

AGENDA PACKET



Tuesday, February 21, 2017 at 4:00 PM

Hainesport Municipal Building One Hainesport Centre Hainesport, NJ

WWW.BURLCOJIF.ORG

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Hainesport Municipal Building One Hainesport Center, Hainesport, NJ Tuesday, February 21, 2017 – 4:00 PM

AGENDA

I.	Meeti	ng called to order by Chairman							
II.	Salute	e the Flag							
III.	Stater A.	 Meetings Act Notice of this meeting was given by: Sending sufficient notice herewith to the <i>Burlington County To</i> and <i>Courier Post</i>, Cherry Hill NJ; Filing advance written notice of this meeting with the Clerks/A member municipalities; and Posting notice on the public bulletin boards of all member mun BURLCOJIF. 	dministrators of all						
IV.	Roll C	Call							
	A. B. C.	Fund Commissioners Fund Professionals Risk Management Consultants							
V.	presei	on to allow that this monthly meeting be conducted directly by the Fund Cont with all matters to be decided upon by a combined majority vote of all Foroval – All in Favor							
VI.	Minut	tes of the January 17, 2017 Meeting – Motion – All in Favor	Pages 1-19						
VII.	Motion to adopt the January 17, 2017, Closed Session Minutes – Motion – All in Favor								
	remai	Closed Session Minutes shall not be released to the public until the reasoning confidential is no longer applicable and the Fund Solicitor has an ow them.							
III. IV. V.	Execu	ıtive Director's Report	Pages 20-59						
V. VI. VII.	A. B. C. D. E. F. G. H.	Lost Time Accident Frequency Reports. Certificates of Insurance	Pages 25-39 Page 40 Page 41 Page 42 Page 43 Page 44						
	J. K. L.	Regulatory Filing Checklists	Pages 47-52						
III. V. VI. VII.	M. N. O.	Skateboard Park Approval Status. Elected Officials Training – Invite. Inclement Weather Policy	Pages 55-56						
	P. Q.	Police Accreditation Announcement	Pages 57-58						

	R. S.	Payroll Audits Property Appraisals								
	T.	PRIMA/AGRiP Conferences								
	U.	Safety Breakfast Kickoff – Save the Date								
	V. W.	Safety Coordinator & Claims Coordinator Roundtable Community Safety Leadership: Management of Special Events booklet								
	X.	Website								
	Y.	New Member Activity								
IX.	Solicito	or's Report								
X.	Safety I	Director's Report								
	A.	Activity Report								
		Bulletin: Snow Emergency								
		Bulletin: MVR Checks ReminderPages 70-71								
		Bulletin: OSHA Recordkeeping Reminder								
	E	NJ Recordkeeping Overview								
XI.		Administrator's Report								
	A. 1	Lessons Learned from Losses –February 2017								
XII.	Wellnes	ss Director Report								
	A.]	Monthly Activity ReportPage 91								
		Corner Connection								
	C.	Exercise: Partner Workout								
XIII.	Manage	ed Health Care Report								
		Summary ReportPage 97								
		Average Number of Days to Report a Claim								
		Transitional Duty Summary ReportPage 99								
		PPO Savings & Penetration ReportsPage 100								
		Paid Provider by SpecialtyPage 101								
		Top 5 Provider by Specialty								
	G.	Nurse Case Management ReportPage 103								
XIV.	Treasur	er's Report as of January 31, 2017								
	A.	Investment Report								
	B.	Loss Run Payment Registers – Motion – Roll Call								
	C.	Fund Status								
	D.	Disbursements								
	E.	Approval of February Bill List – Motion – Roll Call								
	F.	Approval of RMC Bill List – Motion – Roll Call Page 150								
XV.		ttee Reports								
	Nothin	g to Report								
XVI.		CF/E-JIF Reports								
	A. 2017 MEL Coverage Bulletins									

XVII. Miscellaneous Business

Nothing to Report

The next meeting will be held on Tuesday, March 21, 2017 @ 4:00 PM at the Hainesport Municipal Bldg, Hainesport, NJ

- XVIII. Meeting Open to Public Comment
 - A. Motion to Open Meeting to Public Comment Motion All in Favor
 - B. Motion to Close Meeting to Public Comment Motion All in Favor
- XIX. Closed Session Resolution 2017- _____ Authorizing a Closed Session of the Burlington County Municipal Joint Insurance Fund to discuss matters affecting the protection of safety and property of the public and to discuss pending or anticipated litigation and/or contract negotiations **Motion Roll Call**
 - A. Professionals' Reports
 - 1. Claims Administrator's Report
 - a. Review of PARs over \$10,000
 - 2. Executive Director's Report
 - 3. Safety Director's Report
 - 4. Solicitor's Report
 - B. Reopen Public Portion of Meeting **Motion All in Favor**
- XX Approval of Claims Payments Motion Roll Call
- XXI. Authorization to Abandon Subrogation (if necessary) Motion Roll Call
- XXII. Motion to Adjourn Meeting Motion All in Favor

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND HAINESPORT TOWNSHIP MUNICIPAL BUILDING 1 HAINESPORT CENTRE, RTE 537 HAINESPORT, NEW JERSEY

JANUARY 17, 2017

OPEN SESSION MINUTES

The *Reorganization* Meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at the Hainesport Township Municipal Building, 1 Hainesport Centre, Rte. 537, Hainesport, New Jersey, on Tuesday, January 17, 2017 at 4:00PM, prevailing time. Acting Chair Keller, **Springfield**, presiding. The meeting was called to order at 4:00PM.

SINE DIE and REORGANIZATION MEETING CALLED TO ORDER BY CHAIRPERSON FLAG SALUTE

STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETING ACT

Notice of this meeting was given by: (1) sending sufficient notice herewith to the *Burlington County Times*, Mt. Holly, NJ, and to the *Courier Post*, Cherry Hill, NJ; (2) filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities of the Burlington County Municipal Joint Insurance Fund; and (3) posting notice on the public bulletin boards of all member municipalities of the Burlington County Municipal Joint Insurance Fund.

ROLL CALL of 2016 FUND COMMISSIONERS

Rich Ireton, Alternate, Bass River Twp Rich Wolbert, Beverly City Dean Buhrer, Alternate, Bordentown Twp Glenn McMahon, Chesterfield Twp John Browne, Alternate, Delanco Twp Jeffrey Hatcher, Delran Twp Patricia Hansell, Fieldsboro Borough Richard Brook, Florence Twp Brandon Umba, Alternate, Lumberton Twp Donna Kilburn, Alternate, Hainesport Twp Mike Fitzpatrick, Mansfield Twp Kathy Burger, Medford Twp Jerry Mascia, Alternate, Mt. Laurel Township John Gural, Palmyra Borough Debbie Vallari, Alternate, Pemberton Borough Meghan Jack, Riverside Twp J. Paul Keller, Springfield Twp Doug Cramer, Tabernacle Twp James Ingling, Wrightstown Borough

Absent Fund Commissioners were:

Grace Archer, **Bordentown City**Linda Dougherty, **Edgewater Park Twp**Mary Picariello, **North Hanover Twp**Dennis Gonzalez, **Pemberton Township**David Matchett, **Shamong**Kathy Hoffman, **Southampton Twp**

Maria Carrington, Westampton Twp

Maryalice Brown, Woodland Twp

Those also in attendance were:

Paul Miola, CPCU, ARM, Executive Director, AJG Risk Management Services, Inc.

Paul Forlenza, Deputy Executive Director, AJG Risk Management Services, Inc.

David S. DeWeese, Esquire, Fund Solicitor, The DeWeese Law Firm, P.C.

Tom Tontarski, Treasurer

John Saville, Safety Director, J.A. Montgomery Risk Control

Chris Roselli, Claims Administrator, Qual-Lynx

Karen Beatty, QualCare

Debby Schiffer, Wellness Director

Also present were the following Risk Management Consultant agencies:

AJM Insurance

CBIZ Benefits & Insurance Services

Conner Strong & Buckelew

EJA/Capacity Insurance

Hardenberg Insurance Group

Insurance Agency Mgmt.

Absent Risk Management Consultant agencies were:

Model Consulting

The Barclay Group

These minutes do not necessarily reflect the order in which some items were discussed.

APPROVAL OF THE MINUTES

Acting Chair Keller presented the meeting minutes of the December 20, 2016 meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Mr. McMahon, seconded by Mr. Cramer, to approve the meeting minutes of the December 20, 2016 meeting of the Fund as presented. Commissioners Jack and Umba abstained. Motion carried.

APPROVAL OF CLOSED SESSION MINUTES

There was a distribution of the Closed Session Meeting Minutes to the Executive Committee at this time.

Acting Chair Keller presented the Closed Session Meeting Minutes of the December 20, 2016 meeting of the Fund for approval.

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

Motion by Mr. McMahon, seconded by Mr. Cramer, to approve the Closed Session minutes of the December 20, 2016 meeting of the Fund as presented. Commissioners Jack and Umba abstained. Motion carried.

The Closed Session minutes of the December 20, 2016 meeting shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has had the opportunity to review them.

Closed Session Meeting Minutes from the December 20, 2016 meeting were collected at this time.

ADJOURN THE SINE DIE MEETING

Acting Chair Keller entertained a motion to adjourn the Sine Die Meeting. Motion by Mr. Cramer, seconded by Ms. Jack, to adjourn the Sine Die Meeting. All in favor. Motion carried.

At this time Officers, Executive Committee, and Alternates vacated their chairs. Acting Fund Chair Keller passed the gavel to Paul J. Miola, Executive Director, until the election of the Chair, Secretary and Executive Committee for the 2017 Fund Year is completed.

Mr. Miola welcomed all in attendance to the 2017 Reorganization Meeting of the BURLCO JIF.

ROLL CALL of 2017 FUND COMMISSIONERS

Rich Ireton, Alternate, Bass River Twp Rich Wolbert, Beverly City Dean Buhrer, Alternate, Bordentown Twp Glenn McMahon, Chesterfield John Browne, Alternate, Delanco Jeffrey Hatcher, Delran Patricia Hansell, Fieldsboro Borough Richard Brook, Florence Donna Kilburn, Alternate, Hainesport Brandon Umba, Alternate, Lumberton Mike Fitzpatrick, Mansfield Kathy Burger, Medford Jerry Mascia, Alternate, Mt. Laurel John Gural, Palmyra Debbie Vallari, Alternate, Pemberton Borough Meghan Jack, Riverside David Matchett, Shamong J. Paul Keller, Springfield Doug Cramer, Tabernacle James Ingling, Wrightstown

Absent Fund Commissioners were:

Grace Archer, Bordentown City

Linda Dougherty, Edgewater Park
Mary Picariello, North Hanover
Dennis Gonzalez, Pemberton Township
Kathy Hoffman, Southampton
Maria Carrington, Westampton
Maryalice Brown, Woodland Twp

ELECTION OF 2017 OFFICERS

2016 Nomination Slate

Mr. Miola presented for the membership's consideration the 2017 Nomination Slate. The Nominating Committee met in November 2016 and presented the 2017 Nomination Slate at the November & December 2016 Executive Committee Meetings.

Chair: Paul Keller, **Springfield Township**Secretary: Meghan Jack, **Riverside Township**

Executive Committee: Glenn McMahon, Chesterfield Township

Meredith Tomczyk, Mt. Laurel Township

John Gural, Palmyra Borough

Dennis Gonzalez, **Pemberton Township**Douglas Cramer, **Tabernacle Township**

Executive Committee Alternates:

#1	Mike Templeton, Delanco Township
#2	James Ingling, Wrightstown Borough
#3	Rich Wolbert, Beverly City
#4	David Matchett, Shamong Township
#5	Jeffrey Hatcher, Delran Township
#6	Michael Keller, Lumberton Township
#7	Richard Brook, Florence Township

Mr. Miola Opened the Floor for nominations for a position on the 2017 Nomination Slate.

Hearing no additional nominations, Mr. Miola *Closed the Floor* for nominations to a position on the 2017 Nomination Slate.

Confirming the Election of a Chairman, Secretary and Executive Committee/Alternates

Mr. Miola asked for a Roll Call Vote of the full membership for an *Election of a Chairman*, *Secretary and Executive Committee/Alternates* as presented.

ROLL CALL Yeas Rich Ireton, Alternate, Bass River Twp Rich Wolbert, Beverly City

> Dean Buhrer, Alternate, Bordentown Glenn McMahon, Chesterfield John Browne, Alternate, Delanco Jeffrey Hatcher, Delran Patricia Hansell, Fieldsboro Borough Richard Brook. Florence Donna Kilburn, Alternate, Hainesport Brandon Umba, Alternate, Lumberton Mike Fitzpatrick. Mansfield Kathy Burger, Medford Jerry Mascia, Alternate, Mt. Laurel John Gural, Palmyra Debbie Vallari, Alternate, Pemberton Meghan Jack, Riverside David Matchett, Shamong J. Paul Keller, Springfield Doug Cramer, Tabernacle

James Ingling, **Wrightstown**Nays: None
Abstain: None

Motion carried by unanimous vote.

OATHS OF OFFICE

Oaths of Office were administered by Mr. DeWeese, Fund Solicitor, to the newly elected Chairperson, Secretary, Executive Committee, and Alternates for the 2017 Fund Year.

All Oaths of Office were signed and presented to the Fund Solicitor.

At this time, Mr. Miola passed the gavel to Fund Chair Paul Keller, *Springfield* to conduct the 2017 Reorganization Meeting of the Fund. Mr. Miola congratulated the Fund Chair, Secretary, Executive Committee Members and Alternates.

MONTHLY MEETING CONDUCT

Chair Keller entertained a motion to allow this monthly meeting to be conducted directly by the Fund Commissioners present with all matters to be decided upon by a combined majority vote of all Fund Commissioners.

