

**GLOUCESTER/SALEM/CUMBERLAND COUNTIES  
MUNICIPAL JOINT INSURANCE FUND**

**Glassboro Municipal Building  
1 South Main Street  
Glassboro, New Jersey**

**DECEMBER 22, 2014 – 4:00 PM**

***EXECUTIVE COMMITTEE MEETING***

***OPEN SESSION MINUTES***

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The regular meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held at Glassboro Municipal Building, 1 South Main Street, Glassboro, New Jersey on Monday, December 22, 2014 at 4:00 PM, prevailing time. Chair Heydel, **Monroe Twp**, presiding. The meeting was called to order at 4:02 PM.

***FLAG SALUTE***

***STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETING ACT***

Notice of this meeting was given by: (1) sending sufficient notice herewith to *Today's Sunbeam*, of Salem; Bridgeton *Evening News*, of Bridgeton; and the *South Jersey Newspapers*, of Woodbury; (2) filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities of the TRICO Municipal Joint Insurance Fund, and (3) posting notice on the public bulletin boards of all member municipalities of the TRICO Municipal Joint Insurance Fund.

***ROLL CALL***

Those in attendance were:

Ken Brown, **Carneys Point Twp**  
Sue Miller, **Clayton Boro**  
Donald Banks, **Deptford Twp**  
Joseph Schweigart, **East Greenwich Twp**  
Dennis Marchei, **Elk Twp**  
Jackie Green, **Fairfield Twp**  
Russell Clark, **Glassboro**  
Harry Rink, **Greenwich Twp**  
Mark Gravinese, **Harrison Twp**  
Kevin Clour, **Lower Alloways Creek Twp**  
Pam LeVine, *Alternate*, **Mantua Twp**  
Kevin Heydel, *Chair*, **Monroe Twp**  
Bill Slusser, *Secretary*, **Oldmans Twp**  
John Washington, **Penns Grove Boro**  
Maureen Abdill, **Pilesgrove Twp**  
Mike Razzo, **Pitman Boro**  
Brad Campbell, **Shiloh Boro** (*arrived 4:14pm*)  
Mary Howard, *Alternate*, **South Harrison**  
Carl Bagby, **Swedesboro**  
Bob Dickenson, **Vineland City**

Nick Pileggi, **Washington Twp**  
Karen Sweeney, **Wenonah Boro**  
Bill Bittner, **Westville Boro**  
Bob Law, **Woodbury City**  
Jane DiBella, **Woolwich Twp**

Absent Fund Commissioners were:

Beth Reilly, **Alloway Twp**  
Doug Hogate, **Elsinboro Twp**  
Debby Fourre, **Franklin Twp**  
Doris Hall, **Logan Twp**  
Dante Spina, **Mannington Twp**  
LeeAnn Ruggeri, **Paulsboro**  
Richie Raine, **Pennsville Twp**  
Marty Uzdanovics, **Quinton Twp**  
Bill Gantz, **Upper Pittsgrove Twp**  
Cara Witasick, **Woodbury Heights Boro**  
Fran Grenier, **Woodstown Boro**

Also present were:

Paul J. Miola, CPCU, ARM, Executive Director, *AJG Risk Management Services, Inc.*  
Paul Forlenza, Deputy Executive Director, *AJG Risk Management Services, Inc.*  
David S. DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*  
Tom Tontarski, Treasurer  
Joanne Hall, Safety Director, *J.A. Montgomery Risk Control*  
Tim Sheehan, Safety Director, *J. A. Montgomery Risk Control*  
Howard Spencer, Safety Director, *J.A. Montgomery Rick Control*  
Kathie Tyler-Schohl, Claims Administrator, *Qual-Lynx*  
Debby Schiffer, Wellness Director, *Targeting Wellness*

Also present were the Risk Management Consultants from the following agencies:

Brown & Brown  
Cettei & Connell  
Hardenbergh Insurance Group  
E.H. Sloan Insurance Agency  
Sungenis Insurance Agency

Absent RMCs were:

Biondi Insurance Agency  
Chesney-Stanton Insurance Group  
Conner Strong & Buckelew  
Len Eckman Insurance  
Price-Milam Insurance Agency  
Henry D. Young Insurance

***APPROVAL OF THE MINUTES – Executive Claims Committee Meeting - November 24, 2014***

Chair Heydel presented the meeting minutes of the November 24, 2014 Executive Claims Committee Meeting for approval.

