

FIRST RESPONDER JOINT INSURANCE FUND

FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES

January 5, 2022

I. Call to Order – Chuck Hartsoe, Administrator

The meeting was called to order via Zoom call at 9:32 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 2022-01 Authorizing the Election of the officers as presented to serve the Full Fund and Executive Committee for the 2022 Fund Year.

Moved: Chief Christopher Burnett

Seconded: Chief Steven Scholey

Vote: Approved: Unanimous Nay:

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Appendix "A"

Members represented in attendance at the January 6, 2022 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
Barbara Murphy
Michaelene Miller
M. Paige Berry
Richard Lorentzen
Kyle Mrotek
Lisa Pflug
Denise Fierro
Missy Pudimott
Brian Maitland
Don Ruprecht
Diana Pursell
Rick Bean
Steve Walsh
Jennifer Olson
Roger Leonard
Ryan Jones
Michael McGrath

PEGAS
PEGAS/Risk and Loss Managers, Inc.

Saul Ewing Arnstein & Lehr LLP
Treasurer
The Actuarial Advantage
Highland Claim Services

Medlogix
J.A. Montgomery Risk Control Services

Borden Perlman
Henry Bean & Sons Insurance
EJA/Capacity Insurance
Hardenbergh Insurance Group
Leonard O'Neil Insurance
Rue Insurance
Van Dyk Group

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EXECUTIVE COMMITTEE'S REORGANIZATION MEETING MINUTES

January 5, 2022

I. Call to Order – Chief James Carbin, Chairperson

The meeting was called to order via Zoom at 9:38 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
Chief 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	Absent
Ryan Lynch	Chesterfield Twp. Fire Dept	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	Absent
John Campbell	Haddon BOFC #4	Absent
Matthew Martin	Hopewell Township BOFC	Present
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
Genevieve Semanchick	Millstone BOFC#1	Present
Vincent Diliato	Monroe BOFC #1	Absent
Joel Kaplan	Monroe BOFC #3	Absent
Thomas Hassett	Pine Hill BOFC #1	Absent
Robert Corriveau	Plainsboro BOFC #1	Present

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Alternate Fund Commissioners Present

Alan Pine

Mt. Laurel Fire District

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

Lisa Pflug

Highland Claim Services

Denise Fierro

Judy Ghysels

Missy Pudimott

Medlogix

Paul Shives

J.A. Montgomery Risk Control Services

Brian Maitland

Don Ruprecht

Tim Latimer

Barclay Insurance Group

Aricka Simms

Borden Perlman

Rick 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

Chairperson Carbin introduced Genevieve Semanchick as the new fund commissioner for the Millstone BOFC #1. Aricka Simms introduced herself as the new risk management consultant to the Hopewell Twp. BOFC.

V. Executive Committee Business

A. Approval of the December 1, 2021 Executive Committee Open and Closed Meeting Minutes

Motion to approve the December 1, 2021 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. He also welcomed the Washington BOFC #1 as a returning member as of 1/1/2022.

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2. MEL Delegate Report – Chief Steven Scholey

Chief Steven Scholey stated that the MEL recently held its reorganizational meeting. He also stated that a brief update was provided on the Middlesex JIF's membership status.

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 - 2022-04 through 2022-22

- a. Authorizing the Award of a Non-Fair and Open Contract for Services with Actuary - The Actuarial Advantage - 2022-04
- b. Authorizing the Award of a Non-Fair and Open Contract for Services with Attorney – Saul Ewing Arnstein & Lehr LLP - 2022-05
- c. Authorizing the Award of a Non-Fair and Open Contract for Services with Auditor - Withum, Smith & Brown - 2022-06
- d. Authorizing the Award of a Non-Fair and Open Contract for Services with Claims Servicing - Highland Claim Services, Inc. - 2022-07
- e. Authorizing the Award of a Non-Fair and Open Contract with Custodian of Funds - Richard Lorentzen - 2022-08
- f. Authorizing the Execution of Contract with Investment Manager – PFM Asset Management, LLC - 2022-09
- g. Authorizing the Award of a Non-Fair and Open Contract for Services with Loss Control/ Safety Administrator - J.A. Montgomery Consulting – 2022-10
- h. Authorizing the Award of a Non-Fair and Open Contract for Services with Managed Care Organization – Medlogix 2022-11
- i. Appointing Litigation Defense Counsel - 2022-12
- 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 - 2022-13
- k. Appointment of Public Agency Compliance Officer - 2022-14
- l. Adoption of the Cash Management Plan for the 2022 Fund Year - 2022-15
 - (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 - 2022-16
- n. Designation of Individuals Authorized as the Fund's Signatories for the 2022 Fund Year - 2022-17
- o. Adoption of Meeting Place, Schedule and Official Newspapers for the 2022 Fund Year - 2022-18
- p. Establishment of Interest Rate on Delinquent Assessments for the 2022 Fund Year - 2022-19
- q. Approval of Highland Claim Services, Inc. as a Certifying and Approving Officer - 2022-20
- r. Approval of the Claims' Committee members as a Certifying and Approving Officer - 2022-21

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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 - 2022-22

Motion to approve Resolution 2022-04 through 2022-22

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 \$372,159.14 for all fund years.

Moved: Chief Christopher Burnett

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.

The administrator stated that the MEL’s elected officials training seminars were available on the Fund’s 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.

Chief Christopher Burnett asked if there was a set of COVID-19 guidelines specific to the requirements for emergency responders. Discussion ensued and Barbara Murphy stated that the MEL was working with local Fund’s TPAs to provide a standard set of parameters for the handling of COVID-19 claims.

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

As per the report included in the agenda package.

Don Ruprecht stated that all loss control visits had been completed for the 2021 fund year.

C. Old Business

There was no old business.

D. New Business

1. Special Fund Commissioner Appointment

Barbara Murphy stated that, with Washington BOFC #1’s membership, the Fund now has an even number of members and the Fund’s bylaws state that a special fund commissioner should be appointed. She explained that the main purpose served by this position would be to break a tie vote relative to general fund business. She stated that, upon review of the proper protocol, it has been determined that Bordentown BOFC #2 had the option of making an appointment and may provide a resolution confirming the appointment.

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E. Public Comment

There was no public comment.

F. Closed Session

Motion to adjourn Open Session.

Moved: Joseph Jackson

Seconded: Chief Steven Scholey

Voted: Approved: Unanimous Nay:

Open Session adjourned at 10:09 a.m.

G. Open Session Resumes

Motion to return to Open Session.

Moved: James Turcich

Seconded: Chief Steven Scholey

Vote: Approved: Unanimous Nay:

Open Session resumed at 10:15 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 10:16 a.m.

The next meeting will be held at **9:30 a.m. on May 4, 2022.**

Respectfully Submitted,

Authorized Signature

Date