

# FIRST RESPONDER JOINT INSURANCE FUND

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## FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES January 10, 2018

### I. Call to Order – Barbara Murphy

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

### II. Open Public Meetings Statement – Barbara Murphy

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

Joseph Robinson, Beverly City BOFC, was introduced as a new member of FIRST for the 2018 fund year.

### VI. Old Business

There was no old business.

### VII. New Business

#### A. Nominating Committee Report – Barbara Murphy

##### 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	Joseph Jackson, Berlin Township BOFC #1

There were no additional nominations.

**Motion** to approve Resolution 2018-01 Authorizing the Election of the officers as presented to serve the Full Fund and Executive Committee for the 2018 Fund Year.

**Moved:** Chief John Retalis

**Seconded:** Joseph Jackson

**Vote:** Approved: Unanimous      Nay:





# FIRST RESPONDER JOINT INSURANCE FUND

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## Appendix "A"

Members represented in attendance at the January 11, 2017 meeting:

Berlin Township BOFC #1  
Beverly City BOFC #1  
Bordentown BOFC #1  
Bordentown BOFC #2  
Brick BOFC #2  
Delran BOFC #1  
Florence BOFC #1  
Gloucester BOFC #6  
Haddon Township BOFC #1  
Hamilton BOFC #2  
Hamilton BOFC #7  
Hamilton BOFC #9  
Hopewell Township BOFC  
Manalapan BOFC #2  
Millstone BOFC#1  
Monroe BOFC #2  
Monroe BOFC #3  
Mount Laurel Fire District #1

Also present were:

Barbara Murphy	PEGAS/Risk and Loss Managers, Inc.
Michaelene Miller	
M. Paige Berry	Saul Ewing Arnstein & Lehr LLP
Richard Lorentzen	Treasurer
Lisa Pflug	Highland Claim Services
Taylor Jacob	Consolidated Services Group
Joanne Hall	J.A. Montgomery Risk Control Services
Don Ruprecht	
Jack Dibble	AJ Gallagher
Roger Butler	Barclay Insurance Group
Tim Latimer	
Steve Walsh	EJA/Capacity Insurance
Danielle Colaianni	Hardenbergh Insurance Group
Roger Leonard	Leonard O'Neil Insurance

# FIRST RESPONDER JOINT INSURANCE FUND

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## EXECUTIVE COMMITTEE'S REORGANIZATION MEETING MINUTES

January 10, 2018

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

The meeting was called to order at 9:46 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
John Retalis	Hamilton BOFC #7	Present
Chief James Carbin	Monroe BOFC #2	Present

**Alternate Executive Committee**

Chief Kevin Mullen	Florence BOFC #1	Present
Franklin Jackson V	Haddon BOFC #1	Present
Dep. C. Christopher Burnett	Mt. Laurel Fire District #1	Present

**Fund Commissioners**

Joseph Robinson	Beverly City BOFC	Present
Robert MacFarland	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	Absent
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
James Hawcoe	Haddon BOFC #4	Absent
Gene Argenti	Hamilton BOFC #2	Present
Richard Coleman	Hamilton BOFC #4	Absent
Joseph Bellina	Hamilton BOFC #9	Absent
Timothy Lynch	Hopewell Township BOFC	Absent
Rodolfo Brito	Jackson BOFC #3	Absent
Brian Wright	Jamesburg BOFC #1	Absent
Frank Weindel	Lindenwold BOFC #1	Absent

# FIRST RESPONDER JOINT INSURANCE FUND

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John Marini	Manalapan BOFC #2	Absent
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
Jennifer Dawson	Pine Hill BOFC #1	Absent
Krishna Jagannathan	Plainsboro BOFC #1	Absent
Norman Stelling	Wall Twp. BOFC #1	Absent
Chief Patrick Dolgos	Washington BOFC #1	Absent

## Alternate Fund Commissioners Present

Mark Antozzeski                      Hamilton BOFC #9

## Also Present

Barbara Murphy	PEGAS/Risk and Loss Managers, Inc.
Michaelene Miller	
M. Paige Berry	Saul Ewing Arnstein & Lehr LLP
Richard Lorentzen	Treasurer
Lisa Pflug	Highland Claim Services
Taylor Jacob	Consolidated Services Group
Joanne Hall	J.A. Montgomery Risk Control Services
Don Ruprecht	
Jack Dibble	AJ Gallagher
Roger Butler	Barclay Insurance Group
Tim Latimer	
Steve Walsh	EJA/Capacity Insurance
Danielle Colaianni	Hardenbergh Insurance Group
Roger Leonard	Leonard O'Neil Insurance

## IV. Introduction of Guests

There were no introductions.

## V. Executive Committee Business

### A. **Approval of the November 8, 2017 Executive Committee Open and Closed Meeting Minutes**

**Motion** to approve the November 8, 2017 Executive Committee Open and Closed Meeting Minutes.

**Moved:** James Turcich

**Seconded:** Joseph Jackson

**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

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

There was no report.