Chair Heydel asked members for their questions at this time. No questions were entertained.

Chair Heydel entertained a motion for approval of the Executive Claims Committee meeting minutes.

Motion by Mr. Slusser, seconded by Mr. Schweigart, to approve the meeting minutes of the November 24, 2014 Executive Claims Committee Meeting. All in Favor. Motion carried.

***APPROVAL OF THE MINUTES – Executive Claims Committee Meeting Closed Session - November 24, 2014***

Chair Heydel presented the meeting minutes of the November 24, 2014 Executive Claims Committee Meeting Closed Session for approval.

Chair Heydel asked members for their questions at this time. No questions were entertained.

Chair Heydel entertained a motion for approval of the Executive Claims Committee meeting Closed Session minutes.

Motion by Mr. Slusser, seconded by Mr. Schweigart, to approve the Closed Session meeting minutes of the November 24, 2014 Executive Claims Committee Meeting. All in Favor. Motion carried.

***APPROVAL OF THE MINUTES – Executive Committee Meeting - November 24, 2014***

Chair Heydel presented the meeting minutes of the November 24, 2014 Executive Committee meeting for approval.

Chair Heydel asked members for their questions at this time. No questions were entertained.

Chair Heydel entertained a motion to approve the minutes of the November 24, 2014 Executive Committee meeting.

Motion by Mr. Slusser, seconded by Mr. Schweigart, to approve the meeting minutes of the November 24, 2014 Executive Committee Meeting. All in favor. Motion carried.

***EXECUTIVE CLAIMS COMMITTEE MEETING REPORT – December 22, 2014***

Chair Heydel reported that an Executive Claims Committee Meeting was held on Monday, December 22, 2014 at 2:30 PM at the Glassboro Municipal Building, Glassboro, NJ.

The Committee reviewed fourteen (14) claims. Of the claims reviewed, there were seven (7) Workers' Compensation, two (2) General Liability, and five (5) Property PARs recommended for approval of settlement or continuing defense.

The claims will be presented for approval later in the meeting.

There were two (2) matter(s) presented for *Abandonment of Subrogation*.

<i>Qual-Lynx File#</i>	<i>Amount</i>
<i>X52473</i>	<i>\$51,367.00</i>
<i>X65997</i>	<i>\$3,651.66</i>

Questions will be addressed during Closed Session if necessary.

#### ***EXECUTIVE DIRECTOR'S REPORT***

Mr. Miola presented the Executive Director's report, a copy of which was included in the agenda packet.

***Lost Time Accident Frequency Reports*** – Mr. Miola noted that these are in the agenda packet and commented that the Trico JIF has the best rate in the State.

***Certificates of Insurance*** – Mr. Miola stated that these were issued and asked to be made a part of the minutes of today's meeting.

***2013 Safety Incentive Program*** – Mr. Miola noted a report detailing balances for each member was included in the agenda packet. He stated that if any member had questions to contact his office. He noted that the deadline to claim or encumber these funds was November 3, 2014. All encumbered funds must be claimed by February 1, 2015.

***2014 Optional Safety Budget*** - Mr. Miola stated a report detailing balances for each member was included in the agenda packet. He stated that if any member had questions to contact his office. He noted that the deadline to claim or encumber these funds was November 3, 2014. All encumbered funds must be claimed by February 1, 2015.

***EPL Helpline –Authorized Contact List*** - Mr. Miola asked members to review the attached list for accuracy especially if you have had turnover in a position. Changes have to be made by Resolution. Members can appoint two representatives to use this service. The most recent list of authorized contacts for the EPL helpline was included in the agenda packet. He asked the members to review the list and respond to the email request as soon as possible.

***EPL Allowance*** – Mr. Miola reminded members that each member is allotted \$540 to offset Employee Practice Liability training and/or the updating of policies and procedures. He noted the balances are listed in the agenda packet. There are further details online.

***Employee Practices Liability Compliance***– Mr. Miola noted that a compliance report regarding the Employment Practices Liability Coverage was included in the agenda packet. He noted that the report was updated effective January 1, 2014 to include EPL loss history for Fund Years 2008-2012 to determine each member's individual deductibles. He reminded the members to contact PERMA directly if they believe the report to be inaccurate.

