

**BURLINGTON COUNTY INSURANCE POOL
JOINT INSURANCE FUND
BCIP JIF**

**Voorhees Administration Building
329 Route 73
Voorhees, New Jersey 08043**

TO: JIF Trustees
JIF Delegates
Fund Professionals
Risk Management Consultants

FROM: Craig H. Wilkie, Deputy Executive Director
Scott C. Tennant, Deputy Executive Director
Brad Hoffman, Executive Director

MEETING DATE: November 13, 2024

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, November 13, 2024** at the Voorhees Administration Building with Open Session beginning at **1:30 p.m.**

If you have any questions, please do not hesitate to contact our office at (856) 446-9139 or via email to Annette_Reap@rpadmin.com.



Burlington County Insurance Pool Joint Insurance Fund

Voorhees Administration Building
329 Route 73
Voorhees, New Jersey 08043

Wednesday, November 13, 2024 - 1:30 PM

AGENDA

- I. Call to Order of the Open Session
- II. Statement of Compliance with Open Public Meetings Act
 - A. Notice of this meeting was given by sending sufficient notice herewith to the *Burlington County Times*.
 - B. Filing advance written notice of this meeting with each member district; and
 - C. By emailing advance written notice to the clerk of each municipality located within the boundaries of all Burlington County Insurance Pool Joint Insurance Fund members.
- III. Roll Call
 - A. **2024-25 Trustees**
 - ☐ Jennifer Gauld, Haddon Township BOE, **President**
 - ☐ Amy Lerner, Avon/North Hanover Township School District, **Vice President**
 - ☐ Laura Archer, Shamong Township School District/Woodland Twp BOE, **Secretary**
 - ☐ Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee/Vice Chair)
 - ☐ Robert J. Wachter, Jr., Mt. Laurel Township BOE (SPELL Trustee)
 - ☐ Greg Gontowski, Magnolia PS/Merchantville BOE/Woodlynne BOE
 - ☐ Kathleen Huder, Lindenwold BOE (SPELL Alternate)
 - ☐ Beth Ann Coleman, Collingswood PS/Oaklyn PSD (SPELL Alternate)
 - ☐ Dennis Nettleton, Ewing Township Public Schools,
 - 2024-25 Alternate Trustees**
 - ☐ James Heiser, Moorestown Township Public School District
 - ☐ Bernard Biesiada, Millstone BOE/New Hanover
 - 2024-25 Delegates**
 - ☐ Deborah Roncace, Audubon PS
 - ☐ Chifonda Henry, Bordentown RSD
 - ☐ Ray Bonnette, Burlington City BOE
 - ☐ Scott Hogan, Chesterfield BOE
 - ☐ Bruno Berenato, Clementon BOE
 - ☐ Arlene Biesiada, Interim, Delanco Township BOE
 - ☐ Paul Todd, East Windsor RSD
 - ☐ Dr. Ashlee Caldwell, Eastampton Township BOE
 - ☐ Kenneth Verrill, Eastern Camden County RSD
 - ☐ Jonathan Yates, Evesham Township School District
 - ☐ Sarah Bell, Gloucester City BOE
 - ☐ Cande Kristoff, Haddon Heights BOE
 - ☐ Michael Catalano Haddonfield BOE

- ☐ Dan Baginski, Jackson Township BOE
- ☐ Bill Thompson, Laurel Springs BOE
- ☐ Kara L. Huber, Lenape Regional HSD
- ☐ Robert Kraft, Lumberton Township BOE
- ☐ Nikolas Vrettos, Medford Lakes School District
- ☐ Debbie Donnelly, Mercer County SSSD/Area Vocational Technical Schools
- ☐ Christopher Eberly, Mount Ephraim BOE
- ☐ Robert O'Brien, Riverside Township BOE
- ☐ Mary Conroy, Southampton Township BOE
- ☐ Lisa Vrettos, Springfield Township BOE
- ☐ James McCullough, Sterling High School District
- ☐ Patricia Palmieri, Tabernacle Township School District
- ☐ Helen Haley, Voorhees Township BOE
- ☐ Karen Greer, Westampton Township Public Schools

