

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

**Gloucester County Library
Mullica Hill, NJ**

February 26, 2018 – 5:00 PM

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

A meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held at the Gloucester County Library, Mullica Hill, New Jersey on Monday, February 26, 2018 at 5:00 PM, prevailing time. Chair Campbell, **Shiloh Borough**, presiding. The meeting was called to order at 5:00 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 *South Jersey News*, of Mullica Hill and the *Courier Post*, Cherry Hill, NJ; (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:

Beth Reilly, **Alloway Township**
Ken Brown, **Carneys Point Twp**
Sue Miller, **Clayton Borough**
Don Banks, **Deptford Twp**
Debbie Pine, *Alternate*, **Elk Twp**
Doug Hogate, **Elsinboro Twp**
Steve Wymbs, **Fairfield Twp**
Barbara Freijomil, **Franklin Township**
Valerie VanVeen, **Glassboro Borough**
Raymond Williams, **Greenwich Township**
Mark Gravinese, **Harrison Township**
Kevin Clour, **Lower Alloways Creek Twp**
Luke Patrick, **Mannington Twp**
Kevin Heydel, **Monroe Twp**
Harry Moore, **Oldmans Twp**
Susan Jacobucci, **Paulsboro**
Mayor John Washington, **Penns Grove Borough**
William Biebel, **Pennsville Twp**
Maureen Abdill, **Pilesgrove Twp**
Mike Razze, **Pitman Borough**
Majorie Sperry, **Quinton Township**
Brad Campbell, *Chair*, **Shiloh Borough**

Bob Diaz, **South Harrison Twp**
Carl Bagby, **Swedesboro Borough**
Mike Seery, **Upper Pittsgrove Twp**
Bob Dickenson, **Vineland City**
Karen Sweeney, **Wenonah Borough**
Ryan Giles, **Westville Borough**
Bob Law, **Woodbury City**
Robert Yerka, **Woodbury Heights Borough**
John Hall, **Woodstown Borough**
Jane DiBella, **Woolwich Township**

Absent Fund Commissioners were:

Stephanie McCaffrey, **East Greenwich Twp**
Doris Hall, **Logan Twp**
Jennica Bileci, **Mantua Twp**
Colette Bachich, **Washington Township**
Lyman Barnes, **West Deptford**

Also present were:

Paul J. Miola, CPCU, ARM, Executive Director, *AJG Risk Management Services, Inc.*
Paul A. Forlenza, Deputy Executive Director, *AJG Risk Management Services, Inc.*
David S. DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Rob Garish, Safety Director's Office, *J. A. Montgomery Risk Control*
Chris Roselli, *Qual-Lynx*
Karen Beatty, *QualCare*
Debby Schiffer, *Wellness Director*

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

Assured Partners
Biondi Insurance Agency
Cettei & Connell
Chesney-Stanton Insurance Group
CEB-Corporate Employee Benefits
Glenn Insurance
Henry D. Young Insurance
Len Eckman Insurance
E.H. Sloan Insurance Agency
Hardenbergh Insurance Group

Absent RMCs were:

Conner Strong & Buckelew

Chair Campbell entertained a motion to move Alternate Executive Committee #1 Bob Dickenson, Vineland to the Executive Committee in the absence of Executive Committee member Doris Hall for voting purposes.

Motion by Mr. Law, seconded by Mr. Razze, to move up Alternate Executive Committee #1 Bob Dickenson, Vineland in the absence of Executive Committee member Doris Hall for voting purposes. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Committee Meeting

Chair Campbell presented the meeting minutes of the January 22, 2018 Executive Committee meeting for approval.

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

Chair Campbell entertained a motion to approve the minutes of the January 22, 2018 Executive Committee meeting.

Motion by Mr. Law, seconded by Mr. Razze, to approve the minutes of the January 22, 2018 Executive Committee meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Meeting

Chair Campbell presented the meeting minutes of the January 22, 2018 Executive Claims Review Committee Meeting for approval.