***Financial Fast Track*** – Mr. Miola commented that there is \$16 million in surplus.

***Regulatory Filing Checklists*** – Mr. Miola noted that the JIF is up to date with required State filings.

***Skateboard Park Approval Status*** - A spreadsheet depicting the current status of all approved skateboard parks or those currently under construction was included in the agenda packet. The MEL has established a process, outlined in MEL Coverage Bulletin 2014-09, which must be followed by all members who

wish to construct a skateboard park and have the JIF and MEL provide coverage. All members who are considering construction of a skateboard park should contact his office before moving forward on the project.

***Caphart & Scatchard Updates*** – Mr. Miola asked members to review these updates. He noted that there is very good information about workers' compensation and ADA issues.

***Statutory Bond Status*** – Mr. Miola reminded members to review the latest listing of the Statutory Bonds issued by the MEL for JIF members. These are issued to the individual, NOT the position.

***Revenue & Appropriations*** – Mr. Miola reported that a request was emailed to all Municipal Clerks. He reported that there were a few members that have not submitted a copy of their 2014 Revenue and Appropriations summary. He asked those members to forward a copy to his office.

***Elected Officials Training***– Mr. Miola noted that there are only two more sessions coming up for the Elected Officials Training and those dates were included in his report. Not only is it a great dinner and presentation, but your elected officials are also eligible to receive a \$250 discount on next year's premium for attending. The remaining dates are listed in his report.

***RMC Resolutions and Agreements***– Mr. Miola stated that a memo and sample copies of the JIF RMC Resolution and Agreement for the 2015 Fund Year were re-mailed to all the Risk Management Consultants. If a RMC represents more than one municipality, it is requested that the form be copied and one set executed for each municipality represented. Once his office receives documentation, payment can be issued for the 2015 fees at the February 2015 meeting of the JIF. He added that all RMCs are required to execute a Confidentiality Agreement with the JIF and forward it to his office. Please direct all questions to Tracy Forlenza at 856-446-9143.

***2015 Committee Volunteers***– Mr. Miola stated that Volunteer Request forms were e-mailed to all the Fund Commissioners and Risk Management Consultants on December 2, 2014. The 2015 Committee Chairs will be meeting in early January to determine the membership of Standing Committee. He asked everyone to be sure to return the form.

***2014 Annual Report***– Mr. Miola stated that the 2014 Annual Report was distributed at the meeting and it was also available on the JIF website. He encouraged members to review the report with their governing bodies.

***Safety and Wellness Calendars***– Mr. Miola stated that the Safety and Wellness Calendars were also distributed that the meeting for all members.

***Inclement Weather*** – Mr. Miola stated that the Fund has adopted an *Inclement Weather Policy*, a copy of which can be found on the JIF website. He noted that if it becomes necessary to cancel a meeting, his office will attempt to contact the Fund Commissioners via email, telephone or posting a message on the JIF website. Members can also call 856-446-9148 for a pre-recorded message announcing the cancellation of a meeting.

***New Member Activity*** – Mr. Miola stated that had no new activity to report.

Mr. Miola asked if there were any questions at this time. No questions were entertained.

## SOLICITOR'S REPORT

### *Executive Claims Committee Meeting*

Mr. DeWeese highlighted the following items from the Claims Committee Meeting:

### *Assignment of New Cases*

Mr. DeWeese reported that five (5) case(s) have been assigned since the last meeting.

<i>New Cases</i>
<i>Strom vs. Township of Deptford</i>
<i>Simmons vs. City of Vineland</i>

### *General Liability File Status*

Mr. DeWeese stated that currently, the TRICO JIF has 35 active litigated general liability files; that number remains very low.

### *Subrogation Summary Files Status*

Mr. DeWeese stated that collection efforts are being made on \$961,731.84 in judgments on 44 files against third parties.

### *Closed Cases*

Mr. DeWeese noted that there were (2) two cases closed in the month of December 2014:

<b>Closed Cases</b>	<b>Result</b>
<i>Jones vs. Borough of Paulsboro</i>	<i>Made a Motion for a Directed Verdict and it was granted.</i>
<i>McBurnett vs, Borough of Woodbury Heights</i>	<i>Case was settled for \$5,000.00 prior to the case going to Arbitration</i>

## SAFETY DIRECTOR'S REPORT

Ms. Hall stated that the Safety Director's Report is self-explanatory. She highlighted the following items:

**Loss Control Services-** Ms. Hall noted that Loss Control Services were performed in the following municipalities in November: Clayton, Fairfield, Harrison, Logan, Mannington, Oldmans, Pennsville, Washington, Wenonah and Woolwich.

