

FIRST RESPONDER JOINT INSURANCE FUND

GENERAL FUND AND EXECUTIVE COMMITTEE'S MEETING MINUTES

September 20, 2023

I. Call to Order – Chief Robert MacFarland, Vice Chairperson

The meeting was called to order at 9:42 a.m. by Vice Chairperson MacFarland.

II. Open Public Meetings Statement – Chief Robert MacFarland, Vice Chairperson

The Open Public Meetings Act was read by Vice Chairperson MacFarland.

III. Roll Call

Executive Committee

Joseph Robinson	Beverly City BOFC	Present
Robert MacFarland	Bordentown BOFC #2	Present
Roger Butler	Cinnaminson BOFC #1	Present
James Turcich	Delran BOFC #1	Present
Chief Christopher Burnett	Mt. Laurel Fire District #1	Absent

Alternate Executive Committee

Joseph Jackson	Berlin Twp. BOFC #1	Present
Franklin Jackson V	Haddon BOFC #1	Absent
Thomas Komlosi, Jr.	Bordentown BOFC #1	Absent
Robert Tharp	Florence BOFC #1	Present

Fund Commissioners

Christopher Ackerman	Brick BOFC #2	Absent
James Lepore, Jr.	Brick BOFC #3/Brick Joint	Absent
Ryan Lynch	Chesterfield	Absent
James D' Ambrosio	Commercial BOFC #3	Absent
Gerald Maresca	Englishtown BOFC #1	Absent
Woody Minner	Gloucester BOFC #1	Absent
Barry Engelbert	Gloucester BOFC #5	Absent
Chief Christopher Brown	Gloucester BOFC #6	Present
August Fischer	Haddon BOFC #4	Absent
Matthew Martin	Hopewell Township BOFC	Present
Brian Wright	Jamesburg BOFC #1	Absent
Richard Roach III	Lindenwold BOFC #1	Absent
John Marini	Manalapan BOFC #2	Absent
Chris Barkalow	Manasquan BOFC #1	Absent
Robert Cromer	Marlboro BOFC #3	Absent
Ronald Gesualdo	Millstone BOFC#1	Absent
Vincent Diliato	Monroe BOFC #1	Absent
Glen Borsuk	Monroe BOFC #2	Absent
Joel Kaplan	Monroe BOFC #3	Absent
Craig Flannigan	Ocean Twp. BOFC #1	Absent

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Thomas Hassett	Pine Hill BOFC #1	Absent
Bob Corriveau	Plainsboro BOFC #1	Absent
Adam Loehner	South Essex Fire Department	Present
Edwin Etschman	Washington BOFC #1	Absent

Alternate Fund Commissioners Present

Joshua Wilson	Hopewell BOFC
Wayne Lyons	Monroe BOFC #3

Also Present

Chuck Hartsoe	PEGAS
Barbara Murphy	PEGAS/Risk & Loss Managers, Inc.
Michaelene Miller	
M. Paige Berry	Saul Ewing, LLP
Adam Giaquinto	Medlogix
Lisa Pflug	Highland Claims Services
Judy Geysels	
Justine Schwinge	
Rich Lorentzen	Treasurer
Kenneth Schulz	J.A. Montgomery Consulting
Terry Burke	A.J. Gallagher
Steve Walsh	Barclay Insurance
Rick Bean	Henry Bean & Sons Insurance
Jennifer Olson	Hardenberg Insurance Group
Roger Leonard	Leonard-O'Neill Insurance Group
Ryan Jones	Rue Insurance
Pete Papa	VanDyk Group

IV. Flag Salute and Moment of Silence

V. Introduction of Guests

There were no introduction.

VI. Executive Committee Business

A. Approval of the May 3, 2023 General Fund and Executive Committee's Open and Closed Meeting Minutes.

Motion to approve the May 3, 2023 General Fund and Executive Committee's Open and Closed Meeting Minutes.

Moved: James Turcich

Seconded: Roger Butler

Vote: Approved: Unanimous Nay:

B. Reports

1. Vice Chairperson – Chief Robert MacFarland

There was no report.

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2. **MEL Delegate's Report – Chief Robert MacFarland**

Barbara Murphy stated that MEL had recently met to discuss their 2024 budget and rate table projections and that the numbers were currently being finalized.

