

**UNION COUNTY INSURANCE FUND COMMISSION
AGENDA AND REPORTS
May 20, 2025**

10:00 AM

MEETING BEING HELD TELEPHONICALLY

**To attend the meeting via teleconference
Dial 1-646-558-8656 and enter Meeting ID: 851 890 4609
Passcode: 332573**

OR

**Join Zoom Meeting via Computer Link:
[https://zoom.us/j/8518904609?
pwd=OHJ4clNoUWk1bHpZazQ2TIJJamQ5dz09&omn=97925424430](https://zoom.us/j/8518904609?pwd=OHJ4clNoUWk1bHpZazQ2TIJJamQ5dz09&omn=97925424430)**

OPEN PUBLIC MEETINGS ACT - STATEMENT OF COMPLIANCE

The Union County Insurance Fund Commission will conduct its May 20, 2025 meeting electronically, in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. Notice of this meeting was given by

(1) Sending sufficient notice herewith to the Star Ledger and Westfield Leader, as well as posting meeting notice on UCIFC website

(2) Filing advance written notice of this meeting with the Commissioners of the Union County Insurance Fund Commission,

(3) Posting this notice on the public bulletin board of all members.

During a remote meeting, participants, including members of the public, may be muted by the host, however there will be an opportunity for them to participate and speak during the public portion of the meeting where participants will be unmuted at their request.



May 12, 2025

CUNIX24006

Union County Insurance Fund Commission

Pennoni Activities

- Conducted Union County Labor Safety Meetings 06/06/24, 07/10/24, 09/11/24, 10/09/24, 12/16/24, 01/16/25, 2/13/25 and 3/24/25.
- Conducted Union County Executive Meeting 07/23/24 and 09/24/24, 10/22/2024, 12/17/24, 1/21/25, and 3/25/25.
- Provided Heat Safety for Managers and Heat Safety for Workers guidance documents 06/18/24.
- Conducted PEOSH audits of 25 county buildings throughout July and August 2024.
- Conducted Lock Out/Tag Out audits within county buildings throughout July 2024.
- Provided a Water Intrusion and Mold Remediation Guidance Document to the county 07/23/24.
- Conducted 20 in person Emergency Evacuation and Fire Drill Training between August and September.
- Delivered 2024 Control of Hazardous Energy Lock Out/Tag Out Plan on 12/3/2024.
- Delivered 2024 Building Emergency Action Plans (BEAP) and Fire Prevention reports 12/3/2024.
- Delivered the 2025 Respiratory Protection Fit Plan 2/4/2025.
- Conducted Fit Testing on 2/10/2025.
- Conducted Fleet Vehicle Inspections for all available vehicles 3/10/2025 – 3/21/2025.
- Conducted Confined Space Entry training on 4/17/2025.
- Delivered County Wide Blood Borne Pathogen Plan 5/13/2025.
- Reviewing and updating the Confined Space Entry Plan.
- Reviewing Asbestos Management Plans.
- Reviewing and updating the Confined Space Entry Plan.
- Reviewing and updating the Fall Protection Plan.
- Reviewing and updating the Personal Protection (PPE) and Task Hazard Analysis (THA) Plan.
- Reviewing and updating the IAQ County wide Plan.

UNION COUNTY INSURANCE FUND COMMISSION

777 Terrace Avenue, Suite 309

Hasbrouck Heights, NJ 07604

Telephone (201) 727-1720 Fax (201) 727-0080

Date: May 20, 2025

Memo to: Commissioners of the Union County Insurance Fund Commission

From: Acrisure, LLC

Subject: Executive Director's Report

We anticipate a lighter than normal meeting due to minimal action items at this time, reflecting that all claims and accounting operations are running smoothly over the past two months. With all systems running efficiently, our main focus will be the upcoming audit that we are currently working through with Wielkotz & Company and our own accounting team. We will continue to update everyone on the ongoing audit over the summer months.

2025 Auditor RFP

This meeting presents an opportunity to discuss our strategy on the fund auditor selection process. Commissioners delayed the Request for Proposal (RFP) process last year; due to a lack of responses in the prior year which forced a late appointment to a new auditor. If the Commissioners would like to proceed with an RFP to accommodate the December 31, 2025 contract expiration, we would propose launching the RFP in September 2024 and requesting bids by October. Alternatively, we also have the option to simply renew the existing contract for another term, at its current fee of \$13,000, staying under the bid threshold requirements.

Amendment to Attorney and Treasurer Fees (Pages 5 & 6)

It has been determined that the fees established under Resolutions 6-25 and 7-25 were set in excess of the intended amount. Specifically, the compensation for both positions should have been set at \$1,000 rather than \$4,000. Accordingly, an amendment to these resolutions is warranted, and a new resolution will be presented to adjust the fees for the current term to reflect the originally intended amount. Therefore, we would like to ask the commissioners to approve a retroactive amendment approving this change back to January 1, 2025 for the full term through December 31, 2025

Motion to approve Resolution 6-25 and 7-25 authorizing the amendment and reduction of the per annum compensation amount to \$1,000.00 for the term commencing January 1, 2025 through December 31, 2025, for the position of Treasurer and Attorney.

□ **2025 Meeting Schedule**

The next scheduled meeting is on July 29, 2025 at 10:00 AM as we are not scheduled to meet in June, 2025.

RESOLUTION 21-25

**UNION COUNTY INSURANCE FUND COMMISSION
AMENDING RESOLUTION 6-25**

WHEREAS, by Resolution 6-25, the Union County Insurance Fund Commission (“UCIFC”) did appoint a Treasurer for a term commencing January 1, 2025 through December 31, 2025, and establish annual compensation at \$4,000.00; and

WHEREAS, it is now the intention of the UCIFC to amend and reduce the per annum compensation amount to \$1,000.00;

NOW, THEREFORE, BE IT RESOLVED, that the Union County Insurance Fund Commission hereby amends Resolution 6-25 and retroactively amends the compensation for the Treasurer for the term commencing January 1, 2025 through December 31, 2025, as \$1,000.00 per annum, leaving all other terms of the Resolution unchanged.

