

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

**Gloucester County Library
389 Wolfert Station Road
Mullica Hill, New Jersey**

June 24, 2019 – 5:00 PM

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

The meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held at the Gloucester County Library, 389 Wolfert Station Road, Mullica Hill, New Jersey on Monday, June 24, 2019 at 5:00 PM, prevailing time. Chair Law, **Woodbury**, 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 Woodbury 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:

Warren Morgan, **Alloway Twp**
Ken Brown, **Carneys Point Twp.**
Sue Miller, **Clayton Borough**
Don Banks, **Deptford Twp.**
Stephanie McCaffrey, **East Greenwich Twp.**
Carolyn King-Sammons, **Elk Twp....arrived after roll call**
Doug Hogate, **Elsinboro Twp.**
Barbara Freijomil, **Franklin Twp.**
Karyn Paccione, *Alternate*, **Glassboro Borough**
Raymond Williams, **Greenwich Twp.**
Kevin Clour, **Lower Alloways Creek Twp**
Luke Patrick, **Mannington Twp**
Jennica Bileci, **Mantua Twp**
Jill McCrea, **Monroe Twp**
Susan Jacobucci, **Paulsboro Boro**
Brad Campbell, **Shiloh Borough**
Mark Gravinese, **Harrison Twp.**
Harry Moore, **Oldmans Twp.**
Mayor John Washington, **Penns Grove Borough**
Richie Raine, *Alternate*, **Pennsville Twp.**
Maureen Abdill, **Pilesgrove Twp.**
Mike Razzo, **Pitman Borough**
Majorie Sperry, **Quinton Twp....arrived after roll call**

Bob Diaz, **South Harrison Twp.**
Carl Bagby, **Swedesboro Borough**
Jeffre Celebre, **Vineland City**
Lauren Sedberry, *Alternate*, **West Deptford Twp.**
Kate Carroll, *Alternate*, **Westville Borough**
Karen Sweeney, **Wenonah Borough**
Bob Law, **Woodbury City**
Jeffrey Pitzo, **Woodbury Heights Borough**
John Hall, **Woodstown Borough**

Absent Fund Commissioners were:

Linda Gonzalez, **Fairfield Twp.**
Doris Hall, **Logan Twp**
Colette Bachich, **Washington Township**
Mike Seery, **Upper Pittsgrove Twp.**
Jane DiBella, **Woolwich Township**

Also present were:

Paul A. Forlenza, MGA, Executive Director, *AJG Risk Management Services, Inc.*
Paul Miola, CPCU, ARM. 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, Account Manager, *Qual-Lynx*
Karen Beatty, Account Manager, *QualCare*
Debby Schiffer, *Wellness Director*
Tom Tontarski, *Treasurer*
Lou Romero, *Technology Risk Director*

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

Assured Partners
Biondi Insurance Agency
Cettei & Connell
Chesney-Stanton Insurance Group
Conner Strong & Buckelew
Len Eckman Insurance
Hardenbergh Insurance Group
E.H. Sloan Insurance Agency

Absent RMCs were:

Henry D. Young Insurance
CEB - Corporate Employee Benefits

Chair Law entertained a Motion that in the absence of Ms. Hall, Logan, Executive Committee Member #2, Mr. Diaz, South Harrison, Alternate #1, moved up for voting purposes.

Motion by Mr. Razze, seconded by Mr. Washington to move up Mr. Diaz. All in Favor. Motion carried

APPROVAL OF THE MINUTES – Executive Committee Meeting

Chair Law presented the meeting minutes of the May 20, 2019 Executive Committee meeting for approval.

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

Chair Law entertained a motion to approve the minutes of the May 20, 2019 Executive Committee meeting.

Motion by Mr. Washington, seconded by Ms. Miller to approve the minutes of the May 20, 2019 Executive Committee meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Meeting

Chair Law presented the meeting minutes of the May 20, 2019 Executive Claims Review Committee Meeting for approval.

