

FIRST RESPONDER JOINT INSURANCE FUND

GENERAL FUND AND EXECUTIVE COMMITTEE'S MEETING MINUTES

May 6, 2020

I. Call to Order – James Carbin, Chairperson

The meeting was called to order via teleconference at 9:33 a.m. by Chairperson Carbin.

II. Open Public Meetings Statement – James Carbin, Chairperson

The Open Public Meetings Act was read by Chairperson Carbin.

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 John Retalis	Hamilton BOFC #7	Present
Chief James Carbin	Monroe BOFC #2	Present

Alternate Executive Committee

Dep. C. Christopher Burnett	Mt. Laurel Fire District #1	Present
Franklin Jackson V	Haddon BOFC #1	Absent
Chief Robert MacFarland	Bordentown BOFC #2	Present

Fund Commissioners

Joseph Robinson	Beverly City BOFC	Present
Stephen Earl	Brick BOFC #2	Absent
James Lepore, Jr.	Brick BOFC #3/Brick Joint	Absent
Joseph Dubell	Chesterfield/Hamilton BOFC#1	Absent
Richard Dietrich	Cinnaminson BOFC #1	Absent
Jim D'Ambrosio	Commercial BOFC #3	Present
Gerald Maresca	Englishtown BOFC #1	Absent
Brian Richardson	Florence BOFC #1	Absent
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
Gene Argenti	Hamilton BOFC #2	Absent
John Newbon	Hamilton BOFC #4	Absent
Ross Hart	Hamilton BOFC #9	Absent
Timothy Lynch	Hopewell Township BOFC	Absent
Todd Larson	Jackson BOFC #3	Absent
Brian Wright	Jamesburg BOFC #1	Absent
Frank Weindel	Lindenwold BOFC #1	Absent
John Marini	Manalapan BOFC #2	Absent
Chris Barkalow	Manasquan BOFC #1	Absent

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Chief Robert Holmes	Marlboro BOFC #3	Absent
Larry Cier	Millstone BOFC#1	Absent
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
Chief Patrick Dolgos	Washington BOFC #1	Absent

Alternate Fund Commissioners Present

Chief Peter Gasiorowski	Monroe BOFC #3
Joseph Cunningham Sr.	Delran BOFC #1

Also Present

Chuck Hartsoe	PEGAS
Barbara Murphy	PEGAS/Risk & Loss Managers, Inc.
Michaelene Miller	
M. Paige Berry	Saul Ewing Arnstein & Lehr, LLP
Kyle Mrotek	The Actuarial Advantage
Michael Solomon	
Missy Pudimott	Medlogix
Lisa Pflug	Highland Claims Services
Don Ruprecht	J.A. Montgomery
Richard Lorentzen	Treasurer
Shawn Gillon	Withum, Smith and Brown
Roger Butler	Barclay Group
Terry Burke	A.J. Gallagher
Skip Bean	Henry Bean & Sons Insurance
Diana Pursell	Borden Perlman
Steve Walsh	EJA/Capacity Insurance
Jennifer Olson	Hardenberg Insurance Group
Roger Leonard	Leonard-O'Neill Insurance Group
Ryan Jones	Rue Insurance
Bob Soden, Jr.	Oliver L. E. Soden Agency

IV. Introduction of Guests

There were no introductions.

V. General Fund Business

There was no general fund business.

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VI. Executive Committee Business

A. Approval of the January 8, 2020 Reorganization and Executive Committee's Open and Closed Meeting Minutes.

Motion to approve the January 8, 2020 Reorganization and Executive Committee's Open and Closed Meeting Minutes.

Moved: James Turcich

Seconded: Chief John Retalis

Vote: Approved: Unanimous Nay:

B. Reports

1. Chairperson – Chief James Carbin

There was no report.

2. MEL Delegate's Report – Chief Steven Scholey

Chief Scholey stated that the MEL had issued several bulletins regarding COVID-19. He further stated that the MEL had posted COVID information and updates on their website. He also stated that the MEL had introduced a flat 2021 budget and rate table at their May meeting.