**MEL Video Library-** Ms. Hall noted that the following members used the MEL video library in November: Franklin, Glassboro, Pilesgrove and Westville.

**Safety Bulletins -** Ms. Hall stated that the following safety bulletins and alerts were distributed by email during the month of November, 2014 and were listed in her report:

- Mobile Work Zone
- NJPEOSH Top 10 Citations – May thru September, 2014

**MSI Training Programs-** Ms. Hall noted that the upcoming MSI training programs were included in her report.

Ms. Hall asked if there were any questions at this time. No questions were entertained.

### **CLAIMS ADMINISTRATOR'S REPORT**

#### ***Lessons Learned from Losses – December***

Ms. Tyler-Schohl reported on the *Lessons Learned from Losses* which was included in the agenda packet.

She noted that in the third quarter of 2014, the MEL resolved 5 claims on behalf of four JIFs. The total MEL payments were \$758,001. She noted that the significant claims continue to be out of employment practices liability disputes alleging violations, improper terminations or failure to promote, hostile work environment, sexual harassment, failure to accommodate, retaliation and discrimination. She reported that on behalf of the TRICO JIF in the third quarter of 2014, one MEL POL/EPL claim was resolved.

Ms. Tyler-Schohl asked if there were any questions at this time. No questions were entertained.

### **WELLNESS DIRECTOR'S REPORT**

Ms. Schiffer reported on the members she met with in the prior month and some upcoming Wellness Activities. This information is detailed in the agenda packet. She highlighted the following:

- ***Elk Twp***– Ms. Schiffer noted that Elk Twp offered chair massages as an employee appreciation prior to their holiday luncheon.
- ***Harrison Twp*** – Ms. Schiffer noted that Harrison held an Employee Health Fair and had good participation from most departments. Inspira provided free boxed lunches for all the employees. Several gifts were donated for door prizes.
- ***Monroe Township*** – Ms. Schiffer noted that Monroe held a Lunch and Learn. They also offered chair massages to anyone that was interested. They are planning another Biggest Loser Challenge in January, 2015.
- ***Washington Twp***- Ms. Schiffer noted that Washington Twp held their first Employee Health Fair and had good participation.
- ***Woodbury*** – Ms. Schiffer noted that Woodbury offered chair massages in City Hall for any employee that was interested.

Ms. Schiffer asked if there were any questions at this time. No questions were entertained.

### **MANAGED HEALTH CARE REPORT**

#### ***Lost Time v. Medical Only Cases***

Ms. Tyler-Schohl presented the TRICO JIF *Lost Time v. Medical Only Cases (Intake Report)*.

	<i>Nov</i>	<i>YTD</i>
<i>Lost Time</i>	6	20
<i>Medical Only</i>	5	195
<i>Report Only</i>	6	114
<i>Total Intakes(New Claims)</i>	17	329
<i>Report Only % of Total</i>	35.3%	34.7%
<i>Medical Only/Lost Time Ratio</i>	45:55	91:09
<i>Average Days to Report</i>	4.1	63.3*

\*This amount includes occupational exposure claims.

**Transitional Duty Report**

Ms. Tyler-Schohl presented the Transitional Duty Report.

<b>Transitional Duty Summary Report</b>	<b>YTD</b>
<i>Transitional Duty Days Available</i>	3,225
<i>Transitional Duty Days Worked</i>	2,399
<i>% of Transitional Duty Days Worked</i>	74.4%
<i>Transitional Duty Days Not Accommodated</i>	826
<i>% of Transitional Duty Days Not Accommodated</i>	25.6%

**Nurse Case Assignment Report:**

<b>Nurse Case Summary Report (Inclusive of 3 JIFs)</b>	<b>November</b>
<i>Total Cases Assigned in month</i>	46
<i>Total Cases Closed in month</i>	43
<i>Total Active in month</i>	263