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

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

Motion by Mr. Razze, seconded by Mr. Washington to approve the meeting minutes of the May 20, 2019 Executive Claims Review Committee Meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Closed Session

Chair Law presented the Executive Claims Review Committee Closed Session meeting minutes of May 20, 2019 for approval.

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

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

Motion by Mr. Razze, seconded by Mr. Washington, to approve the Executive Claims Review Committee Closed Session meeting minutes of May 20, 2019 as presented. All in Favor. Motion carried.

The Executive Claims Review Committee Closed Session minutes of the May 20, 2019 meeting 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 May 20, 2019 meeting were collected.

EXECUTIVE CLAIMS REVIEW COMMITTEE MEETING REPORT – June 24, 2019

Chair Law reported that an Executive Claims Committee Meeting was held at 3:30 PM on Monday, June 24, 2019.

The Committee reviewed twelve (12) claims. Of the claims reviewed, there were five (5) Workers' Compensation, three (3) General Liability, and four (4) Property PARs recommended for approval of settlement or continuing defense.

There were two (2) claim(s) reviewed for abandonment of subrogation attempts.

#2018128850

#2017104319

Questions will be addressed during Closed Session if necessary.

EXECUTIVE DIRECTOR'S REPORT

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

Certificates of Insurance – Mr. Forlenza referenced this report in the agenda packet and asked everyone to please review it for accuracy.

2018 Safety Incentive Program Awards – Mr. Forlenza noted a report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2018 Safety Incentive Program allowance, please contact his office. He reminded the committee that the deadline to claim or encumber these funds is November 1, 2019. All encumbered funds have to be claimed by February 1, 2020.

2019 Optional Safety Budget - Mr. Forlenza stated a report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2019 Optional Safety Budget allowance, please contact his office. Please note that the deadline to claim or encumber these funds is November 1, 2019. All encumbered funds have to be claimed by February 1, 2020.

2019 Wellness Incentive Program Allowance – Mr. Forlenza stated a report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2019 Optional Safety Budget allowance, please contact our office. Please note that the deadline to claim or encumber these funds is November 1, 2019. All encumbered funds have to be claimed by February 1, 2020.

EPL/Cyber Allowance - Mr. Forlenza noted a report showing allowances for each member to help offset employment practice and cyber security related expenses is included in the agenda and he asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds is November 1, 2019 and if you encumbered these funds, they must be claimed by February 1, 2020.

Statutory Bond Status– Mr. Forlenza referenced a report in the agenda of the latest listing of Statutory Bonds issued by the MEL for JIF members. This list should be reviewed for accuracy, and remember the coverage is for the individual, not the position. Any questions on the status of an application or a listed bond should be directed to Cate Kiernan at PERMA.

MEL Cyber Risk Management Plan Compliance Status – Mr. Forlenza stated that a compliance report indicating each member's status with the MEL Cyber Risk Management Program is included in the agenda for your review. He noted only a handful of members are currently compliant. He stated that he would discuss this more in a moment. Each member should review this report carefully to insure its accuracy, and if you feel the report to be inaccurate, please contact Ed Cooney, Fund Underwriter.

Member Visitation Program – Mr. Forlenza noted that beginning last month, a representative from his office, contacted those members up for renewal this year to schedule an appointment with the Fund Commissioner, Risk Management Consultant, and Representatives of the Governing Body. These appointments are an opportunity to discuss the member's participation in the JIF and the many programs available to them. The Executive Director's office believes it is very important for the decision makers in each member municipality to understand the value of JIF membership. Those members up for Renewal are: Alloway, Elk, Elsinboro, Paulsboro, Penns Grove, Pennsville, Washington, Wenonah, Westville, Woodbury Heights, and Woodstown.

