



AGENDA PACKET



Tuesday, February 20, 2018 at 3:30 PM

**Hainesport Municipal Building
1 Hainesport Centre
Hainesport, NJ**

WWW.BURLCOJIF.ORG

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
Hainesport Municipal Building
1 Hainesport Centre
Hainesport, NJ
Tuesday, February 20, 2018 – 3:30 PM

AGENDA

- I. Meeting called to order by Chairman
- II. Salute the Flag
- III. Statement of Compliance with Open Public Meetings Act
 - A. Notice of this meeting was given by:
 - 1. Sending sufficient notice herewith to the ***Burlington County Times***, Mount Holly, and ***Courier Post***, Cherry Hill NJ;
 - 2. Filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities; and
 - 3. Posting notice on the public bulletin boards of all member municipalities of the BURLCOJIF.
- IV. Roll Call
 - A. Fund Commissioners
 - B. Fund Professionals
 - C. Risk Management Consultants
 - D. Move up Alternates (*if necessary*)
- V. Allow that this monthly meeting 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 – All in Favor**
- VI. Approval of Minutes
 - A. Adoption of the **January 16, 2018** Meeting Minutes.....Pages 1-18
 - B. Adoption of the **January 16, 2018** Closed Session Minutes.....Handout

Motion to Adopt the above meeting minutes – **Motion – All in Favor**

The Closed Session Minutes shall not be released to the public until the reason(s) for their remaining confidential is no longer applicable and the Fund Solicitor has an opportunity to review them.
- VII. Executive Director's Report.....Pages 19-60
 - A. Lost Time Accident Frequency Reports.....Pages 24-25
 - B. Certificates of Insurance..... Pages 26-31
 - C. 2017 Safety Incentive Program Awards
 - D. 2018 Optional Safety Budget.....Page 32
 - E. 2018 Wellness Incentive.....Page 33
 - F. Employment Practices Liability Coverage UpdatePage 34
 - G. EPL/Cyber Risk Management Budget.....Page 35
 - H. EPL Helpline – Authorized Contact List.....Page 36
 - I. Financial Fast Track Report.....Page 37
 - J. Regulatory Filing Checklists.....Pages 38-39
 - K. Capehart & Scatchard Updates.....Pages 40-47
 - L. Statutory Bond Status.....Page 48
 - M. Skateboard Park Approval Status.....Page 49
 - N. Elected Officials Training – Invite.....Pages 50-51

O.	MEL Cyber Risk Management Program	
P.	Website	
Q.	Inclement Weather Policy	
R.	AGRIIP/PRIMA 2018 Conference's	
S.	Police Command Staff Training – Invite.....	Pages 52-53
T.	Managerial & Supervisory Training – Invite.....	Pages 54-56
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V.	Property Appraisals	
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X.	Safety Breakfast Kickoff – Save the Date.....	Page 58
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VII.	Solicitor's Report	
IX.	Safety Director's Report	
A.	Activity Report	Pages 61-69
B.	Memo: Risk Control Service Team.....	Page 70
C.	MSI Bulletin: MV Checks.....	Pages 71-72
D.	MSI Bulletin: Commercial Driver License Opioid Testing Regulations.....	Pages 73-74
E.	MSI Bulletin: NJPEOSH Recordkeeping.....	Pages 75-76
F.	Regional Training: Excited Delirium.....	Page 77
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A.	Lessons Learned from Losses –February 2018.....	Page 78
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A.	Monthly Activity Report.....	Page 79
B.	Corner Connection	Pages 80-84
C.	Exercise: Plank Challenge	Page 85
D.	3 Steps to Wellness and Rewards.....	Page 86
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B.	Loss Run Payment Registers	
C.	Fund Status	
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F.	Bill List – Risk Management Consultants	Page 122
G.	Motion to approve the Payment Register & Bill Lists– Motion – Roll Call	

XIV. Committee Reports

Nothing to Report

XV. MEL/RCF/E-JIF Reports

A. 2018 MEL Coverage Bulletins.....Pages 123-124

XVI. Miscellaneous Business

- A. Resolution 2018-_____ Authorizing the Executive Director to Execute an Agreement with Community Education Online, LLC, for Excited Delirium Training for Emergency Responders – **Motion – Roll Call**.....Pages 125
- B. Resolution 2018-_____ Authorizing the Fund Executive Director to Execute an Agreement with Armando Riccio, Esquire, for the Preparation and Presentation of Anti-Harassment training to Member Municipality Managers & Supervisors – **Motion – Roll Call**.....Page 126
- C. Resolution 2018-_____ Authorizing the Fund Chairperson and Secretary of the Burlington County Municipal Joint Insurance Fund to Execute an Agreement to Participate in a Shared Service Agreement to for Online Police Training – **Motion – Roll Call**.....Pages 127-128

<p style="text-align: center;">The next meeting will be held on Tuesday, March 20, 2018 at 3:30 PM at the Hainesport Municipal Building, Hainesport, NJ</p>
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XVII. 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**

XVIII. Closed Session – Resolution 2018- _____ 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**

XIX. Approval of Claims Payments – **Motion – Roll Call**

XX. Authorization to Abandon Subrogation (if necessary) – **Motion – Roll Call**

XXI. 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 16, 2018

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 16, 2018 at 3:30PM, prevailing time. Acting Chair Keller, **Springfield**, presiding. The meeting was called to order at 3:30PM.

***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 2017 FUND COMMISSIONERS

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Mike Theokas, **Bordentown Twp**
Grace Archer, **Bordentown City**....arrived 3:45pm
Glenn McMahon, **Chesterfield Twp**
Mike Templeton **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Gene DiFilippo, **Edgewater Park Twp**
Richard Brook, **Florence Twp**
Mike Mansdoerfer, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Jerry Mascia, **Alternate, Mt. Laurel Twp**
Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Boro**
Donna Mull, **Pemberton Boro**
Dennis Gonzalez, **Pemberton Twp**
David Matchett, **Shamong Twp**
Meghan Jack, **Riverside Twp**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Maria Carrington, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Absent Fund Commissioners were:

Patrice Hansell, **Fieldsboro Boro**
Paula Kosko, **Hainesport Twp**
Kathy Hoffman, **Southampton 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.

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

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

APPROVAL OF THE OPEN & CLOSED SESSION MINUTES

Chair Keller presented the meeting minutes of the December 19, 2017 meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Mr. Cramer, seconded by Mr. McMahon, to approve the Open & Closed session meeting minutes of the December 19, 2017 meeting of the Fund as presented.

Motion carried.

The Closed Session minutes of the December 19, 2017 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 19, 2017 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. McMahon, seconded by Mr. Gural, to adjourn the Sine Die Meeting. All in favor. Motion carried.

At this time Officers, Executive Committee, and Alternates vacated their chairs.

Mr. Miola welcomed all in attendance to the *2018 Reorganization Meeting of the BURLCO JIF*.

ROLL CALL of 2018 FUND COMMISSIONERS

Amanda Somes **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**....arrived 3:45pm
Mike Theokas, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp.**
Mike Templeton **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
Gene DiFilippo, **Edgewater Park Twp.**
Richard Brook, **Florence Twp.**
Mike Mansdoerfer, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Mary Picariello, **North Hanover Twp.**
John Gural, **Palmyra Boro**
Jerry Mascia, **Pemberton Boro**
Dennis Gonzalez, **Pemberton Twp.**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Maria Carrington, **Westampton Twp.**
James Ingling, **Wrightstown Boro**

Absent Fund Commissioners were:

Patrice Hansell, **Fieldsboro Borough**
Paula Kosko, **Hainesport Twp.**
Kathy Hoffman, **Southampton Twp.**
Maryalice Brown, **Woodland Twp**

ELECTION OF 2018 OFFICERS

2018 Nomination Slate

Mr. Miola presented for the membership's consideration the 2018 Nomination Slate. The Nominating Committee met in November 2017 and presented the 2018 Nomination Slate at the November & December 2017 Executive Committee Meetings.

Chair: Paul Keller, **Springfield Township**
Secretary: Meghan Jack, **Riverside Township**
Executive Committee: Glenn McMahon, **Chesterfield Township**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Township**
Douglas Cramer, **Tabernacle Township**
Rich Wolbert, **Beverly City**

Executive Committee Alternates:

#1 Mike Templeton, **Delanco Township**
#2 James Ingling, **Wrightstown Borough**
#3 David Matchett, **Shamong Township**
#4 Jeff Hatcher, **Delran Township**
#5 Mike Mansdoerfer, **Lumberton Township**
#6 Jerry Mascia, **Mt. Laurel Township**
#7 Maria Carrington, **Westampton Township**

Mr. Miola asked for a Motion to *Open the Floor* for nominations for a position on the *2018 Nomination Slate*. Motion by Mr. McMahon, seconded by Wolbert. All in Favor. Motion carried.

Hearing no additional nominations, Mr. Miola asked for a motion to *Close the Floor* for nominations to a position on the *2018 Nomination Slate*. Motion by Mr. McMahon, seconded by Mr. Wolbert. All in Favor. Motion carried.

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

Amanda Somes **Bass River Twp**
Rich Wolbert, **Beverly City**
Mike Theokas, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp.**
Mike Templeton **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
Gene DiFilippo, **Edgewater Park Twp.**
Richard Brook, **Florence Twp.**
Mike Mansdoerfer, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Mary Picariello, **North Hanover Twp.**
John Gural, **Palmyra Boro**
Jerry Mascia, **Pemberton Boro**
Dennis Gonzalez, **Pemberton Twp.**

Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Maria Carrington, **Westampton Twp.**
James Ingling, **Wrightstown Boro**

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 2018 Fund Year.

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

At this time, Mr. Miola asked Fund Chair Paul Keller, *Springfield* to conduct the 2018 Reorganization Meeting of the Fund. Mr. Miola congratulated the Fund Chair, Secretary, Executive Committee Members and Alternates on their election.