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

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

Motion by Mr. Law, seconded by Mr. Razze, to approve the meeting minutes of the January 22, 2018 Executive Claims Review Committee Meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Closed Session

Chair Campbell presented the Executive Claims Review Committee Closed Session meeting minutes of January 22, 2018 for approval.

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

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

Motion by Mr. Law, seconded by Mr. Razze, to approve the Executive Claims Review Committee Closed Session meeting minutes of January 22, 2018 as presented.

The Executive Claims Review Committee Closed Session minutes of the January 22, 2018 shall not be released to the public until the reason(s) for their remaining closed is no longer applicable, the Fund Solicitor has had the opportunity to review them, and their release has been approved by the Executive Committee. All in Favor. Motion carried.

The Executive Claims Review Committee Closed Session Meeting Minutes from the January 22, 2018 meeting were collected.

EXECUTIVE CLAIMS REVIEW COMMITTEE MEETING REPORT – February 26, 2018

Chair Campbell reported that an Executive Claims Committee Meeting was held on Monday, February 26, 2018 at Gloucester County Library, Mullica Hill, NJ.

The Committee reviewed twenty (20) claims. Of the claims reviewed, there were eleven (11) Workers' Compensation, two (2) General Liability, one (1) Auto Liability, and six (6) Property PARs recommended for approval of settlement or continuing defense.

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

There were no matter(s) presented for *Abandonment of Subrogation*.

Questions will be addressed during Closed Session if necessary.

EXECUTIVE DIRECTOR'S REPORT

Mr. Miola reviewed the Executive Director's Report found in the agenda packet with the membership. He highlighted the following items:

Lost Time Accident Frequency Report – Mr. Miola stated that the Lost Time Accident Frequency Summary and the Statewide Recap for December, 2017 was included in his report and noted the TRICOJIF is doing well.

Certificates of Insurance – Mr. Miola asked that these certificates of insurance be made part of the minutes of today's meeting.

2018 Optional Safety Budget - Mr. Miola asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds is November 1, 2018. All encumbered funds must be claimed by February 1, 2019.

2018 Wellness Incentive Program Allowance – Mr. Miola stated that a report detailing the available balance for each member for the 2018 Wellness Incentive Program was included in the agenda packet. He stated that the deadline for claiming or encumbering the funds is December 31, 2018. All encumbered funds must be claimed by February 1, 2019.

EPL Helpline – Authorized Contact List – Mr. Miola asked members to review the attached list for accuracy especially following the recent municipal reorganizations. He noted the resolution for this is on the JIF website at www.tricojif.org. Please contact the Executive Director's office with any questions.

EPL/Cyber Allowance – Mr. Miola noted the JIF has budgeted various amounts, depending on member size, for each member to help offset employment practice and cyber security related expenses. This budget can be a valuable resource to members in addressing these areas of exposure. If you need additional information regarding this program, please contact his office.

Employment Practices Liability Compliance– Mr. Miola asked members to review the attached status report for the member's individual deductibles. He reminded the members that they had to update their Plan of Risk Management to be eligible for the lower co-pay and deductible.

Financial Fast Track – Mr. Miola reported that the JIF's surplus position as of December 31, 2017 was **\$19,839,238.00.**

Regulatory Filing Checklists – Mr. Miola noted that there were two regulatory filing checklists in his report and they provide an outline of required reporting to the Departments of Banking and Insurance and Community Affairs on an annual and monthly basis and we are currently up to date.

Skateboard Park Approval Status – Mr. Miola stated there have been no new updates.

Capehart & Scatchard Updates – Mr. Miola noted that the Capehart & Scatchard updates are in the agenda packet and provide valuable information regarding WC, ADA and FMLA 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. Members should review this list as some changes might have occurred at municipal reorganization meetings requiring new bonds to be issued.