Motion by Mr. Cramer, seconded by Ms. Jack, to allow the meeting to be conducted directly by the Fund Commissioners present. All in favor. Motion carried.

ORGANIZATIONAL RESOLUTIONS

The following 2017 Organizational Resolutions were presented for adoption by Fund Chair Keller.

R2017-01 Confirming the Election of a Fund Chair and Fund Secretary

R2017-02 Confirming the Election of an Executive Committee and Alternates

R2017-03	Appointing Professional Staff
R2017-04	Awarding Contracts to Workers' Compensation Assigned Defense Counsel and Approved Associates
R2017-05	Awarding Contracts to General Liability Assigned Defense Counsel and Approved Associates
R2017-06	Recommending the Employment Practices Liability and Public Officials Liability Defense Panel
R2017-07	Adopting Procedures in Compliance with the Open Public Meetings Act
R2017-08	Adopting Fiscal Policies
R2017-09	Designating Executive Director as Public Agency Compliance Officer
R2017-10	Cash Management Policy
R2017-11	Establishing a Fund Records Program
R2017-12	Establishing the 2017 Plan of Risk Management
R2017-13	Designation of Certifying and Approving Officer for Payment of Claims
R2017-14	Authorizing participation in the MEL Names Storm Deductible Risk Sharing Program
R2017-15	Authorizing Advance Travel Expenses for Authorized Official Travel to PRIMA & AGRIP Conferences

Chair Keller entertained a motion to adopt the *Organizational Resolutions 2017-01* through 2017-15 as presented.

Motion by Mr. McMahon, seconded by Mr. Cramer, to adopt $Organizational\ Resolutions\ 2017-01\ through\ 2017-15.$

ROLL CALL	Yeas	Rich Ireton, Alternate, Bass River Twp Rich Wolbert, Beverly City Dean Buhrer, Alternate, Bordentown Glenn McMahon, Chesterfield John Browne, Alternate, Delanco Jeffrey Hatcher, Delran Patricia Hansell, Fieldsboro Borough Richard Brook, Florence Donna Kilburn, Alternate, Hainesport
		Donna Kilburn, Alternate, Hainesport Brandon Umba, Alternate, Lumberton Mike Fitzpatrick, Mansfield Kathy Burger, Medford Jerry Mascia, Alternate, Mt. Laurel

John Gural, **Palmyra**Debbie Vallari, *Alternate*, **Pemberton**Meghan Jack, **Riverside**David Matchett, **Shamong**J. Paul Keller, **Springfield**Doug Cramer, **Tabernacle**James Ingling, **Wrightstown**

Nays: None Abstain: None

Motion carried by unanimous vote.

EXECUTIVE DIRECTOR'S REPORT

Mr. Miola reviewed the Executive Director's Report found in the agenda packet with the membership. He thanked the membership on behalf of AJG for the 2017 re-appointment as Administrator and his re-appointment as Executive Director. He highlighted the following items:

AJG Risk Management Services – Disclosure Statement– Mr. Miola stated that a disclosure statement for AJG Management Services, Inc was included in his report for the members to review. He asked that it be made a part of the minutes.

Lost Time Accident Frequency Report– Mr. Miola stated that the Lost Time Accident Frequency Summary and Statewide Recap for November, 2016 is included in his report.

Certificates of Insurance - Mr. Miola asked that the Certificates of Insurance issued for the month of December, 2016 be included as part of the meeting minutes and is included in the agenda packet.

2015 Safety Incentive Program Awards – Mr. Miola asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds was November 30, 2016. Encumbered funds must be claimed by February 1, 2017.

2016 Optional Safety Budget - Mr. Miola asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds was November 30, 2016. Encumbered funds must be claimed by February 1, 2017.

2016 Wellness Incentive Program Allowance – Mr. Miola stated that a report detailing the available balance for each member for the 2016 Wellness Incentive Program was included in the agenda packet. Instructions on claiming the funds were emailed to all members on January 20, 2016. He stated that the deadline for claiming or encumbering the funds was November 30, 2016. All encumbered funds must be claimed by February 1, 2017.

Employment Practices Liability Compliance– Mr. Miola asked members to review the attached status report for the member's individual deductibles. He reminded the members that they must update their Plan of Risk Management to be eligible for lower co-pays and deductible.

EPL Allowance – Mr. Miola reminded members that the Fund has budgeted \$200 for each member to help offset employment practice related expenses such as the solicitor's fee for updating member's EPL policies and procedures.

EPL Helpline – **Authorized Contact List** – Mr. Miola asked members to review the attached list for accuracy especially following the recent Municipal Reorganizations. He noted the resolution for this is on the JIF website at www.burlcojif.org. Please contact the Executive Director's office with any questions.

Financial Fast Track – Mr. Miola reported that the JIF's surplus position as of November 30, 2016 was \$10,120,142.

Regulatory Filing Checklists – Mr. Miola noted that there were two regulatory filing checklists in his report and they provide an outline of required reporting to the Departments of Banking and Insurance and Community Affairs on an annual and monthly basis.

Capehart & Scatchard Updates – Mr. Miola noted that the Capehart & Scatchard updates are in the agenda packet and provide valuable information regarding WC, ADA and FMLA issues.

Statutory Bond Status – Mr. Miola reminded members to review the latest listing of the Statutory Bonds issued by the MEL for JIF members. These are issued to the individual, NOT the position. Members should review this list as some changes might have occurred at Municipal Reorganization meetings requiring new bonds to be issued.

Skateboard Park Approval Status— Mr. Miola stated that a report listing the current status of all approved skateboard parks or those under construction is included in his report. He noted that any member with a park currently under construction or in the review process should review the spreadsheet to be sure that it accurately depicts the status of the town's facility. He also noted that all members considering construction of a skateboard park should contact his office prior to moving forward.

Elected Officials Training – Mr. Miola stated that the first locally held training class for Elected Officials was just held. The MEL will reduce each member's 2017 Workers Compensation loss funding premium by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2017. This credit will also be extended to the member's CEO (i.e. Municipal Manager or Administrator) this year. The total credit is limited to 25% of a member's Workers Compensation funding premium. The sign in sheets from the December 7, 2016 training are on the JIF website. Additional trainings have been scheduled on the following dates:

January 31, 2017 - Nicolosi's Catering, West Deptford February 16, 2017 - Merighi's Savoy Inn, Vineland March 29, 2017 - O'Connor's American Bar & Grille, Eastampton

RMC Resolutions & Agreements – Mr. Miola noted that a memo and sample copies of the JIF RMC Resolution and Agreement for the 2017 Fund Year were e-mailed to all Risk Management Consultants. If an RMC represents more than one municipality, we request that the form be copied and one set executed for each municipality represented. Once our office receives this documentation, payment can be issued for the 2017 fees at the February 2017 meeting of the JIF. Please note that RMC payments cannot be processed until this documentation is received. Also all RMC's are required to execute a Confidentiality Agreement with the JIF and forward it to the Executive Director's office. Each RMC is asked to execute one copy of the Confidentiality Agreement for each member of their staff that might attend the JIF Executive Committee. If you have any questions in this regard, please contact Tracy Forlenza at 856-446-9143.

Inclement Weather Policy— Mr. Miola noted that the Fund adopted an Inclement Weather Policy, a copy of which is available on the JIF website (www.burlcojif.org). Should it be necessary to cancel a meeting, his office will attempt to contact the Fund Commissioners via e-

mail, telephone contact or posting a message on the website. Members can also call 856-446-9148 for a pre-recorded message announcing the cancellation of a meeting.

2017 *I*st *Installment Billing* – Mr. Miola stated that first installment bills were emailed to the Clerks with a copy to the Fund Commissioner and Risk Management Consultant. He noted that the first installment is due by February 15, 2017.

2016 Attendance Records—Mr. Miola stated that a report detailing attendance records through the end of 2016 was included in his report.

PRIMA/AGRIP Conferences – Mr. Miola stated that BURLCO JIF members will be eligible to attend two (2) AGRIP Conferences and the annual PRIMA Conference. The 2017 Budget includes funding for four (4) attendees in total. He noted that the BURLCO JIF adopted an Attendance Conference Policy that establishes guidelines for commissioners to attend. He noted that those fund commissioners who had first priority for attendance were sent information on the AGRIP conferences from his office. Information on the PRIMA conference will be emailed by the end of the month.

2017 Safety Kickoff Breakfast – Save the Date – Mr. Miola stated that the BURLCO JIF will hold its 26th Annual Safety Breakfast at Indian Springs Country Club in Marlton, New Jersey. The breakfast will begin at 8:30am. He noted that a Save the Date was emailed to all Safety Coordinators, Claims Coordinators, Fund Commissioners and Risk Management Consultants on January 11, 2017. The invitation and response forms will be emailed out in early March.

Safety Coordinator & Claim Coordinator Roundtable – Mr. Miola stated that the BURLCO JIF will be sponsoring a Safety Coordinator and Claims Coordinator Roundtable on February 22, 2017 at Indian Springs Country Club, Marlton, New Jersey. The Wellness Coordinators are also invited to attend. Invites will be emailed out from the Safety Director's Office to all the Safety Coordinators, Claims Coordinators and Wellness Coordinators shortly.

Website (www.burlcojif.org) – Mr. Miola noted that the JIF has a website that contains very useful information for the members:

- Directories
 - o Fund Commissioners
 - o Claims and Safety Contracts
 - Fund Professionals
- Coverage
 - o Bulletins
 - o Certificates of Insurance/ID Card Requests
 - o Sample Indemnification Language
- Safety
 - o Bulletins
 - Training Links

New Member Activity – Mr. Miola stated that there was no new member activity to report.

Mr. Miola asked if there were any questions at this time. There were none.

SOLICITOR'S REPORT

Closed Claims Report

Mr. DeWeese stated that there were (2) two closed cases since the last meeting.

Boll vs. Township of Medford

Applegate vs. Township of Tabernacle

SAFETY DIRECTOR'S REPORT

Mr. Saville thanked the members for his reappointment on behalf of J.A. Montgomery. He stated that the Safety Director's Report is self-explanatory. He highlighted the following items:

MEL Video Library – He noted the email address: <u>melvideolibrary@jamontgomery.com</u> and a new phone number: 856-552-4900.

Safety Director's Bulletins – He noted that there was one (1) bulletin; Managing Trips, Slips & Falls in the Winter Months.

MSI Training Programs – He noted that the upcoming MSI training programs for January, February and March, 2017 were included in the agenda packet. He noted that monthly reminders are being sent out via email. He asked the members to pre-register employees that are attending the training.

MSI Training Administrators— Mr. Saville stated that a list of the MSI Training Administrators was included in his report. He asked the members to review the list and make sure the correct name is listed. Any questions contact his office.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses - January

Mr. Roselli thanked the Fund for their re-appointment and provided the members with the *Lessons Learned from Losses* which was included in the agenda packet.

Mr. Roselli stated that the Lessons from Losses for this month is on Exiting and Entering vehicle safety. He stated that many employees get injured when getting on and off some of the larger vehicles owned by municipalities. Workers slip and fall when they do not use vehicle steps and handhold devices. He noted that jumps and falls can cause strains and sprains, broken bones and fatalities. He noted some things to consider:

- Maintain 3 points of contact at all times; 2 hands and a foot or 2 feet and 1 hand until seated or standing on the ground
- Wear shoes with sturdy and non-slip soles and heels
- · Only step on dedicated stepping areas, not fuel tanks and fenders
- · Wear gloves in hot and cold weather to help grip handholds
- Face the vehicle when getting on and off a vehicle
- Do not grab the steering wheel unless it is locked
- · Do no grip the door as it can swing out and cause a fall

- Do not jump down from a vehicle; use the steps
- · Keep vehicles clean and maintained
- Examine the ground before stepping out to look for uneven ground, ice or water

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

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer thanked the Fund for her re-appointment and noted that her report is detailed in the agenda packet. She highlighted the following:

- Ms. Schiffer stated that Edgewater Park, Florence and Medford had five (5) people lose weight over the holidays during the "Maintain Don't Gain" Challenge.
- January Wellness Newsletter She noted that the January Wellness Newsletter was included in her report.
- *Planning for 2017* She noted some ideas to keep in mind for the upcoming year in wellness. Set up a meeting with her to lay out a plan; have at least one Wellness Event/Challenge every quarter; Wellness Coordinator Training; Fire Fighters Ad Hoc Committee is continuing; Distribute Employee Interest surveys.

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

MANAGED HEALTH CARE REPORT

Ms. Beatty thanked the Fund for their re-appointment and reviewed the Managed Care Report for *December 2016*.

Lost Time v. Medical Only Cases

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

	Dec	YTD
Lost Time	0	34
Medical Only	9	123
Report Only	6	58
Total Intakes	15	215
Report Only % of Total	40.0%	27.0%
Medical Only/Lost Time Ratio	100:00	78:22
Average Days to Report	2.3	3.2

Transitional Duty Report

Ms. Beatty presented the Year-to-Date Transitional Duty Report:

Transitional Duty Summary Report	YTD
Transitional Duty Days Available	2,675
Transitional Duty Days Worked	1,796
% of Transitional Duty Days Worked	67.1%
Transitional Duty Days Not Accommodated	879
% of Transitional Duty Days Not Accommodated	32.9%

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

PPO Penetration Rate	Dec
Bill Count	150
Original Provider Charges	\$159,726
Re-priced Bill Amount	\$72,149
Savings	\$87,578
% of Savings	54.8%
Participating Provider Penetration Rate - Bill Count	95.3%
Participating Provider Penetration Rate – Provider Charges	91.5%
EPO Provider Penetration Rate - Bill Count	79.3%
EPO Provider Penetration Rate – Provider Charges	80.0%

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

TREASURER'S REPORT

Mr. Tontarski thanked the Fund for his re-appointment and presented an overview of the Treasurer's Report for month ending **December 31, 2016**, a copy of which was provided to the membership in the agenda packet.