Renewal Resolutions & Agreements – Mr. Forlenza noted on or about June 3, 2019, Renewal Resolutions & Agreements were emailed to the eleven (11) towns up for renewal effective January 1, 2020. In order to ensure a smooth budget and renewal process for the JIF, we ask that you forward your Renewal Resolution and the included Agreement to Renew Membership in the TRICO JIF to the Executive Directors office by Friday, August 16, 2019. If you have any questions, please contact the Executive Directors office.

New Member Activity – Mr. Forlenza noted Hopewell Township has requested an application to join the TRICO JIF effective January 1, 2020. A JIF Concept Presentation is scheduled for early July.

Mr. Forlenza reminded the Committee the Annual TRICO Planning Retreat is Thursday and Friday, July 25-26, 2019 at Auletto's caterers in Almonesson, NJ and the official invite and RSVP will be going out tomorrow, along with a copy of the Agenda so members can decide which sessions would benefit their employees the most and make arrangements to have those particular employees attend those sessions.

Lastly, Mr. Forlenza reminded the committee that the Fund's cyber liability coverage carries a \$10,000 deductible; however, members have the opportunity to reduce that deductible to \$5,000 (Tier 1) if they meet basic criteria under Technical Competency, Sound Cyber Hygiene, and Technology Management. In addition, members have the opportunity to reduce their deductible to \$2,500 (Tier 2) per claim if they meet some additional security criteria within these areas.

Mr. Forlenza emphasized that all members should review the Plan with their IT professional to ascertain their current status and what actions need to be taken to comply with the program and qualify for lower deductibles. He noted to date, only five (5) towns of the 37 members, are compliant with the Tier 1 standards and four (4) towns in compliance with Tier 1 & 2 standards. Mr. Forlenza stated that when this Program was originally released, it was a bit confusing and difficult to understand. Pivot Point was charged with the responsibility of drafting cyber hygiene policies that met the MEL standards and would be easy for members to understand, customize to their needs, and implement. The Executive Directors office then spent several months working with Pivot Point to tweak the policies and Program so they could be easily implemented.

Mr. Forlenza then announced that recently his office uploaded a number of documents to the JIF website to assist the members in implementing the Program. If you click on Tier 1, you will see an "IT Security Practices" policy that incorporates four (4) basic standards that each member needs to adopt and meet. In addition, there is also an "Incident Response Policy", again, that needs to be adopted and put into practice. Together these two policies incorporate the five (5) standards needed to complete Tier 1 compliance. In addition, there is also a model Resolution to adopt the Policies; a Checklist with instructions on how to tweak the policies to your municipality's needs, and then the submittal checklist to submit to the MEL to become compliant. The same information is then available for Tier 2 compliance further down the webpage. Mr. Forlenza then asked the members to visit the webpage and provide any feedback to his office.

Mr. Forlenza reiterated that he will be pushing hard to find ways to help member towns understand the compliance process and assist in their submissions so we can get all towns compliant. Mr. Forlenza stated he will continue to keep the Committee updated as to other members that have their Plan approved.

Mr. Forlenza 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 three (3) new case(s) had been assigned in May 2019:

New Cases
<i>Lackey v. Twp. of Carneys Point</i>
<i>Labinsi v. Twp. of Mantua</i>
<i>L. M. (minor) v. Twp. of Washington</i>

Closed Cases

Mr. DeWeese reported that there were four (4) case(s) closed since the last meeting:

Closed Cases
<i>Mendola v. Twp. of Monroe</i>
<i>Strittmatter Estate v. City of Vineland</i>
<i>Russ v. Twp. of Washington</i>
<i>Digs v. City of Woodbury</i>

General Liability Files

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

Subrogation Files

Mr. DeWeese stated that there are collection efforts being made on \$1,447,572.35 of potential recoveries on 53 files.

