Present

Alternate Fund Commissioners Present

Christopher Matseur	Brick BOFC #3
Matthew Martin	Hopewell Township BOFC
Wayne Lyons	Monroe BOFC #3

Also Present

Chuck Hartsoe	PEGAS
Barbara Murphy	PEGAS/Risk and Loss Managers, Inc.
Michaelene Miller	
M. Paige Berry	Saul Ewing Arnstein & Lehr LLP
Richard Lorentzen	Treasurer
Kyle Mrotek	The Actuarial Advantage
Lisa Pflug	Highland Claim Services
Denise Fierro	
Missy Pudimott	Medlogix
Brian Maitland	J.A. Montgomery Risk Control Services
Don Ruprecht	
Terry Burke	A.J. Gallagher
Diane Pursell	Borden Perlman
Chris Borden	
Skip Bean	Henry Bean & Sons Insurance
Steve Walsh	EJA/Capacity Insurance
Jennifer Olson	Hardenbergh Insurance Group
Roger Leonard	Leonard O'Neil Insurance
Ryan Jones	Rue Insurance
Michael McGrath	Van Dyk Group

IV. Introduction of Guests

There were no introductions.

V. Executive Committee Business

A. Approval of the December 2, 2020 Executive Committee Open and Closed Meeting Minutes

Motion to approve the December 2, 2020 Executive Committee Open and Closed Meeting Minutes.

Moved: James Turcich

Seconded: Chief Steven Scholey

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.

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2. MEL Delegate Report – Chief Steven Scholey

Chief Steven Scholey stated that the MEL would be holding its reorganizational meeting later today.

3. Secretary – Joseph Jackson

There was no report.

4. Attorney – Saul Ewing Arnstein & Lehr LLP – M. Paige Berry

As per the report distributed at the meeting.

The fund attorney presented the following resolutions:

Resolutions - 2021-04 through 2021-26

- a. Authorizing the Award of a Non-Fair and Open Contract for Services with Actuary - The Actuarial Advantage - 2021-04
- b. Authorizing the Award of a Non-Fair and Open Contract for Services with Attorney – Saul Ewing Arnstein & Lehr LLP - 2021-05
- c. Authorizing the Award of a Non-Fair and Open Contract for Services with Auditor - Withum, Smith & Brown - 2021-06
- d. Authorizing the Award of a Non-Fair and Open Contract for Services with Claims Servicing - Highland Claim Services, Inc. - 2021-07
- e. Authorizing the Award of a Non-Fair and Open Contract with Custodian of Funds - Richard Lorentzen - 2021-08
- f. Authorizing the Execution of Contract with Investment Manager – PFM Asset Management, LLC - 2021-09
- g. Authorizing the Award of a Non-Fair and Open Contract for Services with Loss Control/ Safety Administrator - J.A. Montgomery Risk Control Services - 2021-10
- h. Authorizing the Award of a Non-Fair and Open Contract for Services with Managed Care Organization – Medlogix 2021-11
- i. Appointing Litigation Defense Counsel - 2021-12
- j. 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 - 2021-13
- k. Appointment of Public Agency Compliance Officer - 2021-14
- l. Adoption of the Cash Management Plan for the 2021 Fund Year - 2021-15
 - (1) Appointment of the Finance Subcommittee
Chief Christopher Burnett and Chief Steven Scholey were appointed to serve on the finance subcommittee with Richard Lorentzen, Treasurer.
- m. Designation of Official Depositories - 2021-16
- n. Designation of Individuals Authorized as the Fund's Signatories for the 2021 Fund Year - 2021-17
- o. Adoption of Meeting Place, Schedule and Official Newspapers for the 2021 Fund Year - 2021-18
- p. Establishment of Interest Rate on Delinquent Assessments for the 2021 Fund Year - 2021-19
- q. Approval of Highland Claim Services, Inc. as a Certifying and Approving Officer - 2021-20
- r. Approval of the Claims' Committee members as a Certifying and Approving Officer - 2021-21

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- (1) Appointment of the Claims Sub-Committee
James Turcich, Chief Christopher Burnett and Joseph Jackson volunteered to serve on the claims subcommittee.
- s. Adopting Named Storm Deductible Risk Sharing Program - 2021-22
- t. Aggregate Loss Fund Contingency Account - 2021-23
- u. Authorizing the Award of a Non-Fair and Open Contract with Administrator-PEGAS - 2021-24
- v. Approval of Risk Management Consultants for the 2021 Fund Year - 2021-25
- w. Approval of Agreement to Renew the Municipal Excess Liability Joint Insurance Fund - 2021-26

Motion to approve Resolution 2021-04 through 2021-26

Moved: James Turcich

Seconded: Joseph Jackson

Vote: Approved: Unanimous Nay:

5. Treasurer – Richard Lorentzen

- a. Approval of the Bill List for all Fund Years

Motion to approve the Bill List totaling \$285,323.53 for all fund years.

Moved: Joseph Jackson

Seconded: Chief Steven Scholey

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.

The administrator stated that the MEL’s elected officials training seminars were available on their website and reminded members that a \$250 credit for each elected official or the highest-level administrator attending the seminar would be applied to their assessment.

7. Managed Care Organization – Medlogix

As per the report included in the agenda package.

Missy Pudimott stated that the website update to include an email confirming the receipt of a claim had been enabled.

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

Don Ruprecht stated that all loss control visits had been completed for the 2020 fund year.

C. Old Business

Barbara Murphy, as per the discussion at the last meeting, the job title descriptions used for an evaluation form by department physicians for employees returning to work following a leave for a medical condition, including workers’ compensation claims had been forwarded to members for comments and review. She stated that any feedback provided would be discussed at the next meeting.

D. New Business

There was no new business.

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E. Public Comment

There was no public comment.

F. Closed Session

Motion to adjourn Open Session.

Moved: Joseph Jackson

Seconded: James Turcich

Voted: Approved: Unanimous Nay:

Open Session adjourned at 10:06 a.m.

G. Open Session Resumes

Motion to return to Open Session.

Moved: Joseph Jackson

Seconded: James Turcich

Vote: Approved: Unanimous Nay:

Open Session resumed at 10:18 a.m.

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

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

Moved: Joseph Jackson

Seconded: James Turcich

Vote: Approved: Unanimous Nay:

I. Adjournment

Motion to adjourn the meeting.

Moved: Joseph Jackson

Seconded: Chief Steven Scholey

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 10:19 a.m.

The next meeting will be held at **9:30 a.m. on May 5, 2021.**

Respectfully Submitted,

Authorized Signature

Date