Investment Interest

Interest received or accrued for the current month totaled \$11,501.63. This generated an average annual yield of .81%. After including an unrealized net loss of \$4,740.00 in the asset portfolio, the yield was adjusted to .48% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$151,310.00 as it relates to market value of \$8,848,690.00 vs. the amount invested.

Our asset portfolio with TD Wealth Management consists of two (2) obligations with maturity greater that one year.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$35.00	\$179,069.78
Overpayment Reimbursements	\$.00	

Claim Activity for the Period

Claim activity for the period for claims paid by the Fund and claims payable by the Fund at month end are in the amount of \$262,983.22.

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

Delran Township	\$93,087.00
Chesterfield Township	\$1,040.00
Bordentown City	\$10,412.00

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$17,408,007.91 to a closing balance of \$16,700,752.22 showing a decrease in the Fund of \$707,255.69.

Loss Run Payment Register

Chair Keller entertained a motion to approve the *December 2016 Loss Run Payment Register* as presented.

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

Motion by Mr. McMahon, seconded by Mr. Gural, to approve the *December 2016 Loss Run Payment Register*.

ROLL CALL Yeas

Rich Ireton, Alternate, Bass River Twp Rich Wolbert, Beverly City Dean Buhrer, Alternate, Bordentown Glenn McMahon. Chesterfield John Browne, Alternate, Delanco Jeffrey Hatcher, Delran Patricia Hansell, Fieldsboro Borough Richard Brook, Florence Donna Kilburn, Alternate, Hainesport Brandon Umba, Alternate, Lumberton Mike Fitzpatrick, Mansfield Kathy Burger, Medford Jerry Mascia, Alternate, Mt. Laurel John Gural, Palmyra Debbie Vallari, Alternate, Pemberton Meghan Jack, Riverside David Matchett, **Shamong**

J. Paul Keller, Springfield

Doug Cramer, **Tabernacle**James Ingling, **Wrightstown**

Nays: None Abstain: None

Motion carried by unanimous vote.

Amended Bill List -January, 2017

For the Executive Committee's consideration, Mr. Tontarski presented the amended *January* 2017 *Bill List* in the amount of \$472,625.38.

Chair Keller entertained a motion to approve the amended *January 2017 Bill List* as presented.

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

Motion by Mr. McMahon, seconded by Mr. Gural, to approve the amended *January 2017 Bill List* totaling \$472,625.38.

ROLL CALL Yeas Rich Ireton, Alternate, Bass River Twp

Rich Wolbert, Beverly City

Dean Buhrer, *Alternate*, **Bordentown** Glenn McMahon, **Chesterfield** John Browne, *Alternate*, **Delanco**

Jeffrey Hatcher, Delran

Patricia Hansell, Fieldsboro Borough

Richard Brook, Florence

Donna Kilburn, *Alternate*, **Hainesport** Brandon Umba, *Alternate*, **Lumberton**

Mike Fitzpatrick, **Mansfield** Kathy Burger, **Medford**

Jerry Mascia, Alternate, Mt. Laurel

John Gural, Palmyra

Debbie Vallari, Alternate, Pemberton

Meghan Jack, **Riverside**David Matchett, **Shamong**J. Paul Keller, **Springfield**Doug Cramer, **Tabernacle**James Ingling, **Wrightstown**

Nays: None Abstain: None

Motion carried by unanimous vote.

Authorizing the Treasurer to draft a check in the amount of \$500,000.00 from TD Bank to Investors Bank

Chair Keller stated the Fund Treasurer is in the process of transferring the BURLCO JIF's banking and assessment management accounts. He stated that in order for Qual-Lynx to pay claims in the month of January, 2017, the Fund Treasurer will need to transfer funds from TD Bank to Investors Bank.

Motion by Mr. McMahon, seconded by Mr. Gural, authorizing the Fund Treasurer to draft a check in the amount of \$500,000 on the TD Bank Expense account and deposit these funds into the BURLCO JIF's Claims Payment account at Investors Bank.

ROLL CALL Yeas Rich Ireton, Alternate, Bass River Twp

Rich Wolbert, Beverly City

Dean Buhrer, Alternate, **Bordentown** Glenn McMahon, **Chesterfield** John Browne, Alternate, **Delanco**

Jeffrey Hatcher, Delran

Patricia Hansell, Fieldsboro Borough

Richard Brook, Florence

Donna Kilburn, *Alternate*, **Hainesport** Brandon Umba, *Alternate*, **Lumberton**

Mike Fitzpatrick, **Mansfield** Kathy Burger, **Medford**

Jerry Mascia, Alternate, Mt. Laurel

John Gural, Palmyra

Debbie Vallari, Alternate, Pemberton

Meghan Jack, **Riverside**David Matchett, **Shamong**J. Paul Keller, **Springfield**Doug Cramer, **Tabernacle**James Ingling, **Wrightstown**

Nays: None Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

SAFETY COMMITTEE MEETING

Mr. Cramer noted that the minutes are in the agenda packet. He provided a detailed overview last month. No questions were entertained.

COMMITTEE CHAIRS MEETING

Chair Keller noted that the minutes from the January 5, 2017 meeting along with the 2017 Committee Appointments were distributed to the members for review. Please let him know if any Fund Commissioner would like to be reassigned to a different committee

MEL/RCF/E-JIF REPORT

MEL Meeting - January 7, 2017

Ms. Jack stated that the meeting minutes were included in the agenda packet for review.

RCF Meeting – January 7, 2017

Mr. Matchett stated that the meeting minutes were included in the agenda packet for review.

EJIF Meeting - January 7, 2017

Ms. Jack stated that the meeting minutes were included in the agenda packet for review.

MISCELLANEOUS BUSINESS

Next Meeting

Chair Keller noted that the next meeting of the BURLCO JIF will take place on **Tuesday**, **February 21, 2017 at 4:00 PM** at the **Hainesport Municipal Building**, **Hainesport**, **NJ**.

Resolution 2017-16 – Commemorating the BURLCO JIF's 25th Anniversary

Motion by Mr. McMahon, seconded by Ms. Jack, to approve Resolution 2017-16, Commemorating the BURLCO JIF's 25th Anniversary.

ROLL CALL Yeas

Rich Ireton, Alternate, Bass River Twp Rich Wolbert, Beverly City Dean Buhrer, Alternate, Bordentown Glenn McMahon, Chesterfield John Browne, Alternate, Delanco Jeffrey Hatcher, Delran Patricia Hansell, Fieldsboro Borough Richard Brook, Florence Donna Kilburn, Alternate, Hainesport Brandon Umba, Alternate, Lumberton Mike Fitzpatrick, Mansfield Kathy Burger, Medford Jerry Mascia, Alternate, Mt. Laurel John Gural, Palmyra Debbie Vallari, Alternate, Pemberton Meghan Jack, Riverside

Meghan Jack, **Riverside**David Matchett, **Shamong**J. Paul Keller, **Springfield**Doug Cramer, **Tabernacle**James Ingling, **Wrightstown**

Nays: None Abstain: None

Motion carried by unanimous vote.

PUBLIC COMMENT

Motion by Ms. Jack, seconded by Mr. McMahon, to open the meeting to the public. All in favor. Motion carried.

Chair Keller opened the meeting to the public for comment.

Hearing no comments, Chair Keller entertained a motion to close the public portion of the meeting.

Motion by Mr. Cramer, seconded by Ms. Jack, to close the meeting to the public. All in favor. Motion carried.

EXECUTIVE SESSION MEETING – Resolution #2017-17

Chair Keller entertained a motion to go into a closed session to discuss matters affecting the protection and safety of the public and to discuss pending or anticipated litigation and/or contract negotiations.

Motion by Ms. Jack, seconded by Mr. McMahon, to Adopt *Resolution #2017-17*. All in favor. Motion carried.

A Closed Session of the BURLCO JIF was held and the meeting was then reopened to the public.

REOPEN PUBLIC PORTION OF THE MEETING

Chair Keller entertained a motion to reopen the public portion of the meeting.

Motion by Ms. Jack, seconded by Mr. McMahon, to reopen the public portion of the meeting. All in favor. Motion carried.

APPROVAL OF CLAIMS PAYMENTS

Chair Keller asked for a motion for *Approval of Claims Payment* on the following claims as presented in Closed Session.

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

Motion by Ms. Jack, seconded by Mr. Cramer, to approve the following claims as discussed in *Closed Session*.

Workers	' Compensation
00	01260212
00.	12583111
00	1226664
00	01236123

ROLL CALL Yeas

Rich Ireton, Alternate, Bass River Twp

Rich Wolbert, Beverly City

Dean Buhrer, *Alternate*, **Bordentown** Glenn McMahon, **Chesterfield** John Browne, *Alternate*, **Delanco**

Jeffrey Hatcher, Delran

Patricia Hansell, Fieldsboro Borough

Richard Brook, Florence

Donna Kilburn, *Alternate*, **Hainesport** Brandon Umba, *Alternate*, **Lumberton**

Mike Fitzpatrick, **Mansfield** Kathy Burger, **Medford**

Jerry Mascia, Alternate, Mt. Laurel

John Gural, Palmyra

Debbie Vallari, Alternate, Pemberton

Meghan Jack, **Riverside**David Matchett, **Shamong**J. Paul Keller, **Springfield**Doug Cramer, **Tabernacle**James Ingling, **Wrightstown**

Nays: None Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

There was one (1) claim(s) presented for abandon subrogation.

#001236123 - \$1,420.00

Motion by Ms. Jack, seconded by Mr. McMahon, to authorize the abandon subrogation as presented.

ROLL CALL Yeas Rich Ireton, Alternate, Bass River Twp

Rich Wolbert, Beverly City

Dean Buhrer, *Alternate*, **Bordentown** Glenn McMahon, **Chesterfield** John Browne, *Alternate*, **Delanco**

Jeffrey Hatcher, Delran

Patricia Hansell, Fieldsboro Borough

Richard Brook, Florence

Donna Kilburn, *Alternate*, **Hainesport** Brandon Umba, *Alternate*, **Lumberton**

Mike Fitzpatrick, **Mansfield** Kathy Burger, **Medford**

Jerry Mascia, Alternate, Mt. Laurel

John Gural, Palmyra

Debbie Vallari, Alternate, Pemberton

Meghan Jack, **Riverside**David Matchett, **Shamong**J. Paul Keller, **Springfield**Doug Cramer, **Tabernacle**James Ingling, **Wrightstown**

Nays: None Abstain: None

Motion carried by unanimous vote.

MOTION TO ADJOURN

Chair Keller entertained a motion to adjourn the January 17, 2017 meeting of the BURLCO JIF.

Motion by Ms. Jack, seconded by Mr. McMahon to adjourn the January 17, 2017 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:43pm.

Brenda Smith, Meghan Jack, SECRETARY
Recording Secretary for



To: Fund Commissioners

From: Paul J. Miola, CPCU, ARM, Executive Director

Date: February 21, 2017

Re: **Executive Director's Report**

A. Lost Time Accident Frequency Report – handout

The December 2016 Lost Time Accident Frequency Summary and the Statewide Recap for the December 2016 is a handout.

B. Certificates of Insurance (pgs. 25-39)

A summary of the Certificates of Insurance issued during January 2017 are attached for your review.

C. 2016 Safety Incentive Program Awards

A letter from our office describing how to collect your 2016 Safety Incentive Awards money will be emailed out to all members on February 27, 2017. Please note that the deadline to claim or encumber these funds is November 30, 2017. All encumbered funds have to be claimed by February 1, 2018.

D. 2017 Optional Safety Budget (pg. 40)

A letter from our office describing how to collect your 2017 Optional Safety Budget allowance was e-mailed on or about January 24, 2017 A report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2017 Optional Safety Budget allowance, please contact our office.

Please note that the deadline to claim or encumber these funds is November 30, 2017. All encumbered funds have to be claimed by February 1, 2018.

E. 2017 Wellness Incentive Program Allowance (pg. 41)

A report detailing the available balance for each member for the 2017 Wellness Incentive Program is attached for your review. Instructions on claiming these funds were e-mailed to all members on or about January 27, 2017. If you have any questions on how to utilize your 2017 Wellness Incentive Program funding, please contact Debby Schiffer, Wellness Director, or our office. Please note that the deadline for claiming or encumbering these funds is November 30, 2017. All encumbered funds must be claimed by February 1, 2018.

F. Employment Practices Liability Coverage – (pg. 42)

A compliance status report regarding the Employment Practices Liability Coverage is included for your review. Each member should review this report carefully to insure its accuracy. If you believe the report to be inaccurate regarding your town, please contact PERMA directly.

G. EPL Allowance (pg. 43)

The JIF has budgeted \$200 for each member to help offset employment practice related expenses. This budget can be a valuable resource to members that wish to offset the cost of in house training or legal expenses involved with the updating of member policies & procedures. If you need additional information regarding this program, please contact our office.

H. EPL Helpline – Authorized Contact List (pg. 44)

With the placement of the member's EPL/POL coverage in the commercial insurance market, the insurance company QBE has implemented an EPL Helpline for the member's use. There is no restriction on the number of calls or amount of time that members can contact this service. Members can appoint two representatives to use this service. Appointments must be made by Resolution of the Governing Body. Please note that Municipal Solicitors can not be appointed as Helpline Contacts. Enclosed, please find the most recent list of authorized contacts for the EPL Helpline. These are the only representatives authorized to access this service. Please contact the Executive Director's Office with any questions.

I. Financial Fast Track Report (handout)

The Financial Fast Track Report for December 31, 2016 is a handout. The report is generated by PERMA and provides a "snapshot" of the JIF's financial status.

