

# FIRST RESPONDER JOINT INSURANCE FUND

---

## FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES

January 11, 2017

**I. Call to Order – Administrator, Chuck Hartsoe**

The meeting was called to order at 9:39 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 following fund commissioners were recommended to serve the Full Fund and Executive Committee as officers:

Chairperson	Chief James Carbin, Monroe BOFC #2
Vice Chairperson	James Turcich, Delran BOFC #1
Secretary	Chief Mark Antozzeski, Hamilton BOFC #9

There were no additional nominations.

***Motion*** to approve Resolution 2017-01 Authorizing the Election of the officers as presented to serve the Full Fund and Executive Committee for the 2017 Fund Year.

**Moved:** James Turcich

**Seconded:** Joseph Jackson

**Vote:** Approved: Unanimous      Nay:





# FIRST RESPONDER JOINT INSURANCE FUND

---

## EXECUTIVE COMMITTEE'S REORGANIZATION MEETING MINUTES

January 11, 2017

**I. Call to Order – Chief James Carbin, Chairperson**

The meeting was called to order at 9:47 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
John Retalis	Hamilton BOFC #7	Present
Chief Mark Antozzeski	Hamilton BOFC #9	Present
Chief James Carbin	Monroe BOFC #2	Present

**Alternate Executive Committee**

Scott Jones	Mount Laurel Fire District #1	Present
Chief Kevin Mullen	Florence BOFC #1	Present
Franklin Jackson V	Haddon BOFC #1	Absent
Chief Steven Scholey	Bordentown BOFC #1	Present

**Fund Commissioners**

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
Philip Knast	Gloucester BOFC #1	Absent
Barry Engelbert	Gloucester BOFC #5	Absent
Chief Michael Brezee	Gloucester BOFC #6	Present
Terry Meloche	Haddon BOFC #4	Absent
Gene Argenti	Hamilton BOFC #2	Absent
Steven Kraemer	Hamilton BOFC #3	Present
Chief Tomas Gribbin	Hamilton BOFC #4	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

# FIRST RESPONDER JOINT INSURANCE FUND

---

Chief Robert Holmes	Marlboro BOFC #3	Absent
Larry Cier	Millstone BOFC#1	Present
Vincent Dilieto	Monroe BOFC #1	Absent
Gerald Kaplan	Monroe BOFC #3	Absent
Thomas Hassett	Pine Hill BOFC #1	Absent
Krishna Jagannathan	Plainsboro BOFC #1	Absent
Barbara Silarity	Voorhees Fire District	Present
Norman Stelling	Wall Twp. BOFC #1	Absent
Chief Patrick Dolgos	Washington BOFC #1	Absent

## **Alternate Fund Commissioners (Present)**

Matthew Martin	Hopewell Twp. BOFC #1
Frank Ellison	Cinnaminson BOFC #1

## **Also Present**

Chuck Hartsoe	PEGAS
Barbara Murphy	PEGAS/Risk and Loss Managers, Inc.
Michaelene Miller	
Richard Lorentzen	Treasurer
Lisa Pflug	Highland Claim Services
Taylor Jacob	Consolidated Services Group
Maria Longworth	
Don Ruprecht	J.A. Montgomery Risk Control Services
John Dibble	AJ Gallagher
Steve Walsh	EJA/Capacity Insurance
Chris Powell	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 7, 2016 Executive Committee Open and Closed Meeting Minutes**

**Motion** to approve the December 7, 2016 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.

## FIRST RESPONDER JOINT INSURANCE FUND

---

**2. MEL Delegate Report – Chief Mark Antozzeski**

There was no report.

**3. Secretary – Chief Mark Antozzeski**

There was no report.