ORGANIZATIONAL RESOLUTIONS

The following 2018 Organizational Resolutions were presented for adoption by Fund Chair Keller.

- | | |
|----------|--|
| R2018-01 | Confirming the Election of a Fund Chair and Fund Secretary |
| R2018-02 | Confirming the Election of an Executive Committee and Alternates |
| R2018-03 | Appointing Professional Staff |
| R2018-04 | Awarding Contracts to Workers' Compensation Assigned Defense Counsel and Approved Associates |
| R2018-05 | Awarding Contracts to General Liability Assigned Defense Counsel and Approved Associates |
| R2018-06 | Recommending the Employment Practices Liability and Public Officials Liability Defense Panel |
| R2018-07 | Adopting Procedures in Compliance with the Open Public Meetings Act |
| R2018-08 | Adopting Fiscal Policies |
| R2018-09 | Designating Executive Director as Public Agency Compliance Officer |
| R2018-10 | Cash Management Policy |
| R2018-11 | Establishing a Fund Records Program |

- R2018-12 Establishing the 2017 Plan of Risk Management
- R2018-13 Designation of Certifying and Approving Officer for Payment of Claims
- R2018-14 Authorizing participation in the MEL Names Storm Deductible Risk Sharing Program
- R2018-15 Authorizing Advance Travel Expenses for Authorized Official Travel to PRIMA & AGRIP Conferences

Chair Keller entertained a motion to adopt the *Organizational Resolutions 2018-01 through 2018-15* as presented.

Motion by Mr. McMahon, seconded by Mr. Gural, to adopt *Organizational Resolutions 2018-01 through 2018-15*.

ROLL CALL Yeas

Amanda Somes **Bass River Twp**
Rich Wolbert, **Beverly City**
Mike Theokas, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp.**
Mike Templeton **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
Gene DiFilippo, **Edgewater Park Twp.**
Richard Brook, **Florence Twp.**
Mike Mansdoerfer, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Mary Picariello, **North Hanover Twp.**
John Gural, **Palmyra Boro**
Jerry Mascia, **Pemberton Boro**
Dennis Gonzalez, **Pemberton Twp.**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Maria Carrington, **Westampton Twp.**
James Ingling, **Wrightstown Boro**

Nays:

None

Abstain:

Grace Archer, **Bordentown City**

Motion carried.

The following 2018 Organizational Resolution was presented for adoption by Fund Chair Keller.

- R2018-17 Appointing a Fund Solicitor, EPL/POL Attorney, and Subrogation Attorney for the 2018 Fund Year

Motion by Mr. Gural, seconded by Ms. Jack, to adopt *Organizational Resolution 2018-17*

ROLL CALL Yeas

Amanda Somes **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Mike Theokas, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp.**
Mike Templeton **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
Gene DiFilippo, **Edgewater Park Twp.**
Richard Brook, **Florence Twp.**
Mike Mansdoerfer, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
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John Gural, **Palmyra Boro**
Jerry Mascia, **Pemberton Boro**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Maria Carrington, **Westampton Twp.**
James Ingling, **Wrightstown Boro**
Dennis Gonzalez, **Pemberton Twp.**

Nays:

Abstain:

None

Motion carried.

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 2018 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, 2017 is included in his report.

Certificates of Insurance - Mr. Miola asked that the Certificates of Insurance issued for the month of December, 2017 be included as part of the meeting minutes and is included in the agenda packet.

2016 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, 2017. Encumbered funds must be claimed by February 1, 2018.

2017 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, 2017. Encumbered funds must be claimed by February 1, 2018.

2017 Wellness Incentive Program Allowance – Mr. Miola stated that a report detailing the available balance for each member for the 2017 Wellness Incentive Program was included in the agenda packet. He stated that the deadline for claiming or encumbering the funds was November 30, 2017. All encumbered funds must be claimed by February 1, 2018.

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/Cyber Allowance – The JIF has budgeted \$500 for each member to help offset employment practice and cyber security related expenses. This budget can be a valuable resource to members in addressing these areas of exposure. If you need additional information regarding this program, please contact our office.

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, 2017 was **\$11,147,800.**

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. Mr. Miola noted that during his report Mr. DeWeese would be reporting on a new Appellate decision on Temporary Disability Benefits for Volunteers: *Kocanowski v. Bridgewater*.

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.

Elected Officials Training – Mr. Miola stated that the Fund is sponsoring Elected Officials training. The MEL will reduce each member's 2018 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2018. 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 5% of a member's 2018 MEL Assessment. Invitations/RSVP's for the sessions were e-mailed to all Municipal Clerks, Fund Commissioners, and RMC's on November 1, 2017. The sign-in sheets from December 7, 2017 seminar are posted on the JIF website. The remaining trainings have been scheduled on the following dates:

January 30, 2018 - Nicolosi's Catering, West Deptford
February 7, 2018 - Merighi's Savoy Inn, Vineland
March 28, 2018 - 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 2018 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 2018 fees at the February 2018 meeting of the JIF. Please note that RMC payments cannot be processed until this documentation is received. Also, if not already completed, 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.

2018 1st 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, 2018.

2017 Attendance Records – Mr. Miola stated that a report detailing attendance records through the end of 2017 was included in his report.

PRIMA/AGRIP Conferences – Mr. Miola stated that this year BURLCO JIF members will be eligible to attend two AGRIP Conferences and the Annual PRIMA Conference. The 2018 Budget includes funding for four (4) attendees in total. The BURLCO JIF 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 11, 2017. Information on the PRIMA Conference will be emailed out by the end of the month.

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, 2018 at Indian Springs Country Club, Marlton, New Jersey. The Wellness Coordinators are also invited to attend. Invites from the Safety Director's Office to all the Safety Coordinators, Claims Coordinators and Wellness Coordinators will be issued shortly.

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

- Directories
 - Fund Commissioners
 - Claims and Safety Contracts
 - Fund Professionals
- Coverage
 - Bulletins
 - Certificates of Insurance/ID Card Requests
 - Sample Indemnification Language
- Safety
 - 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 was one (1) closed case since the last meeting.

Fisher v. Township of Southampton

Defense Panel Breakfast

Mr. DeWeese stated the Defense Panel met on January 9, 2018 and he felt it was the best meeting to date. The meeting was well attended and many positive comments and ideas were discussed. He also stated that there was an extensive discussion regarding the JIFs' litigation philosophy. He stated that he would present a written report at next month's meeting.

Appellate Division Decision

Mr. DeWeese outlined a recent Appellate Decision, *Kocanowski v. Twp. of Bridgewater*, regarding TTD payments to emergency responders. He explained that currently, replacement wages must be paid to injured volunteers if they are unemployed and are receiving unemployment benefits when injured. However, under this decision, if the injured volunteer was not employed or receiving unemployment benefits at the time of the injury, they are not eligible to receive the wage replacement benefit.

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:

Mr. Saville stated that the Safety Director's Report is self-explanatory. He highlighted the following items:

MEL Video Library – He noted this has been updated recently, so please utilize it. If a copy of the video library titles is needed, you can find it at the MEL or JIF website. He also pointed out there is a new email address: melvideolibrary@jamontgomery.com, and phone number: 856-552-4900.

Right to Know Update – He noted that in addition to the annual Right to Know services, each member town will receive an electronic Central file link to a Dropbox. Once the online chemical inventory has been completed, this will allow the following information to be filed in the States RTK portal for each member:

- Safety Data Sheets
- Hazardous Substance Facts Sheets
- Right to Know Survey
- Written Hazardous Communication Program
- Training Documentation
- Right to Know poster
- Instructions on how to download, store, and share the files with affected departments and employees.

Mr. Saville stated it is anticipated that all links will be emailed out to all members in the 1st Quarter of 2018.

MSI Class Listing for January-March 2018 – Mr. Saville referenced the list of MSI Classes that are available for January-March 2018 and were included in the agenda packet.

Lastly, Mr. Saville noted the 2018 SIP has been distributed via email and to please complete your 2018 Safety Committee Dates by 1/31/2018 and send back to his office. He also noted the 2018 SIP Safety Incentive Program is due back by March 31, 2018.

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

Mr. Brook addressed the membership indicating his thanks to Mr. Saville for his assistance and prompt attention to a situation that occurred in Florence during the holiday season. He noted Florence had a surprise PEOSHA inspection that required training be performed as soon as possible. Mr. Saville arranged the training and everything went very smooth and he is very appreciate of the assistance Mr. Saville provided Florence Township.

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – January

Mr. Roselli presented the *Lessons Learned from Losses* for January which reviewed De-Escalation Techniques for Police.

Mr. Roselli noted:

In 2016 and 2017 combined, Workers Compensation Claims involving Police Officers in ACM, BURLCO and TRICO JIF's totaled almost \$10 million in incurred losses. 51% of these claims involved interactions with difficult or combative subjects.

Mr. Roselli then reviewed recommendations to help minimize these claims, which included encouraging participation in new trainings, and practicing safe handcuffing and restraint techniques.

Mr. Roselli stated that if a small percentage of these claims can be eliminated, the Funds will recognize significant savings. He then 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:

- Florence Twp. participated in a *Maintain Don't Gain* challenge through all of 2017 with 21 participants: 11 maintained or lost weight and 10 gained weight. Of the 11 who lost weight, 6 lost anywhere from 6-21 lbs. They will be implementing it again in 2018.
- Beverly City scheduled a "Sitting Disease" presentation for January and their goal is to focus on movement this quarter.
- Westampton Twp. is working on establishing a Wellness Committee for 2018.
- Ms. Schiffer noted it is a good idea to try to figure out how you can spend your Wellness Funds each quarter so you don't end up in a "Use it or Lose it" situation at the end of the year. If you need ideas, please contact her.
- ***January Wellness Newsletter*** - She noted that the January Wellness Newsletter was included in her report.

- She noted everyone should have received an email to meet with her to begin laying out a Wellness plan for 2018. Her goal is to have each town set up a Wellness Event/Initiative/Challenge per quarter, and to have each town establish a Wellness Committee.

