



**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND**

**SAFETY COMMITTEE MINUTES**

**Date: December 17, 2015**

**Evesham MUA**

The regular meeting of the New Jersey Utility Authorities Joint Insurance Fund Safety Committee was held on December 17, 2015 at Evesham MUA. The following members and professionals were in attendance.

MEMBER	NAME
Bayshore Regional SA	J. Michael Broyles
Berkeley Township MUA	Brian Blair
Berkeley Township SA	James Curley
Bernards Township SA	Christopher Lalicato
Deptford MUA	Marlene Di Marco
Eatontown SA	Richard Johnson
Evesham MUA	Richard Foley
	Robert Lender
	Jeff Rollins
Hillsborough MUA	Chris Cuoco
	Daniel Reiter
Lacey MUA	Darren Coraggio
Lambertville MUA	Thomas Horn
Little Egg Harbor MUA	John Viteritto
Logan Township MUA	Joseph Weber
	Carly Schultz
	Chris Whalen
Manasquan River RSA	Stan Czarnik
Mantua MUA	Don Bonney
	Terry Brown
Monmouth County Bayshore OA	Jonathan Mannarino
Monroe MUA	George Caruso
	Joseph Mc Grail
Mt. Holly MUA	Leighton Bryan
	Tony Fisher
Musconetcong SA	Keith De Fazio
North Bergen MUA	Luis Gotay
Passaic Valley WC	George Lewis
Pennsauken SA	Alan Gudis
Readington-Lebanon SA	Jill Plesnarski
Riverside SA	Joseph D'Agostino
Rockaway Valley RSA	Maria Brush
Somerset Raritan Valley SA	Dennis Smith
Two Rivers WRA	Gregory Seaman
Washington Twp. MUA - Long Valley	Lester Wright

MEMBER	NAME
Western Monmouth UA	Robert Smith
	George White
J. A. Montgomery	Joanne Hall
	Howard Spencer

Thank you from the NJUA Executive Safety Committee and J. A. Montgomery to Jeff Rollins, Rich Foley from Evesham MUA and Chris Fifis, Hardenberg Insurance, for hosting and providing the refreshments for today's meeting.

### **TECHNICAL TRAINING:**

CNA presented a very informative technical presentation on the The Benefits of Electrical Systems, Potential Faults and IRT (Infrared Technology). Our speakers were Dennis Ferrigno, Walter Shilowich, Anthony Fragale and Richelle Chandler. Afterward there were many questions and a number of members expressed an interest in being placed on the 2016 service list. It was agreed that members who would be like to be placed on the service list should contact Karen Read, [kread@permainc.com](mailto:kread@permainc.com), and she will notify Walter and Dennis.

### **MEETING COMMENCEMENT**

The regular NJUA Executive Safety Committee Meeting began at 11:55 a.m.

### **APPROVAL OF MINUTES**

No Minutes available to approve.

### **OLD BUSINESS**

The required and recommended list of training was reviewed and will be included in the 2016 SIP. Since members have many types of operations, we understand that training requirements vary among members. The list is provided as a service for members to review.

### **NEW BUSINESS**

1. Safety Committee leadership. Current officers agreed to carry over into new year.
  - o Anthony Stagliano Chair
  - o George Lewis, Asst. Chair
  - o Maria Brush, Secretary
  - o Jill Plesnarski, Member at Large
  - o Bernie Rutkowski, Past Chair
  
2. George discussed our desire to get additional delegates to be involved in the Subcommittees. He pointed out that it entails no or minimal travel to meetings as most business is done by conference call and e-mail. Some commitments are more involved, such as the EXPO Committee. The SIP Review Committee is active prior to the start of the each year. Volunteers should be willing to commit from 5-15 hours per year as a rough estimate based on input from some current Officers. Recruitment of work groups / Subcommittee members - need at least one volunteer for each:
  - a. Safety manual
  - b. EXPO Committee
  - c. Meeting Topic Committee
  - d. Regulatory Update Committee
  - e. Safety Incentive Program Updates
  - f. Communications / Website.