ADOPTED by the UNION COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting May 20, 2025.

ADOPTED:

_____ Dated:
Chair

ATTEST:

_____ Dated:
Vice Chair

RESOLUTION 22-25

**UNION COUNTY INSURANCE FUND COMMISSION
AMENDING RESOLUTION 7-25**

WHEREAS, by Resolution 7-25, the Union County Insurance Fund Commission (“UCIFC”) did appoint an Attorney for a term commencing January 1, 2025 through December 31, 2025, and establish annual compensation at \$4,000.00; and

WHEREAS, it is now the intention of the UCIFC to amend and reduce the per annum compensation amount to \$1,000.00;

NOW, THEREFORE, BE IT RESOLVED, that the Union County Insurance Fund Commission hereby amends Resolution 7-25 and retroactively amends the compensation for the Attorney for the term commencing January 1, 2025 through December 31, 2025, as \$1,000.00 per annum, leaving all other terms of the Resolution unchanged.

ADOPTED by the UNION COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting May 20, 2025.

ADOPTED:

_____ Dated:
Chair

ATTEST:

_____ Dated:
Vice Chair

RESOLUTION NO. 20-25
UNION COUNTY INSURANCE FUND COMMISSION
BILLS LIST MAY 2025

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Union County Insurance Fund Commission, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Commission.

Check No.	Vendor Name	Desc.	Check Amount
001271	Acrisure LLC dba Scirocco Group	Executive Director Fee for Apr. & May	\$12,375.00 \$12,375.00 \$24,750.00
001272	Amy Wagner	Website SiteLock Reimbursement	\$95.88 \$95.88
001273	Acrisure LLC dba Bergen Risk Managers	Claims Administration Fee Apr. & May.	\$35,400.00 \$35,400.00 \$70,800.00
001274	The Actuarial Advantage	Actuary Fee Apr. & May	\$1,333.32 \$1,333.32
001275	The Westfield Leader	'25 Meeting Sched & Affidavit	\$38.87 \$38.87
TOTAL PAYMENTS FY 2025			\$97,018.07

BY: _____

CHAIRPERSON DATE

ATTEST: _____

DATE

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims:

TREASURER

UNION COUNTY INSURANCE FUND COMMISSION (UCIFC)

TO: Fund Commissioners
 FROM: J.A. Montgomery Consulting, Safety Director
 DATE: May 12, 2025
 DATE OF MEETING: May 20, 2025

UCIFC SERVICE TEAM

Paul Shives, Partner & Sr. Director of Safety Services pshives@jamontgomery.com Office: 732-736-5213	Glenn Prince, Assistant Public Sector Director gprince@jamontgomery.com Office: 856-552-4744 Cell: 609-238-3949	Natalie Dougherty, Senior Risk Operations Analyst ndougherty@jamontgomery.com Office: 856-552-4738
Mailing Address: TRIAD 1828 CENTRE Cooper Street, 18 th Floor Camden, NJ 08102 P.O. Box 99106 Camden, NJ 08101		

March - May 2025

RISK CONTROL ACTIVITIES

MEETINGS ATTENDED / TRAINING / LOSS CONTROL VISITS CONDUCTED

- **March 25:** Attended the UCIFC meeting.
- **March 25:** Attended the UCIFC Executive Safety Committee meeting.
- **March 26:** Conducted a loss control visit at the Warinanco Skating Center.
- **April 30:** Conducted a loss control visit and conducted a Toolbox Talk at the Department of Public Works.

UPCOMING MEETINGS / TRAINING / LOSS CONTROL VISITS PLANNED

- **May 20:** Plan to attend the UCIFC meeting.
- **May 20:** Plan to attend the UCIFC Executive Safety Committee meeting.

SAFETY DIRECTOR BULLETINS

Safety Director Bulletins and Messages are distributed by e-mail to Executive Directors, Fund Commissioners, Risk Managers and Training Administrators. They can be viewed at <https://nice.org/safety/safety-bulletins/>:

- Scissor Lift Mast Elevated Work Platforms - Best Practices
- Entering an Occupied Residence - Best Practices
- Work Zones - Short Term Stationary
- CDL Fentanyl Added to the Drug Testing Panel

NJCE LIVE and ON DEMAND SAFETY TRAINING

LIVE Safety Training

We are offering the majority of the NJCE JIF training catalog on a Virtual platform through Zoom. In-Person training will be held via the MSI-NJCE Expos and are scheduled throughout New Jersey in 2025 - [2025 Expo Training Schedule Flyer](#) (attached)

Virtual classes feature real-time, instructor-led in-person, and virtual classes. Experienced instructors provide an interactive experience for the attendee on a broad spectrum of safety and risk control topics. Most NJCE LIVE virtual offerings have been awarded continuing education credits for municipal designations and certifications.

The live virtual monthly training schedules and registration links are available on the NJCE.org website under the "Safety" tab: [NJCE Live Monthly Training Schedules](#). Please register early, under-attended classes will be canceled. (May through July 2025 Live Training Schedules and Registration Links are attached).