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 2017*.

Lost Time v. Medical Only Cases

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

	<i>Dec</i>	<i>YTD</i>
<i>Lost Time</i>	2	26
<i>Medical Only</i>	4	100
<i>Report Only</i>	4	56
<i>Total Intakes</i>	10	182
<i>Report Only % of Total</i>	40.0%	30.8%
<i>Medical Only/Lost Time Ratio</i>	67:33	79:21
<i>Average Days to Report</i>	5.2	3.3

Transitional Duty Report

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

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	1,642
<i>Transitional Duty Days Worked</i>	1,249
<i>% of Transitional Duty Days Worked</i>	76.1%
<i>Transitional Duty Days Not Accommodated</i>	393
<i>% of Transitional Duty Days Not Accommodated</i>	23.9%

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>Dec</i>
<i>Bill Count</i>	114
<i>Original Provider Charges</i>	\$84,502

<i>Re-priced Bill Amount</i>	<i>\$37,722</i>
<i>Savings</i>	<i>\$46,780</i>
<i>% of Savings</i>	<i>55.4%</i>
<i>Participating Provider Penetration Rate - Bill Count</i>	<i>93%</i>
<i>Participating Provider Penetration Rate – Provider Charges</i>	<i>93%</i>
<i>EPO Provider Penetration Rate - Bill Count</i>	<i>92.2%</i>
<i>EPO Provider Penetration Rate – Provider Charges</i>	<i>95.6%</i>

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, 2017**, a copy of which was provided to the membership in the agenda packet.

Investment Interest

Interest received or accrued for the current month totaled \$18,723.03. This generated an average annual yield of 1.23%. After including an unrealized net loss of \$10,778.12 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 \$211,193.76 as it relates to market value of \$14,760,882.26 vs. the amount invested.

Our asset portfolio with TD Wealth Management consists of eight (8) obligations with maturity greater than one year.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$1,909.21	\$128,717.25
Overpayment Reimbursements	\$.00	

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

Delran Township	\$74,205
Chesterfield Township	\$1,055.00
Bordentown City	\$37,440.00
Bordentown Township	\$13,696.00

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$18,591,011.09 to a closing balance of \$18,000,543.84 showing a decrease in the Fund of \$590,467.25.

Loss Run Payment Register – December 2017

Mr. Tontarski stated that the report included in the agenda packet 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 \$508,686.23. The claim detail shows 199 claim payments issued.

Bill List –January, 2018

For the Executive Committee's consideration, Mr. Tontarski presented the January 2018 Bill List in the amount of \$600,368.37

Chair Keller entertained a motion to approve the December 2017 Loss Run Payment Register and the January 2018 Bill List as presented.

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

Motion by Mr. Gural, seconded by Mr. Cramer, to approve the *December 2017 Loss Run Payment Register and January 2018 Bill List* as presented.

ROLL CALL *Yeas*

Amanda Somes **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Mike Theokas, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp.**
Mike Templeton **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
Gene DiFilippo, **Edgewater Park Twp.**
Richard Brook, **Florence Twp.**
Mike Mansdoerfer, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Mary Picariello, **North Hanover Twp.**
John Gural, **Palmyra Boro**
Jerry Mascia, **Pemberton Boro**
Dennis Gonzalez, **Pemberton Twp.**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Maria Carrington, **Westampton Twp.**
James Ingling, **Wrightstown Boro**

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

Mr. Forlenza noted that the minutes from the January 4, 2018 meeting along with the 2018 Committee Appointments were distributed to the members for review. He asked that everyone please take note of what Committee they have been assigned to, and to please contact his office if any Fund Commissioner would like to be reassigned to a different committee.

MEL/RCF/E-JIF REPORT

MEL Meeting – January 4, 2018

Ms. Jack reported that the MEL met on January 4, 2018 and copies of the meeting minutes, which are self-explanatory, are included in the agenda packet. Ms. Jack reported that the MEL is reminding everyone that the MEL App is now available on the MEL website.

RCF Meeting – January 4, 2018

Ms. Matchett reported that the EJIF met on January 4, 2018 and copies of the meeting minutes, which are self-explanatory, are included in the agenda packet.

EJIF Meeting – January 4, 2018

Ms. Jack reported that the EJIF met on January 4, 2018 and copies of the meeting minutes, which are self-explanatory, are included in the agenda packet. Ms. Jack mentioned that the Storm Water Permit Regulations Updates are out and everyone should review them as there are benchmarks that everyone needs to comply with.

MISCELLANEOUS BUSINESS

Next Meeting

Chair Keller noted that the next meeting of the BURLCO JIF will take place on **Tuesday, February 20, 2018 at 3:30 PM** at the Hainesport Municipal Building, Hainesport, NJ.

Chair Keller entertained the following Motions:

PUBLIC COMMENT

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

EXECUTIVE SESSION MEETING – Resolution #2018-16

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 Mr. McMahon, seconded by Ms. Jack, to Adopt ***Resolution #2018-16***. 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.

<i>Workers' Compensation</i>	<i>Property</i>
<i>001152231</i>	<i>2017098364</i>
<i>001251408</i>	

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

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

ROLL CALL *Yeas*

Amanda Somes **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Mike Theokas, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp.**
Mike Templeton **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
Gene DiFilippo, **Edgewater Park Twp.**
Richard Brook, **Florence Twp.**
Mike Mansdoerfer, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Mary Picariello, **North Hanover Twp.**
John Gural, **Palmyra Boro**
Jerry Mascia, **Pemberton Boro**
Dennis Gonzalez, **Pemberton Twp.**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**

Doug Cramer, **Tabernacle Twp.**
Maria Carrington, **Westampton Twp.**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

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

#001251408

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

ROLL CALL *Yeas*

Amanda Somes **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Mike Theokas, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp.**
Mike Templeton **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
Gene DiFilippo, **Edgewater Park Twp.**
Richard Brook, **Florence Twp.**
Mike Mansdoerfer, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Mary Picariello, **North Hanover Twp.**
John Gural, **Palmyra Boro**
Jerry Mascia, **Pemberton Boro**
Dennis Gonzalez, **Pemberton Twp.**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Maria Carrington, **Westampton Twp.**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

MOTION TO ADJOURN

Chair Keller entertained a motion to adjourn the January 16, 2018 meeting of the BURLCO JIF.

Motion by Ms. Jack, seconded by Mr. McMahon to adjourn the January 16, 2018 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:32pm.

Kris Kristie,
Recording Secretary for

Meghan Jack, SECRETARY



To: Fund Commissioners
From: Paul J. Miola, CPCU, ARM, Executive Director
Date: February 20, 2018
Re: **Executive Director's Report**

A. Lost Time Accident Frequency Report – (pgs. 24-25)

The December 2017 Lost Time Accident Frequency Summary and the Statewide Recap for December 2017 are attached for your review

B. Certificates of Insurance (pgs. 26-31)

A summary of the Certificates of Insurance issued during January 2018 are attached for your review.

C. 2017 Safety Incentive Program Awards

A letter from our office describing how to collect your 2017 Safety Incentive Awards money will be emailed out to all members on or about February 23, 2018. **Please note that the deadline to claim or encumber these funds is November 30, 2018. All encumbered funds have to be claimed by February 1, 2019.**

D. 2018 Optional Safety Budget (pg. 32)

A letter from our office describing how to collect your 2018 Optional Safety Budget allowance was e-mailed on or about January 25, 2018. A report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2018 Optional Safety Budget allowance, please contact our office. **Please note that the deadline to claim or encumber these funds is November 30, 2018. All encumbered funds have to be claimed by February 1, 2019.**

E. 2018 Wellness Incentive Program Allowance (pg. 33)

A letter from our office describing how to collect your 2018 Wellness Incentive money was emailed out on or about February 5, 2018. **Please note that the deadline for claiming or encumbering these funds is November 30, 2018. All encumbered funds must be claimed by February 1, 2019.**

F. Employment Practices Liability Coverage – (pg. 34)

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/Cyber Risk Management Budget (pg. 35)

The JIF has budgeted \$500 for each member to help offset employment practice and cyber security related expenses. This budget can be a valuable resource to members in addressing these areas of exposure. If you need additional information regarding this program, please contact our office.

H. EPL Helpline – Authorized Contact List (pg. 36)

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 (pg. 37)

The Financial Fast Track Report as of December 31, 2017 is attached for your review. The report is generated by PERMA and provides a "snapshot" of the JIF's financial status. The JIF's surplus position as of December 31, 2017 was **\$11,689,315.**

J. Regulatory Filing Checklists (pgs. 38-39)

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. 40-47)

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. 48)

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. 49)

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 – Invite (pgs. 50-51)

The Fund is sponsoring Elected Officials training. The MEL will reduce each member's 2018 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2018. 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 5% of a member's

2018 MEL Assessment. A Save the Date was emailed out to all Clerks, Fund Commissioners, and RMC's on or about September 7, 2017. Invitations/RSVP's for the sessions were e-mailed to all Municipal Clerks, Fund Commissioners, and RMC's on November 1, 2017. The sign-in sheets from December 7, 2017, January 30, 2018 and February 7, 2018 seminars are posted on the JIF website. The remaining training has been scheduled for:

March 28, 2018 - O'Connor's American Bar & Grille, Eastampton

O. MEL Cyber Risk Management Program

On December 18, 2017 the MEL released the *MEL Cyber Risk Management Program*. The program includes employee training, the adoption and implementation of cyber related policies and procedures, and other software and hardware related compliance components. Members who come into compliance with the *Program* will be eligible for reimbursement of a portion of their deductible for cyber related claims. Members are encouraged to work with their IT Professional to come into compliance with the *Program* components. If you have any questions, please contact the Executive Director's office.

P. 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!

Q. 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.

R. AGRiP/PRIMA 2018 Conference's

This year BURLCO JIF members will be eligible to attend two AGRiP Conferences and the Annual PRIMA Conference. The 2018 Budget includes funding for four (4) attendees in total. The BURLCO JIF 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 11, 2017. Information on the PRIMA Conference was emailed on January 26, 2018.