3. 2016 Meeting Plan (tentative)
  - o January – Executive Safety Committee & Workgroup conference call / planning meeting
  - o February 24 (Wednesday) – Annual awards breakfast with safety delegate meeting to follow (Expo planning, review 2016 SIP changes)
  - o March - training seminar #1 (North and South venues) – Topic – Accident investigation, Job Site Observations
  - o April – ESC business meeting – PVWC Cyber security for utilities ending topic
  - o May – to be determined
  - o June – Middlesex Safety EXPO , Friday 24<sup>th</sup>/ safety delegate business meeting after
  - o July - Training seminar #2 (Toms River MUA – one venue only) – topic – TBD
  - o August – No Meeting
  - o September – Camden EXPO / safety delegate business meeting during EXPO
  - o October - TBD Workers Comp or claims panel proposed
  - o November Training seminar #3 (North and south venues)
  - o December – Annual training meeting – possible E-JIF update and Holiday luncheon.

## **SAFETY DIRECTOR'S REPORT**

1. Retirement of John Zengel. Our new consultant for the Northern part of the state will be Brian Maitland, and he will be introduced at the Safety Breakfast in February.
2. The MSI calendar has been updated and is now on line. Pre-registration is required. There are more than 1100 training events listed. Monthly updates are sent to training administrators. Check schedule at <http://njmel.org/>.
3. Safety Incentive Program
  - a. The last installment for the 2015 SIP – 4<sup>th</sup> quarter report is due on January 15, 2016
  - b. Draft of the proposed 2016 program was presented as a handout and there was some discussion which will be finalized during the January conference call. Several changes are being suggested for the new year
    - To reduce paperwork, there will be a mid-year (July 15<sup>th</sup>) training plan and Safety Committee update
    - We will ask for a year-end confirmation on local service activities at the end of the year
    - All other items will be verified on site or through training records.
    - New item – Fleet Safety Program / MVR review included in SIP
    - Extra credit - submit Incident Investigation reports
    - Extra credit - serves on a JIF Safety Subcommittee, teach a class at the Expo, host a monthly Safety Committee meeting or serve as a Safety Committee officer.
4. Annual Safety Breakfast – Save the date - **2/24/16 – Clarion Hotel, Toms River**
  - Safety delegate meeting will be held the same day in separate room following the breakfast to review new SIP and plan for year.
5. Consulting Service Plan Updates
  - a. On–site review of Safety Committee, SFI and training records as part of visits
  - b. Coach members in the Job Site Observation process – provide on-site demonstration and sample forms.
  - c. Coach members regarding on-site inspection procedures – spot check pumping stations and provide guidelines for on-site inspections
  - d. Service objectives will be expanded to include periodic evaluation of confined space entry equipment, excavation equipment and LO/TO audit reports
  - e. Review SIP results on site.

Joanne led a review of each of the above items and there were many comments from the members present especially concerning the proposed new requirement for conducting JSO's.

### **LOST TIME ACCIDENT FREQUENCY**

Brad Stokes handed out and briefly reviewed the YTD claims experience. The NJUA JIF has moved up in the ranks from 14<sup>th</sup> to 8<sup>th</sup> in the JIF LTAF rankings. We are at 2.03%, better than the JIF average at 2.09.

### **MEETING TOPIC COMMITTEE**

No report from this Committee at this meeting.

### **REGULATORY INSPECTION UPDATES/INSPECTIONS/SAFETY MANUAL**

George shared the results of a recent set of DEP inspections concerning fuel island daily inspections.

### **SAFETY EXPO SUBCOMMITTEE:**

- We will continue to hold June EXPO in Middlesex and September in Camden County
- Thank you Bernie for Chairing event for past few years.
- New Co-Chairs for 2016 – Maria Brush, RVRSA, and Joe A. from PVWC
- First Aid and fast track (short courses) to continue; Open to suggestions for technical track

### **COMMUNICATION WEBSITE:**

Any suggestions for additions should be sent to Howard, ([hspencer@JAMontgomery.com](mailto:hspencer@JAMontgomery.com)) or Karen Read, [kread@permainc.com](mailto:kread@permainc.com).

### **STRATEGIC PLANNING:**

No report from this Committee at this meeting.

### **COMMENTS FROM THE MEMBERS:**

Members asked for sample JSO templates, and these have been uploaded to the NJUA website, under the Safety tab. <http://njuajif.org/>

### **NEXT MEETING:**

The next meeting will be a conference call on January 21, 2016. Officers, members and those interested in working on Committees are invited to attend. Notification and conference number will be sent via e-mail.

### **ADJOURNMENT:**

With no further business to address, the meeting was adjourned at 12:45 p.m.