To maintain the integrity of the NJCE classes and our ability to offer CEUs, we must abide by the rules of the State agency that issued the designation. Most important among those rules is the attendee of the class must attend the whole session. **Attendees who enter the class more than 5 minutes late or leave early will not be awarded CEUs for the class or receive a certificate of completion.**

To submit the NJCE LIVE Group Sign-in Sheet you will click on the [NJCE LIVE Group Sign-in Sheet](#) link or QR Code and complete the form with your groups' information. **Please Submit Within 24 Hours**

Learning On Demand Training (available on the NJCE LMS)

NJCE Learning On Demand provides over 190 On-Demand Streaming Videos and Online Courses in English and Spanish that can be viewed 24/7 by members on the NJCE Learning Management System (LMS) [NJCE LMS](#). Topics pertain to many aspects of safety, risk control, employment practices, and supervision, and most can be viewed in under 20 minutes. [NJCE Learning On Demand Catalog](#)

NJCE LEADERSHIP ACADEMY

J.A. Montgomery Consulting and the NJCE JIF have created the [NJCE Leadership Academy](#) for Managers, Administrators, Department Heads, and Supervisors interested in sharpening and expanding communication, conflict resolution, stress management, and team-building skills. The goal is to enhance leadership skills by offering participants varied and in-depth training.

Open Enrollment Dates: Open Enrollment for the NJCE Leadership Academy will be available during the following time frames:

- June 1 - 22, 2025 (Start Date: July 1, 2025)

The Registration link will be available for completion during these time frames and can be found on the dedicated NJCE Leadership Academy webpage: [NJCE Leadership Academy](#).

Please Note: If a class link is not present on the Live Monthly Training Schedules the class may not be offered/available yet so please check back (class schedules are released two months out).

The Leadership Academy Self- Assessment Form will be distributed to registrants electronically at the beginning of the year (end of January). The Safety Leadership Plaques will be distributed shortly

thereafter. For more information and details on the Program please visit the NJCE Leadership Academy webpage: [NJCE Leadership Academy](#).



[NJCE Learning Management System \(LMS\)](#)

Students/Users – Contact your Agency’s Training Administrator to send you the login link and activation code to set up your account. Once you receive your activation code and activate your account, you will see your new username and create your password through this process. ([NJCE LMS Login](#)). If you have any questions, please contact Natalie Dougherty (ndougherty@jamontgomery.com).

J.A. Montgomery CONSULTING

As a reminder the New Jersey Counties Excess (NJCE) JIF is offering the majority of the training catalog on a Live Virtual platform through Zoom. Monthly Training Schedules are on the NJCE.org website ([NJCE LIVE Monthly Training Schedules](#)).

(*) **In-Person Training:** Being held via the MSI-NJCE Expo. Expos are scheduled throughout the state and are for training programs that are not available virtually.

(**) **PLEASE NOTE (Zoom Meeting Format):** No Group Attendance for these training classes. Each Student **MUST** have access to a computer or device with a working Camera and Microphone.

For more information on training and other safety resources please visit the Safety portion of the NJCE.org website: <https://njce.org/safety>.

NOTE: If a class registration link is not taking you to a registration page for completion it means that the class was either cancelled or the class is full, Thank you.

May through July 2025 Safety Training Schedule
Click on the "Training Topic" to Register and for the Course Description

DATE	TRAINING TOPIC	TIME
5/1/25	Shop and Tool Safety	8:30 - 9:30 am
5/1/25	Hazard Communication/Globally Harmonized System (GHS)	10:00 - 11:30 am
5/1/25	Accident Investigation (Zoom Meeting) **	1:00 - 3:00 pm
5/2/25	Designated Employer Representative Training (DER) (Zoom Meeting) **	9:00 - 4:00 pm w/1 hour lunch brk
5/5/25	Implicit Bias in the Workplace	9:00 -10:30 am
5/5/25	Mower Safety	10:00 - 11:00 am
5/5/25	Understanding Cannabis: Integral To Injury Prevention and Employee Wellness	1:00 - 2:30 pm
5/5/25	Personal Protective Equipment	1:00 - 3:00 pm
5/6/25	Bloodborne Pathogens	8:30 - 9:30 am
5/6/25	Work Zone Training for Police Officers - Initial Course	9:00 - 1:00 pm
5/6/25	Work Zone: Temporary Traffic Controls	10:00 - 12:00 pm
5/6/25	Lock Out/Tag Out (Control of Hazardous Energy)	1:00 - 3:00 pm
5/7/25	Playground Safety Inspections	7:30 - 9:30 am
5/7/25	CDL: Drivers' Safety Regulations	8:30 - 10:30 am
5/7/25	Introduction to Communication Skills (Zoom Meeting) **	1:00 - 3:00 pm
5/8/25	Chainsaw Safety	11:00 - 12:00 pm
5/8/25	Chipper Safety	1:00 - 2:00 pm
5/9/25	Disaster Management	8:30 - 10:00 am
5/9/25	Hearing Conservation	11:00 - 12:00 pm
5/12/25	Flagger Skills and Safety	8:30 - 9:30 am
5/12/25	Hazard Communication/Globally Harmonized System (GHS)	10:00 - 11:30 am
5/12/25	Fire Extinguisher Safety	1:00 - 2:00 pm
5/13/25	Ladder Safety/Walking & Working Surfaces	8:30 - 10:30 am
5/13/25	NJCE-Ethics for NJ Local Government Employees (Ocean)*	9:00 - 11:00 am
5/13/25	NJCE-Protecting Children from Abuse In New Jersey Local Government Programs (Ocean)*	11:00 - 1:00 pm
5/14/25	Confined Space Entry	8:30 - 11:30 am
5/14/25	Preparing for First Amendment Audits	9:00 - 11:00 am
5/14/25	Asbestos Awareness	1:00 - 3:00 pm
5/15/25	HazMat Awareness with Hazard Communication/Globally Harmonized System (GHS)	8:30 - 11:30 am
5/15/25	Bloodborne Pathogens	1:00 - 2:00 pm