Elected Officials Training – Mr. Miola stated that the Fund is sponsoring Elected Officials training. The MEL will reduce each member's 2018 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2018. This credit will also be extended to the member's CEO (i.e. Municipal Manager or Administrator) this year. The total credit is limited to 5% of a member's 2018 MEL Assessment. Invitations/RSVP's for the sessions were e-mailed to all Municipal Clerks, Fund Commissioners, and RMC's on November 1, 2017. The sign-in sheets from December 7, 2017, January 30, 2018 and February 7, 2018 seminars are posted on the JIF website, so please be sure to check them. The last training is scheduled on the following dates:

March 28, 2018 - O'Connor's American Bar & Grille, Eastampton

Inclement Weather Policy – Mr. Miola stated that the JIF adopted an Inclement Weather Policy and a copy can be found on the JIF website (www.tricojif.org). Should it be necessary to cancel a meeting, his office would attempt to contact each Fund Commissioner by email or telephone or by posting a message on the website. Members can also call 856-446-9148 for a pre-recorded message.

MEL Cyber Risk Management Program – Mr. Miola stated that on December 18, 2017 the MEL released the MEL Cyber Risk Management Program. The program includes employee training, the adoption and implementation of cyber related policies and procedures, and other software and hardware related compliance components. Members who come into compliance with the Program will be eligible for reimbursement of a portion of their deductible for cyber related claims. Members are encouraged to work with their IT Professional to come into compliance with the Program components. If you have any questions, please contact the Executive Director's office.

Website (www.tricojif.org) – Mr. Miola noted that the JIF has a website that contains very useful information for the members, including all sign-in sheets for trainings and seminars, directories and Bulletins. Be sure to look it over.

PRIMA/AGRIP Conferences – Mr. Miola stated that this year TRICO JIF members will be eligible to attend two AGRIP Conferences and the Annual PRIMA Conference. The 2018 Budget includes funding for four (4) attendees at the PRIMA Conference and six (6) attendees for the AGRIP Conferences. The TRICO JIF has adopted an Attendance Conference Policy that establishes clear guidelines and preferences for Commissioner Attendance. Those Fund Commissioners who have first priority for

attendance at these conferences received information on the AGRiP Conferences from our office on or about December 11, 2017. Information on the PRIMA Conference was emailed out on January 26, 2018.

Police Command Staff – Mr. Miola noted Risk Management Training for Police Personnel has been scheduled. Attendance at this training by Police Command Staff is required for compliance with the MEL's 2018/2019 EPL Plan of Risk Management. Invitations for the sessions were e-mailed to all Municipal Clerks and Fund Commissioners on January 10, 2018. There will be two (2) identical sessions each day: a morning session 9:00 am – 11:30 am, and an afternoon session 1:00 pm – 3:30 pm. The sign-in sheets from February 13, 2018 are posted on the JIF website. The remaining training dates are scheduled as follows:

April 26, 2018 – Nicolosi's Catering, West Deptford
June 12, 2018 - O'Connor's, Eastampton
June 28, 2018 – Merighi's Savoy Inn, Vineland

Managerial & Supervisory Trainings – Mr. Miola stated that one of the requirements of the MEL's 2018/2019 EPL Plan of Risk Management is the training of all member managers & supervisors. Four training sessions have been scheduled in conjunction with the BURLCO and ACMJIFs. Invitations for the sessions were e-mailed to all Municipal Clerks and Fund Commissioners on February 2, 2018. There are two (2) identical sessions each day: a morning session 9:00 am – 11:30 am, and an afternoon session 1:00 pm – 3:30 pm. The trainings have been scheduled on the following dates:

March 6, 2018 – O'Connors, Eastampton
May 8, 2018 – Merighi's Savoy Inn, Vineland
September 11, 2018 – Wildwood Convention Center
September 27, 2018 – Nicolosi's Catering, West Deptford