S. Police Command Staff Training – Invite (pgs. 52-53)

Risk Management Training for Police Personnel has been scheduled. Attendance at this training by Police Command Staff is required for compliance with the MEL's 2018/2019 EPL Plan of Risk Management. Invitations for the sessions were e-mailed to all Municipal Clerks and Fund Commissioners on January 10, 2018. There will be two (2) identical sessions each day: a morning session 9:00 am – 11:30 am, and an afternoon session 1:00 pm – 3:30 pm. The sign-in sheets from February 13, 2018 are posted on the JIF website. The remaining training dates are scheduled as follows:

April 26, 2018 – Nicolosi's Catering, West Deptford

June 12, 2018 - O'Connor's, Eastampton

June 28, 2018 – Merighi's Savoy Inn, Vineland

T. Managerial & Supervisory Training – Invite (pgs. 54-56)

One of the requirements of the MEL's 2018/2019 EPL Plan of Risk Management is the training of all member managers & supervisors. Four training sessions have been scheduled in conjunction with the TRICO and ACMJIFs. Invitations for the sessions were e-mailed to all Municipal Clerks and Fund Commissioners on February 2, 2018. There will be two (2) identical sessions each day: a morning session 9:00 am – 11:30 am, and an afternoon session 1:00 pm – 3:30 pm. The trainings have been scheduled on the following dates:

March 6, 2018 – O'Connors, Eastampton

May 8, 2018 – Merighi's Savoy Inn, Vineland

September 11, 2018 – Wildwood Convention Center

September 27, 2018 – Nicolosi's Catering, West Deptford

U. Payroll Audits

On or about February 12, 2018 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' 2017 payrolls. These payroll figures will serve as the basis for your 2019 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 12, 2018 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.

V. Property Appraisals

On or about February 12, 2018, 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 2018 will have their building & contents values trended accordingly. All members are asked to complete the review and update process no later than March 23, 2018.

W. Safety Coordinator & Claim Coordinator Roundtable (pg. 57)

The JIF will be sponsoring a Safety Coordinator & Claims Coordinator Roundtable on February 22, 2018 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.

X. Safety Breakfast Kickoff – Save the Date (pg. 58)

On April 10, 2018 the Fund will hold its 27th 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, 2018. The invitations and Response Forms will be emailed out in early March.

Y. Police Accreditation Announcement (pgs. 59-60)

On or about February 6, 2018 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

Z. Financial Disclosure Statement

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.

AA. New Member Activity

Nothing to Report.

Burlington County Municipal Joint Insurance Fund 2018 Optional Safety Budget																	
Member Municipality	Opening Balance	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	Paid 2018	Date of Encumbrance	Total Paid	Remaining 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															0.00	995.00
Westampton	1,595.00															0.00	1,595.00
Woodland	995.00															0.00	995.00
Wrightstown	995.00															0.00	995.00
Total By Line	51,295	\$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	51,295.00

Must be Claimed or Encumbered by November 30, 2018. All Encumbered Claims Must be Claimed by February 1, 2019

Burlington County Municipal Joint Insurance Fund 2018 Wellness Incentive Program																		Total Paid	Remaining Balance
Member Municipality	Opening Balance	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	Paid 2018	Date of Encumbrance				
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		73.83														73.83	926.17	
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																0.00	500.00	
Westampton	750.00																0.00	750.00	
Woodland	500.00																0.00	500.00	
Wrightstown	500.00																0.00	500.00	
Total By Line	\$21,250.00	\$0.00	\$73.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			73.83	21,176.17	

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

**Burlington County Municipal Joint Insurance Fund
2018 EPL/CYBER Risk Management Budget**

Member Municipality	Opening Balance	January 2018	Feb 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	Paid in 2018	Remaining Balance	Date Encumbered
Bass River	500.00														500.00	
Beverly	500.00														500.00	
Bordentown City	500.00														500.00	
Bordentown Twp.	500.00														500.00	
Chesterfield	500.00														500.00	
Delanco	500.00														500.00	
Delran	500.00														500.00	
Edgewater Park	500.00														500.00	
Fieldsboro	500.00														500.00	
Florence	500.00														500.00	
Hainesport	500.00														500.00	
Lumberton	500.00														500.00	
Mansfield	500.00														500.00	
Medford	500.00														500.00	
Mt. Laurel	500.00														500.00	
North Hanover	500.00														500.00	
Palmyra	500.00														500.00	
Pemberton Boro	500.00														500.00	
Pemberton Twp.	500.00														500.00	
Riverside	500.00														500.00	
Shamong	500.00														500.00	
Southampton	500.00														500.00	
Springfield	500.00														500.00	
Tabernacle	500.00														500.00	
Westampton	500.00														500.00	
Woodland	500.00														500.00	
Wrightstown	500.00														500.00	
Total By Line	#####	\$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	#####	

Must be used by December 31, 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, 2017

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 2018 MEL Loss Funding by \$250 for each municipal Elected Official who completes the course by May 1, 2018. This credit is also extended to the member's CEO (i.e. municipal manager/administrator). The maximum credit for each member is 5% of the member's 2018 MEL 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

Thursday, December 7, 2017 – Merighi's Savoy Inn, Vineland

Tuesday, January 30, 2018 – Nicolosi's Caterers, West Deptford

Wednesday, February 7, 2018 – Merighi's Savoy Inn, Vineland

Wednesday, March 28, 2018 – 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

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

Thursday, December 7, 2017 – Merighi's Savoy Inn, Vineland

Tuesday, January 30, 2018 – Nicolosi's Caterers, West Deptford

Wednesday, February 7, 2018 – Merighi's Savoy Inn, Vineland

Wednesday, March 28, 2018 – O'Connor's, Eastampton



Police Command Staff Risk Management Seminar

As part of their continuing commitment to Police Command Staff Training the Atlantic, Burlington, and Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Funds are jointly sponsoring a seminar on Police Risk Management. **The seminar is intended for all Command Staff who manage or supervise other officers within your municipality. This includes, but is not limited to, Chiefs, Deputy Chiefs, Lieutenants, Captains, Sergeants, and Corporals.** Attendance at bi-annual employment practices training is mandatory for Police Command Staff in order to comply with the MEL's 2018-2019 Employment Practices Liability (EPL) Plan of Risk Management. Failure to attend training can lead to costly litigation and may result in higher co-pays and deductibles for EPL Claims against your municipality.

Today, Police Command Staff face a multitude of challenges in performing their job. These include workforce issues and regulatory training requirements just to name a few. However, the field of employment law remains perhaps the most rapidly evolving area of law both in the State of New Jersey and nationally. As legislators and the courts afford greater protection to more groups of employees, the nature and frequency of claims against employers increase proportionately. Public employers are not immune from this trend. Your knowledge of basic legal and administrative employment principles will help keep you out of trouble.

Topics

Training will be offered twice each day as noted on the registration form; an AM Session and a PM Session. Each session is identical and each command staff officer only needs to attend one session.

The training will focus on common employee/employer issues including discipline and discharge, promotion procedures, and discrimination and harassment including the Conscientious Employee Protection Act (CEPA). In addition, information will be provided on immunities available for police operations under Title 59, how to protect your agency against liability claims, and managing these claims when they occur. Time will also be spent discussing workers compensation and liability coverage afforded police officers as well as various safety and risk management programs implemented to manage the risk associated with police operations.

For your convenience, and to facilitate maximum participation, the seminar will be presented in three different locations throughout Southern New Jersey. **Please note that all sessions are identical.** **Please see the attached documentation for specific times and locations.**

PLEASE RESPOND TWO WEEKS PRIOR TO ANY TRAINING DATE

Police Risk Management Training Registration Form

Sessions – There will be (2) identical sessions each day.

You need only attend one of the sessions. Choose One:

Dates and Locations: Please indicate your choice

_____ **Tuesday, February 13, 2018 at Merighi's Savoy Inn, Vineland**

_____ **9:00 AM – 11:30 AM ...Registration starts at 8:15 AM**

_____ **1:00 PM – 3:30 PM.....Registration starts at 12:00 Noon**

_____ **Thursday, April 26, 2018 at Nicolosi Caterers, West Deptford**

_____ **9:00 AM – 11:30 AM ...Registration starts at 8:15 AM**

_____ **1:00 PM – 3:30 PM.....Registration starts at 12:00 Noon**

_____ **Tuesday, June 12, 2018 at O'Connors, Eastampton**

_____ **9:00 AM – 11:30 AM ...Registration starts at 8:15 AM**

_____ **1:00 PM – 3:30 PM.....Registration starts at 12:00 Noon**

_____ **Thursday, June 28, 2018 at Merighi's Savoy Inn, Vineland**

_____ **9:00 AM – 11:30 AM ...Registration starts at 8:15 AM**

_____ **1:00 PM – 3:30 PM.....Registration starts at 12:00 Noon**

Please Print Clearly

Municipality _____ **Contact Name:** _____

Phone: _____ **Fax:** _____ **E-Mail** _____

Name: _____ **Title** _____

Name: _____ **Title** _____

Name: _____ **Title** _____

Name: _____ **Title** _____

Name: _____ **Title** _____

Name: _____ **Title** _____

Name: _____ **Title** _____

Forward Completed Registration Form to:

Carol Mason

Account Rep.

PHONE: (856) 446-9127

FAX: (856) 446-9149

E-MAIL: Carol_Mason@ajg.com



Municipal Managers and Supervisors Risk Management Seminar

As part of their continuing commitment to management/supervisory training, the Atlantic, Burlington and Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Funds are jointly sponsoring a seminar on municipal risk management. The seminar is intended for all employees who manage or supervise others within your municipality. That will include department heads, managers, foremen, and supervisors from all departments included but not limited to Administration, Public Works, Recreation, Fire, Rescue and Emergency Services (paid or volunteer). CFO's, Tax Collectors and Tax Assessors who manage or supervise staff are included within this category.