5/16/25	Hoists, Cranes, and Rigging	8:30 - 10:30 am
5/16/25	Fire Safety	11:00 - 12:00 pm
5/16/25	Fire Extinguisher Safety	1:00 - 2:00 pm
5/19/25	Public Works & Utility: Safety & Regulatory Awareness Training	8:00 - 12:00 pm
5/19/25	NJCE-Harassment in the Workplace for Elected Officials, Managers, & Supervisors (Atlantic)*	9:00 - 11:00 am
5/19/25	Fall Protection Awareness	1:00 - 3:00 pm
5/19/25	High Performing Teams (Zoom Meeting) **	1:00 - 3:00 pm
5/20/25	Hearing Conservation	8:30 - 9:30 am
5/20/25	Preparing for the Unspeakable	9:00 - 10:30 am
5/20/25	Mower Safety	10:00 - 11:00 am
5/20/25	Driving Safety Awareness	1:00 - 2:30 pm
5/21/25	Hazard Communication/Globally Harmonized System (GHS)	1:00 - 2:30 pm
5/21 - 5/22/25	NJCE-Leadership Skills for Supervisors Workshop - TWO DAY (Camden)* -SOLD OUT	9:00 - 3:30 pm w/lunch brk
5/22/25	Lock Out/Tag Out (Control of Hazardous Energy)	8:30 -10:30 am
5/22/25	CDL: Drivers' Safety Regulations	1:00 - 3:00 pm
5/28/25	Ladder Safety/Walking & Working Surfaces	7:30 - 9:30 am
5/28/25	Employee Conduct and Violence Prevention in the Workplace	9:00 - 10:30 am
5/28/25	Personal Protective Equipment	10:00 - 12:00 pm
5/28/25	Bloodborne Pathogens	1:00 - 2:00 pm
5/29/25	Confined Space Entry	8:30 - 11:30 am
5/30/25	NJCE EXPO Excavation, Trenching, and Shoring (Monmouth)*	8:30 - 12:30 pm
5/30/25	NJCE EXPO Fast Track to Safety (HazCom, BBP, Fire Safety, Driving Safety) (Monmouth)*	8:30 - 12:30 pm
5/30/25	NJCE EXPO: Flagger Work Zone Safety (Monmouth)*	8:30 - 12:30 pm
5/30/25	NJCE EXPO: Practical Leadership - 21 Irrefutable Laws (Monmouth)*	8:30 - 11:30 am
6/2/25	Flagger Skills and Safety	8:30 - 9:30 am
6/2/25	Jetter/Vacuum Safety Awareness	10:00 - 12:00 pm
6/3/25	Hazard Communication/Globally Harmonized System (GHS)	8:30 - 10:00 am
6/3/25	Hearing Conservation	10:30 - 11:30 am
6/3/25	Heavy Equipment Safety: General Safety	1:00 - 3:00 pm
6/4/25	Productive Meetings Best Practices (Zoom Meeting)**	8:30 - 10:00 am
6/4/25	Fire Safety	10:30 - 11:30 am
6/4/25	Employee Conduct and Violence Prevention in the Workplace	1:00 - 2:30 pm
6/6/25	Ladder Safety/Walking & Working Surfaces	8:30 - 10:30 am
6/9/25	HazMat Awareness with Hazard Communication/Globally Harmonized System (GHS)	8:30 - 11:30 am
6/9/25	Personal Protective Equipment	1:00 - 3:00 pm
6/10/25	Law Enforcement: Violence Prevention and Risk Considerations for Law Enforcement Officers when Interacting with Mental Health Consumers	9:00 - 10:30 am
6/10/25	Ethical Decision Making	9:00 - 11:30 am
6/10/25	Lock Out/Tag Out (Control of Hazardous Energy)	1:00 - 3:00 pm
6/11/25	Mower Safety	8:30 - 9:30 am
6/11/25	Fire Extinguisher Safety	10:00 - 11:00 am
6/12/25	Confined Space Entry	8:00 - 11:00 am
6/12/25	Work Zone: Temporary Traffic Controls	1:00 - 3:00 pm
6/12/ - 6/13/25	NJCE Leadership Skills for Supervisors Workshop - (2 Day) (Middlesex)*	9:00 - 3:30 pm w/lunch brk
6/13/25	Flagger Skills and Safety	8:30 - 9:30 am
6/13/25	Fall Protection Awareness	10:00 - 12:00 pm
6/16/25	Hazard Communication/Globally Harmonized System (GHS)	7:30 - 9:00 am
6/16/25	CDL: Drivers' Safety Regulations	9:30 - 11:30 am
6/16/25	Introduction to Understanding Conflict (Zoom Meeting)**	1:00 - 3:00 pm
6/17/25	Public Works & Utility: Safety & Regulatory Awareness Training	8:00 - 12:00 pm
6/17/25	Bloodborne Pathogens	1:00 - 2:00 pm