J. Regulatory Filing Checklists (pgs. 45-46)

Enclosed please find two regulatory filing checklists that we provide each month as part of our due diligence reporting on behalf of the JIF. These checklists provide an outline of required reporting to the Departments of Banking and Insurance and Community Affairs on an annual and a monthly basis, and the status of the items outlined.

K. Capehart & Scatchard Updates (pgs. 47-52)

John Geaney, Esq. of the law firm of Capehart & Scatchard periodically provides updates on court cases dealing with workers' compensation, ADA and FMLA issues. Copies of his latest updates are included for your information.

L. Statutory Bond Status (pg. 53)

Attached for your review is the latest listing of Statutory Bonds issued by the MEL for JIF members. This list should be reviewed for accuracy. Any questions on the status of an application or a listed bond should be directed to Cate Kiernan at PERMA. Cate can be reached at 201-518-7031.

M. Skateboard Park Approval Status (pg. 54)

Enclosed, please find a spreadsheet depicting the current status of all approved skateboard parks or those currently under construction by a member municipality. The MEL has established a process, outlined in MEL Coverage Bulletin 2017-09, which must be followed by all members who wish to construct a skateboard park and have the BURLCO JIF and MEL provide said facility with coverage. Any member with a park currently under construction or in the review process should review the enclosed spreadsheet to be sure that it accurately depicts the status of your facility. All members considering construction of a skateboard park should contact the Executive Director's office prior to moving forward.

N. Elected Officials Training – Invite (pgs. 55-56)

Again, this year, the Fund will be sponsoring Elected Officials training. The MEL will reduce each member's 2017 Workers Compensation loss funding premium by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2017. This credit will also be extended to the member's CEO (i.e. Municipal Manager or Administrator) this year. The total credit is limited to 25% of a member's Workers Compensation funding premium. A Save the Date was emailed out to all Clerks, Fund Commissioners, and RMC's on or about September 9, 2016. Invitations/RSVP's for the sessions were e-mailed to all Municipal Clerks and Fund Commissioners on or about November 1, 2016. The sign-in sheets from December 7, 2016, January 31, 2017 and February 16, 2017 are posted on the JIF website. The remaining training has been scheduled on the following date:

March 29, 2017 - O'Connor's American Bar & Grille, Eastampton

O. Inclement Weather Policy

Please note that the Fund has adopted an Inclement Weather Policy, a copy of which is available on the JIF website www.burlcojif.org. Should it become necessary to cancel a meeting, pursuant to the policy, the Executive Director's office will attempt to contact the Fund Commissioners via e-mail, direct telephone contact or posting a message to the Fund's website (www.burlcojif.org). In addition, members can also call 856-446-9148 for a pre-recorded message announcing the cancellation of a meeting.

P. Police Accreditation Announcement (pgs. 57-58)

On or about February 7, 2017 an email with an attached memorandum regarding reimbursement for the Police Accreditation Program Fees was sent to all Clerks and RMC's. It was asked that if the town or city had an operating Police Department, to please forward to the Police Chief. If you have any questions regarding the Reimbursement, please contact Denise Plavchak at 856-446-9131

Q. Financial Disclosure Form

In 2014, the Division of Local Government Services implemented a new "on line" process for completion and submission of Financial Disclosure forms. Each Fund Commissioner has a unique PIN # for which to file as their position of Fund Commissioner with the JIF. Newly assigned Fund Commissioners receive their Filing PIN # from our office once we are notified of their assignment and have 30 days from their day of assignment in which to file. Any newly appointed Fund Commissioner that has not yet received their PIN# from the Executive Director's office, or has any questions, should contact Kris Kristie at 856-446-9136.

R. Payroll Audits

On or about February 10, 2017 a letter was e-mailed to all Municipal Clerks, with a copy to Fund Commissioners, advising that Bowman & Company will be performing workers' compensation exposure verification audits of members' 2016 payrolls. These payroll figures will serve as the basis for your 2018 workers compensation excess premiums. Attached to the e-mail was a spreadsheet that included employee counts by payroll classification as reported during last year's payroll audit. As employee counts have a tendency to be the most time consuming part of the payroll audit process, members were asked to review and update this spreadsheet upon receipt. Members are asked to send the required payroll data to the auditors for processing either via mail or electronically. Details on how the data can be sent were included in the February 7, 2017 correspondence. Once the information is processed, the auditor will contact each town to discuss the results of the audit and clarify any questions. Members who still have questions following

the audit can contact a representative from Bowman to set up a mutually convenient date and time to meet and discuss the audit results

S. Property Appraisals

On or about February 8, 2017, each member and their RMC's will receive a notification from our office asking that they review and update their property schedule located in the Exigis Exposure Data Management System. Once a member responds, those that are going to receive a physical appraisal this year will be contacted by the Fund Property Appraiser, ASSETWORKS. Those that are not receiving a physical inspection in 2017 will have their building & contents values trended accordingly. All members are asked to complete the review and update process no later than March 24, 2017.

T. PRIMA/AGRiP Conferences

This year BURLCOJIF members will be eligible to attend two (2) AGRIP Conferences and the Annual PRIMA Conference. The 2017 Budget includes funding for four (4) attendees in total. The BURLCOJIF has adopted an Attendance Conference Policy that establishes clear guidelines and preferences for Commissioner Attendance. Those Fund Commissioners who have first priority for attendance at these conferences received information on the AGRiP Conferences from our office on or about December 19, 2016. Information on the PRIMA Conference was emailed out on or about February 2, 2017.

U. 2017 Safety Kickoff Breakfast – Save the Date (pg. 59)

On April 4, 2017 the Fund will hold its 26th Annual Safety Breakfast at Indian Springs Country Club, Marlton, NJ beginning at 8:30 AM. A Save the Date was emailed to all Safety Coordinators, Claims Coordinators, Fund Commissioners, and Risk Management Consultants on January 11, 2017 The invitations and Response Forms will be emailed out in early March.

V. Safety Coordinator & Claim Coordinator Roundtable

Again this year, the JIF will be sponsoring a Safety Coordinator & Claims Coordinator Roundtable on February 23, 2017 at Indian Springs Country Club, Medford, NJ. The Wellness Coordinators are also invited to attend. Invites with more information will be emailed out from the Safety Directors office, to all Safety Coordinators, Claims Coordinators and Wellness Coordinators within the next week.

W. Community Safety Leadership: Management of Special Events

On February 2, 2017 the Executive Directors office mailed out hardcopies of the Community Safety Leadership: *Management of Special Events* booklet to the clerk of each member town, asking them to distribute a copy to the Fund Commissioner and the Safety Coordinator. A copy was also mailed to each RMC. Members should reference this booklet as they plan upcoming community events.

X. WEBSITE (WWW.BURLCOJIF.ORG)

The JIF has a website that contains useful information for our members:

- Directories
 - Fund Commissioners
 - Claims and Safety Contacts
 - Fund Professionals
- Coverage
 - Bulletins
 - Certificates of Insurance/ID Card Requests
 - Sample Indemnification Language

- Safety
 - Bulletins
 - Training Links

And much, much more. Why not take a moment and explore our website!

Y. New Member Activity

Nothing to Report.

Burlington County Municipal Joint Insurance Fund 2017 Optional Safety Budget																	
Member	Opening	January	February	March	April	May	June	July	August	September	October	November	December	Paid	Date of	Total	Remaining
Municipality	Balance	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2018	Encumbrance	Paid	Balance
Bass River	995.00															0.00	995.00
Beverly	1,595.00															0.00	1,595.00
Bordentown City	1,595.00															0.00	1,595.00
Bordentown Twp.	2,660.00															0.00	2,660.00
Chesterfield	995.00															0.00	995.00
Delanco	1,595.00															0.00	1,595.00
Delran	2,660.00															0.00	2,660.00
Edgewater Park	1,595.00															0.00	1,595.00
Fieldsboro	750.00															0.00	750.00
Florence	2,660.00															0.00	2,660.00
Hainesport	995.00															0.00	995.00
Lumberton	2,660.00															0.00	2,660.00
Mansfield	1,595.00															0.00	1,595.00
Medford	4,645.00															0.00	4,645.00
Mount Laurel	4,645.00															0.00	4,645.00
North Hanover	1,595.00															0.00	1,595.00
Palmyra	1,595.00															0.00	1,595.00
Pemberton Boro	995.00															0.00	995.00
Pemberton Twp.	4,645.00															0.00	4,645.00
Riverside	2,660.00															0.00	2,660.00
Shamong	995.00															0.00	995.00
Southampton	1,595.00															0.00	1,595.00
Springfield	995.00															0.00	995.00
Tabernacle	995.00									1						0.00	995.00
Westampton	1,595.00									1						0.00	1,595.00
Woodland	995.00															0.00	995.00
Wrightstown	995.00									1						0.00	995.00
T	= 1 00=	# 0.00	00.00	Φ0.00	A A A A A	00.00	Φ0.00	40.00	A 0.00	#0.00	#0.00	#0.00	#0.00	Φο οο			= 4 00= 04

Must be Claimed or Encumbered by November 30, 2017. All Encumbered Claims Must be Claimed by February 1, 2018

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

0.00 51,295.00

Total By Line

51,295

\$0.00

\$0.00

	Burlington County Municipal Joint Insurance Fund]							
	2017 Wellness Incentive Program																
Member	Opening	January	February	March	April	May	June	July	August	September	October	November	December	Paid	Date of	Total	Remaining
Municipality	Balance	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2018	Encumbrance	Paid	Balance
Bass River	500.00															0.00	500.00
Beverly	750.00															0.00	750.00
Bordentown City	750.00															0.00	750.00
Bordentown Twp.	1,000.00															0.00	1,000.00
Chesterfield	500.00															0.00	500.00
Delanco	750.00															0.00	750.00
Delran	1,000.00															0.00	1,000.00
Edgewater Park	750.00															0.00	750.00
Fieldsboro	500.00															0.00	500.00
Florence	1,000.00															0.00	1,000.00
Hainesport	500.00															0.00	500.00
Lumberton	1,000.00															0.00	1,000.00
Mansfield	750.00															0.00	750.00
Medford	1,500.00															0.00	1,500.00
Mount Laurel	1,500.00															0.00	1,500.00
North Hanover	750.00															0.00	750.00
Palmyra	750.00															0.00	750.00
Pemberton Boro	500.00															0.00	500.00
Pemberton Twp.	1,500.00															0.00	1,500.00
Riverside	1,000.00															0.00	1,000.00
Shamong	500.00															0.00	500.00
Southampton	750.00															0.00	750.00
Springfield	500.00															0.00	500.00
Tabernacle	500.00									1					i i	0.00	500.00
Westampton	750.00														1	0.00	750.00
Woodland	500.00														1	0.00	500.00
Wrightstown	500.00		i i												1	0.00	500.00
Total By Line	\$21,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0.00	21,250.00

Must be Claimed or Encumbered by November 30, 2017. All Encumbered Claims Must be Claimed by February 1, 2018



South Jersey Communities Securing Their Future P. O. Box 530, Marlton, New Jersey 08053

To: Municipal Clerks

Fund Commissioners

From: Kris Kristie, Sr. Account Representative

Date: November 1, 2016

Re: Elected Officials Seminar

It is time once again to extend an invitation to the JIF Elected Officials for this year's training program. This year's program will focus on public official's liability; specifically, land use matters, as well as employment practices liability and ethics. The goal of this training is to make our Elected Officials aware of the potential impact of their actions on their municipality, and potential personal exposure, while acting in official capacity.

As in the past, the New Jersey Municipal Excess Liability Joint Insurance Fund (MEL) will reduce each member's 2017 MEL Loss Funding by \$250 for each municipal Elected Official who completes the course by May 1, 2017. This credit is also extended to the member's CEO (i.e. municipal manager/administrator). The maximum credit for each member is 25% of the member's 2017 MEL workers' compensation loss funding assessment.

The schedule of local Elected Official's training seminars is listed below. You are welcome to attend any of the sessions listed. To register, please complete the attached form and return it to Sheila Ortiz at our office.

Locally, the dates & location of this training is as follows:

Registration for all seminars is 5:30 PM - 6:00 PM. Seminars are from 6:00pm - 8:00 pm

Wednesday, December 7, 2016 – Merighi's Savoy Inn, Vineland Tuesday, January 31, 2017 – Nicolosi's Caterers, West Deptford Thursday, February 16, 2017 – Merighi's Savoy Inn, Vineland Wednesday, March 29, 2017 – O'Connor's, Eastampton

Please feel free to contact my office if you have any questions.

cc: Risk Management Consultants

PLEASE RESPOND NO LATER THAN 2 WEEKS PRIOR TO ANY TRAINING DATE!

ELECTED OFFICIALS RISK MANAGEMENT SEMINAR

REGISTRATION FORM

Please Print

Course Date/Location:	
Name:	
Title:	
Municipality:	
Contact:	
Phone Number:	
Fax:	
E-Mail:	

Forward the completed form to:

Ms. Sheila Ortiz

Arthur J. Gallagher Risk Management Services PO Box 530

Marlton, NJ 08053

E-Mail: Sheila_Ortiz@ajg.com

Fax: (856) 446-9149



TO: Member Police Chiefs

FROM: Denise C. Plavchak, Director of Risk Management Services

DATE: February 2, 2017

RE: JIF Reimbursement - Police Accreditation Program

In 2003, the Muncipal Excess Liability Joint Insurance Fund (MEL), in conjunction with the NJ State Association of Chiefs of Police announced a new Accreditation process for municipal police departments. To date, more than 200 agencies have begun the Accreditation process with more than 70 having achieved Accreditation. Nationally, it is well documented that Accredited police departments have fewer claims.