Police officers that currently manage or supervise others including Police Chiefs, Captains, Lieutenants, Sergeants, etc are required to attend the specific Police Command Staff Training. In addition, it is recommended that any officer that will be eligible to be promoted into a supervisory or management position within the next two (2) years also attend that training. A separate announcement regarding this training was sent out on or about January 10, 2018 via email to all Clerks and Fund Commissioners.

Today, municipal managers and supervisors face a multitude of challenges in performing their job. These include workforce issues and regulatory training requirements just to name a few. However, the field of employment law remains perhaps the most rapidly evolving area of law both in the State of New Jersey and nationally. As legislators and the courts afford greater protection to more groups of employees, the nature and frequency of claims against employers increase proportionally. Public employers are not immune from this trend. Your knowledge of basic legal and administrative employment principles will help keep you out of trouble.

Topics

The training offered will include information on how managers and supervisors can help reduce accidents in the workplace over time, accident rates in various municipal departments and the importance of safety training. In addition, these sessions will address common employee/employer issues including discipline and discharge, and discrimination and harassment including the Conscientious Employee Protection Act (CEPA). Finally, these sessions will examine liability in municipal operations, and how Managers and Supervisors can assist in reducing these exposures. These seminars will count toward Managerial/Supervisory continuing training required by the MEL for compliance with the 2018-2019 EPL Plan of Risk Management.

For your convenience, and to facilitate maximum participation, the seminar will be presented in a morning and afternoon session. Please note that all sessions are identical. **Please see the attached documentation for specific times and locations.**



Managerial & Supervisory Training Seminar Details

Morning Session – Continental Breakfast provided beginning at 8:30 AM

Afternoon Session – Lunch provided beginning at 12:30 PM

<i>Date</i>	<i>Location</i>	<i>Time (2 Sessions)</i>
Tuesday March 6, 2018	O'Connors (formerly Charley's Other Brother) Eastampton	Morning Session: 8:30 AM Registration Session 9:00 AM - 11: 30 AM Afternoon Session: 12:30 PM Registration Training Session 1:00 PM - 3:30 PM
Tuesday, May 8, 2018	Merighi's Savoy Inn, Vineland	Morning Session: 8:30 AM Registration Session 9:00 AM - 11: 30 AM Afternoon Session: 12:30 PM Registration Training Session 1:00 PM - 3:30 PM
Tuesday, September 11, 2018	Wildwood Convention Center Wildwood	Morning Session: 8:30 AM Registration Session 9:00 AM - 11: 30 AM Afternoon Session: 12:30 PM Registration Training Session 1:00 PM - 3:30 PM
Thursday, September 27, 2018	Nicolosi Caterers West Deptford	Morning Session: 8:30 AM Registration Session 9:00 AM - 11: 30 AM Afternoon Session: 12:30 PM Registration Training Session 1:00 PM - 3:30 PM

**Please confirm your registration via the attached response form at
least 2 weeks prior to any of the scheduled training dates!**

****All Sessions are Identical****

Managerial & Supervisory Registration Form

Dates and Locations

Both Sessions are Identical

9:00 AM – 11:30 AM

1:00 PM – 3:30 PM

_____ Tuesday, March 6, 2018 at O’Connors, Eastampton

_____ Tuesday, May 8, 2018 at Merighi’s Savoy Inn, Vineland

_____ Tuesday, September 11, 2018 at Wildwood Convention Center, Wildwood

_____ Thursday, September 27, 2018 at Nicolosi Caterers, West Deptford

Please Print Clearly

Check One: Morning 9:00 AM – 11:30 AM _____ Afternoon 1:00 PM – 3:30 PM _____

Municipality _____ **Contact Name** _____

Phone: _____ **Fax:** _____ **E-Mail** _____

Name: _____ **Title** _____

Name: _____ **Title** _____

Name: _____ **Title** _____

Name: _____ **Title** _____

Name: _____ **Title** _____

Name: _____ **Title** _____

Name: _____ **Title** _____

Forward Completed Registration Form to:

Sheila Ortiz

AJG Risk Management Services, Inc.

P.O. Box 530

Marlton, NJ 08053

PHONE: (856) 446-9137

FAX: (856) 446-9149


E-MAIL: Sheila_Ortiz@ajg.com



SAFETY AND CLAIMS COORDINATORS' REGIONAL ROUNDTABLE TRAINING

Invitation & RSVP Form

THURSDAY, FEBRUARY 22, 2018

10:30 a.m.	Registration for Safety Coordinators	<p>Join us at: Indian Springs Country Club 115 S Elmwood Road Marlton, NJ 08053 (856) 983-0222</p> <div style="text-align: center;">  </div> <p>RSVP by February 16, 2018</p>
11:00 a.m. – 11:45	Safety Coordinator Training	
11:45 a.m.-Noon	Wellness Director	
Noon – 12:45 p.m.	Lunch for All	
12:45 p.m.	Registration for Claims Coordinators	
1:00 – 2:30 p.m.	Claims Coordinator Training	

The 2018 Regional Roundtable Training for Safety & Claims Coordinators will explore important topics for each specialty. The Safety Coordinators will meet in the morning, followed by a presentation by the Wellness Director, and the Claims Coordinators will meet in the afternoon. All are invited for lunch to give you the opportunity to network with other coordinators.

This year's **SAFETY COORDINATOR** topics will include:

- Presentation of 2018 Safety Incentive Program
- Zero Harm vs. Zero Incidents
- Reminder to post OSHA 300A Logs
- 2018 Regional Training Plan
- Update on new MSI Learning Management System & Updated MEL websites and new Mobile APP
- Member Idea Exchange – If you have ideas or questions to share or pose to the group, please call Robert Garish, (856) 552-4650 prior to the meeting so we can build enough time into the agenda.



This year's **CLAIMS COORDINATOR** topics will include:

- What is a JIF and why is it beneficial?
- Role of the Claims Coordinator
- New Claims Reporting Roadmaps!
- Cyber Liability
- Property Claims
- General/Auto Liability
- EPL/POL Refresher
- Workers' Compensation



PLEASE NOTE: Attendance at this meeting by Safety/Claims Coordinators'/Delegates is counted toward successful participation in the 2018 JIF Safety Incentive Program.

SAFETY CELEBRATION BREAKFAST

Save the Date: April 10, 2018



Burlington County Municipal Joint Insurance Fund (BURLCO JIF)

The BURLCO JIF 2018 Safety Celebration Breakfast will be held on

APRIL 10, 2018

The Breakfast will:

- **Celebrate Your 2017 Safety Accomplishments**
- **Strengthen Your resolve for 2018**

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 22, 2018.**

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





TO: Member Police Chiefs
FROM: Denise C. Plavchak, Director of Risk Management Services
DATE: February 6, 2018
RE: JIF Reimbursement - Police Accreditation Program

In 2003, the Municipal 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 150 agencies have 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 Personnel	Accreditation Fee	JIF Reimbursement	MEL 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

NEW: Because many police agencies do not have adequate resources to dedicate to the accreditation process, and due to the fact that a large portion of the work is administrative in nature, the JIF has authorized a program to reimburse qualifying agencies for the cost of a college intern to assist in the administrative work of maintaining accreditation records and typing policies for review and modification by the chief or his/her designee. Contact our office if you are interested in taking advantage of this program.

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: 2018 Announcement

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
SAFETY DIRECTOR'S REPORT**

TO: Fund Commissioners, Safety Coordinators and Risk Managers
FROM: Robert Garish, Senior Risk Control Consultant
DATE: February 7, 2018

Service Team:

Keith Hummel Associate Director Public Sector Risk Control khummel@jamontgomery.com Office: 856-552-6862 Fax: 856-552-6863	Mailing Address: 231 Main Street P. O. Box 2017 Toms River, New Jersey 08754 Toll Free: 877-398-3046	John Saville Consultant jsaville@jamontgomery.com Office: 732-736-5009 Cell: 609-330-4092
Danielle Sanders Administrative Assistant dsanders@jamontgomery.com Office: 856-552-6898 Fax: 856-552-6899		Robert Garish Consultant rgarish@jamontgomery.com Office: 856-552-4650 Cell: 609-947-9719

JANUARY ACTIVITIES

LOSS CONTROL SERVICES

- Township of Florence – Conducted a Loss Control Survey on January 10
- Township of Riverside - Conducted a Loss Control Survey on January 3

JIF MEETINGS ATTENDED

- Executive Committee Meeting – January 16

MEL MEDIA LIBRARY

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

<u>Municipality</u>	<u># of Videos</u>
Borough of Palmyra	1
Township of Westampton	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, and 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 - 2018 Safety Incentive Program – January 5
- Ø BURLCO JIF - REMINDER - 2017 Special Recognition Nominations – January 8
- Ø BURLCO JIF - SD Bulletin - Reminder to check Motor Vehicle Records – January 8
- Ø BURLCO JIF - SD Bulletin - New CDL Opioid Testing Regulations – January 17
- Ø BURLCO JIF - SD Message - Indoor Air Quality Training – January 18
- Ø BURLCO JIF - Did You Know? – MSI Training Schedule, February 2018 – January 22
- Ø BURLCO JIF - Roundtable Invite - February 22, 2018 – January 26
- Ø BURLCO JIF - SD Bulletin - Annual reminder to post 300A Summary Injury Logs – January 29

UPCOMING EVENTS

- Elected Officials Training - February 7 & March 28
- Command Staff Training (Police Professionals) - February 13 (AM/PM Session-Merighi's)
- Executive Committee Meeting – February 20
- Regional Training - Safety Coordinators and Claims Coordinators Roundtable – February 22
- Regional Training – Excited Delirium (First Responders) – March 2, 12 & 16

RIGHT TO KNOW UPDATE

J. A. Montgomery Risk Control will include an additional feature with the annual Right-To-Know service. An electronic Central File will be distributed by email to each member town through a Dropbox link. After the on-site chemical inventory has been completed, the Safety Data sheets are collected and the chemical data is entered into the State's RTK portal for each member. We will then send the Dropbox link to the Right-to-Know Coordinators. This additional process of preparing the items for the Dropbox will take time to prepare and distribute. We anticipate that all links will be emailed by year end. As in prior years, the JIF's will not be billed until the service is completed for all member towns. The Dropbox link to each member town will include the following:

- **Safety Data Sheets-** Electronic inventory of all Safety Data Sheets (SDS) sorted for each reporting location. Note: members who choose to keep hardcopy documentation and binders for their SDS inventory would be responsible for printing the Safety Data Sheets and preparation of binders. However, please note that hardcopy documentation is not required, as long as electronic access is provided.
- **Hazardous Substance Facts Sheets** – An electronic link will be provided to view or obtain the HSFS prepared by the New Jersey Department of Health.
- **Right-to-Know Survey-** An electronic copy of the last full survey report and any subsequent surveys will be filed in chronological order.