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

The administrator presented the following resolutions:

Resolutions - 2017-04 through 2017-21

- a. Authorizing the Award of a Non-Fair and Open Contract for Services with Actuary - The Actuarial Advantage - 2017-04
- b. Authorizing the Award of a Non-Fair and Open Contract for Services with Attorney – Saul Ewing LLP - 2017-05
- c. Authorizing the Award of a Non-Fair and Open Contract for Services with Auditor - Withum, Smith & Brown - 2017-06
- d. Authorizing the Award of a Non-Fair and Open Contract for Services with Claims Servicing - Highland Claim Services, Inc. - 2017-07
- e. Authorizing the Award of a Non-Fair and Open Contract with Custodian of Funds - Richard Lorentzen - 2017-08
- f. Authorizing the Execution of Contract with Investment Manager – PFM Asset Management, LLC - 2017-09
- g. Authorizing the Award of a Non-Fair and Open Contract for Services with Loss Control/ Safety Administrator - J.A. Montgomery Risk Control Services - 2017-10
- h. Appointing Litigation Defense Counsel - 2017-11
- 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 - 2017-12
- j. Appointment of Public Agency Compliance Officer - 2017-13
- k. Adoption of the Cash Management Plan for the 2017 Fund Year - 2017-14
  - (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 - 2017-15
- m. Designation of Individuals Authorized as the Fund’s Signatories for the 2017 Fund Year - 2017-16
- n. Adoption of Meeting Place, Schedule and Official Newspapers for the 2017 Fund Year - 2017-17
- o. Establishment of Interest Rate on Delinquent Assessments for the 2017 Fund Year - 2017-18
- p. Approval of Highland Claim Services, Inc. as a Certifying and Approving Officer - 2017-19
- q. Approval of the Claims’ Committee members as a Certifying and Approving Officer - 2017-20
  - (1) Appointment of the Claims Sub-Committee  
James Turcich, John Retalis and Joe Jackson volunteered to serve on the claims subcommittee.

## FIRST RESPONDER JOINT INSURANCE FUND

---

- r. Authorizing the Award of a Non-Fair and Open Contract for Services with Managed Care Organization – Consolidated Services Group 2017-21

**Motion** to approve Resolution 2017-04 through 2017-21

**Moved:** Joseph Jackson

**Seconded:** Chief Mark Antozzeski

**Vote:** Approved: Unanimous Nay:

**5. Treasurer – Richard Lorentzen**

- a. Approval of the Bill list for fund years 2009 through 2017.

**Motion** to approve the Bill List totaling \$249,978.97 for fund years 2009 through 2017.

**Moved:** James Turcich

**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.

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

As per the report included in the agenda package.

**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**

Chairperson Carbin asked if there were any outstanding loss control visits for 2016. Don Ruprecht stated that there were five outstanding and that he had been working with their risk management consultants to assist in scheduling the visits.

**C. Old Business**

There was no old business.

**D. New Business**

**1. Public Hearing and Budget Adoption**

- a. **Motion** to open the public hearing on the 2017 Fund Year Budget.

**Moved:** James Turcich

**Seconded:** John Retalis

**Vote:** Approved: Unanimous Nay:

- b. **Motion** to close the public hearing and adopt the 2017 Fund Year Budget.

**Moved:** James Turcich

**Seconded:** John Retalis

**Vote:** Approved: Unanimous Nay:

**E. Public Comment**

There was no public comment.

**F. Closed Session**

**Motion** to adjourn Open Session.

**Moved:** Chief Mark Antozzeski

**Seconded:** James Turcich

**Voted:** Approved: Unanimous Nay:

## FIRST RESPONDER JOINT INSURANCE FUND

---

- Open Session adjourned at 10:07 a.m.
- G. Open Session Resumes**  
**Motion** to return to Open Session.  
**Moved:** Chief Mark Antozzeski  
**Seconded:** Joseph Jackson  
**Vote:** Approved: Unanimous      Nay:  
Open Session resumed at 10:13 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:** Chief Mark Antozzeski  
**Seconded:** James Turcich  
**Vote:** Approved: Unanimous      Nay:
- I. Claims Sub-Committee Report**  
**Authorization of Payments Recommended by the Claims Subcommittee.**  
**Motion** to ratify the November 22, 2016 Claims' Subcommittee Meeting Minutes.  
**Moved:** Chief Antozzeski  
**Seconded:** James Turcich  
**Vote:** Approved: Unanimous      Nay:
- J. Adjournment**  
**Motion** to adjourn the meeting.  
**Moved:** John Retalis  
**Seconded:** Joseph Jackson  
**Vote:** Approved: Unanimous      Nay:  
The meeting was adjourned at 10:15 a.m.

The next meeting will be held at **9:30 a.m. on May 10, 2017** at the Monroe BOFC #2.

Respectfully Submitted,

---

Authorized Signature