**PPO Penetration Report:**

Ms. Tyler-Schohl presented the monthly PPO Penetration Report

<b>PPO Penetration Rate</b>	<b>Nov</b>	<b>YTD</b>
<i>Bill Count</i>	203	2,395
<i>Original Provider Charges</i>	\$132,484	\$2,236,651
<i>Re-priced Bill Amount</i>	\$63,893	\$992,304
<i>Savings</i>	\$67,581	\$1,243,337
<i>% of Savings</i>	51.0%	55.6%
<i>PPO Penetration Rate Bill Count Percentage</i>	91.1%	93.8%
<i>PPO Penetration Rate Provider Charge Percentage</i>	92.2%	95.1%
<i>EPO Penetration Rate Bill Count Percentage</i>	84.5%	85.1%
<i>EPO Penetration Rate Provider Charge Percentage</i>	60.7%	78.8%



Ms. Tyler-Schohl asked if there were any questions. No comments or questions were entertained.

**TREASURER'S REPORT**

Mr. Tontarski provided an overview of his report as of *November 30, 2014*.

**Investment Interest**

Mr. Tontarski reported interest received or accrued for the current month totaled \$11,792.85. This generated an average annual yield of .48%. After including an unrealized net loss of \$1,210.00 in the asset portfolio, the yield is adjusted to .43 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized gain of \$52,115.00 as it relates to market value of \$9,544,615.00 vs. the amount invested.

Our asset portfolio with TD Wealth Management consists of five (5) obligations with maturities greater than two (2) years and one (1) obligation maturing in less than two years.

Mr. Tontarski asked if there were any questions at this time. No questions were entertained.

**Receipt Activity for the Period**

Mr. Tontarski reported on the total subrogation & reimbursement receipts.

	<b>Period</b>	<b>YTD</b>
Subrogation Receipts	\$37,756.71	\$215,901.07
Overpayment Reimbursements	\$547.50	

**Claim Activity for the Period**

Claim activity for the month for claims paid by the Fund and claims payable by the Fund at month end are in the amount of \$174,819.99. The claims detail for the 209 checks is as follows:

Direct Loss Payments	\$133,255.00
Claim Expenses	\$6,187.51
Legal Defense Costs	\$35,377.48

**Cash Activity for the Period**

Mr. Tontarski stated that during the reporting period, the Fund's "Cash Position" changed from an opening balance of \$29,867,146.14 to a closing balance of \$29,252,335.22 showing a decrease in the Fund of \$614,810.92.

**Loss Run Payment Register**

Chair Heydel entertained a motion to approve the *Loss Run Payment Register* as presented.

Motion by Mr. Slusser, seconded by Mr. Schweigart, to approve the *Loss Run Payment Register* as presented.

**ROLL CALL**

**Yeas:**

Joe Schweigart, **East Greenwich**  
 Kevin Heydel, *Chair*, **Monroe Twp**  
 Bill Slusser, *Secretary*, **Oldmans Twp**

Mike Razzo, **Pitman**  
Brad Campbell, **Shiloh Boro**  
Karen Sweeney, **Wenonah**  
Bob Law, **Woodbury City**

*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

***Approval of Amended December 2014 Bill List***

Mr. Tontarski presented the amended *December 2014 Bill List* for the members' consideration in the amount of **\$868,322.43**.

Chair Heydel entertained a motion to approve the amended *December 2014 Bill List* in the amount of **\$868,322.43**.

Motion by Mr. Slusser, seconded by Mr. Schweigart, to approve the amended *December 2014 Bill List* in the amount of **\$868,322.43**.

**ROLL CALL**

*Yeas:* Joe Schweigart, **East Greenwich**  
Kevin Heydel, *Chair*, **Monroe Twp**  
Bill Slusser, *Secretary*, **Oldmans Twp**  
Mike Razzo, **Pitman**  
Brad Campbell, **Shiloh Boro**  
Karen Sweeney, **Wenonah**  
Bob Law, **Woodbury City**

*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

**COMMITTEE REPORTS**

**FINANCE COMMITTEE**

He noted that the budget was presented at last month's meeting and is up for adoption this evening.

***Motion to Open the 2015 Budget Hearing***

Chair Heydel entertained a motion to *open the 2015 Budget Hearing*.

Chair Heydel asked if there were any questions. No questions were entertained.

Motion by Mr. Slusser, seconded by Mr. Schweigart, to *Open the 2015 Budget Hearing*. *All in favor. Motion carried.*

***Motion to Close the 2015 Budget Hearing***

Chair Heydel entertained a motion to *Close the 2015 Budget Hearing*.