6/17/25	Law Enforcement: Work Zone Initial Training	1:00 - 5:00 pm
6/18/25	Employee Conduct and Violence Prevention in the Workplace	9:00 - 10:30 am
6/18/25	NJCE EXPO 2025: Excavation, Trenching, and Shoring (Middlesex Co.)*	8:30 - 12:30 pm
6/18/25	NJCE EXPO 2025: Fast Track to Safety (HazCom, BBP, Fire Safety, Driving Safety) (Middlesex Co.)*	8:30 - 12:30 pm
6/18/25	NJCE EXPO 2025: Flagger Work Zone Safety (Middlesex Co.)*	8:30 - 12:30 pm
6/18/25	NJCE EXPO 2025: Practical Leadership - 21 Irrefutable Laws (Middlesex Co.)*	8:30 - 11:30 am
6/20/25	Law Enforcement: Understanding Cannabis: A Must For Every Agencies Officer Safety and Wellness Program	9:00 - 10:30 am
6/20/25	Implicit Bias in the Workplace	1:00 - 2:30 pm
6/23/25	Personal Protective Equipment	8:30 - 10:30 am
6/23/25	Shop and Tool Safety	11:00 - 12:00 pm
6/23/25	Special Event Management (Zoom Meeting)	1:00 - 3:00 pm
6/24/25	Confined Space Entry	8:30 - 11:30 am
6/24/25	Hearing Conservation	1:00 - 2:00 pm
6/25/25	Driving Safety Awareness	9:00 - 10:30 am
6/25/25	Lock Out/Tag Out (Control of Hazardous Energy)	1:00 - 3:00 pm
6/26/25	Chipper Safety	7:30 - 8:30 am
6/26/25	Chainsaw Safety	9:00 - 10:00 am
6/26/25	Mower Safety	10:30 - 11:30 am
6/26/25	Hazard Communication/Globally Harmonized System (GHS)	1:00 - 2:30 pm
6/27/25	Fire Safety	8:30 - 9:30 am
6/27/25	Fire Extinguisher Safety	10:00 - 11:00 am
6/27/25	Bloodborne Pathogens	1:00 - 2:00 pm
6/30/25	CDL: Supervisors' Reasonable Suspicion (Zoom Meeting) **	8:30 - 10:30 am
6/30/25	Ladder Safety/Walking & Working Surfaces	1:00 - 3:00 pm
7/7/2025	Implicit Bias in the Workplace	1:00 - 2:30 pm
7/8/2025	CDL: Drivers' Safety Regulations	8:30 - 10:30 am
7/8/2025	Preparing for First Amendment Audits	9:00 - 11:00 am
7/8/2025	Hearing Conservation	1:00 - 2:00 pm
7/9/2025	Bloodborne Pathogens	8:30 - 9:30 am
7/9/2025	Flagger Skills and Safety	10:00 - 11:00 am
7/9/2025	Hazard Communication/Globally Harmonized System (GHS)	1:00 - 2:30 pm
7/10/2025	Confined Space Entry	8:30 - 12:30 pm
7/10/2025	Employee Conduct and Violence Prevention in the Workplace	9:00 - 10:30 am
7/11/2025	Personal Protective Equipment	8:30 - 10:30 am
7/11/2025	Fire Safety	11:00 - 12:00 pm
7/14/2025	Mower Safety	8:30 - 9:30 am
7/14/2025	Shop and Tool Safety	10:00 - 11:00 am
7/14/2025	Lock Out/Tag Out (Control of Hazardous Energy)	1:00 - 3:00 pm
7/15/2025	Back Safety/Material Handling	9:00 - 10:00 am
7/15/2025	Microlearning Theory and Practice (Zoom Meeting)**	1:00 - 3:00 pm
7/16/2025	Public Works & Utility: Safety & Regulatory Awareness Training	8:00 - 12:00 pm
7/16/2025	Work Zone: Temporary Traffic Controls	1:00 - 2:30 pm
7/17/2025	Bloodborne Pathogens	7:30 - 8:30 am
7/17/2025	Asbestos Awareness	9:00 - 11:00 am
7/17/2025	Hazard Communication/Globally Harmonized System (GHS)	1:00 - 2:30 pm
7/18/2025	Driving Safety Awareness	8:30 - 10:00 am
7/21/2025	Jetter/Vacuum Safety Awareness	1:00 - 3:00 pm
7/22/2025	HazMat Awareness with Hazard Communication/Globally Harmonized System (GHS)	8:30 - 11:30 am
7/22/2025	Fire Extinguisher Safety	1:00 - 2:00 pm
7/23/2025	Sanitation and Recycling Safety	7:30 - 9:30 am
7/23/2025	Personal Protective Equipment	10:00 - 12:00 pm
7/23/2025	Hoists, Cranes, and Rigging	1:00 - 3:00 pm

7/24/2025	Ladder Safety/Walking & Working Surfaces	8:00 - 10:00 am
7/24/2025	Fire Safety	10:30 - 11:30 am
7/25/2025	Hazard Communication/Globally Harmonized System (GHS)	8:30 - 10:00 am
7/25/2025	Bloodborne Pathogens	10:30 - 11:30 am
7/28/2025	Hearing Conservation	8:30 - 9:30 am
7/28/2025	Dealing with Difficult People and De-Escalation	10:00 - 11:30 am
7/29/2025	Confined Space Entry	8:30 - 11:30 am
7/29/2025	Chainsaw Safety	1:00 - 2:00 pm
7/29/2025	Employee Conduct and Violence Prevention in the Workplace	1:00 - 2:30 pm
7/30/2025	Lock Out/Tag Out (Control of Hazardous Energy)	8:30 - 10:30 am
7/30/2025	Mower Safety	11:00 - 12:00 pm
7/31/2025	Fire Extinguisher Safety	8:30 - 9:30 am
7/31/2025	Fall Protection Awareness	10:00 - 12:00 pm

Zoom Safety Training Guidelines:

Attendees who enter the class more than 5 minutes late or leave early will not be awarded CEUs for the class or receive a certificate of completion. To maintain the integrity of the classes and our ability to offer CEUs, we must abide by the rules of the State agency who issued the designation. Chief among those rules is the attendee of the class must attend the whole session. This guideline also applies to any participant taking the class as part of the NJCE Leadership Academy Program. The Leadership participant must be in attendance for the entire class runtime (no exceptions) in order to receive credit for the class.

The Zoom platform is utilized to track the time each attendee logs in and logs out of webinars. Also, we can track participation, to demonstrate to the State agency that the student also participated in polls, quizzes, and question & answer activities during the live, instructor-led webinar. We maintain these records to document our compliance with the State agency.

