

FIRST RESPONDER JOINT INSURANCE FUND

GENERAL FUND AND EXECUTIVE COMMITTEE'S MEETING MINUTES

May 3, 2023

I. Call to Order – Chief Christopher Burnett – Chairperson

The meeting was called to order via zoom at 9:40 a.m. by Chairperson Burnett.

II. Open Public Meetings Statement – Chief Christopher Burnett – Chairperson

The Open Public Meetings Act was read by Chairperson Burnett.

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	Absent
Chief Christopher Burnett	Mt. Laurel Fire District #1	Present

Alternate Executive Committee

Joseph Jackson	Berlin Twp. BOFC #1	Present
Franklin Jackson V	Haddon BOFC #1	Present
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	Absent
August Fischer	Haddon BOFC #4	Absent
Matthew Martin	Hopewell Township BOFC	Absent
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
Edwin Etschman	Washington BOFC #1	Absent

Alternate Fund Commissioners Present

Wayne Lyons	Monroe BOFC #3
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Also Present

Chuck Hartsoe	PEGAS
Barbara Murphy	PEGAS/Risk & Loss Managers, Inc.
Michaelene Miller	
M. Paige Berry	Saul Ewing, LLP
Kyle Mrotek	The Actuarial Advantage
Adam Giaquinto	Medlogix
Linda Wehner	Highland Claims Services
Sarah Hendershot	
Brian Maitland	J.A. Montgomery
Don Ruprecht	
Marty Hammond, Jr.	PFM Asset Management/NJRM
Zach O'Grady	
Samantha Myers	
Richard Lorentzen	Treasurer
Shawn Gillon	Withum, Smith and Brown
Terry Burke	A.J. Gallagher
Steve Walsh	Barclay Insurance
Chris Borden	CBIZ Insurance Services, dba CBIZ Borden Perlman
Rick Bean	Henry Bean & Sons Insurance
Roger Leonard	Leonard-O'Neill Insurance Group
Ryan Jones	Rue Insurance
Michael McGrath	Van Dyk Group

IV. Introduction of Guests

There were no introductions.

V. General Fund Business

There was no general fund business.

VI. Executive Committee Business

A. Approval of the January 4, 2023 Reorganization and Executive Committee's Open and Closed Meeting Minutes.

Motion to approve the January 4, 2023 Reorganization and Executive Committee's Open and Closed Meeting Minutes.

Moved: Roger Butler

Seconded: Robert MacFarland

Vote: Approved: Unanimous Nay:

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B. Reports

1. Chairperson – Chief Christopher Burnett

Chairperson Burnett stated that the strategic planning subcommittee would be meeting shortly to discuss the development and evaluation of future strategic plans, goals and objectives for the Fund and its members.

Chairperson Burnett reminded members to complete their financial disclosure statements as soon as possible to avoid the penalty imposed by DCA for non-compliance.

2. MEL Delegate – Chief Robert MacFarland

Barbara Murphy stated that the deadline for the 2023 elected officials online training had been extended to May 31 due to the recent upgrade to the MSI Learning Management System website.

3. Cyber JIF Delegate – Chief Christopher Burnett

Chairperson Burnett stated a reminder recently went out to members on the completion of the Cyber JIF's risk management program checklist by 1/1/2024. He stated that members who are currently in compliance with Tier 1, 2 or 3 would be grandfathered in until 1/1/24. Barbara Murphy stated that the Cyber JIF delegates were continuing discussions on the recent responses to the Request for Proposals for vendor services and interviews for phishing, training and external scanning services. She stated that an extension of the 1/1/2024 deadline for the completion of the updated Cyber JIF risk management program checklist was also being considered.

4. Secretary – James Turcich

There was no report.

5. Actuarial Report as of 12/31/2022 – The Actuarial Advantage, Kyle Mrotek

Kyle Mrotek presented the actuarial report, explaining that the purpose of the report was to project the ultimate losses for the fund. He commented that ultimate losses consist of reported losses that are paid losses and case reserves plus the incurred but not reported (IBNR) reserve. He stated that the IBNR reserve is a provision that takes into account the emergence of unknown claims, development of known cases and the reopening of closed claims. He further stated that as of the December 31, 2022 valuation date, the total case reserves and IBNR reserves were \$2,665,746.

6. Financial Report as of 12/31/22 – Withum, Smith & Brown, Shawn Gillon

Shawn Gillon presented the financial report distributed at the meeting. He stated that the balance sheet shows assets of \$9,557,478 and a fund surplus of \$6,011,872. The income statement shows net income of \$458,429. He stated that there were no deficiencies or weaknesses found for the Fund. He further stated that there were no audit comments or recommendations.