Payroll Audits – Mr. Miola stated that on or about February 12, 2018 a letter was e-mailed to all Municipal Clerks, with a copy to Fund Commissioners, advising that Bowman & Company will be performing workers' compensation exposure verification audits of members' 2017 payrolls. These payroll figures will serve as the basis for your 2019 workers compensation excess premiums. Attached to the e-mail was a spreadsheet that included employee counts by payroll classification as reported during last year's payroll audit. As employee counts have a tendency to be the most time consuming part of the payroll audit process, members were asked to review and update this spreadsheet upon receipt. Members are asked to send the required payroll data to the auditors for processing either via mail or electronically. Details on how the data can be sent were included in the February 12, 2018 correspondence. Once the information is processed, the auditor will contact each town to discuss the results of the audit and clarify any questions. Members who still have questions following the audit can contact a representative from Bowman to set up a mutually convenient date and time to meet and discuss the audit results.

Property Appraisals – Mr. Miola noted on or about February 12, 2018, each member and their RMC's received a notification from his office asking that they review and update their property schedule located in the Exigis Exposure Data Management System. Once a member responds, those that are going to receive a physical appraisal this year will be contacted by the Fund Property Appraiser, ASSETWORKS. Those that are not receiving a physical inspection in 2018 will have their building & contents values trended accordingly. All members are asked to complete the review and update process no later than March 23, 2018.

Safety Breakfast Kickoff- Mr. Miola noted on March 22, 2018 the Fund will hold its Annual Safety Breakfast at Nicolosi Caterers, West Deptford, NJ beginning at 8:30 AM. A *Save the Date* was emailed to all Safety Coordinators, Claims Coordinators, Fund Commissioners, and Risk Management Consultants on January 11, 2018. The invitations and Response Forms will be emailed out in early March.

Police Accreditation Announcement – Mr. Miola stated that on or about February 6, 2018 an email with an attached memorandum regarding reimbursement for the Police Accreditation Program Fees was sent to all Clerks and RMC's. It was asked that if the town or city had an operating Police Department, to please forward to the Police Chief. If you have any questions regarding the reimbursement procedures, please contact Denise Plavchak at 856-446-9131

Financial Disclosure Statement – Mr. Miola noted his office should be receiving updates shortly, and an email will be sent out to all Fund Commissioners at that time in regards to filing for 2018.

New Fund Commissioner Orientation – Mr. Miola noted that a New Fund Commissioner Orientation will be held on April 23, 2018, prior to the Executive Committee Meeting at the Harrison Township Municipal Building. An informational email will be sent out in early March. In the meantime, should any Fund Commissioner need any assistance with anything, please do not hesitate to contact the Executive Director's office.

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 Review Committee Meeting:

Assignment of New Cases

Mr. DeWeese reported two (2) new cases have been assigned from January 2018 to February 2018:

| New Cases |
|--------------------------------------|
| <i>Frazier v. Borough of Pitman</i> |
| <i>Grimm v. Borough of Westville</i> |

Closed Cases

Mr. DeWeese reported that one (1) case(s) were closed in the month of February:

| Closed Cases |
|-----------------------------------|
| <i>Bowers v. City of Vineland</i> |

General Liability Status Report

Mr. DeWeese noted that there are 34 active General Liability claims. He noted that if a member would like a synopsis of their town's cases sent to them, please contact him.

Subrogation Summary Files

Mr. DeWeese stated that there are collections efforts are being made on \$2,061,227.15 of potential recoveries.

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

SAFETY DIRECTOR'S REPORT

Mr. Garish stated that the Safety Director's Report is self-explanatory. He highlighted the following items:

MEL Video Library – He noted this has been updated recently, so please utilize it. If a copy of the video library titles is needed, you can find it at the MEL or JIF website. He also pointed out there is a new email address: melvideolibrary@jamontgomery.com, and phone number: 856-552-4900.

