

GENERAL FUND, EXECUTIVE COMMITTEE  
AND SAFETY MEETING MINUTES  
March 8, 2019

I. **Call to Order – John Laezza, Chairperson**

The meeting was called to order at 10:04 a.m. by Chairperson Laezza

II. **Open Public Meetings Statement Read – John Laezza, Chairperson**

The Open Public Meetings Act was read by Chairperson Laezza

III. **Roll Call**

Fund Commissioners:

		<u>Attendance:</u>
Kenneth R. MacMillan	City of Burlington	Present
Stephen Fazekas	Township of Burlington	Present
John Laezza	Township of Clark	Present
Jeffrey Welz	North Hudson Regional Fire & Rescue	Present
Joseph D'Arco	Borough of Paramus	Present

Alternate Fund Commissioners

Dawn Bass	Township of Burlington	Present
Al Barr	Township of Clark	Absent
Michael DeOrio	North Hudson Regional Fire & Rescue	Absent

Safety Delegates

Lisa Schiller	City of Burlington	Absent
John Irwin	Township of Burlington	Present
Scott McCabe	Township of Clark	Present
Guy Picone	Borough of Paramus	Absent

Alternate Safety Delegates

Howard Wilkins	City of Burlington	Present
Anthony Page	City of Burlington	Present
Michael Pollock	Township of Clark	Absent
David Donnarumma	North Hudson Regional Fire and Rescue	Absent
Debbie Smith	Borough of Paramus	Absent

Also Present:

Jodi Botlinger	Township of Burlington
Christy Osborne	
Janis Kohl	Borough of Paramus
Mark Lorenz	NHRF&R
Barbara Murphy	Risk and Loss Managers, Inc.
Michaelene Miller	
Craig Gotilla	Windels Marx Lane & Mittendorf, LLP
Mark Worthington	T&M Associates
Kimberly Schweikert	Inservco

Nancy Fowlkes  
Claudia Acosta  
Helen Goodwin  
Patti Fahy

Qual Lynx  
Hardenbergh Insurance Group  
Reliance Insurance

**IV. Introduction of Guests**

There were no introductions.

**V. General Fund Business**

**A. Safety and Loss Control Services Report – T&M Associates, Mark Worthington**

1. 2018 Year in Review

As per the PowerPoint presentation provided at the meeting.

Mark Worthington provided a brief review of the Fund's loss trends and the 2019 safety incentive program. Mark stated that PEOSHA had released its five-year strategic plan, which included focus on Fire, DPW and water and sewer treatment facilities.

Barbara Murphy stated that model drug and alcohol policies for CDL and non-CDL drivers were available on the MEL website. She stated that Designated Employer Representative (DER) trainings were currently being scheduled and that information would be sent to members shortly.

2. 2018 Safety Incentive Program Awards

Mark Worthington presented a plaque to the City of Burlington, Township of Burlington, North Hudson Regional Fire and Rescue, and Borough of Paramus for achieving 100% compliance with the 2018 program requirements.

**VI. Executive Committee Business**

**A. Approval of January 11, 2019 General Fund and Executive Committee Open Meeting Minutes**

**Motion** to approve General Fund and Executive Committee Open Meeting Minutes of January 11, 2019.

**Moved:** Kenneth MacMillan

**Seconded:** Stephen Fazekas

**Vote:** Approved: Unanimous      Nay:

**B. Reports**

1. Chairperson's Report – John Laezza

There was no report.

2. MEL Delegate's Report – Joseph D'Arco

Joseph D'Arco stated that the MEL had held its reorganization meeting in January.

3. Secretary's Report – Stephen Fazekas

There was no report.

4. Custodian of Funds – Kenneth MacMillan

a. Approval of Bill Lists for all Fund Years

**Motion** to approve Bill Lists all fund years totaling \$408,081.60.

**Moved:** Stephen Fazekas

**Seconded:** Joseph D'Arco

**Vote:** Approved: Unanimous      Nay:

- b. Treasurer's Report  
As per the report distributed at the meeting.
- c. Investment Status  
As per the report distributed at the meeting.
- 5. Attorney's Report – Windels Marx Lane & Mittendorf, LLP  
As per the legislative update included in the agenda package.
- 6. Administrator's Report - Risk and Loss Managers, Inc.  
As per the memorandum included in the agenda package.

Barbara Murphy stated that the 2019 MEL bulletins were posted on the Fund's website. She stated that the TULIP program was once again available to members. She stated that the program was developed to ensure that proper insurance coverage was provided by users of members' facilities.

Barbara stated that the MEL had established a new Employment Practices Liability Helpline, which was staffed by attorneys that specialize in New Jersey employment law and better understand the MEL JIF system.

- a. Resolution 19.23 Approving Payment of General Liability Claim to the Township of North Bergen

**Motion** to approve resolution 19.23.

**Moved:** Stephen Fazekas

**Seconded:** Kenneth MacMillan

**Vote:** Approved: Unanimous Nay:

- b. Resolution 19.24 Approving Payment of Workers' Compensation Claim to the Township of North Bergen

**Motion** to approve resolution 19.24.

**Moved:** Jeffrey Welz

**Seconded:** Stephen Fazekas

**Vote:** Approved: Unanimous Nay:

- c. Resolution 19.25 Approving Payment of Workers' Compensation Claim to the Township of Pemberton

**Motion** to approve resolution 19.25.

**Moved:** Jeffrey Welz

**Seconded:** Stephen Fazekas

**Vote:** Approved: Unanimous Nay:

- d. Resolution 19.26 Approving Payment of Property Claim to the Township of Clark

**Motion** to approve resolution 19.25

**Moved:** Jeffrey Welz

**Seconded:** Kenneth MacMillan

**Vote:** Approved: Unanimous Nay:

- e. Loss Analysis as of December 31, 2018

Barbara Murphy referred to the claims analysis distributed at the meeting. She reviewed graphs illustrating the Fund's claims and member specific claims by total incurred, layer and line of coverage by fund years 2013-2018.

**C. Old Business**

There was no old business.

**D. New Business**

There was no new business.

**E. Public Comment**

There was no public comment.

**F. Closed Session**

There was no closed session.

**VII. Adjournment**

*Motion* to Adjourn.

**Moved:** Stephen Fazekas

**Seconded:** Kenneth MacMillan

**Vote:** Approved: Unanimous      Nay:

The meeting adjourned at 10:37 a.m.

The next meeting will be held at **10:00 a.m.** on **Friday, June 7, 2019**, at the Forsgate Country in Jamesburg, New Jersey.

Respectfully submitted,

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Authorized Signature