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

MEL EPL Helpline & Authorized Contact List – Mr. DeWeese reminded the Committee that the new EPL Helpline; "MEL Line", was rolled out a few months ago and is a dedicated resource for members to call for guidance on employment relates issues that they are facing. Mr. DeWeese stated that the MEL Program uses three (3) attorneys, himself included, and will provides members with access to attorneys that know NJ law and know our members and their needs. Mr. DeWeese stated the calls have gone very well as he feels the members are very comfortable in speaking with him. He reminded the members that should he not be particularly familiar with an issue, he will send a memo to the member recapping the conversation so there is some documentation of the call and issue, copying Mr. Semrau, who is also on the panel, and keeping a log of all of the calls, as well as Mr. Pevner with Summit Risk. He will then get the caller in touch with one of the Defense Panel attorneys who are more specialized in a particular area.

Mr. DeWeese reminded the members to review the list of authorized contacts for the *MEL Employment Practices Helpline*. He reminded the members they can appoint up to **two (2)** municipal representatives

who will be permitted to contact the *Helpline* attorneys with their inquiries. The appointment of the municipal representatives must be made by Resolution of the Governing Body. These authorized contacts are the only representatives permitted to access this service, which is of no cost to the JIF.

Mr. Diaz stated he has encountered costs associated with these calls, and that had he known there was a \$750 cost to “open a file” on a “report only” call, he would be more frugal in the future about what is reported and what isn’t. Mr. DeWeese reminded him if anyone is aware of a potential claim, and it is not reported, and a claim does come of it, there is the possibility of denial of coverage. The cost to open a file is not directly taken from the member town, but rather simply reported as part of their loss funding.

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 a handout and is self-explanatory. He highlighted the following items:

In regards to Police One Training, Mr. Garish reported that of 37 members, 26 member towns actually have Police departments, and to date, 11 of those members are actively taking courses, with 356 classes completed. Nine (9) towns have enrolled, and are just starting to take classes, and we still have six (6) towns that have no activity at all. Mr. Garish reported his office, along with Police One Academy, will be reaching out to those members to get them on board with the program. He also noted if you would like to see what activity your specific Police department has done in terms of the training, please see him after the meeting and he will let you know. Mr. Garish stated he would like to give kudos to those members who have already made use of these trainings, with Vineland, Carney’s Point, and Harrison having completed the most courses.

MEL Video Library – He noted no members utilized the Library in May and asked that it please be utilized. 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 bulletins and notices send out in May included which are included in the agenda packet:

- *Hurricane Preparedness*

MSI Class Listing – Mr. Garish referenced the list of MSI Classes that are available in June, July and August that are included in the agenda packet. He noted that a current list of MSI Training Administrators needs to be kept up to date, so if there are any changes in regards to the Training Administrator, please advise afelip@jamontgomery.com.

Lastly, Mr. Garish asked that all members follow the guidelines set forth for operating with a blue light. He reminded them that a permit is needed from the State which can be submitted through their municipality. They must follow Title 39 laws and follow the specific rules regarding the blue lights. He will send this out information again specifically to all volunteer firefighters and EMS as there has been recent claims resulting from not following the procedures.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses

Mr. Roselli presented the *Lessons Learned from Losses* for June which reviewed the importance of *Hurricane Preparedness*. He noted things to remember prior to the storm:

- Confirm Flood Policies are in place.
- Outline your municipality's emergency communication plan.
- Appoint someone to be the Point Person for a catastrophic event.

Mr. Roselli also noted thing to remember after the storm:

- Report the claim to Qual-Lynx asap.
- Take pictures of all damages
- Keep keys and vehicle titles in one place together.
- If you have any damage, report o FEMA asap.
- Keep all receipts and rental agreements.

Mr. Roselli then reviewed an example of not being properly prepared for a storm, and additional monies lost.

Emergency Reporting Procedures

Mr. Roselli asked the members to please take note of the updated *Emergency Reporting Procedures* that he referenced in the agenda, with updated/added phone numbers and noted it will be posted on the JIF website.