Safety Director's Bulletins – He noted that there were three (3) bulletin(s) included in the agenda;

- *Motor Vehicle Checks*
- *Commercial Driver License Opioid Testing Regulations*
- *NJPEOSH Recordkeeping*

Right to Know Update – He noted that in addition to the annual Right to Know services, each member town will receive an electronic Central file link to a Dropbox. Once the online chemical inventory has been completed, this will allow the following information to be filed in the States RTK portal for each member:

- Safety Data Sheets
- Hazardous Substance Facts Sheets
- Right to Know Survey
- Written Hazardous Communication Program
- Training Documentation
- Right to Know poster
- Instructions on how to download, store, and share the files with affected departments and employees.

Mr. Garish stated it is anticipated that all links will be emailed out to all members within the next few weeks.

MSI Class Listing for February - April 2018 – Mr. Garish referenced the list of MSI Classes that are available for February - April 2018 and were included in the agenda packet.

Risk Control Service Team Memo – Mr. Garish noted that in the agenda packet was a memo from Dave Grubb announcing the retirement of Ms. Joanne Hall. Replacing Ms. Hall will be Paul Shives.

He mentioned the Regional Training on Excited Delirium that was to take place on March, 6, 12 and 16, 2018 has been postponed until the Fall due to attendance.

Lastly, he noted there is a total of five (5) Special Recognition Awards that will be presented to the "award committee" for review. Awards will be given out at the Safety Breakfast in March.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – February

Mr. Roselli presented the Lessons Learned from Losses for February which reviewed Office Safety. Mr. Roselli noted that some of the worst injuries we see occur indoors in a controlled environment and that slip, trip, and falls are the most common and costly accidents seen amongst office workers.

Mr. Roselli stated it is important to talk to staff frequently about your expectations for maintaining a safe workplace, and to inspect areas often for problems. Be sure to report them, fix them and document these efforts.

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

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer noted that her report is detailed in the agenda packet and she highlighted the following:

- Carney's Point and Pennsville have both set up new Wellness Committee's.
- East Greenwich set up after work yoga once a week from mid-February till the end of May.
- Glassboro PW is planning on continuing their Biggest Loser challenge.
- Monroe completed their Fitness Challenge with 11 participants compared to 4 last year and purchased bulletin boards to post wellness info next to the time clock.
- Paulsboro held a Lunch and Learn on Diabetes.
- Woodbury Police Dept is interested in starting a small vegetable garden this spring, and they purchased a standing desk, under desk bicycle and active sitting disc for employees to try.
- She noted she is hoping to have an "In the Spotlight" next month and if your town has any wellness activities scheduled, please let her know.
- Ms. Schiffer noted in her News Letter this month its highlights the 30 day Plank Challenge, and that February is Heart Month.

Ms. Schiffer reminded the members to use NJWELL and work towards earning \$250 by completing health and wellness screenings along with other activities by October 31, 2018. www.state.nj.us/treasury/pensions/njwell/

Lastly, she noted she had "Stretching" posters geared towards 1st Responders if anyone was interested and would like some.

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

MANAGED HEALTH CARE REPORT

Ms. Beatty noted that her report is detailed in the agenda packet and she highlighted the following:

Lost Time v. Medical Only Cases

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

| | January | YTD |
|-------------------------------------|----------------|------------|
| <i>Lost Time</i> | 4 | 4 |
| <i>Medical Only</i> | 18 | 18 |
| <i>Report Only</i> | 13 | 13 |
| <i>Total Intakes(New Claims)</i> | 35 | 35 |
| <i>Report Only % of Total</i> | 37.1% | 37.1% |
| <i>Medical Only/Lost Time Ratio</i> | 82:18 | 82:18 |
| <i>Average Days to Report</i> | 3.0 | 3.0 |

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report for January 2018

| Transitional Duty Summary Report | January |
|---|----------------|
| <i>Transitional Duty Days Available</i> | 385 |
| <i>Transitional Duty Days Worked</i> | 227 |
| <i>% of Transitional Duty Days Worked</i> | 59% |
| <i>Transitional Duty Days Not Accommodated</i> | 158 |
| <i>% of Transitional Duty Days Not Accommodated</i> | 41% |