Barbara Murphy stated that an email was recently sent to members with information on the sexual abuse and molestation legislation that went into effect in December. She stated that a link to view the Protecting Children online video for employees and volunteers was included.

3. Secretary – Joseph Jackson

There was no report.

4. Actuarial Report as of 12/31/19 – The Actuarial Advantage, Michael Solomon

Michael Solomon 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, 2019 valuation date, the total case reserves and IBNR reserves were \$2,223,146.

5. Financial Report as of 12/31/19 – Withum, Smith & Brown, Shawn Gillon

Shawn Gillon presented the financial report distributed at the meeting. He stated that the balance sheet shows assets of \$7,800,663 and a fund surplus of \$4,770,523. The income statement shows net income of \$1,220,259. He stated that there were no deficiencies or weaknesses found for the Fund. He further stated that there were no audit comments or recommendations.

Resolution 2020-24 Certifying the Review of the Annual Audit.

Motion to approve Resolution 2020-24 Certifying the Review of the Annual Audit.

Moved: Chief Steven Scholey

Seconded: Joseph Jackson

Vote: Approved: Unanimous Nay:

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

As per the report distributed at the meeting.

7. Treasurer’s Report – Richard Lorentzen

a. Approval of the Bill list for all Fund Years

Motion to approve the Bill List totaling \$966,678.12 for all Fund Years.

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.

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

As per the report included in the agenda package.

a. 2021 Renewal Process

The administrator referred to the 2021 budget process timeline. He stated that the 2021 online data collection process via Origami would begin on July 10 and be closed on September 15.

9. Claims’ Servicing Organization – Highland Claim Services, Inc.

There was no report.

10. Managed Care Organization – Medlogix

As per the report included in the agenda package.

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

As per the report included in the agenda package.

Don Ruprecht stated that the MSI had recently rolled out MSI NOW, which is an online training platform. He stated that emails with trainings grouped by department were being developed and that grouped trainings for administrative and utility departments were recently released. He further stated that there will be live webinar trainings held via Zoom.

Chief Steven Scholey asked if there were any standardized requirements available for returning an employee that has recovered from a COVID-19 illness. Don stated that the CDC had released interim guidance for employers on how to respond to the disease. He stated that standardized best practices would be released once more guidelines from the State become available.

C. Old Business

There was no old business.

D. New Business

1. Resolution 2020-24 Adopting an Amended Cash Management Plan

Barbara Murphy stated that the legislation allowing joint insurance funds to invest in governmental entities had been signed into law. She stated that the cash management plan was being revised to allow for participation in a joint cash management and investment program should the members decide to do so in the future.

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- Motion** to adopt resolution 2020-24 adopting an amended cash management plan.
Moved: James Turcich
Seconded: Joseph Jackson
Voted: Approved: Unanimous Nay:
- E. Public Comment**
There was no public comment.
- F. Closed Session**
Motion to adjourn Open Session.
Moved: James Turcich
Seconded: Joseph Jackson
Voted: Approved: Unanimous Nay:
Open Session adjourned at 10:17 a.m.
- G. Open Session Resumes**
Motion to return to Open Session.
Moved: Chief John Retalis
Seconded: Joseph Jackson
Vote: Approved: Unanimous Nay:
Open Session resumed at 10:26 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: James Turcich
Seconded: Chief John Retalis
Vote: Approved: Unanimous Nay:
- I. Claims Sub-Committee Report**
Authorization of Payments Recommended by the Claims Sub-Committee.
Motion to ratify the February 20, 2020 and April 14, 2020 Claims Sub-Committee Meeting Minutes.
Moved: James Turcich
Seconded: Joseph Jackson
Vote: Approved: Unanimous Nay
- J. Adjournment**
Motion to adjourn the meeting.
Moved: Joseph Jackson
Seconded: James Turcich
Vote: Approved: Unanimous Nay:
The meeting was adjourned at 10:27 a.m.

The next meeting will be held at **9:30 a.m. on September 23, 2020.**

Respectfully Submitted,

Authorized Signature