Zoom Training Registration:

- When registering, please indicate the number of students that will be attending with you if in a group setting for an accurate count to avoid cancelations due to low attendance. Once registered you will receive an email with the webinar link. Be sure to save the link on your calendar to access on the day of training.
- Please register Early (at least 48 hours before, as Under-attended classes may be cancelled).
- A Zoom account is not needed to attend a class. Attendees can log on and view the presentations from a laptop, smartphone, or tablet.
- Zoom periodically updates their software. After registering for a webinar, the confirmation email contains a link at the bottom to Test your system. We strongly recommend testing your system, and updating it if needed, at that time.
- Please [click here](#) for informative Zoom operation details.
- It is suggested you log in to the webinar about 15 minutes early, so if there is an issue, there is time to address it. We cannot offer credit or CEUs/TCHs to attendees who log in 5 minutes late or leave early.
- **Group Training Procedures:**
 - Please have one person register for the safety training webinar and ensure that person will have access to the webinar link to launch on the day of the class. Please assign someone to complete and submit the group sign-in sheet link within 24 hours after the webinar.
 - **NJCE LIVE GROUP SIGN IN SHEET SUBMISSION:**

To submit the NJCE LIVE Group Sign-in Sheet you will click on: [NJCE LIVE Group Sign-in Sheet](#) link or QR Code and complete the form with your groups' information.

***Please Note:** The Group Sign in Sheet only needs to be completed and submitted if the Training was done in a Group Setting and should Not be completed if the user logged in and viewed the training on their Own. Thank you.*



2025 MSI-NJCE EXPO

THE MSI-NJCE EXPO FEATURES IN-PERSON TRAINING THROUGHOUT NEW JERSEY!

The training topics will include:

- Excavation, Trenching, and Shoring (4 hours)
- Flagger and Work Zone Safety (4 hours)
- Fast Track to Safety *Must attend all four sessions to receive CEUs.
 - Hazard Communications with GHS (1 hour)
 - Bloodborne Pathogens (1 hour)
 - Driver Safety Awareness (1 hour)
 - Fire Safety (1 hour)
- Practical Leadership – 21 Irrefutable Laws (3 hours)

DATE	MSI-NJCE EXPO LOCATION	ADDRESS
March 17th	Atlantic Cape Community College (Cape May)	341 South Dennis Rd., Cape May CH, NJ
April 2nd	Morris Co. Fire Academy (Morris)	500 W Hanover Ave., Morristown, NJ
May 30th	Wall Township Municipal Bldg (Monmouth)	2700 Allaire Rd., Wall Township, NJ
June 18th	Middlesex Co. Fire Academy (Middlesex)	1001 Fire Academy Drive, Sayreville, NJ
September 8th	Burlington Co. Emergency Training Center (Burlington)	53 Academy Drive, Westampton, NJ
October 16th	Bergen Co. Law & Public Safety Institute (Bergen)	281 Campgaw Rd., Mahwah, NJ
October 23rd	Atlantic Cape Community College, (Atlantic)	5100 Black Horse Pike, Mays Landing, NJ
*November 5th	Rowan College (Gloucester)	1400 Tanyard Rd., Sewell, NJ

**Tentatively Scheduled*

Check-in begins at 8:00 AM and class starts promptly at 8:30 AM. Registration is required and walk-ins will not be permitted due to classroom size restrictions.

To Register: Go to the Monthly Safety Training Schedules located on [NJCE.org/Safety](https://www.njce.org/Safety) ([NJCE Live Monthly Training Schedules](#) click on the Course Topic/Date).

(Please Note: Registration Links are available two months prior to class date. So please check back.)

Please see the attached for the course descriptions and CEU information and contact Natalie Dougherty at ndougherty@jamontgomery.com with any questions.



NEW JERSEY COUNTIES
EXCESS JOINT INSURANCE FUND

NJCE LEADERSHIP ACADEMY

The New Jersey Counties Excess Joint Insurance Fund (NJCE) has created the "NJCE Leadership Academy" for Managers, Administrators, Department Heads, and Supervisors interested in sharpening and expanding their managerial skills. The program's goal is to enhance our leadership skills by offering varied, in-depth managerial training, as more fully described below. Individuals who complete the program's requirements within two years will receive plaques commemorating their graduation of the NJCE Leadership Academy.

Open Enrollment will be December 1-22 and June 1-22. Classes will be offered through [NJCE LIVE](#) and will be a combination of virtual and in-person at various locations throughout New Jersey. The student will complete the mandatory and elective within the two-years from your start date. If you have taken any of the classes before your enrollment, you will need to retake the class to complete the academy.



Complete within Two Years & Receive an NJCE Leadership Academy Plaque

MANDATORY

- The Power of Collaboration (JIF 101)*
- Ethics for NJ Local Government Employees**
- Practical Leadership – 21 Irrefutable Laws*
- Implicit Bias in the Workplace
- Protecting Children from Abuse in New Jersey Government Programs**
- Leadership Skills for Supervisors Workshop*
- Harassment in the Workplace for Elected Officials, Managers, & Supervisors*

ELECTIVES (4)

- Accident Investigation
- Building a Constitutionally Sound Police Department Through Training
- Career Survival for Managers, Administrators and Assistants
- CDL: Supervisors' Reasonable Suspicion
- Dealing with Difficult People
- Ethical Decision-Making
- Employee Conduct and Violence Prevention in the Workplace
- Fire Department Risk Management
- LE: Below 100
- LE: Career Survival for First Line Supervisor
- LE: Violence Prevention and Risk Considerations for Law Enforcement Officers When Interacting with Mental Health Consumers
- Microlearning Theory & Practices
- Preparing for First Amendment Audits
- Preparing for the Unspeakable
- Productive Meeting Best Practices
- Public Employers: What You Need to Know

Please note all the courses must be taken via the [LIVE training](#) (i.e., Zoom or in-person). Any online course modules offered on the NJCE LMS will not count towards completing the requirements of the Leadership Academy.