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. She reminded the Committee that there are still some towns who have not met with her to start planning for wellness activities throughout the year, and she will be actively pursuing them. She then highlighted the following:

- Carneys Point – Health and Body Trivia quiz sent in email to all employees
- Clayton – Portion Distortion Quiz presentation with healthy snacks.
- East Greenwich – Jefferson presentations on Fad Diets.
- Elk – Jefferson presentation on Skin Health
- Fairfield Twp. –presentations for Fire Volunteers on Diabetes and Your Body.
- Lower Alloway Creek – Attended safety meeting end of May and demonstrated safe exercises to strengthen lower back and core.
- Logan – Ten employees started to Healthy Lifestyle challenge
- Mantua - Winners of water drinking personal “challenge” for the month of May announced. Reflexology scheduled for celebration.
- Pennsville – Visiting Nurse to offer blood pressure screening at end of month.
- Vineland – Ivy Rehab to present to Utilities on the Industrial Athlete.
- Woodbury –first 12 employees free registration for signing up to participate in the annual Benjamin Ross 5k Run/Walk. Local Yoga studio offered a demo on chair yoga/stretching for employees.

- Shout out to Vineland for Diva Night Mammogram Party at Inspira Imaging. 13 employees spent an evening together with fun activities and changes to “de-stress” while waiting their turn for a potentially life-saving cancer screening.
- Wellness Connection Newsletter – Ms. Schiffer noted her newsletter focused on Men’s Health as June is Men’s Health month.
- Wellness Incentive Allowances must be claimed/encumbered by November 1, 2019, and collected by February 1, 2020, so if you haven’t planned any wellness activities for the end of this year, be sure to contact her for a meeting.

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

MANAGED HEALTH CARE REPORT

Ms. Beatty reviewed the Managed Care Report for May 2019.

Lost Time v. Medical Only Cases

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

	May	YTD
<i>Lost Time</i>	3	26
<i>Medical Only</i>	33	131
<i>Report Only</i>	17	76
<i>New Claims Reported</i>	53	233
<i>Report Only % of Total</i>	32.1%	32.6%
<i>Medical Only/Lost Time Ratio</i>	92:08	83:17
<i>Average Days to Report</i>	2.6	4.0

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report.

<i>Transitional Duty Summary Report</i>	YTD
<i>Transitional Duty Days Available</i>	2,406
<i>Transitional Duty Days Worked</i>	1,709
<i>% of Transitional Duty Days Worked</i>	71.0%
<i>Transitional Duty Days Not Accommodated</i>	697
<i>% of Transitional Duty Days Not Accommodated</i>	29.0%

Ms. Beatty noted he had also included a Transitional Duty Report by Occupation to indicate where the claims originated.

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report

PPO Penetration Rate	May
<i>Bill Count</i>	345

<i>Original Provider Charges</i>	<i>\$305,825</i>
<i>Re-priced Bill Amount</i>	<i>\$106,684</i>
<i>Savings</i>	<i>\$199,141</i>
<i>% of Savings</i>	<i>65.1%</i>
<i>PPO Penetration Rate Bill Count Percentage</i>	<i>95.1%</i>
<i>PPO Penetration Rate Provider Charge Percentage</i>	<i>97.0%</i>
<i>EPO Penetration Rate Bill Count Percentage</i>	<i>95.2%</i>
<i>EPO Penetration Rate Provider Charge Percentage</i>	<i>98.7%</i>

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

TECHNOLOGY RISK SERVICES

Mr. Romero reported that for the month of May, 1,422 phishing emails were sent out to members, with 61 being clicked. This is 4.3% of the emails which is down from 6.8% from last month.

Mr. Romero stated that in regards to the Media Pro Cyber Training eight (8) municipalities are 100% compliant; seventeen (17) are 80-99% compliant; three (3) are 70-79% compliant, and five (5) are below 69%

Mr. Romero reported he is scheduling visits with all member towns. He noted in regards to providing IP address and emails to review and discuss computer security and compliance, as well as start training, the following members are still missing IP addresses: Penns Grove, Pennsville, and Washington, and all members have now submitted their emails for cyber hygiene training. He also noted there are still seventeen (17) members that need to be scheduled for a site visit.