Barbara Murphy stated that the financial statement provided a comment regarding a MEL supplemental assessment in the amount of \$174,973 reflected as excess insurance premiums of \$114,762 and \$60,211 in fund years 2021 and 2020, respectively. She further stated that the years impacted may be adjusted to be reflected in the years they were incurred as claims are settled. She also stated that no payments would be made until the 2024 fund year and that the number most likely would change.

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Motion to approve Resolution 2023-23 Certifying the Review of the Annual Audit.

Moved: Chief Robert MacFarland

Seconded: Roger Butler

Vote: Approved: Unanimous Nay:

7. Investment Manager – PFM Asset Management

As per the report distributed at the meeting.

Marty Hammond and Zach O’Grady reviewed a report on the Fund’s investment performance for the quarter ended March 31, 2023. They provided a market summary, checking and investment account summary and a review of the Fund’s portfolio.

8. Treasurer’s Report – Richard Lorentzen

a. Approval of the Bill list for all Fund Years

Motion to approve the Bill List totaling \$1,171,620.02 for all Fund Years.

Moved: Roger Butler

Seconded: Chief Robert MacFarland

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.

9. Attorney – Saul Ewing, LLP – M. Paige Berry

As per the report included in the agenda package.

a. Policy for Public Participation

The fund attorney referred to a draft policy for public participation, included in the agenda package. She stated that the Fund did not currently have a policy in place and asked members for their thoughts on the proposed policy. Discussion ensued and the consensus was to adopt the proposed policy as presented.

Motion to approve the Policy for Public Participation as presented.

Moved: Chief Christopher Burnett

Seconded: James Turcich

Voted: Approved: Unanimous Nay:

b. Resolution 2023-24 Approving Amended Litigation Management Plan

The fund attorney stated that the Fund’s litigation management plan had not been updated since 2009. She stated that the plan was updated to reflect the increased use of emails to assign and communicate with defense counsel on claims and litigation matters.

Motion to approve resolution 2023-24 approving an amended litigation management plan.

Moved: Chief Christopher Burnett

Seconded: James Turcich

Voted: Approved: Unanimous Nay:

10. Administrator – Public Entity Group Administrative Services (PEGAS)

As per the report included in the agenda package.

a. 2024 Renewal Process

The administrator stated that the 2024 budget timeline and underwriting time would be released shortly.

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b. Property Insurance Appraisals

Barbara Murphy stated that, with the recent increase in natural disasters contributing to a hardening of the property insurance marketplace, the MEL had discussed local JIFs performing on site property appraisals for members without current appraisals to bring members' property values to current. She stated that the last fund member appraisals were performed in 2010. Discussion ensued and the consensus was to authorize the administrator's office to issue a request for proposals for property appraisal services.

Motion to approve the authorization of the administrator's office to issue a request for proposals for property appraisal services.

Moved: Joseph Robinson

Seconded: Joseph Jackson

Voted: Approved: Unanimous Nay:

11. Managed Care Organization – Medlogix

As per the report included in the agenda package.

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

As per the report included in the agenda package.

Don Ruprecht stated that the new MSI Learning Management System was launched on May 1, 2023. He stated that training administrators should look for an activation email with a code to register for access to the new system.

C. Old Business

There was no old business.

D. New Business

There was no new business.

E. Public Comment

There was no public comment.

F. Claims Sub-Committee Report

Authorization of Payments Recommended by the Claims Sub-Committee.

Motion to ratify the February 22, 2023 and March 27, 2023 Claims Sub-Committee Meeting Minutes.

Moved: Joseph Jackson

Seconded: Joseph Robinson

Vote: Approved: 4 Abstain: 1 (R. MacFarland) Nay:

G. Closed Session

Motion to adjourn Open Session.

Moved: Joseph Robinson

Seconded: Joseph Jackson

Voted: Approved: Unanimous Nay:

Open Session adjourned at 10:56 a.m.

H. Open Session Resumes

Motion to return to Open Session.

Moved: Joseph Jackson

Seconded: Chief Robert MacFarland

Vote: Approved: Unanimous Nay:

Open Session resumed at 11:11 a.m.

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I. 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: Chief Robert MacFarland

Vote: Approved: Unanimous Nay:

VII. Adjournment

Motion to adjourn the meeting.

Moved: Chief Robert MacFarland

Seconded: Joseph Robinson

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 September 20, 2023.**

Respectfully Submitted,

Authorized Signature