B. Fund Professionals

- ☐ Craig H. Wilkie, Deputy Executive Director – RPA, a division of Gallagher
- ☐ Scott C. Tennant, Deputy Executive Director – RPA, a division of Gallagher
- ☐ Bradford Hoffman, Executive Director – RPA, a division of Gallagher
- ☐ Annette Reap, Sr. Account Manager - RPA, a division of Gallagher
- ☐ Kim Hill, Account Manager – RPA, a division of Gallagher
- ☐ Patrick J. Madden, Esquire – Fund Solicitor
- ☐ Danielle Colaiani, Student Accident Program - Hardenbergh
- ☐ Chris Roselli, Claims Administrator – Qual-Lynx
- ☐ Christine Gallagher, Client Service Manager – Qual-Lynx
- ☐ John W. Geitz, Safety Coordinator – Risk Assessment Services LLC
- ☐ Rick Hillman, Virtual Safety Director – Ironwood Consulting LLC
- ☐ Joe Biluck, Assistant Safety Coordinator – Risk Assessment Services LLC
- ☐ Jodi Lennon, Treasurer
- ☐ Michael Colling, Recording Secretary

C. Risk Management Consultants

- ☐ Arthur J. Gallagher – East Windsor/Millstone
- ☐ Barclay Group – Bordentown/Chesterfield/ Gloucester City/Laurel Springs/North Hanover
- ☐ Hardenbergh Insurance Group – Audubon/Collingswood/Eastern Camden County/Haddon Township/Haddon Heights/Lindenwold/Magnolia/Oaklyn/Sterling

IV. MOTION REQUESTED – To open the voting to all Delegates present.

A request is made by the Trustees of the BCIP JIF that the business of the Fund at this meeting be conducted directly by the Delegates present with all matters to be decided upon by a combined majority vote of all Delegates and Trustees present and voting.

V. MOTION REQUESTED - Resolution 2024-18 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – ADOPTION

A. September 11, 2024 Minutes Pages 6-11

VII. Professional Reports

A.	Solicitor	Pages 12-34
B.	Claims Administrator	
	1. Adjuster Pendlings Report – October 2024.....	Pages 35-36
	2. Subrogation Reports – October 2024.....	Pages 37-39
	3. Lessons Learned from Losses-Winter Weather Hazards.....	Page 40
C.	Managed Care Provider	
	1. Managed Care Summary – October 2024.....	Page 41
	2. Managed Care Summary – New Report	Page 42
	3. Average Days to Report - October 2024	Pages 43-44
	4. Transitional Duty Days – October 2024.....	Page 45
	5. Managed Care Quick Notes – New Report	Page 46
	6. Employee Responsibility Letter	Pages 47-48
D.	Student Accident Program	
	1. Status Report.....	No Report
E.	Executive Director/Underwriting & Finance Director Report.....	Pages 49-51
	1. EXECUTIVE DIRECTOR	
	a. 2025-26 Membership Renewals	Summary
	b. NJSBA/NJASBO/NJASA 2024 Fall Conference	Summary
	c. State of the JIF Dinner – December 4, 2024	Page 52
	d. SPELL JIF Joint Retreat 2025.....	Pages 53-74
	e. STOPit Handle With Care (HWC) Module	Pages 75-78
	f. Boiler Inspections.....	Pages 79-81
	g. Development of Water Intrusion Management Protocol	Summary
	h. Items Updated on SPELLJIF.COM	Summary
	i. Key Dates	Summary
	2. UNDERWRITING AND FINANCE DIRECTOR	
	a. District/Fund Incurred Losses Report	Page 82
	b. 2025-2026 Exposure Renewal and Budget Process.....	Summary
	c. Safety Incentive Program Winners-Reimbursement Procedure	Summary
	d. Financial Award Winners	Summary
	e. SPELL JIF Approved Meeting Minutes.....	Pages 83-86
	f. Certificates of Insurance Report-09/01/24–10/31/24	Pages 87-90
	g. SPELL JIF 2024-2025 Coverage Program	Pages 91-100
F.	Safety Coordinator/Right to Know Coordinator	
	1. September/October Activities and November/December Agenda	Pages 101-103
	2. SIP Program Status-November 2024	Pages 104-107
	3. Safety Incentive 2024-2025 Program Criteria	Pages 108-111
G.	Virtual Safety Director	
	1. November Report	Pages 112-113

- H. Treasurer - **MOTION REQUESTED**
 - 1. October Approval Memo and Bill List..... Pages 114-115
 - 2. November Bill List Page 116
 - 3. Treasurer’s Reports (August-September-Oct 2024)..... Pages 117-137

- I. Committee Meetings
 - 1. Claims Management Committee – October 30, 2024 Pages 138-142

- VIII. **MOTION REQUESTED - Resolution 2024-19** to meet in Closed Session on January 8, 2025 at 1:15 pm at the Voorhees Administration Offices.

- IX. Miscellaneous Business and Public Comment

- X. **MOTION REQUESTED – To Adjourn**