- **Written Hazard Communication Program-** An electronic copy of the Hazard Communication Program will be customized for each reporting location.
- **Training Documentation-** If Hazard Communication / GHS safety training has been provided through the MSI, we will generate an electronic copy of the member's current training records, including the name and date of all persons trained.
- **Right to Know Poster** - An electronic ordering link will be provided so the required posters can be ordered from the State for each location with the name of the official RTK Coordinator listed.
- **Instructions on how to download, store and share the files with affected departments and employees.**

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 (afelip@jamontgomery.com).

Below are upcoming MSI training programs scheduled for February, March and April of 2018. ***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 www.njmel.org website, then click on the MSI logo to access the Learning Management System where you can enroll your employees and verify classes. Enrolling your staff ensures you will be notified of any schedule changes.

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

DATE	LOCATION	TOPIC	TIME
2/1/18	Borough of Beach Haven #2	Flagger/Work Zone	8:30 - 12:30 pm
2/1/18	Township of Pemberton	Heavy Equipment Safety	8:30 - 11:30 am
2/2/18	Borough of Pitman	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
2/2/18	Township of Upper Deerfield	Flagger/Work Zone	8:30 - 12:30 pm
2/5/18	Township of Wall #7	Heavy Equipment	8:30 - 11:30 am
2/5/18	Township of Wall #7	Hearing Conservation	11:45 - 12:45 pm
2/6/18	Township of Long Beach #1	Snow Plow/Snow Removal	8:30 - 10:30 am
2/7/18	Township of Middletown #5	Back Safety/Material Handling	8:00 - 9:00 am
2/7/18	Township of Middletown #5	BBP	9:15 - 10:15 am
2/7/18	Township of Middletown #5	Confined Space Awareness	10:30 - 11:30 am
2/7/18	Township of Middletown #5	Shop & Tool Safety	12:30 - 1:30 pm
2/7/18	Pennsauken SA #3	Shop & Tool Safety	8:30 - 9:30 am
2/7/18	Pennsauken SA #3	Hazard ID: Making Your Observation Count	9:45 - 11:45 am
2/7/18	City of Pleasantville #1	Jetter/Vacuum Safety	8:00 - 10:00 am
2/7/18	City of Pleasantville #1	PPE	10:15 - 12:15 pm
2/8/18	Township of Manchester	Heavy Equipment Safety	8:30 - 11:30 am
2/9/18	Borough of Tinton Falls	Sanitation/Recycling Safety	7:30 - 9:30 am
2/9/18	Township of Mansfield	Snow Plow/Snow Removal	8:30 - 10:30 am
2/9/18	Township of Upper Deerfield	Back Safety/Material Handling	8:00 - 9:00 am
2/9/18	Township of Upper Deerfield	Confined Space Awareness	9:15 - 10:15 am
2/9/18	Township of Upper Deerfield	Fire Extinguisher	10:30 - 11:30 am

DATE	LOCATION	TOPIC	TIME
2/12/18	Township of Wall #7	Hoists, Cranes, Rigging Safety	8:30 - 10:30 am
2/12/18	Township of Wall #7	Asbestos, Lead, Silica Overview	10:45 - 11:45 am
2/13/18	Borough of Woodstown #1	Excavation/Trenching/Shoring	8:30 - 12:30 pm
2/14/18	Two Rivers Water Reclamation Authority	Driving Safety Awareness	9:00 - 10:30 am
2/14/18	Two Rivers Water Reclamation Authority	Hearing Conservation	10:30 - 11:30 am
2/14/18	Township of Freehold	BBP	12:45 - 1:45 pm
2/14/18	Township of Freehold	Fall Protection Awareness	2:00 - 4:00 pm
2/14/18	Township of Burlington #3	Fire Safety	8:00 - 9:00 am
2/14/18	Township of Burlington #3	Fire Extinguisher	9:15 - 10:15 am
2/14/18	Lower Township MUA	Fall Protection Awareness	8:30 - 10:30 am
2/14/18	Lower Township MUA	BBP	10:45 - 11:45 am
2/14/18	Township of Galloway	CDL-Drivers Safety Regulations	8:30 - 10:30 am
2/15/18	Borough of Neptune City #1	HazMat Awareness w/HazCom GHS	7:30 - 10:30 am
2/15/18	City of Cape May #1	PPE	8:30 - 10:30 am
2/15/18	City of Cape May #1	Back Safety/Material Handling	10:45 - 11:45 am
2/16/18	Township of Ocean (Waretown)	Landscape Safety	8:30 - 11:30 am
2/16/18	Borough of Pitman	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm
2/16/18	City of Somers Point #1	Sanitation/Recycling Safety	8:00 - 10:00 am
2/20/18	Township of Wall #7	Jetter/Vacuum Safety	8:30 - 10:30 am
2/20/18	Township of Wall #7	LOTO	10:45 - 12:45 pm
2/20/18	Township of Elsinboro	BBP-Evening	6:30 - 7:30 pm
2/20/18	Township of Elsinboro	Confined Space Awareness-Evening	7:45 - 8:45 pm
2/21/18	Borough of Red Bank	DDC-6	8:00 - 2:30 pm w/lunch brk
2/21/18	Pennsauken SA #3	Hearing Conservation	8:30 - 9:30 am
2/21/18	Pennsauken SA #3	Fire Safety	9:45 - 10:45 am
2/21/18	Pennsauken SA #3	Fire Extinguisher	11:00 - 12:00 pm
2/21/18	City of Ventnor	Hearing Conservation	9:00 - 10:00 am
2/21/18	City of Ventnor	BBP	10:15 - 11:15 am
2/21/18	Township of Oldman's	HazMat Awareness w/HazCom GHS-Evening	6:30 - 9:30 pm
2/22/18	Township of Pennsville #1	LOTO	8:30 - 10:30 am
2/23/18	Borough of Lavallette #1	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
2/23/18	Township of Cherry Hill #4	DDC-6	8:30 - 3:00 pm w/lunch brk
2/23/18	Borough of Somerdale	HazMat Awareness w/HazCom GHS	8:00 - 11:00 am
2/23/18	City of Somers Point #1	Heavy Equipment Safety	8:00 - 11:00 am
2/26/18	Barnegat Twp. BOE	DDC-6	8:00 - 2:30 pm w/lunch brk
2/26/18	Township of Moorestown	Flagger/Work Zone	8:30 - 12:30 pm
2/27/18	Township of Marlboro #3	Landscape Safety	8:30 - 11:30 am
2/27/18	Borough of Woodstown #1	Special Events Management	8:30 - 10:30 am

DATE	LOCATION	TOPIC	TIME
2/27/18	Borough of Woodstown #1	Tool Box Talk Essentials	10:45 - 12:15 pm
2/27/18	Borough of Woodstown #1	Hearing Conservation	1:00 - 2:00 pm
2/28/18	Ocean County College #3	HazMat Awareness w/HazCom GHS	8:00 - 11:00 am
2/28/18	Ocean County College #3	Shop & Tool Safety	11:15 - 12:15 pm
2/28/18	Borough of Avalon #4	Sanitation/Recycling Safety	8:30 - 10:30 am
2/28/18	Borough of Avalon #4	Driving Safety Awareness	10:45 - 12:15 pm
3/1/18	Borough of Beach Haven #2	Sanitation/Recycling Safety	8:30 - 10:30 am
3/1/18	Borough of Beach Haven #2	Shop & Tool Safety	10:45 - 11:45 am
3/1/18	Borough of Somerdale	Fire Safety	8:00 - 9:00 am
3/1/18	Borough of Somerdale	Fire Extinguisher	9:15 - 10:15 am
3/2/18	Borough of Neptune City #1	Heavy Equipment Safety	7:30 - 10:30 am
3/2/18	Borough of Collingswood	Flagger/Work Zone Safety	8:30 - 12:30 pm
3/2/18	City of Somers Point #1	Landscape Safety	8:00 - 11:00 am
3/5/18	Township of Manchester	Fall Protection Awareness	8:30 - 10:30 am
3/5/18	Township of Manchester	Driving Safety Awareness	10:45 - 12:15 pm
3/5/18	Township of Hamilton #3	Jetter/Vacuum Safety	8:00 - 10:00 am
3/5/18	Township of Hamilton #3	Fire Extinguisher	10:15 - 11:15 am
3/5/18	Township of Hamilton #3	Hearing Conservation	11:30 - 12:30 pm
3/6/18	Township of Freehold	HazCom w/GHS	8:30 - 10:00 am
3/6/18	Township of Freehold	Hearing Conservation	10:15 - 11:15 am
3/6/18	Deptford Twp. MUA	HazCom w/GHS	8:00 - 9:30 am
3/6/18	Deptford Twp. MUA	Fire Extinguisher	9:45 - 10:45 am
3/6/18	Deptford Twp. MUA	Respiratory Protection	11:00 - 12:00 pm
3/7/18	Two Rivers Water Reclamation Authority	Fall Protection Awareness	8:00 - 10:00 am
3/7/18	Pennsauken SA #3	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm
3/8/18	Borough of Lavallette #1	Excavation/Trenching/Shoring	8:30 - 12:30 pm
3/8/18	City of Vineland	CDL-Drivers Safety Regulations	9:30 - 11:30 am
3/8/18	City of Vineland	CDL-Supervisors Reasonable Suspicion	12:30 - 2:30 pm
3/9/18	Borough of Tinton Falls	CDL-Supervisors Reasonable Suspicion	7:30 - 9:30 am
3/9/18	Township of Berlin #2	CSE-Permit Required w/Classroom Demo	8:00 - 12:00 pm
3/9/18	City of Somers Point #1	BBP	8:00 - 9:00 am
3/9/18	City of Somers Point #1	Back Safety/Material Handling	9:15 - 10:15 am
3/12/18	Middletown SA	BBP	8:30 - 9:30 am
3/12/18	Middletown SA	Respiratory Protection	9:45 - 10:45 am
3/12/18	Borough of Glassboro #1	HazMat Awareness w/HazCom GHS	12:00 - 3:00 pm
3/12/18	Township of Egg Harbor #5	CDL-Drivers Safety Regulations	8:30 - 10:30 am
3/12/18	Township of Egg Harbor #5	CDL-Supervisors Reasonable Suspicion	10:45 - 12:45 pm
3/13/18	Borough of Avon-by-the-Sea #1	Heavy Equipment Safety	8:00 - 11:00 am
3/13/18	Borough of Avon-by-the-Sea #1	Confined Space Awareness	11:15 - 12:15 pm