3. **Cyber JIF Delegate's Report – Chief Christopher Burnett**

Matthew Martin stated that the Cyber JIF had recently awarded the RFP for training to D2 Cybersecurity. Barbara Murphy added that D2 would be responsible for the security awareness and phishing training as well as the external vulnerability scanning for all members. She stated that an orientation meeting had been scheduled for all member entity's point of contact and IT people. She further stated that the deadline for the completion of the updated Cyber JIF risk management program checklist had been extended to 6/1/2024. She further stated that a "basic" category was to be added to allow for an alternate deductible reimbursement option for those members whose IT systems were unable to qualify for the tier requirements in the current risk management program.

4. **Secretary – James Turcich**

There was no report.

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

As per the report included in the agenda package.

6. **Treasurer's Report – Richard Lorentzen**

a. Approval of the Bill list for All Fund Years

Motion to approve the Bill List totaling \$165,577.86.

Moved: Roger Butler

Seconded: Joseph Jackson

Vote: Approved: Unanimous Nay:

b. Treasurer's Report

As per the report distributed at the meeting.

c. Investment Report

As per the report distributed at the meeting.

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

As per the report included in the agenda package.

a. 2024 Property Appraisal Update

Barbara Murphy stated that, due to timing issues, the completion of all members' physical property appraisals may not be finalized in time for inclusion in the 2024 budget. She stated that she had discussed with AssetWorks the trending of property values for the 2024 budget pending the completion of all physical appraisals, which would be incorporated into the 2025 fund year budget.

8. **Managed Care Organization – Medlogix**

As per the report included in the agenda package.

9. **Loss Control Specialist – J.A. Montgomery Consulting**

As per the status report included in the agenda package.

Kenneth Shulz stated that the 2023 loss control site surveys were in progress and expected to be completed ahead of schedule. He also stated that the issues with the NJMEL mobile app were still being resolved and that members should continue to monitor the MSI newsfeed for the release of new bulletins and training announcements.

C. **Old Business**

There was no old business.

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D. New Business

1. Resolution 2023-25 Authorizing a Contract for Property Appraisal Services

Barbara Murphy stated that, as per the recent request for proposals for property appraisal services, the executive committee members had recommended the award of a contract to AssetWorks for property appraisal services.

Motion to approve resolution 2023-25 Authorizing a Contract for Property Appraisal Services.

Moved: Roger Butler

Seconded: Joseph Jackson

Vote: Approved: Unanimous Nay:

2. Resolution 2023-26 Renewing Membership in the Municipal Excess Liability Joint Insurance Fund

Motion to approve resolution 2023-26 renewing membership in the Municipal Excess Liability Joint Insurance Fund.

Moved: James Turcich

Seconded: Roger Butler

Vote: Approved: Unanimous Nay:

3. Resolution 2023-27 Authorizing the Award of a Non-Fair and Open Risk Management Consultant Agreement

Barbara Murphy stated that a new risk management contract was required with the Brown & Brown Public Risk Advisors of NJ, the risk management consultant for the South Essex Fire Department.

Motion to approve resolution 2023-27 Authorizing the Award of a Non-Fair and Open Risk Management Consultant Agreement.

Moved: Joseph Robinson

Seconded: Roger Butler

Vote: Approved: Unanimous Nay:

E. Claims Sub-Committee Report

Authorization of Payments Recommended by the Claims Subcommittee.

Motion to ratify the June 27, 2023 and September 7, 2023 Claims' Subcommittee Meeting Minutes.

Moved: Joseph Jackson

Seconded: James Turcich

Vote: Approved: Unanimous Nay:

F. Public Comment

There was no public comment.

G. Closed Session

Motion to adjourn Open Session.

Moved: Roger Butler

Seconded: Joseph Jackson

Vote: Approved: Unanimous Nay:

Open Session adjourned at 10:12 a.m.

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H. Open Session Resumes

Motion to return to Open Session.

Moved: James Turcich

Seconded: Roger Butler

Vote: Approved: Unanimous Nay:

Open Session resumed at 10:25 a.m.

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

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

Moved: Roger Butler

Seconded: Joseph Robinson

Vote: Approved: Unanimous Nay:

J. Adjournment

Motion to adjourn the meeting.

Moved: Roger Butler

Seconded: James Turcich

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 10:26 a.m.

The next meeting will be held at **9:30 a.m. on Wednesday, November 29, 2023 at the Delran BOFC #1, Delran, NJ.**

Respectfully Submitted,

Authorized- Signature