The JIF recognizes the value that formal Police Accreditation programs have in reducing claims against members. To that end, the JIF offers the following incentives:

- The JIF will reimburse 50% of the Accreditation Fee charged by the NJ State Association of Chiefs of Police to those JIF Police agencies who successfully complete the New Jersey Law Enforcement Accreditation Program as well as 50% of your Re-Accreditation fees*.
- The MEL will provide a \$1,000 Grant to member agencies who successfully complete the New Jersey Law Enforcement Accreditation Program as well as Re-Accreditation.
- Qualifying agencies are eligible for premium discounts from the MEL JIF.

The schedule of Fees eligible for reimbursement to date are outlined below:

Number of Sworn	Accreditation Fee	JIF	MEL
Personnel		Reimbursement	Reimbursement
01-09	\$3,000	\$1,500	\$1,000
10-24	\$4,000	\$2,000	\$1,000
25-99	\$5,000	\$2,500	\$1,000
100-299	\$6,000	\$3,000	\$1,000
300-499	\$7,000	\$3,500	\$1,000
500 +	\$8,000	\$4,000	\$1,000

^{*}Re-Accreditation occurs three years after Accreditation. Re-Accreditation fees are paid annually and are one-third the regular accreditation fee. Re-Accreditation fees are also eligible for reimbursement after re-accreditation is achieved.

The program fees eligible for reimbursement do not include personnel costs, the costs of training, or the costs associated with the Mock or Actual On-Site Assessment as described in the NJ State Association of Chiefs of Police program.

In order to qualify for reimbursement under the program, participating agencies must notify this office at three points in time throughout the accreditation process:

- 1. When you apply, forward a copy of your NJSACOP Law Enforcement Accreditation Program application and your letter of acceptance into the program. This notifies us that you are working on the program.
- 2. When you schedule your NJSACOP Law Enforcement Accreditation Program On-Site Assessment.
- 3. When you receive your final report and approval from the NJSACOP Law Enforcement Accreditation Commission.

Send your notifications to:

Municipal Joint Insurance Fund Police Accreditation Coordinator PO Box 530 Marlton, New Jersey 08053

If you have any questions about the MEL/JIF reimbursement program please call Denise Plavchak at (856) 446-9131. If you have any questions about the Police Accreditation Program, please contact Harry J. Delgado, Accreditation Program Manager, N.J.S.A.C.O.P., at (856) 988-5880, hdelgado@njsacop.org or check out the N.J.S.A.C.O.P. website at www.NJSACOP.org.

cc: Risk Management Consultants

File: Subject/Police Accreditation Reimbursement Program Tab: 2017 Announcement

SAFETY CELEBRATION BREAKFAST

Save the Date: April 4, 2017



Burlington County Municipal Joint Insurance Fund (BURLCO JIF)

The BURLCO JIF 2017 Safety Celebration Breakfast will be held on

APRIL 4, 2017

The Breakfast will:

- Celebrate Your 2016 Safety Accomplishments
- Strengthen Your resolve for 2017

Additional information will follow over the next few weeks.

Safety & Claim Coordinators

Please Note: The Safety & Claim Coordinators Regional Training will be held on February 23, 2017.

More information is to follow.

Please feel free to contact Sheila Ortiz at sheila_ortiz@ajg.com with any questions.

All information will be emailed as well as posted on the BURLCO JIF website www.burlcojif.com





BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND SAFETY DIRECTOR'S REPORT

TO: Fund Commissioners, Safety Coordinators and Risk Managers

FROM: Timothy Sheehan, Associate Public Sector Director

DATE: February 2, 2017

Service Team:

Timothy Sheehan John Saville Associate Public Sector Director Consultant tsheehan@iamontgomerv.com jsaville@jamontgomery.com Mailing Address: Office: 856-552-6862 Office: 732-736-5009 Cell: 609-352-6378 Cell: 609-330-4092 231 Main Street P. O. Box 2017, Toms River **Danielle Sanders** New Jersey 08754 Robert Garish Toll Free: 877-398-3046 Administrative Assistant Consultant dsanders@jamontgomery.com rgarish@jamontgomery.com Office: 856-552-6898 Office: 856-552-4650 Fax: 856-552-6899 Cell: 609-947-9719

JANUARY ACTIVITIES

LOSS CONTROL SERVICES

- Township of Mount Laurel Conducted a Loss Control Survey on January 12
- · Township of Mount Laurel Conducted a Loss Control Survey on January 31
- Township of Tabernacle Conducted a Loss Control Survey on January 10

JIF MEETINGS ATTENDED

Fund Commissioners/ Claims Meeting – January 17

MEL VIDEO LIBRARY

The following members used the MEL Video Library during January. Please note the new e-mail address: melvideolibrary@jamontgomery.com and telephone number: 856-552-4900. To either view the full video catalog or rent videos, use the above website or NJMEL.org.

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<u>Municipality</u>	# of videos
Township of Florence	1
Township of Medford	1

MEL MEDIA CATALOG

To view the entire updated MEL Media Catalog with 100 new DVD titles go to NJMEL.org, click on the Video button at the top of the page, then choose 'Order Conventional Videos'.

NEW SAFETY DIRECTOR'S BULLETINS AND NOTICES

Regional training announcements and Bulletins are distributed by e-mail to Fund Commissioners, Safety Coordinators and Risk Consultants.

Please access the BURLCO JIF (http://www.burlcojif.org/) to verify Fund Commissioners, Safety Coordinators and Risk Managers contact information is correct. If you find a discrepancy, please let us know.

The following Safety Director Bulletins and alerts were distributed by e-mail during January. If you are not receiving updates or would like to add other names to the distribution list, please let us know. If applicable, a copy or copies of the Safety Director's Bulletins are attached.

- Ø BURLCO JIF Safety Director's Bulletin Best Practices for Snow Emergencies January 4
- Ø BURLCO JIF Safety Director's Message *CYBERSECURITY ALERT* January 5
- Ø BURLCO JIF Safety Director's Bulletin Conducting MVR Record Checks January 9
- Ø BURLCO JIF Regional Roundtable Invite January 11
- Ø BURLCO JIF Safety Director's Bulletin OSHA Recordkeeping Annual Reminder- January 23
- Ø BURLCO JIF Did You Know? MSI Training Schedule, Feb. 2017 January 23
- Ø BURLCO JIF Workplace Injury & Illness Recordkeeping Webinar January 26

UPCOMING EVENTS

- Executive Committee/ Claims Meeting February 21, 2017
- Safety and Claims Coordinators' Regional Roundtable Training February 23, 2017

MSI TRAINING PROGRAMS

NOTE: We need to keep our list of MSI Training Administrators up-to-date. If there are any changes, deletions or if you need to add a new Training Administrator, please advise (dsanders@jamontgomery.com).

Below are upcoming MSI training programs scheduled for February, March and April, 2017. *Enrollment is required for all MSI classes.* MSI classes are subject to cancellation or rescheduling at any time.

Members are reminded to log on to the <u>www.njmel.org</u> website, then click on the MSI logo to access the Learning Management System where you can enroll your employees and verify classes. <u>Enrolling your staff ensures you will be notified of any schedule changes</u>.

If you need assistance using the MSI Learning Management System, please call the MSI helpline at 866-661-5120.

DATE	LOCATION	TOPIC	TIME
2/1/17	Ocean County College #3	Leaf Collection	8:30 - 10:30 am
2/1/17	Ocean County College #3	Snow Plow/Snow Removal	10:45 - 12:45 pm
2/1/17	Ocean County College #3	ВВР	1:30 - 2:30 pm
2/1/17	Pennsauken SA #3	LOTO	11:15 - 1:15 pm
2/1/17	Pennsauken SA #3	Fire Safety	1:30 - 2:30 pm

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2/1/17	Pennsauken SA #3	Fire Extinguisher	2:45 - 3:45 pm
2/1/17	City of Vineland #1	Flagger/Work Zone	8:00 - 12:00 pm
2/2/17	Township of Middletown #5	Sanitation/Recycling Safety	8:30 - 10:30 am
2/2/17	Township of Middletown #5	CDL-Drivers Safety Regulations	10:45 - 12:45 pm
2/2/17	City of Ocean City #1	HazCom w/GHS	8:30 - 10:00 am
2/3/17	Township of Wall #1	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
2/3/17	Township of Berlin #2	Sanitation/Recycling Safety	8:30 - 10:30 am
2/3/17	Township of Berlin #2	BBP	10:45 - 11:45 am
2/3/17	Township of Berlin #2	Back Safety/Material Handling	12:30 - 1:30 pm
2/6/17	Township of Stafford	LOTO	8:30 - 10:30 am
2/6/17	Township of Stafford	Shop & Tool Safety	10:45 - 11:45 am
2/6/17	Township of Stafford	HazCom w/GHS	12:30 - 2:00 pm
2/7/17	Logan Township MUA #1	Snow Plow/Snow Removal	8:30 - 10:30 am
2/7/17	Logan Township MUA #1	HazCom w/GHS	10:45 - 12:15 pm
2/8/17	Borough of Tuckerton #2	CEVO-Police	12:30 - 4:30 pm
2/8/17	Pennsauken SA #3	Ladder Safety/Walking Surfaces	12:30 - 2:30 pm
2/8/17	Pennsauken SA #3	Hearing Conservation	2:45 - 3:45 pm
2/8/17	City of Millville #1	Sanitation/Recycling Safety	8:30 - 10:30 am
2/8/17	City of Millville #1	Back Safety/Material Handling	10:45 - 11:45 am
2/8/17	City of Millville #1	BBP	12:00 - 1:00 pm
2/9/17	Brick Township MUA #2	Excavation/Trenching/Shoring	8:30 - 12:30 pm
2/9/17	Township of Pennsville #1	Driving Safety Awareness	8:30 - 10:00 am
2/9/17	Township of Pennsville #1	Fire Safety	10:15 - 11:15 am
2/10/17	Township of Cherry Hill #4	PPE	8:30 - 10:30 am
2/10/17	Township of Cherry Hill #4	Hearing Conservation	10:45 - 11:45 am
2/10/17	Township of Cherry Hill #4	Asbestos, Lead, Silica Regulatory	
2/13/17	Township of Hamilton #3	Landscape Safety	8:30 - 11:30 am
2/13/17	Township of Hamilton #3	Playground Safety Inspections	12:45 - 2:45 pm
2/14/17	Borough of Avalon #4	DDC-6	8:30 - 3:00 pm w/lunch brk
2/15/17	Ocean County College #3	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
2/15/17	Ocean County College #3	BBP	11:45 - 12:45 pm
2/15/17	Township of Burlington #3	Fire Safety	8:00 - 9:00 am
2/15/17	Township of Burlington #3	Fire Extinguisher	9:15 - 10:15 am
2/15/17	City of Vineland #1	Flagger/Work Zone	8:00 - 12:00 pm
2/15/17	Township of Oldmans	LOTO-Evening	6:30 - 8:30 pm
2/15/17	Township of Oldmans	Confined Space Awareness-Evening	8:45 - 9:45 pm
2/16/17	Borough of Beach Haven #1	CDL-Drivers Safety Regulations	8:30 - 10:30 am
2/16/17	Borough of Beach Haven #1	Playground Safety Inspections	10:45 - 12:45 pm
2/16/17	City of Cape May #1	Jetter/Vacuum Safety	8:30 - 10:30 am
2/17/17	Township of Mantua	Employee Conduct/Violence Prevention	12:30 - 2:00 pm
2/17/17	Township of Mantua	Back Safety/Material Handling	2:15 - 3:15 pm
2/21/17	Borough of Red Bank	DDC-6	8:00 - 2:30 pm w/lunch brk
2/21/17	Township of Elsinboro	BBP-Evening	6:30 - 7:30 pm
2/21/17	Township of Elsinboro	Confined Space Awareness-Evening	7:45 - 8:45 pm