Motion by Mr. Slusser, seconded by Mr. Schweigart, to *Close the 2015 Budget Hearing*. All in favor.  
Motion carried.

***Motion to Adopt the 2015 Budget***

Chair Heydel entertained a motion to *Adopt the 2015 Budget* as presented.

Chair Heydel asked if there were any questions. No questions were entertained.

Motion by Mr. Slusser, seconded by Mr. Schweigart, to *Adopt the 2015 Budget* as presented.

<b>ROLL CALL</b>	<b>Yeas:</b>	Joe Schweigart, <b>East Greenwich</b> Kevin Heydel, <i>Chair</i> , <b>Monroe Twp</b> Bill Slusser, <i>Secretary</i> , <b>Oldmans Twp</b> Mike Razzo, <b>Pitman</b> Brad Campbell, <b>Shiloh Boro</b> Karen Sweeney, <b>Wenonah</b> Bob Law, <b>Woodbury City</b>
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	<b>Nays:</b>	None
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	<b>Abstain:</b>	None
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All in favor. Motion carried by unanimous vote.

***Motion to Adopt the 2015 Assessment Certification***

Chair Heydel entertained a motion to *Adopt the 2015 Assessment Certification* as presented.

Chair Heydel asked if there were any questions. No questions were entertained.

Motion by Mr. Slusser, seconded by Mr. Schweigart, to *Adopt the 2015 Assessment Certification* as presented.

<b>ROLL CALL</b>	<b>Yeas:</b>	Joe Schweigart, <b>East Greenwich</b> Kevin Heydel, <i>Chair</i> , <b>Monroe Twp</b> Bill Slusser, <i>Secretary</i> , <b>Oldmans Twp</b> Mike Razzo, <b>Pitman</b> Brad Campbell, <b>Shiloh Boro</b> Karen Sweeney, <b>Wenonah</b> Bob Law, <b>Woodbury City</b>
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	<b>Nays:</b>	None
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	<b>Abstain:</b>	None
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All in favor. Motion carried by unanimous vote.

***Motion to Adopt the 2015 Assessment Allocation Strategy***

Chair Heydel entertained a motion to *Adopt the 2015 Assessment Allocation Strategy* as presented.

Chair Heydel asked if there were any questions. No questions were entertained.

Motion by Mr. Slusser, seconded by Mr. Schweigart, to *Adopt the 2015 Assessment Allocation Strategy* as presented.

<b>ROLL CALL</b>	<b>Yeas:</b>	Joe Schweigart, <b>East Greenwich</b> Kevin Heydel, <i>Chair</i> , <b>Monroe Twp</b> Bill Slusser, <i>Secretary</i> , <b>Oldmans Twp</b> Mike Razzo, <b>Pitman</b> Brad Campbell, <b>Shiloh Boro</b> Karen Sweeney, <b>Wenonah</b> Bob Law, <b>Woodbury City</b>
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	<b>Nays:</b>	None
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	<b>Abstain:</b>	None
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All in favor. Motion carried by unanimous vote.

***NOMINATING COMMITTEE MEETING – November 24, 2014***

Mr. Brown reported that there was a Nominating Committee meeting held and the minutes were included in the agenda packet. The 2015 slate will be voted on at the January Reorganization meeting.

***SAFETY COMMITTEE MEETING – December 9, 2014***

Ms. Abdill reported that there was a Safety Committee meeting held and the minutes will be included in the January, 2015 agenda packet. She highlighted the following:

***Mini Retreat for Safety Coordinators*** – The committee discussed holding a mini retreat for the safety coordinators in April or May, 2015 in addition to the Annual Safety Breakfast scheduled for February 5, 2015.

***MEL/E-JIF/RCF REPORT***

Mr. Law reported that there was a MEL meeting held on November 20, 2014.

***Mel Resolution 2014-16*** – this Resolution clarifies the immunities arising out of the administration of NARCAN and to include immunity police, EMT's and other first responders for the administration of or for the failure to administer NARCAN. The Resolution states that in order to protect police, EMT's and other first responders, the statute and New Jersey Tort Claims Act should be amended to clearly provide immunity from liability for public agencies and for police officers or EMTs or other first responders for both the administration of NARCAN and for the failure to administer NARCAN.