PPO Penetration Report:

Ms. Beatty presented the monthly PPO Penetration Report for January 2018.

| PPO Penetration Rate | January |
|--|----------------|
| <i>Bill Count</i> | 204 |
| <i>Original Provider Charges</i> | \$245,818 |
| <i>Re-priced Bill Amount</i> | \$95,947 |
| <i>Savings</i> | \$149,871 |
| <i>% of Savings</i> | 61% |
| <i>PPO Penetration Rate Bill Count Percentage</i> | 96.6% |
| <i>PPO Penetration Rate Provider Charge Percentage</i> | 97% |
| <i>EPO Penetration Rate Bill Count Percentage</i> | 96.5% |
| <i>EPO Penetration Rate Provider Charge Percentage</i> | 94.1% |

Ms. Beatty noted Patient-First was being removed from their preferred lists due to some billing issues.

Ms. Beatty asked if there were any questions. No comments or questions were entertained.

TREASURER’S REPORT

Mr. Tontarski provided an overview of the Treasurer’s report for January 2018.

Investment Interest

Mr. Tontarski reported interest received or accrued for the reporting period totaled \$29,468.30. This generated an average annual yield of 1.14%; however, after including an unrealized net loss of \$81,759.00 in the asset portfolio, the yield is adjusted to -2.03% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$378,817.22 as it relates to current market value of \$25,524,060.50 vs. the amount we have invested. The current market value, including accrued income is valued at \$25,576,196.24.

Our asset portfolio with Wilmington Trust consists of nine (9) obligations with maturities greater than two years and three (3) obligations with maturities between one and 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.

| | Period | YTD |
|----------------------------|---------------|-------------|
| Subrogation Receipts | \$36,551.42 | \$36,551.42 |
| Overpayment Reimbursements | \$2,431.95 | |
| TRICOJIF v. Killen | 245.94 | |
| FY 2018 Premium Receipts | \$610,308.02 | |

A.E.L.C.F. Member Participant Balances:

| | |
|---------------------|-------------|
| Woodbury City | \$20,446.00 |
| Washington Twp | \$76,122.00 |
| Pittsgrove Township | \$31,459.00 |
| Stow Creek Township | \$766.00 |

Claim Activity for the Period

The net claim activity during the reporting period for claims paid by the Fund and claims payable by the Fund at period end are in the amount of \$509,823.76. The claims detail shows 352 claims payments issued.

Cash Activity for the Period

Mr. Tontarski stated that during the reporting period, the Fund’s “Cash Position” changed from an opening balance of \$ 31,408,412.61 to a closing balance of \$ 30,364,350.45 showing a decrease in the fund of \$1,044,062.16.

1st Installment Billing

Mr. Tontarski noted that the first installment billing was due February 15, 2018. Bills were sent to all clerks and Fund Commissioners. All payments have been received with the exception of four (4) members, and they have been contacted.

Loss Run Payment Register

Chair Campbell entertained a motion to approve the January Loss Run Payment Register as presented. Motion by Mr. Law, seconded by Mr. Razze, to approve the January Loss Run Payment Register as presented.

ROLL CALL **Yeas:** Mike Razze, **Pitman Borough**
John Washington, **Penns Grove Borough**
Sue Miller, **Clayton Borough**
Karen Sweeney, **Wenonah Borough**
Bob Law, *Secretary*, **Woodbury City**
Brad Campbell, *Chair*, **Shiloh Borough**
Bob Dickenson, **City of Vineland**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Bill List and RMC Bill List – February, 2018

For the Member's consideration, Mr. Tontarski presented the February 2018 Bill List in the amount of **\$1,527,344.85**, and the February 2018 1st Installment RMC Bill List in the amount of **\$193,701.00**.

Chair Campbell entertained a motion to approve the February 2018 Bill List in the amount of **\$1,527,344.85** and the 1st installment RMC Bill List in the amount of **\$193,701.00**.