2/22/17	Township of Lacey #1	Heavy Equipment Safety	8:30 - 11:30 am
2/22/17	Paraugh of Magnalia #1	CSE-Permit Required w/Classroom	6:20 10:20 pm
2/22/17	Borough of Magnolia #1 Borough of Woodstown #1	Demo-Evening	6:30 - 10:30 pm
		Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
2/23/17	Jackson Twp. MUA	DDC-6	8:30 - 3:00 pm w/lunch brk
2/23/17	Township of Middletown #5	PPE	8:30 - 10:30 am
2/23/17	Township of Middletown #5	Hearing Conservation	10:45 - 11:45 am
2/23/17	City of Margate #4	LOTO	8:30 - 10:30 am
2/24/17	Township of Berlin #2	CDL-Drivers Safety Regulations	8:30 - 10:30 am
2/24/17	Township of Berlin #2	Confined Space Awareness	10:45 - 11:45 am
2/27/17	Borough of Glassboro #1	Sanitation/Recycling Safety Asbestos, Lead, Silica Health	8:00 - 10:00 am
2/27/17	Borough of Glassboro #1	Overview	10:15 - 11:15 am
2/27/17	Borough of Glassboro #1	LOTO-Evening	7:00 - 9:00 pm
2/27/17	Borough of Glassboro #1	Confined Space Awareness-Evening	9:00 - 10:00 pm
2/27/17	Township of Upper	Safety Coordinators Skills Training	8:30 - 3:00 pm w/lunch brk
		Employee Conduct/Violence	·
2/28/17	Borough of Deal #2	Prevention	7:30 - 9:00 am
2/28/17	Borough of Deal #2	Hearing Conservation	9:15 - 10:15 am
2/28/17	Borough of Deal #2	Sanitation/Recycling Safety	10:30 - 12:30 pm
2/28/17	Marlboro BOFC District #3	CEVO-Fire-Evening	6:30 - 10:30 pm
2/28/17	Borough of Woodstown #1	Accident Investigation	8:30 - 10:30 am
3/1/17	Borough of Point Pleasant	PPE	8:30 - 10:30 am
3/1/17	Borough of Point Pleasant	Asbestos, Lead, Silica Health Overview	10:45 - 11:45 am
3/1/17	Township of Galloway	Employee Conduct/Violence Prevention	9:00 - 10:30 am
3/1/17	Township of Galloway	Fire Extinguisher	10:45 - 11:45 am
3/2/17	Township of Lacey #1	Back Safety/Material Handling	8:30 - 9:30 am
3/2/17	Township of Lacey #1	Fire Extinguisher	9:45 - 10:45 am
3/2/17	Township of Lacey #1	Hearing Conservation	11:00 - 12:00 pm
3/2/17	Township of Pemberton	DDC-6	8:00 - 2:45 pm w/lunch brk
3/7/17	Township of Manchester	HazMat Awareness w/HazCom GHS-Evening	7:00 - 10:00 pm
3/7/17	Borough of Woodstown #1	DDC-6	8:30 - 3:00 pm w/lunch brk
3/8/17	Ocean County College #3	Special Events Management	8:30 - 10:30 am
	, ,	Employee Conduct/Violence	
3/8/17	Borough of Tuckerton #2	Prevention	12:30 - 2:00 pm
3/8/17	City of Vineland	Heavy Equipment	8:00 - 11:00 am
3/8/17	City of Vineland	Confined Space Awareness	11:15 - 12:15 pm
3/9/17	Brick Township MUA #2	Flagger/Work Zone	8:30 - 12:30 pm
3/9/17	Deptford Township MUA	Jetter/Vacuum Safety	9:00 - 11:00 am
3/9/17	Deptford Township MUA	Asbestos, Lead, Silica Health Overview	11:15 - 12:15 pm
3/10/17	Borough of Clementon #3	Fire Safety	8:30 - 9:30 am
3/10/17	Borough of Clementon #3	Fire Extinguisher	9:45 - 10:45 am
3/10/17	City of Sea Isle City #6	Jetter/Vacuum Safety	8:30 - 10:30 am
3/13/17	Borough of Glassboro #1	HazMat Awareness w/HazCom GHS	12:00 - 3:00 pm
3/13/17	Township of Hamilton #3	Ladder Safety/Walking Working	8:30 - 10:30 am

		Surfaces	
3/13/17	Township of Hamilton #3	Fall Protection Awareness	10:45 - 12:45 pm
3/14/17	Township of Middletown #5	CMVO	8:30 - 12:30 pm
3/14/17	Township of Washington	LOTO	8:30 - 10:30 am
3/14/17	Township of Washington	Shop & Tool Safety	10:45 - 11:45 am
3/14/17	Township of Washington	HazCom w/GHS	12:30 - 2:00 pm
3/15/17	Western Monmouth UA	HazCom w/GHS	8:00 - 9:30 am
3/15/17	Western Monmouth UA	BBP	9:45 - 10:45 am
3/15/17	Western Monmouth UA	Fire Safety	11:00 - 12:00 pm
3/15/17	Western Monmouth UA	Fire Extinguisher	12:15 - 1:15 pm
3/15/17	Lower Township MUA	HazCom w/GHS	8:30 - 10:00 am
3/15/17	Lower Township MUA	BBP	10:15 - 11:15 am
3/15/17	Township of Oldmans	CEVO-Fire-Evening	6:30 - 10:30 pm
3/16/17	Borough of Deal #2	Confined Space Awareness	7:30 - 8:30 am
3/16/17	Borough of Deal #2	Driving Safety Awareness	8:45 - 10:15 am
3/16/17	Borough of Deal #2	PPE	10:30 - 12:30 pm
3/16/17	City of Vineland	Excavation/Trenching/Shoring	8:00 - 12:00 pm
3/17/17	Borough of Tinton Falls	Landscape Safety	7:30 - 10:30 am
3/17/17	Township of Lower	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
3/20/17	Borough of Shrewsbury	HazMat Awareness w/HazCom	8:30 - 11:30 am
3/20/17	Township of Egg Harbor #5	DDC-6	8:30 - 3:00 pm w/lunch brk
3/21/17	Borough of Clementon #3	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
3/21/17	Borough of Clementon #3	BBP	11:45 - 12:45 pm
3/22/17	Two River Water Reclamation Authority	Heavy Equipment Safety	8:30 - 11:30 am
3/23/17	Township of Pemberton	Hoists, Cranes, Rigging Safety	8:00 - 10:00 am
3/23/17	City of Cape May #1	Sanitation/Recycling Safety 8:30 - 10:30 am	
3/23/17	City of Cape May #1	Shop & Tool Safety 10:45 - 11:45 a	
3/24/17	Township of Evesham #4	Landscape Safety 8:30 - 11:30 ar	
3/27/17	Township of Stafford	Landscape Safety	8:30 - 11:30 am
3/27/17	Township of Stafford	Playground Safety Inspections	12:00 - 2:00 pm
3/27/17	Borough of Glassboro #1	Landscape Safety	8:00 - 11:00 am
3/28/17	Township of Middletown #5	Heavy Equipment Safety	8:30 - 11:30 am
3/28/17	Township of Middletown #5	Jetter Safety Awareness	12:00 - 2:00 pm
3/28/17	Township of Voorhees #1	Fire Safety	9:00 - 10:00 am
3/28/17	Township of Voorhees #1	Fire Extinguisher	10:15 - 11:15 am
3/28/17	Borough of Woodstown #1	Excavation/Trenching/Shoring	8:30 - 12:30 pm
3/29/17	Township of Manalapan	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
3/29/17	City of Burlington #2	Driving Safety Awareness	8:30 - 10:00 am
3/30/17	Borough of Tinton Falls	Hearing Conservation	7:30 - 8:30 am
3/30/17	Borough of Tinton Falls	BBP	8:45 - 9:45 am
3/30/17	City of Ocean City #1	Heavy Equipment Safety	8:30 - 11:30 am
3/31/17	Township of Toms River	Employee Conduct/Violence Prevention	8:30 - 10:00 am
3/31/17	Township of Toms River	HazCom w/GHS	10:15 - 11:45 am
3/31/17	Township of Willingboro	Ladder Safety/Walking Surfaces	8:30 - 10:30 am

3/31/17	Township of Willingboro	Shop & Tool Safety	10:45 - 11:45 am
3/31/17	City of Brigantine #3	CDL-Drivers Safety Regulations	8:30 - 10:30 am
3/31/17	City of Brigantine #3	BBP	10:45 - 11:45 am
4/3/17	Township of Stafford	CDL-Drivers Safety Regulations	8:30 - 10:30 am
4/3/17	Township of Stafford	Driving Safety Awareness	10:45 - 12:15 pm
4/3/17	Township of Stafford	CDL-Supervisors Reasonable Suspicion	1:00 - 3:00 pm
4/3/17	Township of Pemberton	Landscape Safety	8:00 - 11:00 am
4/4/17	Jackson Twp. MUA	Flagger/Work Zone	8:30 - 12:30 pm
4/4/17	Township of Voorhees #1	Driving Safety Awareness	9:00 - 10:30 am
4/4/17	Township of Voorhees #1	HazCom w/GHS	10:45 - 12:15 pm
4/4/17	City of Millville #1	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
4/5/17	Western Monmouth UA	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm
4/5/17	Township of Burlington #3	BBP	8:00 - 9:00 am
4/5/17	Township of Burlington #3	Confined Space Awareness	9:15 - 10:15 am
4/5/17	City of Margate #4	Playground Safety Inspections	8:30 - 10:30 am
4/5/17	City of Margate #4	Sanitation/Recycling Safety	10:45 - 12:45 pm
4/6/17	Township of Middletown #5	Fall Protection Awareness	8:30 - 10:30 am
4/6/47	Township of Middletown #F	Asbestos, Lead, Silica Health	10:45 11:45 om
4/6/17	Township of Middletown #5	Overview	10:45 - 11:45 am
4/6/17	Township of Middletown #5	Ladder Safety/Walking Surfaces	12:30 - 2:30 pm
4/6/17	Township of Winslow	LOTO	8:30 - 10:30 am
4/7/17	Township of Colts Neck	Fire Safety	8:30 - 9:30 am
4/7/17	Township of Colts Neck	Fire Extinguisher	9:45 - 10:45 am
4/7/17	Township of Colts Neck	Confined Space Awareness 11:00 - 12:0	
4/7/17	Township of Colts Neck	BBP	12:30 - 1:30 pm
4/7/17	Township of Willingboro	Flagger/Work Zone	8:30 - 12:30 pm
4/7/17	City of Brigantine #3	Flagger/Work Zone	8:30 - 12:30 pm
4/10/17	Borough of Glassboro #1	Driving Safety Awareness	8:00 - 9:30 am
4/10/17	Township of Hamilton #3	PPE	8:30 - 10:30 am
4/10/17 4/10/17	Township of Hamilton #3 Township of Hamilton #3	Hearing Conservation Asbestos, Lead, Silica Regulatory Overview	10:45 - 11:45 am 12:00 - 1:00 pm
1, 10, 11	Township of Hailinton #0	Employee Conduct/Violence	12.50 1.00 pm
4/11/17	Township of Toms River	Prevention	8:30 - 10:00 am
4/11/17	Township of Toms River	BBP	10:15 - 11:15 am
4/11/17	Logan Township MUA #1	Fire Safety	8:30 - 9:30 am
4/11/17	Logan Township MUA #1	Fire Extinguisher	9:45 - 10:45 am
4/12/17	Township of Lacey #1	PPE	8:30 - 10:30 am
4/12/17	Evesham Township MUA	PPE	8:30 - 10:30 am
4/12/17	Evesham Township MUA	Ladder Safety/Walking Surfaces	10:45 - 12:45 pm
4/12/17	City of Vineland	Excavation/Trenching/Shoring	8:00 - 12:00 pm
4/13/17	Borough of Beach Haven #1	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
4/13/17	Township of Pennsville #1	BBP	8:30 - 9:30 am
4/13/17	Township of Pennsville #1	Hearing Conservation	9:45 - 10:45 am
4/17/17	Middletown SA	HazCom w/GHS	8:30 - 10:00 am
4/17/17	Middletown SA	ВВР	10:15 - 11:15 am

4/17/17	Township of Cherry Hill #4	Heavy Equipment	8:30 - 11:30 am
		CSE-Permit Required w/Classroom	
4/18/17	Borough of Red Bank	Demo	8:00 - 12:00 pm
4/18/17	Borough of Clementon #3	Special Events Management	8:30 - 10:30 am
4/18/17	City of Brigantine #3	LOTO	8:30 - 10:30 am
4/18/17	City of Brigantine #3	HazCom w/GHS	10:45 - 12:15 pm
4/19/17	Western Monmouth UA	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm
4/19/17	Township of Washington	Flagger/Work Zone	8:30 - 12:30 pm
4/19/17	Township of Galloway	Heavy Equipment Safety	9:00 - 12:00 pm
4/20/17	Jackson Twp. BOFC #3	LOTO	8:30 - 10:30 am
4/20/17	Township of Pemberton	Excavation/Trenching/Shoring	8:30 - 1:30 pm w/lunch brk
4/20/17	City of Sea Isle City #1	CEVO-EMS-Evening	4:00 - 8:00 pm
4/21/17	Township of Manchester	DDC-6	8:30 - 3:00 pm w/lunch brk
4/21/17	Township of Bordentown	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
4/24/17	Borough of Union Beach #2	PPE	8:30 - 10:30 am
4/24/17	Borough of Union Beach #2	HazCom w/GHS	10:45 - 12:15 pm
4/24/17	Township of Winslow	DDC-6	8:30 - 3:00 pm w/lunch brk
4/24/17	Township of Cherry Hill #4	Jetter/Vacuum Safety	8:30 - 10:30 am
4/24/17	Township of Upper	LOTO*	8:30 - 10:30 am
4/24/17	Township of Upper	Shop & Tool Safety	10:45 - 11:45 am
4/24/17	Township of Upper	HazCom w/GHS 12:30 - 2:0	
4/25/17	Township of Toms River	Playground Safety Inspections 8:30 - 10:30	
4/25/17	Township of Toms River	Sanitation/Recycling Safety 10:45 - 12:45	
4/25/17	Township of Washington	Landscape Safety 8:30 - 11:30 a	
4/25/17	Township of Washington	Playground Safety Inspections	12:00 - 2:00 pm
4/25/17	City of Ocean City #1	Fall Protection Awareness	8:30 - 10:30 am
4/25/17	City of Ocean City #1	Back Safety/Material Handling	10:45 - 11:45 am
4/26/17	Borough of Lavallette #1	Excavation/Trenching/Shoring	8:30 - 12:30 pm
4/26/17	City of Burlington #2	HazMat Awareness w/HazCom	8:30 - 11:30 am
4/27/17	Township of Middletown #5	Landscape Safety	8:30 - 11:30 am
4/27/17	Township of Middletown #5	Playground Safety Inspections	12:00 - 2:00 pm
4/27/17	City of Vineland	Heavy Equipment	8:00 - 11:00 am
4/27/17	City of Vineland	Confined Space Awareness	11:15 - 12:15 pm
4/28/17	Township of Little Egg Harbor #1	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
4/28/17	Township of Evesham #4	Employee Conduct/Violence Prevention	8:30 - 10:00 am
4/28/17	Township of Evesham #4	Back Safety / Material Handling	10:15 - 11:15 am
4/28/17	Township of Evesham #4	Shop & Tool Safety	11:30 - 12:30 pm