**In-Person - Must attend an in-person session to receive credit for the Leadership Academy.*

*** Hybrid - Sessions held in-person and virtually throughout the year.*



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Complete within Two Years & Receive an NJCE Leadership Academy Plaque

LAW ENFORCEMENT MANDATORY (6)

- The Power of Collaboration (JIF 101)*
- Ethics for NJ Local Government Employees**
- Practical Leadership — 21 Irrefutable Laws*
- Protecting Children from Abuse in NJ Government Programs**
- LE: Violence Prevention and Risk Considerations for Law Enforcement Officers When Interacting with Mental Health Consumers
- Harassment in the Workplace for Elected Officials, Managers & Supervisors*

ELECTIVES (4)

- Accident Investigation
- CDL: Supervisors’ Reasonable Suspicion
- Dealing with Difficult People
- Ethical Decision-Making
- Employee Conduct and Violence Prevention in the Workplace
- Fire Department Risk Management
- LE: Below 100*
- LE: Career Survival for First Line Supervisors*
- Microlearning Theory & Practices
- Preparing for First Amendment Audits
- Preparing for the Unspeakable
- Productive Meeting Best Practices
- Public Employers: What You Need to Know
- Implicit Bias in the Workplace

Please note all the courses must be taken via the [LIVE training](#) (i.e., Zoom or in-person). Any online course modules offered on the NJCE LMS will not count towards completing the requirements of the Leadership Academy.

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LEADERSHIP SKILLS FOR SUPERVISORS WORKSHOP

2025 Schedule & Locations

CLICK THE "DATE" BELOW TO REGISTER!
(THIS IS A TWO - DAY WORKSHOP)

[March 13 & 14](#) | 9:00 AM to 3:30 PM
Atlantic Cape Community College (Mays Landing)

[March 20 & 21](#) | 9:00 AM to 3:30 PM
Scotch Plains Fire Department (Union)

[April 2 & 3](#) | 9:00 AM to 3:30 PM
Piscataway Community Center (YMCA) (Middlesex)

[April 24 & 25](#) | 9:00 AM to 3:30 PM
Middletown Municipal Building (Monmouth)

[May 21 & 22](#) | 9:00 AM to 3:30 PM
TRIAD1828 Centre (Camden)

[June 12 & 13](#) | 9:00 AM to 3:30 PM
East Brunswick Library (Middlesex)

[September 18 & 19](#) | 9:00 AM to 3:30 PM
Burlington County Emergency Training Center (Burlington)

[October 7 & 8](#) | 9:00 AM to 3:30 PM
Hillsborough Township Municipal Building (Somerset)

[November 13 & 14](#) | 9:00 AM to 3:30 PM
Toms River Fire Academy (Ocean)



This Two-Day Workshop is designed for new or experienced supervisors and managers. The highly interactive learning experience provides instruction, insight, and group exercises in:

- Communicating for results
- Conflict resolution strategies
- Using influence effectively
- Managing organizational stress

Continuing education credits have been awarded for financial officers, public works managers, clerks, purchasing agents, tax collectors, fire service instructors and enforcement officials. Full attendance is required for CEUs.

This is a mandatory class for the NJCE Leadership Academy AND with a Program Start Date of 1/1/2023 and after.

Class size is limited.

Questions?
Natalie Dougherty
ndougherty@jamontgomery.com

[NJCE LIVE Monthly Training Schedules](#)

Pursuant to provisions of the Open Public Meetings Act a public body may enter into Executive Session for the purpose of discussing certain enumerated subjects. This Commission now wishes to enter Executive Session for the purpose of discussing claim numbers 0420, 0998, 1463, 1877, 1769, 1651, 2166, 0201, 2703, 2197 and two additional settlement matters. The minutes of the Executive Session shall be separated from the minutes of the Open Public Session. The minutes of the Executive Session, redacted as appropriate and necessary, shall be available in approximately 30 days. The Commission Secretary shall retain the original minutes until such time as the confidential limitations have been removed, at which time they shall be available.

Upon the affirmative vote of a majority of the members present, the Commission may retire to Executive Session.

Upon the Commission's return it may or may not take formal action on the matters discussed.

APPENDIX I

**UNION COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – MARCH 25, 2025
ZOOM- VIRTUAL MEETING 10:00 AM**

Meeting was called to order by Executive Director. Executive Director read the Open Public Meetings notice into record.

ROLL CALL OF COMMISSIONERS:

Chairperson	Wagner	Present
Commissioner	Martins	Present

FUND PROFESSIONALS PRESENT:

Executive Director	Acrisure Agency Partners Shannon Balken Justin Gallo
Underwriting Manager	Acrisure Agency Partner David Balken
Claims Service	Acrisure, LLC dba Bergen Risk Managers John Markel
Treasurer	Bibi Taylor
Attorney	Bruce Bergen, Esq.
NJCE Safety Director	J.A. Montgomery Consulting Glenn Prince
UCIFC Safety Manager	Pennoni Ralph Coppola

ALSO PRESENT:

Christa Foli, Acrisure, LLC – Balken Risk Management
Theresa Pacheco, Union County
Evelio Salermo, Union County
Robin Racioppi Acrisure LLC
Kathleen McGuire Acrisure, LLC dba Bergen Risk Managers
Christine Johnson Acrisure, LLC dba Bergen Risk Managers

APPROVAL OF MINUTES: OPEN MINUTES AND CLOSED MINUTES OF JANUARY 21, 2025

- Executive Director noted the closed minutes were e-mailed to the Commissioners prior to the meeting for review.

MOTION TO APPROVE THE OPEN MINUTES AND CLOSED MINUTES OF JANUARY 21, 2025

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	Unanimous

CORRESPONDENCE: None

SAFETY COMMITTEE: The UCIFC Safety Director, Mr. Coppola, provided the following updates. Their labor Safety Committee meeting was held on March 24, 2025. All county equipment that has a registration, insurance card and license plate are being inspected for safety. County employees that have not completed the Conduct respiratory fit testing will be scheduled in April. Mr. Coppola has confirmed confined space training at Railway Park for the confined space team and currently making some minor changes to the blood borne pathogen plan. The respiratory protection plan for the county has been submitted and is currently ongoingly reviewing asbestos management plans.