DATE	LOCATION	TOPIC	TIME
3/13/18	City of Cape May #1	Heavy Equipment Safety	8:00 - 11:00 am
3/13/18	City of Cape May #1	Hearing Conservation	11:15 - 12:15 pm
3/14/18	Township of Jackson	Landscape Safety	9:30 - 12:30 pm
3/14/18	Township of Hainesport #1	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
3/14/18	Township of Burlington #3	BBP	8:00 - 9:00 am
3/14/18	Township of Burlington #3	Confined Space Awareness	9:15 - 10:15 am
3/15/18	Township of Toms River	HazCom w/GHS	12:30 - 2:00 pm
3/15/18	Township of Toms River	BBP	2:15 - 3:15 pm
3/15/18	Township of Pennsville #1	Excavation/Trenching/Shoring	8:30 - 12:30 pm
3/16/18	Borough of Deal #3	Jetter/Vacuum Safety	8:00 - 10:00 am
3/16/18	Borough of Deal #3	CDL-Drivers Safety Regulations	10:15 - 12:15 pm
3/16/18	Township of Moorestown	Flagger/Work Zone	8:30 - 12:30 pm
3/16/18	City of Somers Point #1	Fire Safety	8:00 - 9:00 am
3/16/18	City of Somers Point #1	Fire Extinguisher	9:15 - 10:15 am
3/19/18	Barneget Twp. BOE	Schools: Safety Awareness Training	10:00 - 1:00 pm
3/19/18	Borough of Glassboro #1	Playground Safety Inspections	8:00 - 10:00 am
3/20/18	Borough of Red Bank	PPE	8:00 - 10:00 am
3/20/18	Borough of Red Bank	LOTO	10:15 - 12:15 pm
3/20/18	City of Ventnor	LOTO	9:00 - 11:00 am
3/20/18	City of Ventnor	Confined Space Awareness	11:15 - 12:15 pm
3/21/18	Lower Township MUA	Flagger/Work Zone	8:30 - 12:30 pm
3/22/18	Township of Marlboro #3	Leaf Collection Safety	8:30 - 10:30 am
3/22/18	Township of Marlboro #3	Hearing Conservation	10:45 - 11:45 am
3/22/18	Township of Delran	Landscape Safety	8:00 - 11:00 am
3/22/18	Township of Delran	Shop & Tool Safety	11:15 - 12:15 pm
3/22/18	Township of Lower	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
3/23/18	Township of Evesham #4	LOTO	8:30 - 10:30 am
3/23/18	Township of Evesham #4	BBP	10:45 - 11:45 am
3/23/18	City of Somers Point #1	HazCom w/GHS	8:00 - 9:30 am
3/23/18	City of Somers Point #1	Employee Conduct/Violence Prevention	9:45 - 11:15 am
3/26/18	Township of Manalapan	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
3/26/18	Township of Lacey #2	HazCom w/GHS-Evening	7:00 - 8:30 pm
3/26/18	Township of Lacey # 2	BBP-Evening	8:45 - 9:45 pm
3/26/18	Borough of Collingswood #1	Hoists, Cranes, Rigging Safety	8:00 - 10:00 am
3/26/18	Borough of Collingswood #1	Back Safety/Material Handling	10:15 - 11:15 am
3/26/18	Borough of Collingswood #1	BBP	11:30 - 12:30 pm
3/27/18	Borough of Lavallette #1	DDC-6	8:30 - 3:00 pm w/lunch brk
3/27/18	Township of Winslow	Heavy Equipment Safety	8:00 - 11:00 am
3/28/18	Western Monmouth UA	BBP	8:00 - 9:00 am
3/28/18	Western Monmouth UA	Fire Safety	9:15 - 10:15 am
3/28/18	Western Monmouth UA	Fire Extinguisher	10:30 - 11:30 am
3/28/18	Western Monmouth UA	Hearing Conservation	11:45 - 12:45 pm
3/29/18	Township of Ocean	CSE-Permit Required w/Classroom	8:30 - 12:30 pm

DATE	LOCATION	TOPIC	TIME
	(Waretown)	Demo	
3/29/18	City of Somers Point #1	Fall Protection Awareness	8:00 - 10:00 am
4/2/18	Township of Manchester	CDL-Drivers Safety Regulations	8:30 - 10:30 am
4/2/18	Township of Manchester	CDL-Supervisors Reasonable Suspicion	10:45 - 12:45 pm
4/2/18	Deptford Twp. MUA	Flagger/Work Zone	8:00 - 12:00 pm
4/3/18	Township of Marlboro #3	Heavy Equipment Safety	8:30 - 11:30 am
4/3/18	City of Brigantine #3	Hoists, Cranes, Rigging Safety	8:30 - 10:30 am
4/3/18	City of Brigantine #3	Sanitation/Recycling Safety	10:45 - 12:45 pm
4/4/18	Township of Florence	Playground Safety Inspections	8:30 - 10:30 am
4/4/18	Township of Florence	Hearing Conservation	10:45 - 11:45 am
4/4/18	Township of Galloway	Landscape Safety	8:30 - 11:30 am
4/6/18	Borough of Lavallette #1	Flagger/Work Zone	8:30 - 12:30 pm
4/6/18	Borough of Pitman	Excavation/Trenching/Shoring	8:30 - 12:30 pm
4/6/18	City of Somers Point #1	CDL-Drivers Safety Regulations	8:00 - 10:00 am
4/9/18	Borough of Shrewsbury	BBP Administrator Training	9:00 - 11:00 am
4/9/18	Borough of Glassboro #1	Jetter/Vacuum Safety	8:00 - 10:00 am
4/9/18	Township of Willingboro	DDC-6	8:30 - 3:00 pm w/lunch brk
4/9/18	Township of Egg Harbor #5	Accident Investigation	8:30 - 10:30 am
4/10/18	Township of Toms River	DDC-6	8:30 - 3:00 pm w/lunch brk
4/10/18	Township of Barnegat #1	Fall Protection Awareness	9:00 - 11:00 am
4/10/18	Township of Barnegat #1	Back Safety/Material Handling	11:15 - 12:15 pm
4/10/18	Township of Barnegat #1	Fire Extinguisher	1:00 - 2:00 pm
4/10/18	Logan Twp. MUA #1	BBP	8:30 - 9:30 am
4/10/18	Logan Twp. MUA #1	Fire Safety	9:45 - 10:45 am
4/10/18	Logan Twp. MUA #1	Fire Extinguisher	11:00 - 12:00 pm
4/11/18	Western Monmouth UA	CDL-Drivers Safety Regulations	8:00 - 10:00 am
4/11/18	Western Monmouth UA	PPE	10:15 - 12:15 pm
4/11/18	Borough of Runnemede	Landscape Safety	8:30 - 11:30 am
4/11/18	City of Pleasantville #1	Flagger/Work Zone	8:30 - 12:30 pm
4/12/18	Township of Pennsville #1	HazCom w/GHS	8:30 - 10:00 am
4/12/18	Township of Pennsville #1	BBP	10:15 - 11:15 am
4/13/18	Borough of Neptune City #1	Fire Safety	7:30 - 8:30 am
4/13/18	Borough of Neptune City #1	Fire Extinguisher	8:45 - 9:45 am
4/13/18	Township of Cherry Hill #4	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
4/13/18	City of Somers Point #1	LOTO	8:00 - 10:00 am
4/16/18	Township of Ocean	HazMat Awareness w/HazCom GHS	11:30 - 2:30 pm
4/16/18	Township of Hainesport #1	Confined Space Awareness	8:30 - 9:30 am
4/16/18	Township of Hainesport #1	Back Safety/Material Handling	9:45 - 10:45 am
4/17/18	Borough of Red Bank	Landscape Safety	8:00 - 11:00 am
4/17/18	City of Ventnor	Excavation/Trenching/Shoring	9:00 - 1:00 pm
4/18/18	Two Rivers Water Reclamation Authority	Accident Investigation	8:30 - 10:30 am
4/18/18	City of Burlington #2	Employee Conduct/Violence	8:00 - 9:30 am