**3. Secretary – Joseph Jackson**

There was no report.

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

As per the report included in the agenda package.

The fund attorney presented the following resolutions:

Resolutions - 2018-04 through 2018-26

- a. Authorizing the Award of a Non-Fair and Open Contract for Services with Actuary - The Actuarial Advantage - 2018-04
- b. Authorizing the Award of a Non-Fair and Open Contract for Services with Attorney – Saul Ewing Arnstein & Lehr LLP - 2018-05
- c. Authorizing the Award of a Non-Fair and Open Contract for Services with Auditor - Withum, Smith & Brown - 2018-06
- d. Authorizing the Award of a Non-Fair and Open Contract for Services with Claims Servicing - Highland Claim Services, Inc. - 2018-07
- e. Authorizing the Award of a Non-Fair and Open Contract with Custodian of Funds - Richard Lorentzen - 2018-08
- f. Authorizing the Execution of Contract with Investment Manager – PFM Asset Management, LLC - 2018-09
- g. Authorizing the Award of a Non-Fair and Open Contract for Services with Loss Control/ Safety Administrator - J.A. Montgomery Risk Control Services - 2018-10
- h. Authorizing the Award of a Non-Fair and Open Contract for Services with Managed Care Organization – Consolidated Services Group 2018-11
- i. Appointing Litigation Defense Counsel - 2018-12
- 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 - 2018-13
- k. Appointment of Public Agency Compliance Officer - 2018-14
- l. Adoption of the Cash Management Plan for the 2018 Fund Year - 2018-15
  - (1) Appointment of the Finance Subcommittee  
Chief John Retalis and Chief Steven Scholey were appointed to serve on the finance subcommittee with Richard Lorentzen, Treasurer.
- m. Designation of Official Depositories - 2018-16
- n. Designation of Individuals Authorized as the Fund’s Signatories for the 2018 Fund Year - 2018-17
- o. Adoption of Meeting Place, Schedule and Official Newspapers for the 2018 Fund Year - 2018-18
- p. Establishment of Interest Rate on Delinquent Assessments for the 2018 Fund Year - 2018-19
- q. Approval of Highland Claim Services, Inc. as a Certifying and Approving Officer - 2018-20

# FIRST RESPONDER JOINT INSURANCE FUND

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- r. Approval of the Claims' Committee members as a Certifying and Approving Officer - 2018-21
  - (1) Appointment of the Claims Sub-Committee  
James Turcich, John Retalis and Joe Jackson volunteered to serve on the claims subcommittee.
- s. Authorizing the Award of a Non-Fair and Open Contract with Administrator - PEGAS 2018-22
- t. Approval of Risk Management Consultants for the 2018 Fund Year – 2018-23
- u. Approval of 2018 Risk Management Plan - 2018-24
- v. Approval of Agreement to Renew the Municipal Excess Liability Joint Insurance Fund - 2018-25
- w. Adopting Named Storm Deductible Risk Sharing Program - 2018-26  
**Motion** to approve Resolution 2018-04 through 2018-26  
**Moved:** Joseph Jackson  
**Seconded:** Chief John Retalis  
**Vote:** Approved: Unanimous Nay:

**5. Treasurer – Richard Lorentzen**

- a. Approval of the Bill list for fund years 2009 through 2018.  
**Motion** to approve the Bill List totaling \$532,999.49 for fund years 2009 through 2018.  
**Moved:** James Turcich  
**Seconded:** Joseph Jackson  
**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 three 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 2018 Fund Year Budget.  
**Moved:** James Turcich  
**Seconded:** John Retalis  
**Vote:** Approved: Unanimous Nay

## FIRST RESPONDER JOINT INSURANCE FUND

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b. **Motion** to close the public hearing and adopt the 2018 Fund Year Budget.

**Moved:** James Turcich

**Seconded:** Chief Steven Scholey

**Vote:** Approved: Unanimous                      Nay

**E. Public Comment**

There was no public comment.

**F. Closed Session**

**Motion** to adjourn Open Session.

**Moved:** John Retalis

**Seconded:** James Turcich

**Voted:** Approved: Unanimous                      Nay:

Open Session adjourned at 10:14 a.m.

**G. Open Session Resumes**

**Motion** to return to Open Session.

**Moved:** Chief Steven Scholey

**Seconded:** Joseph Jackson

**Vote:** Approved: Unanimous                      Nay:

Open Session resumed at 10:32 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:** John Retalis

**Seconded:** James Turcich

**Vote:** Approved: Unanimous                      Nay:

**I. Adjournment**

**Motion** to adjourn the meeting.

**Moved:** John Retalis

**Seconded:** Joseph Jackson

**Vote:** Approved: Unanimous                      Nay:

The meeting was adjourned at 10:34 a.m.

The next meeting will be held at **9:30 a.m. on May 9, 2018** at the Monroe BOFC #2.

Respectfully Submitted,

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Authorized Signature