EXECUTIVE DIRECTOR REPORT: Executive Director reported several important action items to discuss. A resolution that proposes to grant authority in consultation with both, the Chair, and the Treasurer to approve and release unexpected payments that are in between meetings.

- Executive Director asked for a motion to approve the following resolution.

MOTION TO APPROVE RESOLUTION 15-25 AUTHORIZING CERTAIN PAYMENTS BETWEEN REGULAR MEETINGS

Moved:	Chair Wagner
Second:	Commissioner Martins
Roll Call Vote:	Unanimous

2025 PLAN OF RISK MANAGEMENT: Executive Director indicates no significant material changes to the Plan of Risk Management. It provides an overview of our coverage, retained risks, reserving philosophy and the claims payment authority. The document further describes an addition of funds self-insured retention of \$100,000 for our auto physical damage coverage.

- Executive Director asked for a motion to approve the following resolution.

MOTION TO APPROVE RESOLUTION 16-25 APPROVE THE 2025 PLAN OF RISK MANAGEMENT

Moved: Chair Wagner
Second: Commissioner Martins
Roll Call Vote: Unanimous

2025 PROPERTY AND CASUALTY BUDGET: Executive Director reported the budget reflects an overall increase of 4.20% before the dividend credits, amounting to a total of \$4,142,300.

- Executive Director asked for a motion to approve the following resolution.

MOTION TO APPROVE RESOLUTION 17-25 2025 PROPERTY AND CAUALTY BUDGET IN THE AMOUNT OF \$4,142,300

Moved: Chair Wagner
Second: Commissioner Martins
Roll Call Vote: Unanimous

UNION COUNTY INSURANCE FUND COMMISION DIVIDEND: Executive Director reports, the initial calculation supports releasing \$464,800, however, taken into consideration the budget increase and consulting further with the actuary and the fund treasurer, A recommendation to proceed with a \$600,000 dividend return from the years 2019 and 2020.

- Executive Director asked for a motion to approve the following resolution.

MOTION TO APPROVE RESOLUTION 18-25 AUTHORIZING A REFUND FROM FUND YEAR 2019 IN THE AMOUNT OF \$150,000 AND 2020 IN THE AMOUNT OF \$450,000 FOR A TOTAL OF \$600,000

Moved: Chair Wagner
Second: Commissioner Martins
Roll Call Vote: Unanimous

EMPLOYEE DISHONESTY COVERAGE EXPENDITURE: Executive Director reports the employee’s dishonesty coverage is currently with Selective Insurance Company and renews April 14, 2025, with a flat renewal of \$1,495. The Policy covers the executive director, third-party administrator, and treasurer. The policy includes a coverage limit of \$1,000,000 per loss with a \$10,000 deductible.

- Executive Director asked for a motion to approve the following resolution.

MOTION TO APPROVE EXPENDITURE FOR EMPLOYEE DISHONESTY COVERAGE IN THE AMOUNT OF \$1,495

Moved:	Chair Wagner
Second:	Commissioner Martins
Roll Call Vote:	Unanimous

2025 MEETING SCHEDULE: Next scheduled meeting is on May 20, 2025, at 10:00 A.M.

TREASURER REPORT: Ms. Taylor referred to the March bill list and a recommendation to approve Resolution 19-25 there is sufficiency of funds.

- Executive Director asked for a motion to approve the following resolution.

MOTION TO APPROVE RESOLUTION 19-25 APPROVE MARCH BILL LIST

Moved:	Chair Wagner
Second:	Commissioner Martins
Roll Call Vote:	Unanimous

ATTORNEY: Mr. Bergen advised he did not have anything to report.

CLAIMS ADMINISTRATOR: Mr. Markel, of Acrisure, LLC dba Bergen Risk Managers, provided a summary of claim fund balances for calendar years 2022, 2023 and 2024 with year-over-year net changes. Mr. Markel discussed workers compensation overview of actuarial analysis fund year assessments/experience/loss runs ratios and trending. With no other questions, Mr. Markel concluded his report.

NJCE SAFETY MANAGER: Mr. Prince referred to the Safety Directors report for January through March 2025 enclosed within the agenda, which included all risk control and safety activities. All training opportunities and training rosters can be found at NJCE.org. Mr. Prince also reports the 2025 safety grant of \$90,000 is available to be split between ten county members. With no questions, Mr. Prince concluded his report.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: Mr. Bergen indicated there was no public comment.

CLOSED SESSION: Executive Director advised there was a need for a closed session.

Commission Attorney stated that pursuant to the provisions of the Open Public Meetings Act, a public body may enter into Executive Session for the purpose of discussing certain enumerated subjects. Commission Attorney then read the below statement which was included in the agenda. N.J.S.A. 10:4-12(B)

Pursuant to provisions of the Open Public Meetings Act a public body may enter Executive Session for the purpose of discussing certain enumerated subjects. This Commission now wishes to enter Executive Session for the purpose of discussing claim numbers 1533, 2977, 2907, 0735, 1439, 0462, 1541. As well as a litigation matter. The minutes of the Executive Session shall be separated from the minutes of the Open Public Session. The minutes of the Executive Session, redacted as appropriate and necessary, shall be available in approximately 30 days. The Commission Secretary shall retain the original minutes until such time as the confidential limitations have been removed, at which time they shall be available.

Upon the affirmative vote of a majority of the members present, the Commission may retire to Executive Session.

Upon the Commission's return it may or may not take formal action on the matters discussed.

MOTION TO MOVE INTO CLOSED SESSION:

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	Unanimous

MOTION TO APPROVE PAR AS DISCUSSED IN IN EXECUTIVE SESSION:

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	Unanimous

MOTION TO ADJOURN:

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	Unanimous

MEETING ADJOURNED: 10:44 AM
Minutes prepared by Christa Foli -Secretary