Motion by Mr. Law, seconded by Ms. Hall, to approve the February 2018 Bill List in the amount of **\$1,527,344.85** and the first installment RMC Bill List in the amount of **\$193,701.00**.

ROLL CALL **Yeas:** Mike Razze, **Pitman Borough**
John Washington, **Penns Grove Borough**
Sue Miller, **Clayton Borough**
Karen Sweeney, **Wenonah Borough**
Bob Law, *Secretary*, **Woodbury City**
Brad Campbell, *Chair*, **Shiloh Borough**
Bob Dickenson, **City of Vineland**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

COMMITTEE REPORTS

Nothing to report

MEL/E-JIF/RCF Reports

MEL Coverage Bulletins – Mr. Law noted a listing of the 2018 MEL Coverage Bulletins was included in the agenda for the member’s reference and they can be found on the MEL website www.njmel.org. He noted they will not be emailed/mailed out as they are accessible via the MEL website.

MISCELLANEOUS BUSINESS

Chair Campbell read the following Resolutions for consideration:

Resolution 2018-17 – Agreement with Community Education Online, LLC

Resolution 2018-17, Authorizing the Executive Director to Execute an Agreement with Community Education Online, LLC, for Excited Delirium Training for Emergency Responders.

Resolution 2018-18 – Agreement with Armando Riccio, Esq to present at Managers & Supervisory Trainings

Resolution 2018-18, Authorizing the Fund Executive Director to Execute an Agreement with Armando Riccio, Esq., for the Preparation and Presentation of Anti-Harassment training to Member Municipality Managers & Supervisors.

Resolution 2018-19– Agreement to Participate in a Shared Services Agreement for Online Police Training

Resolution 2018-19, Authorizing the Fund Chairperson and Secretary of the Burlington Count Municipal Joint Insurance Fund to Execute an Agreement to Participate in a Shared Service Agreement for an Online Police Training.

Motion by Mr. Law, seconded by Mr. Razze, to Adopt Resolutions 2018-17, Resolution 2018-18 and Resolution 2018-19 as presented.

| | | |
|------------------|------------------------|--|
| ROLL CALL | <i>Yeas:</i> | Mike Razze, Pitman Borough John Washington, Penns Grove Borough Sue Miller, Clayton Borough Karen Sweeney, Wenonah Borough Bob Law, <i>Secretary</i> , Woodbury City Brad Campbell, <i>Chair</i> , Shiloh Borough Bob Dickenson, City of Vineland |
| | <i>Nays:</i> | None |
| | <i>Abstain:</i> | None |

All in favor. Motion carried by unanimous vote.

Next Meeting

Chair Campbell noted the next meeting of the TRICO JIF will be held on **Monday, March 26, 2018 at 5:00 PM** at the **Gloucester County Library, Mullica Hill, NJ**.

PUBLIC COMMENT

Open Public Comment

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

Motion by Mr. Law, seconded by Mr. Razze, to open the meeting to the public. All in favor. Motion carried.

Close Public Comment

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

Motion by Mr. Law, seconded by Mr. Razze, to close the meeting to the public. All in favor. Motion carried.

EXECUTIVE SESSION MEETING

A Closed Session of the TRICO JIF was not held.

APPROVE CLAIMS PAYMENTS

Mr. Roselli of Qual-Lynx presented the following Payment Authorization Requests (PARs) during the Executive Claims Committee Meeting held on February 26, 2018.

| <i>Workers' Compensation</i> | <i>General Liability</i> | <i>Auto</i> | <i>Property</i> |
|-------------------------------------|---------------------------------|--------------------|------------------------|
| 2018122273 | 1206380 | 1226731 | 2017102341 |
| 2017100313 | 1226726 | | 2018123372 |
| 001233182 | | | 2018122532 |
| 001264737 | | | 2018123365 |
| 2017105359 | | | 2018120972 |