***MEL Bulletin 2014-27*** – This bulletin announces the addition of Edward Scioli to the MEL Underwriting Manager Team.

*MEL Bulletin 2014-28* – This bulletin is regarding municipalities that accept and use surplus military equipment.

**MISCELLANEOUS BUSINESS**

*Next Meeting*

The 2015 Reorganization Meeting will be held on Monday, January 26, 2015 at **5:00 PM** at the **Gloucester County Library, Mullica Hill, NJ.**

**PUBLIC COMMENT**

*Open Public Comment*

Chair Heydel entertained a motion to open the meeting to the public.

Motion by Mr. Slusser, seconded by Mr. Schweigart, to open the meeting to the public. All in favor. Motion carried.

*Close Public Comment*

Hearing no comments from the public, Chair Heydel entertained a motion to close the meeting to the public.

Motion by Mr. Slusser, seconded by Mr. Schweigart, to close the meeting to the public. All in favor. Motion carried.

**APPROVE CLAIMS PAYMENTS**

Ms. Tyler-Schohl of Qual-Lynx presented the following Payment Authorization Requests (PARs) during the Executive Claims Committee meeting held on December 22, 2014.

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
<i>Z04019</i>	<i>W17072</i>	<i>X79446</i>
<i>X52473</i>	<i>X35941</i>	<i>Z02688</i>
<i>Z03155</i>		<i>Z05419</i>
<i>X9777</i>		<i>Z05149</i>
<i>Z04639</i>		<i>Z06022</i>
<i>Z00085</i>		
<i>X65997</i>		

Chair Heydel asked members for their questions at this time. No questions were entertained.

Chair Heydel entertained a motion to approve the PARs as presented in their entirety during the Executive Claims Committee meeting.

Motion by Mr. Slusser, seconded by Mr. Schweigart, to Approve Payment Authority on the Claims as presented during the Executive Claims Committee meeting.

**ROLL CALL**

**Yeas:** Joe Schweigart, **East Greenwich**  
 Kevin Heydel, *Chair*, **Monroe Twp**  
 Bill Slusser, *Secretary*, **Oldmans Twp**  
 Mike Razze, **Pitman**  
 Brad Campbell, **Shiloh Boro**  
 Karen Sweeney, **Wenonah**  
 Bob Law, **Woodbury City**

**Nays:** None

**Abstain:** None

All in favor. Motion carried by unanimous vote.

**APPROVE ABANDONING SUBROGATION**

There were two (2) matter(s) presented for Abandonment of Subrogation.

<i>Qual-Lynx File</i>	<i>Amount</i>
<i>X52473</i>	<i>\$51,367.07</i>
<i>X65997</i>	<i>\$3,651.66</i>

Chair Heydel entertained a motion to *approve abandonment of the listed subrogation files.*

Motion by Mr. Slusser, seconded by Mr. Schweigart, to approve abandonment of the listed subrogation file as presented.

**ROLL CALL**

**Yeas:** Joe Schweigart, **East Greenwich**  
 Kevin Heydel, *Chair*, **Monroe Twp**  
 Bill Slusser, *Secretary*, **Oldmans Twp**  
 Mike Razze, **Pitman**  
 Brad Campbell, **Shiloh Boro**  
 Karen Sweeney, **Wenonah**  
 Bob Law, **Woodbury City**

**Nays:** None

**Abstain:** None

All in favor. Motion carried by unanimous vote.

**MOTION TO ADJOURN**

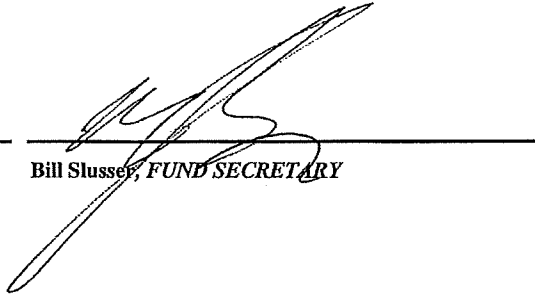
There being no further business, Chair Heydel entertained a *Motion to Adjourn* the December 22, 2014 Executive Committee Meeting.

Motion by Mr. Slusser, seconded by Mr. Schweigart to adjourn the December 22, 2014 Meeting of the TRICO JIF.

The meeting was adjourned at 4:37 PM.



Brenda Smith, Recording Secretary for



Bill Slusser, *FUND SECRETARY*