CEU's for Certified Publics Works Managers						
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.			
Accident Investigation	2/M	Hazard Identification - Making Your Observations Count	1 /T,M			
Advanced Safety Leadership	10/M	Hearing Conservation	1 /T,G			
Asbestos, Lead & Silica Industrial Health Overview	1 /T,G	Heavy Equipment Safety	1/G-2/T			
Back Safety / Material Handling	1/T	Hoists, Cranes and Rigging	2/T			
Bloodborne Pathogens Training	1/G	Housing Authority Safety Awareness	3/T			
Bloodborne Pathogens Train- the- Trainer	1/T	Jetter Safety	2/T			
BOE Safety Awareness	3/T	Landscape Safety	2/T			
CDL – Supervisors Reasonable Suspicion	2/M	Leaf Collection Safety Awareness	2/T			
CDL - Drivers' Safety Regulations	2/G	Lockout Tagout	2/T			
Coaching the Maintenance Vehicle Operator	2 /T,M	Personal Protective Equipment (PPE)	2/T			
Confined Space Entry – Permit Required	3.5 / T	Playground Safety	2/T			
Confined Space Awareness	1 /T,G	Sanitation and Recycling Safety	2/T			
Driving Safety Awareness	1.5 / T	Safety Committee Best Practices	1.5 / M			
Employee Conduct and Violence in the Work Place	1.5/E	Safety Coordinator's Skills Training	3 / M,G			
Excavation Trenching & Shoring	2 /T,M	Shop and Tool Safety	1/T			
Fall Protection Awareness	2 /T,M	Seasonal Public Works Operations	3/T			
Fast Track to Safety	4/T	Snow Plow Safety	2/T			
Hagger / Workzone Safety	2 /T,M	Special Events Management	2/M			
HazCom with Globally Harmonized System Hazardous Materials Awareness w/ HazCom & GHS	1 /T,G 3 / T	Toolbox Talk Essentials	1/M			
	3/1					
CEU's for Registered Municipal Clerks						
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.			
Asbestos, Lead & Silica Industrial Health Overview	1/P	Hazard Identification - Making your Observations Count	2/P			
Bloodborne Pathogens Training	1/P	Safety Committee Best Practices	1.5/ P			
Employee Conduct and Violence in the Work Place	1.5 / E	Safety Coordinator's Skills Training	6/P			
		Special Event Management	2/P			
TCH's For Water/ Wastewater						
MSI Course	TCH's/Cat.	MSI Course	TCH's/Cat.			
Accident Investigation	1.5 / S	Hazardous Materials Awareness w/ HazCom & GHS	3/S			
Advanced Safety Leadership	10/S	Heavy Equipment Safety	3/S			
Asbestos, Lead & Silica Industrial Health Overview	1/S	Housing Authority Safety Awareness	3/S			
Back Safety / Material Handling	1/S	Hazard Identification - Making your Observations Count	1.5 / S			
Bloodborne Pathogens Training	1/S	Hearing Conservation	1/S			
Bloodborne Pathogens Train- the- Trainer	2.5 / S	Hoists, Cranes and Rigging	2/S			
BOE Safety Awareness	3/S	Jetter Safety	2/S			
CDL – Supervisors Reasonable Suspicion	1.5 / S	Ladder Safety/Walking Working Surfaces	2/S			
CDL - Drivers' Safety Regulations	2/S	Landscape Safety	2/S			
Confined Space Awareness	1 /S	Leaf Collection Safety Awareness	2/S			
Confined Space Entry - Permit Required	3.5 / S	Lockout Tagout	2/S			
Defensive Driving-6-Hour	5.5 / S	Shop and Tool Safety	1/S			
Driving Safety Awareness	1.5 / S	Office Safety	2/S			
Excavation Trenching & Shoring	4/S	Personal Protective Equipment (PPE)	2/S			
Fall Protection Awareness	2/S	Safety Committee Best Practices	1.5 / S			
Fast Track to Safety	5/S	Safety Coordinator's Skills Training	5/S			
Fire Extinguisher	1/8	Seasonal Public Works Operations	3/\$			
Fire Safety	1/8	Snow Plow Safety	2/\$			
Flagger / Workzone Safety	2/\$	Special Event Management	2/\$			
HazCom with Globally Harmonized System	1.5/S	Toolbox Talk Essentials	1/S			
CEU's for Tax Collectors	[CEU's for County/Municipal Finance Office	rs			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.			
Employee Conduct and Violence in the Work Place	1.5 / E	Employee Conduct and Violence in the Work Place	1.5 / E			
CEU's for Certified Recycling Professio MSI Course	nals CEU's/Cat.	CEU's for Qualified Purchasing Agents MSI Course	CEU's/Cat.			
Fire Extinguisher Safety	1	Employee Conduct and Violence in the Work Place	1.5 / E			
Hazard Recognition- Making your Observations Count						
Heavy Equipment	3					
Sanitation and Recycling Safety	2					
***Category						
E- Ethics						
T- Technical						
G- Governmental						
S- Safety						
P- Professional Development						
M- Management	1 7		1 7			

10 STEPS BY MUNICIPALITIES TO DEMOLISH UNFIT STRUCTURES

NJSA. 40:48-2.5 provides the strict statutory requirements that must be adhered to by a municipality in demolishing an unfit or dilapidated building.

- 1. Issue notice to the owner stating the charges
- 2. State the time and place of the hearing related to the charges.
- 3. Notify the owner that they will be given the right to answer the complaint.
- 4. The owner shall be given the right to appear in person and give testimony at the time and place fixed in the complaint.
- 5. The Rules of Evidence prevailing in the Courts shall not be controlling in the hearing.
- 6. If the municipality finds the building unfit for human habitation or occupancy, they must state in writing their findings in supports of such a determination to be served upon the owner. This order sent to the owner requiring repair, alteration
 - or improvement must allow a reasonable period of time for these actions.
- 7. If the owner fails to repair or improve the building and the condition is such that it is a danger to persons near the premises, then the owner will be required to remove or demolish said structure.
- 8. The municipality can repair or improve the building themselves, or cause it to be vacated, or post a placard indicating that the building is unfit and any occupation is unlawful and prohibited.
- 9. If the owner fails to comply with an order to remove or demolish the building, the municipality may remove or demolish the building after advertising and receiving bids for such work.
- 10. Any related costs, not recouped from the sale of any building materials shall be a municipal lien against the property

Example; A town failed to comply with all requirements of the statute when they could not prove that they had complied with the notice requirement to the owner of the demolition hearing. The town could not produce the green return receipt card confirming it had noticed the owner. Total payout to the claimant in this file was \$50,000 plus legal expenses. Personal service and Registered mail service





BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND WELLNESS DIRECTOR'S REPORT

TO: Municipal Fund Commissioners, Safety Coordinators, and Risk Managers

FROM: Debby Schiffer, JIF Wellness Director

DATE: February 21, 2017 at Hainesport Municipal Building Contact Information: debby_schiffer@targetingwellness.com 856-322-1220

FEBRUARY ACTIVITY & PLANNED EVENTS

2017 Wellness Days:

Several municipalities are planning to work together to offer their employees a Joint Municipality Wellness Day.

1) Chesterfield, Bordentown City, Fieldsboro (planned for April 26th)

2) Medford, Tabernacle, Lumberton, Shamong and Southampton (planned for May 23rd)

Municipality already planning a wellness day for later in the year – Pemberton Township (Sept 29th).

Presentations:

Delanco – Feb presentation on "Movement vs exercise – Sitting Disease"

Medford – Jan presentation at the Firehouse - "Healthy Gut and Food Sensitivities" also "Movement vs. exercise – Sitting Disease"

Tabernacle – Feb presentation on CERT Group meeting night - "Healthy Heart"

Pemberton Township – Feb presentation for the PW Group – "Diabetes and your body"

Year Long Maintain Don't Gain Challenge: Florence Twp

Initial cost to participate is \$1.00

Weigh in will take place at the end of every month

Those who gain contribute an extra \$1 per pound gained

Maintain your names goes in for a drawing at the end of the year

Lose weight and your name goes in twice.

Prize: Money collected plus \$75 gift card to health conscience restaurant

Employee Needs Assessment:

A few of you have indicated that you distributed the new version of the wellness survey. Westampton and Chesterfield have gotten a good response. If you have also distributed and are waiting for responses, please let me know. Or if you need me to email you the survey, please don't hesitate. I will be happy to review the responses and discuss with you any highlights and ideas on how we can fulfill some of the requests.

2017 Wellness Funds:

You should have received notification from AJG on your Wellness Funds for 2017. Let's please try to work together early in the year to allocate these funds so we don't miss out or feel pressured at the end of the year to spend them.

February Wellness Connection Newsletter

• The February Newsletter features information on a healthy heart. Tips on what to do to keep your heart strong, tips on eating out, information about fat cells and a healthier version of a favor sweet for your Valentine!

The Exercise of the Month highlights a few simple exercises to strength your Core...one of the most important set of muscles in keeping you stable.

Wear Red Day: Feb 3rd was Wear Red Day to increase awareness of women and heart disease. Thank you to all the municipalities who encouraged their employees to support this cause by wearing red.

Fire Fighters Ad Hoc Committee – Meetings will be held Quarterly. Notice went out to all JIF members. First meeting is February 21st at 7pm at the Emergency Service Training Building in Westampton.

Other Ideas:

Fresh fruit Friday's or any day

Salad bar lunches or healthy Pot luck

Positive and motivating quote posted in office

Lunch & Learns

Massage or Reflexology

Standing Desks, ergonomic chairs, desk bike

1x reimbursement for Wellness services or products



Burlington County Municipal JIF Managed Care Summary Report 2016

Intake	January-17	January-16	2017 YTD	2016 YTD
# of New Claims Reported	10	22	10	22
# of Report Only	3	13	3	13
% Report Only	30.0%	59.1%	30.0%	59.1%
# of Medical Only	7	8	7	8
# of Lost Time	0	1	0	1
Medical Only to Lost Time Ratio	100:00	89:11	100:00	89:11
Average # of Days to Report a Claim	10.7	1.6	10.7	1,6

Nurse Case Management	January-17	January-16
# of Cases Assigned to Case Management	17	19
# of Cases >90 days	17	14

Savings	January-17	January-16	2017 YTD	2016 YTD	
Bill Count	93	95	93	95	
Provider Charges	\$66,400	\$114,292	\$66,400	\$114,292	
Repriced Amount	\$29,910	\$66,561	\$29,910	\$66,561	
Savings \$	\$36,489	\$47,731	\$36,489	\$47,731	
% of Savings	55.0%	41.8%	55.0%	41.8%	

Participating Provider Penetration Rate	January-17	January-16	2017 YTD	2016 YTD
Bill Count	95.7%	95.8%	95.7%	95.8%
Provider Charges	97.2%	96.3%	97.2%	96.3%

EPO Penetration Rate	January-17	January-16	2017 YTD	2016 YTD
Bill Count	77.6%	91.4%	77.6%	91.4%
Provider Charges	82.9%	86.1%	82.9%	86.1%

Transitional Duty Summary	2017 YTD	2016 YTD
% of Transitional Duty Days Worked	43.3%	36.9%
% of Transitional Duty Days Not Accommodated	56.7%	63.1%

February 8, 2017

To the Members of the Executive Board of the Burlington County Municipal Joint Insurance Fund

I have enclosed for your review and, in some cases consideration, documents of presentation relating to claims, transfers, and the financial condition of the Fund.

The statements included in this report are prepared on a "modified cash basis" and relate to financial activity through the one month period ending January 31, 2017 for Closed Fund Years 1991 to 2012, and Fund Years 2013, 2014, 2015, 2016 and 2017. The reports, where required, are presented in a manner prescribed or permitted by the Department of Insurance and the Division of Local Government Services of the Department of Community Affairs.

All statements contained in this report are subject to adjustment by annual audit.

A summary of the contents of these statements is presented below.

INVESTMENT INTEREST & INVESTMENTS:

Interest received or accrued for the reporting period totaled \$11,235.76. This generated an average annual yield of .81%. However, after including an unrealized net gain of \$13,550.00 in the asset portfolio, the yield is adjusted to 1.78% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$137,760.00 as it relates to current market value of \$8,862,240.00 vs. the amount we have invested.

Our asset portfolio with TD Wealth Management consists of 2 obligations with maturity greater than one year.

RECEIPT ACTIVITY FOR THE PERIOD

Subrogation Receipts \$ 337.00 (detailed in my report) Overpayment Reimbursements \$.00 FY 2017 Premium Receipts \$ 553,974.00 FY 2017 Approp. Refund \$200.00

LOSS RUN PAYMENT REGISTER ACTIVITY FOR THE PERIOD:

The enclosed report shows 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 \$ 146,171.02. The claims detail shows 190 claim payments issued.

A.E.L.C.F. PARTICIPANT BALANCES AT PERIOD END:

Delran Township \$73,477.00 Chesterfield Township \$1,045.00 Bordentown City \$10,455.00

CASH ACTIVITY FOR THE PERIOD:

The enclosed reconciliation report details that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$ 16,700,752.22 to a closing balance of \$ 16,651,255.59 showing a decrease in the fund of \$ 49,496.63. A detailed reconciliation of this change, including its affect on our banking instruments, is included in my report.

BILL LIST FOR THE PERIOD:

Vouchers to be submitted for your consideration at the scheduled meeting show on the accompanying bill list at the end of my report.

The information contained in this cover report is a summary of key elements related to activity during the reporting period. Other detailed information is contained in the attached documents and, if desired, a more specific explanation on any question can be obtained by contacting me at 609-744-3597.