Mr. Romero noted it is important to update Google Chrome, if you use it, and he will be putting out a Bulletin on that. He also noted as a rule of thumb, please fax important/confidential information rather than email, especially to Qual-Lynx. If you have to email, be sure to encrypt it. Lastly he strongly recommended to have a Hurricane Disaster Recovery Plan in place from an IT perspective.

Mr. Romero referenced the Tech Watch Newsletter which was included in the agenda, and noted he will be sending this out monthly, and will have it posted on the JIF website.

Lastly, he referenced a handout on Security Controls and explained the control impact of these security controls, including Firewalls, Mail Filtering, Patch Management, etc.

Mr. Romero asked if there were any questions. No questions were entertained.

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for month ending May 31, 2019, a copy of which was provided to the membership in the agenda packet.

Investment Interest

Interest received or accrued for the reporting period totaled \$57,852.72. This generated an average annual yield of 2.12%. However, after including an unrealized net gain of \$56,403.46 in the asset

portfolio, the yield is adjusted to 4.18% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$38,748.26 as it relates to current market value of \$29,762,306.15 vs. the amount we have invested. The current market value, including accrued income is valued at \$29,906,744.47.

Our asset portfolio with Wilmington Trust consists of four (4) obligations with a maturity greater than two years, nine (9) obligations with maturities between one and two years.

Receipt Activity for the Period

	May
Subrogation Receipts	\$7,233.89
Salvage	\$350.00
Overpayment Reimbursements	\$.00
TRICO v. Killen	\$323.61

A.E.L.C.F. Participant Balances at Period End

Woodbury City	\$20,874.00
Washington Twp.	77,713.00
Pittsgrove Twp.	\$75,411.00
Stow Creek Twp.	\$3,068.00

Cash Activity for the Period

Mr. Tontarski stated that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$33,530,720.29 to a closing balance of \$32,001,187.63 showing a decrease in the fund of \$1,529,532.66.

Loss Run Payment Register for the Period

Mr. Tontarski stated the net claim activity during the reporting period for claims paid by the Fund and claims payable by the Fund at period end in the amount of \$451,492.70. The claims detail shows 626 claims payments issued.

Amended Bill List – June 2019

For the Executive Committee's consideration, Mr. Tontarski presented the June 2019 Amended Bill List in the amount of \$200,452.98, which was a handout.

Chair Law entertained a motion to approve the May 2019 Loss Run Payment Register, and approve the June 2019 Amended Bill List in the amount of \$200,452.98, as presented

Chair Law asked if there were any questions at this time. No questions were entertained.

Motion by Mr. Razze, seconded by Mr. Washington, to approve the *May 2019 Loss Run Payment Register and the June 2019 Amended Bill List* as presented.

ROLL CALL

Yeas:

Karen Sweeney, **Wenonah Borough**
 John Washington, **Penns Grove Borough**
 Sue Miller, **Clayton Borough**
 Carl Bagby, **Swedesboro Borough**

John Washington, **Penns Grove Borough**
Sue Miller, **Clayton Borough**
Carl Bagby, **Swedesboro Borough**
Mike Razzo, *Secretary*, **Pitman Boro**
Bob Law, *Chair*, **Woodbury City**
Robert Diaz, **South Harrison Township**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Safety Committee Meeting – May 30, 2019

Ms. Abdill stated the Committee met on May 30 and the minutes were included in the agenda and were self-explanatory, but she highlighted the following reminding everyone to be sure to have at least one representative from your town attend at least ½ day of the Retreat so you stay eligible for your SIP monies. All are invited to attend. Mr. Forlenza state the agenda will be going out to all members in mid-July, so you can look over the topics and see who may benefit the most from that specific session. Ms. Abdill also noted they had reviewed the minutes in regards to Regional Training and asked everyone to review to get an idea of all the trainings that are available.

MEL/RCF/EJIF Reports

Chair Law reported that the MEL/RCF/EJIF met on June 5, 2019 and the minutes were included in the agenda packet for your reference. He stated the Audits were completed and are all in excellent financial condition. He noted volunteers are needed to sit on the Audit Committee, so if anyone is interested in serving on this committee, please let him know.

He further mentioned that the RCF Plan of Risk Management was amended as to incorporate the Firefighters Presumption and Sexual Molestation Legislation. He stated although the Firefighters Presumption Bill has been amended to not be so broad, the effects will still trickle down to us, so he will keep us updated as more discussions are held. He reminded the Committee that should you have a claim, it will be paid by the RCF, and then billed back to you for monthly installments up to 10 years.

He noted that the next meeting is September 4, 2019.

Mr. Law noted \$2,500 was allocated to add titles to the DVD library and to increase MSI Budget by \$90,000 to meet the demand for Leadership Training and online training.

MICELLANIOUS BUSINESS

PRIMA Report – Bob Law, Woodbury

Chair Law stated he attended the PRIMA Conference this year, noting this year's theme was Diversity & Inclusion in the Workforce, and referenced his PRIMA Report, which was a handout. He noted all of the classes were excellent, and there were many classes to choose from, and asked the members to please consider going if you have not previously. He then discussed some of the classes he attended in more detail with the members.

Next Meeting

Chair Law referenced a handout that reminded the members that the next meeting of the TRICOJIF would be held on **Thursday, July 25 at 4:00 pm following the Annual Retreat, at Auletto's Caterers in Almonesson.**

PUBLIC COMMENT

Open Public Comment

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

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

Close Public Comment

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

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

APPROVE CLAIMS PAYMENTS

Mr. Roselli of Qual-Lynx presented the following Payment Authorization Requests (PARs) during the Executive Claims Committee Meeting held on June 24, 2019

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
2019161847	001242945	2019174681
0001230526	2019170892	2019171878
001255600	001253800	2019172308
2018128850		2019168896
2017104319		

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

Chair Law entertained a motion to approve the PARs as presented in their entirety during the Executive Claims Review Committee Meeting.

Motion by Mr. Razze, seconded by Mr. Washington, to Approve Payment Authority on the Claims as presented during the Executive Claims Committee Meeting.

ROLL CALL

Yeas: Karen Sweeney, **Wenonah Borough**
John Washington, **Penns Grove Borough**
Sue Miller, **Clayton Borough**
Carl Bagby, **Swedesboro Borough**
Mike Razze, *Secretary*, **Woodbury City**
Bob Law, *Chair*, **Woodbury City**
Robert Diaz, **South Harrison Township**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

APPROVE ABANDONING SUBROGATION

Secretary Razzo stated there were two (2) files for abandonment of subrogation:

#2018128850

#2017104319

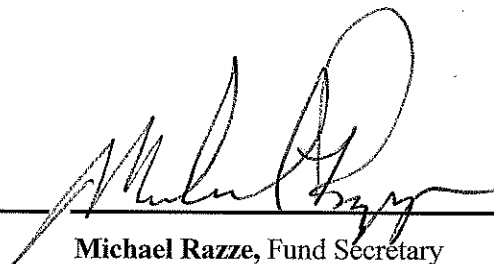
MOTION TO ADJOURN

There being no further business, Chair Law entertained a *Motion to Adjourn* the June 24, 2019 Executive Committee Meeting.

Motion by Ms. Miller, seconded by Mr. Washington, to adjourn the June 24, 2019 meeting of the TRICO JIF.

The meeting was adjourned at 5:48 PM.


Kris Kristie, Recording Secretary for


Michael Razzo, Fund Secretary