Respectfully Submitted,

Thomas J. Tontarski Treasurer

BURLINGTON COUNTY MUNICIPAL JOINT INS. FUND Subrogation/ Salvage Report Calendar Year 2017

		CLAIM/					
DATE	CREDITED	FILE		COV.	FUND	AMOUNT	RECEIVED
REC'D	TO:	NUMBER	CLAIMANT NAME	TYPE	YEAR	RECEIVED	Y.T.D.
1/5	MOUNT LAUREL TWP.	1264498	MOUNT LAUREL TWP.	PR	2016	125.00	
1/9	DELRAN TOWNSHIP	Z32558	KEVIN PFEFFER	WC	2016	204.00	
1/9	WESTAMPTON TWP.	X57755	RALPH LUTZ	WC	2013	8.00	
TOTAL-JAN						337.00	
TOTAL-YTD							337.00

BURLINGTON COUNTY MUNICIPAL JIF ACCOUNT RECONCILIATION ACTIVITY REPORT FY 2017

F1 2017	January	Year To Date <u>Total</u>
	<u>January</u>	<u>Total</u>
Opening Balance for the Period: RECEIPTS:	16,700,752.22	
Interest Income (Cash)	14,785.77	14,785.77
Premium Assessment Receipts	553,974.00	553,974.00
Prior Yr. Premium Assessment Receipts	0.00	0.00
Subrogation & Reimb. Receipts:	0.00	0.00
Fund Year 2017 Fund Year 2016	0.00 329.00	0.00 329.00
Fund Year 2015	0.00	0.00
Fund Year 2014	0.00	0.00
Fund Year 2013	8.00	8.00
Closed Fund Year	0.00	0.00
Total Subrogation & Reimb.Receipts	337.00	337.00
FY 2017 Appropriation Refunds	200.00	200.00
FY 2016 Appropriation Refunds	0.00	0.00
Late Payment Penalties	0.00	0.00
RCF Clsed Yr. Claims Reimbursement	0.00	0.00
RCF Claims Reimbursement	0.00	0.00
Other TOTAL RECEIPTS:	0.00 569,296.77	0.00 569,296.77
TOTAL RECEIPTS.	569,296.77	569,296.77
DISBURSEMENTS: Net Claim Payments:		
Fund Year 2017	1,623.48	1,623.48
Fund Year 2016	58,056.90	58,056.90
Fund Year 2015	44,258.92	44,258.92
Fund Year 2014	40,063.72	40,063.72
Fund Year 2013	2,165.00	2,165.00
Closed Fund Year	0.00	0.00
Total Net Claim Payments Exp.& Admin Bill List Payments:	146,168.02	146,168.02
Exp. & Cont. Charges FY 2018	0.00	0.00
Exp. & Cont. Charges FY 2017	71,270.25	71,270.25
Property Fund Charges FY 2017	0.00	0.00
E-JIF Premium FY 2017	0.00	0.00
M.E.L. Premium FY 2017	396,515.32	396,515.32
POL/EPL Policy Premium FY 2017 Exp. & Cont. Charges FY 2016	0.00 3,189.81	0.00 3,189.81
Property Fund Charges FY 2016	0.00	0.00
M.E.L. Premium FY 2016	0.00	0.00
Exp. & Cont. Charges FY 2015	1,650.00	1,650.00
Exp. & Cont. Charges FY 2014	0.00	0.00
Other	0.00	0.00
Closed Fund Year	0.00	0.00
Total Bill List Payments	472,625.38	472,625.38
Net Bank Services Fees	0.00	0.00
Other	0.00	0.00
TOTAL DISBURSEMENTS:	618,793.40	618,793.40
Closing Balance for the Period:	16,651,255.59	
Account Net Cash Change During the Period:	0.407.17.17	0.40= :== :=
Operating Account	2,137,450.37	2,137,450.37
NJ Cash Management Account Investment Account	0.00	0.00
Asset Management Account	-2,150,000.00 13,550.00	-2,150,000.00 13,550.00
Claims Imprest Account	-49,997.00	-49,997.00
Expense & Contingency Account	-500.00	-500.00
Total Change in Account Net Cash:	-49,496.63	-49,496.63
•	,	

Proof: 0.00

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

BILL LIST - FEBRUARY 2017

	Pavable to:	FY 2017	FY 2016	FY 2015	JIF Appropriation	Description
1	Arthur J. Gallagher Risk Management Services, Inc.	28,398.00			Prof Services/Administration	Feb 2017 Fees
2	Arthur J. Gallagher Risk Management Services, Inc.	128.52			Misc/Postage/Copies/Faxes	Jan 2017 postage/copies expenses
3	Arthur J. Gallagher Risk Management Services, Inc.	414.31			Wellness Program	Positive Promotions-wellness items for distribution
4	The DeWeese Law Firm, P.C.	5,417.00			Prof Services/Attorney	Feb 2017 Fees
5	Qual-Lynx	16,414.00			Prof Services/Claims Admin.	Feb 2017 Fees
6	Brenda Smith	360.00			Misc/Recording Secretary	Feb 2017 Fees
7	J. A. Montgomery Risk Control Services	9,841.00			Prof Services/Safety Director	Feb 2017 Fees
8	Tom Tontarski	894.00			Prof Services/Treasurer	Feb 2017 Fees
9	Conner Strong & Buckelew	633.00			Prof Services/Underwriting Mgr	Feb 2017 Fees
10	Conner Strong & Buckelew	56.43			Misc/Other	Auto ID cards 1/1/17-18 renewal (1,575)
11	Joyce Media	260.00			Misc/JIF Website	Feb 2017 Fees and annual domain fee
12	Debby Schiffer	2,421.00			Wellness Program	Feb 2017 Fees EPL/POL coverage; Policy #QJC01005-01; 1/1//17-
13	Apex Insurance Services c/o QBE Insurance	256,763.50			EPL/POL Policy - Excess Insurance	1/1/18; 1st instmt; Inv#3001098 VDO coverage;Policy #QVC01005-01; 1/1//17-
14	Apex Insurance Services c/o QBE Insurance	5,382.00			EPL/POL Policy - Excess Insurance	1/1/18; 1st instmt; Inv#3003951 Cyber coverage;Policy #MTP0039483-04; 1/1//17-
15	Apex Insurance Services c/o XL Insurance	9,315.00			EPL/POL Policy - Excess Insurance	1/1/18; 1st instmt; Inv#3012914
16	EJIF	130,719.82			EJIF	1st installment 2017 assessment
17	Consolidated Services Group	21.69			Misc/Record Retention Service	1st quarter storage fees Ad#1876599 contract awards; Ad#1876588 2017
18	Courier Post	250.96			Misc/Legal Notices	mtg dates Ad#I07067750 contract awards; Ad#I07067734
19	Courier Times	302.20			Misc/Legal Notices	2017 mtg dates Inv#NEH0343 #NKM0118; storage 1/1-2/28/17; service
20	Iron Mountain	110.56			Misc/Record Retention Service	11/22/16-1/24/17
21	Nicolosi's Catering	1,090.00			Police Defense & Training/EPL	Elected Officials training 1/31/17; split Inv#827953 file storage boxes; Inv#817457 voucher
22	OfficeMax Contract, Inc	122.93			Misc/Office Supplies	binders
23	Paul's Custom Awards & Trophies Inc	126.00			Misc/Meeting Expense/Dinner Mtg	Inv#35952 Mansdoerfer past chair plaque
24	Pivot Point Security			13,673.00	Risk Control Contingency	Inv#2599; 33 1/3% pymt for 50% completion of surveys Inv#2599; 33 1/3% pymt for 50% completion of
25	Pivot Point Security		13,673.00		Risk Control Contingency	surveys
26	PRIMA	385.00			Misc/PRIMA/AGRIP	Membership renewal #11099912; 4/1/17-3/31/18
27	City of Beverly		200.00		Police Defense & Training/EPL	Legal fees for handbook
28	City of Beverly		258.64		Optional Safety Budget	Safety vests, ear muffs, ice chains
29	City of Beverly		212.50		Wellness Program	chair massages
30	City of Bordentown		1,187.24		Optional Safety Budget	Safety products

21	City of Bordentown		750.00		Wellness Program	Healthy lunch
			/50.00		0	
32	City of Bordentown			1,963.59	Safety Incentive Program	Shirts, hats, equipment
33	Township of Bordentown		2,000.00		Optional Safety Budget	Solar message sign
34	Township of Bordentown			2,275.00	Safety Incentive Program	Solar message sign
35	Township of Bordentown		1,000.00		Wellness Program	lunch and learn; chair massages
36	Delanco Township		1,195.30		Optional Safety Budget	ladder, electrical fix for break room
37	Delanco Township		290.85		Wellness Program	chair massages; healthy items
38	Edgewater Park Township			1,733.96	Safety Incentive Program	safety clothing, supplies
39	Edgewater Park Township		745.45		Wellness Program	wellness books; supplies; massages
40	Borough of Fieldsboro		227.01		Optional Safety Budget	safety items
41	Florence Township		990.89		Wellness Program	water bottles; lunch bags; scale; protein bars
42	Township of Medford		404.87		Wellness Program	fruit baskets; reflexology clinic
43	North Hanover Township		212.86		Wellness Program	lunch totes
44	Pemberton Borough		204.31		Optional Safety Budget	rain overalls
45	Pemberton Borough		136.52		Wellness Program	walking promotion
46	Pemberton Township		449.90		Wellness Program	blender; weight challenge
47	Pemberton Township		2,001.36		Optional Safety Budget	High viz overalls; cones
48	Shamong Township		187.02		Wellness Program	Lifting belts; luncheon
49	Tabernacle Township			1,118.09	Safety Incentive Program	Holiday safety lunch
	TOTAL	\$469,826.92	\$26,327.72	\$20,763.64		

JIF BILL LIST TOTAL	\$516,918.28
RMC BILL LIST TOTAL	\$74,196.00
TOTAL COMBINED BILL LIST	\$591,114.28

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND RMC BILL LIST (1st installments) - FEBRUARY 2017

Payable to:	FY 2017	Appropriation	Description
1 AJM Insurance	5,592.00	Risk Management Consultants	1st installment payment -Westampton Township
2 Connor Strong & Buckelew	1,956.00	Risk Management Consultants	1st installment payment -Bass River Township
3 EJA/Capacity Insurance	25,415.00	Risk Management Consultants	1st installment payment - Bordentown City, Chesterfield, Delanco, Fieldsboro, North Hanover, Pemberton Boro, Springfield, Woodland, Wrightstown
4 Hardenbergh Insurance Group	22,813.00	Risk Management Consultants	1st installment payment -Medford (Jan only), Palmyra Borough, Pemberton Twp
5 Insurance Agency Management	18,420.00	Risk Management Consultants	1st installment payment -Hainesport, Lumberton Twp, Mansfield Twp, Shamong, Tabenacle
RMC BILL LIST TOTAL	\$ 74,196.00		

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

9 Campus Drive, Suite 216 Parsippany, NJ 07054 Telephone (201) 881-7632

BULLETIN MEL 17-01

Date:

January 1, 2017

To:

Fund Commissioners of Member Joint Insurance Funds

From:

Underwriting Manager

Conner Strong & Buckelew

Re:

2017 MEL Coverage Bulletins

The 2017 MEL Coverage Bulletins will be available on the MEL's website (<u>www.njmel.org</u>) on Sunday, January 1, 2017. The bulletins will not be distributed to the membership by mail since they will be accessible on the website.

You can request an electronic or hard copy from the Underwriting Manager or from your member JIF Executive Director if you do not have access to the MEL website.

The list of bulletins on the website is below.

If you have any questions, please contact your Risk Management Consultant, JIF Executive Director or the Underwriting Manager.

This bulletin is for information purposes only. It is not intended to be all-inclusive but merely an overview. It does not alter, amend or change your coverage. Please refer to specific policies for limits, terms, conditions and exclusions.

cc:

Fund Executive Directors Fund Professionals

Risk Management Consultants

Page Two Bulletin MEL 17-01

2017 CHANGES

17-01 MEL Coverage Bulletins

17-02 Property and Casualty Renewal Overview

COVERAGE SUMMARY – EXCESS INSURANCE/REINSURANCE

- 17-03 Property / Equipment Breakdown
- 17-04 Workers Compensation
- 17-05 Casualty and Excess Public Officials / Employment Liability
- 17-06 Non-Owned Aircraft Liability
- 17-07 JIF Blanket Crime Coverage and MEL Excess Crime Coverage

POLICY & PROCEDURE / GUIDELINES & REQUIREMENTS

- 17-08 Fireworks Displays / Amusement Ride Requirements
- 17-09 Skateboard Facilities Guidelines and Coverage Requirements
- 17-10 Vacant, Historic, Builders Risk, Newly Acquired Reporting Requirements
- 17-11 Boiler & Machinery Inspections
- 17-12 Procedure for requesting Certificates of Insurance, Automobile ID Cards and Workers Compensation Posting Notices
- 17-13 Shared Services Insurance Requirement Guidelines
- 17-14 Employment Practices Liability (EPL) Program

OPTIONAL COVERAGES AVAILABLE

- 17-15 Directors & Officers Liability for Fire Company/Emergency Service Units Optional Coverage Available
- 17-16 Quasi Entities
- 17-17 Excess Liability Optional Limits
- 17-18 Excess POL/EPL Optional Limits
- 17-19 Employed Attorney (Full Time only) Optional Professional Liability Coverage
- 17-20 Improvement Districts
 - a. All Other Member JIFs
 - b. Atlantic JIF
- 17-21 Tulip Program Optional Tenant and Users Liability Insurance Program

COVERAGE RESTRICTIONS

- 17-22 Use of Aircraft on Municipal Business Coverage Restriction Excess Workers Compensation
- 17-23 "All Terrain Vehicle" Parks Coverage Restriction Liability
- 17-24 Paintball Liability Coverage Restriction Liability

MEMBER JIF COMMERCIALLY INSURED COVERAGE

- 17-25 Public Officials and Employment Practices Liability
- 17-26 Cyber Liability- Media Communication/Network Security/Privacy Liability

OTHER BULLETINS

- 17-27 MEL Underwriting Manager Team & Schedule
- 17-28 Unmanned Aircraft Systems ("Drones")