DATE	LOCATION	TOPIC	TIME
		Prevention	
4/18/18	City of Burlington #2	HazCom w/GHS	9:45 - 11:15 am
4/18/18	Borough of Avalon #4	CMVO	8:30 - 12:30 pm
4/19/18	Borough of Tuckerton #2	Heavy Equipment Safety	8:00 - 11:00 am
4/19/18	Borough of Beachwood #3	Fire Extinguisher	12:30 - 1:30 pm
4/19/18	Borough of Beachwood #3	Hearing Conservation	1:45 - 2:45 pm
4/19/18	Township of Tabernacle #1	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
4/19/18	Township of Pennsville #1	Employee Conduct/Violence Prevention	8:30 - 10:00 am
4/19/18	Township of Pennsville #1	Fire Safety	10:15 - 11:15 am
4/20/18	Borough of Collingswood	Driving Safety Awareness	8:00 - 9:30 am
4/20/18	Borough of Collingswood	Confined Space Awareness	9:45 - 10:45 am
4/20/18	Borough of Collingswood	Hearing Conservation	11:00 - 12:00 pm
4/20/18	City of Somers Point #1	Ladder Safety/Walking Surfaces	8:00 - 10:00 am
4/23/18	Borough of Bradley Beach	Leaf Collection Safety	8:30 - 10:30 am
4/23/18	Borough of Bradley Beach	Sanitation/Recycling Safety	10:45 - 12:45 pm
4/23/18	Borough of Glassboro #1	Employee Conduct/Violence Prevention	8:00 - 9:30 am
4/23/18	Township of Hamilton #3	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
4/24/18	Township of Manchester	Employee Conduct/Violence Prevention	8:30 - 10:00 am
4/24/18	Township of Manchester	Fire Extinguisher	10:15 - 11:15 am
4/24/18	Township of Manchester	Ladder Safety/Walking Working Surfaces	12:30 - 2:30 pm
4/24/18	Logan Twp. MUA #1	DDC-6	8:30 - 3:00 pm w/lunch brk
4/25/18	Western Monmouth UA	HazMat Awareness w/HazCom GHS	8:00 - 11:00 am
4/25/18	City of Cape May #1	Ladder Safety/Walking Working Surfaces	8:30 - 10:30 am
4/25/18	City of Cape May #1	BBP	10:45 - 11:45 am
4/26/18	Township of Lacey #4	Playground Safety Inspections	8:30 - 10:30 am
4/26/18	Township of Middle #3	Special Events Management	8:00 - 10:00 am
4/26/18	Township of Middle #3	Playground Safety Inspections	10:15 - 12:15 pm
4/27/18	Borough of Tinton Falls	Landscape Safety	7:30 - 10:30 am
4/27/18	Township of Evesham #4	CDL-Drivers Safety Regulations	8:30 - 10:30 am
4/27/18	Township of Evesham #4	Driving Safety Awareness	10:45 - 11:45 am
4/27/18	Township of Carneys Point #3	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm
4/30/18	Borough of Deal #3	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm
4/30/18	City of Vineland	CDL-Drivers Safety Regulations	9:30 - 11:30 am
4/30/18	City of Vineland	CDL-Supervisors Reasonable Suspicion	12:30 - 2:30 pm

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

LESSONS LEARNED FROM LOSSES

MONTHLY NEWSLETTER

FEBRUARY 2018

OFFICE SAFETY



- Safety in the office environment should not be automatic. It can be easy to feel relaxed in the comfortable, well-lit, air-conditioned and carpeted office.
- Some of the worst injuries we see occur indoors in a controlled environment.
- Slip, trip and fall accidents and their subsequent injuries are the most common and costly accidents seen amongst office workers. Common hazards of slip, trip and fall accidents include open drawers, boxes, purses and electrical and computer cords.
- The ergonomics of the office worker must also be considered to prevent discomfort and improve productivity.
- Talk to staff frequently about your expectations for maintaining a safe workplace.
- Inspect areas for problems, fix them or report them and document these efforts.

Example: An employee was waiting on a customer at an indoor customer service window. When she turned around to go to the copier, her feet got tangled in a computer's power cord and other cables and she fell forward onto her hands and knees. The employee has several fractures, a number of sprains and strains and a rotator cuff injury. The total incurred on this claim is almost \$225,000.

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 20, 2018 at Hainesport Municipal Building
Contact Information: debby_schiffer@targetingwellness.com 856-322-1220



FEBRUARY ACTIVITY & PLANNED EVENTS

Several meetings held or planned to begin this year's implementation of Wellness.

Bordentown Township - Police department is interested in implementing physical fitness testing for Officers on a voluntary basis with comp time as an incentive award. Department doctor will be administering medical clearance. Also looking to install a permanent spring water cooler for employees.

Delran – working on recruiting a Wellness Committee

Edgewater Park – surveying employees for feedback on proposed wellness ideas

Medford – working with Fire Dept to arrange fitness specialist from Virtua to administer fitness assessment and workout plan for department. Pending cost. Police Chief interested in implementing a voluntary fitness contest (awards for most improved over 6-month period). Nutritional education to support these efforts will be arranged. Also planning a "Meet & Greet" in February to connect with the employees I do not typically see.

Palmyra – Dietitian scheduled to present in March. Purchased mats, dumbbells, medicine balls for workout room in Community Center. All employees have access to this. Working on getting a presentation for the Public Workers on chiropractic care, plus minimizing lifting and bending injuries with proper stretching and post-activity "rehab".

Palmyra and Wrightstown Fire – working on organizing another boot camp type workout for the interested members.

Thank you to all who encouraged their employees to Wear Red on Friday, February 2nd to show support for Women and Heart Disease!

February Wellness Connection Newsletter – National Heart Month

- Increasing heart health into middle age - find out what the "sweet spot" is for enhancing heart function beyond middle age
- Brush up on Cholesterol 101
- Food you will love to incorporate into your diet for improving not only heart health but overall wellness
- Having trouble with your New Year's resolution? Easy tips for changing an old habit
- New blood pressure numbers - where do you now fall on this chart?
- Super Bowl recipes that are just a bit healthier than traditional "tailgate" food

I also included this **month's Challenge - 30-day Plank challenge**. Even though February only has 28 days, you might want to continue this into March. And guess what? Isometric exercises, such as the planks, may actually lower your blood pressure!

Hope to have an "In the Spotlight" for you next month. Please remember to let me know if you plan any wellness on your own, just so I can share it with the group. Thank you!

NJWELL: Remind employees with "NJ State Health Insurance" to work towards earning \$250 by completing health and wellness screenings along with other activities by October 31st, 2018. Have them go to: <http://www.state.nj.us/treasury/pensions/njwell/>



**Burlington County Municipal JIF
Managed Care Summary Report
2018**

Intake	January-18	January-17	2018 January YTD	2017 January YTD
# of New Claims Reported	18	10	18	10
# of Report Only	5	3	5	3
% Report Only	27.8%	30.0%	27.8%	30.0%
# of Medical Only	9	7	9	7
# of Lost Time	4	0	4	0
Medical Only to Lost Time Ratio	69:31	100:00	69:31	100:00
Average # of Days to Report a Claim	1.3	10.7	1.3	10.7

Nurse Case Management	January-18	January-17
# of Cases Assigned to Case Management	18	17
# of Cases >90 days	13	17

Savings	January-18	January-17	2018 January YTD	2017 January YTD
Bill Count	100	93	100	93
Provider Charges	\$80,734	\$66,400	\$80,734	\$66,400
Repriced Amount	\$38,523	\$29,910	\$38,523	\$29,910
Savings \$	\$42,211	\$36,489	\$42,211	\$36,489
% Savings	52.3%	55.0%	52.3%	55.0%

Participating Provider Penetration Rate	January-18	January-17	2018 January YTD	2017 January YTD
Bill Count	93.0%	95.7%	95.1%	95.7%
Provider Charges	87.9%	97.2%	97.1%	97.2%

Exclusive Provider Panel Penetration Rate	January-18	January-17	2018 January YTD	2017 January YTD
Bill Count	84.7%	77.6%	84.7%	77.6%
Provider Charges	79.4%	82.9%	79.4%	82.9%

Transitional Duty Summary		2018 January YTD	2017 January YTD
% of Transitional Duty Days Worked		52.7%	43.3%
% of Transitional Duty Days Not Accommodated		47.3%	56.7%

February 7, 2018

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, 2018 for Closed Fund Years 1991 to 2013, and Fund Years 2014, 2015, 2016, 2017 and 2018. 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 \$ 17,207.03. This generated an average annual yield of 1.15%. However, after including an unrealized net loss of \$49,074.30 in the asset portfolio, the yield is adjusted to -2.13% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$260,268.06 as it relates to current market value of \$ 14,711,807.96 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end is \$14,741,457.50.

Our asset portfolio with Wilmington/Trust consists of 8 obligations with maturity greater than one year.

RECEIPT ACTIVITY FOR THE PERIOD

Subrogation Receipts \$ 49,790.54 w/YTD Total \$ 49,790.54 (detailed in my report)
Salvage Receipts \$1,400.00
Overpayment Reimbursements \$ 461.00

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 \$ 206,931.27. The claims detail shows 203 claim payments issued.

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

Delran Township	\$74,347.00
Chesterfield Township	\$ 1,057.00
Bordentown City	\$37,476.00
Bordentown Township	\$13,709.00

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 \$ 18,000,543.84 to a closing balance of \$ 17,908,170.03 showing a decrease in the fund of \$ 92,373.81. 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 INSURANCE FUND

BILL LIST - FEBRUARY 2018

	Payee	FY 2018	FY2017	FY 2016	Closed Yrs	JIF Appropriation	Description
1	The Actural Advantage	6,545.00				Prof Services/Actuary	January 2018 Fees
2	Arthur J. Gallagher Risk Management Services, Inc.	28,966.00				Prof Services/Administration	Feb 2018 Fees
3	Arthur J. Gallagher Risk Management Services, Inc.	245.13				Misc/Postage/Copies/Faxes	Jan 2018 postage/copies expenses
4	Arthur J. Gallagher Risk Management Services, Inc.	311.36				Misc/Meeting Expense/Dinner Mtg	Defense Panel breakfast 1/9/18
5	Arthur J. Gallagher Risk Management Services, Inc.	124.00				Misc/Other	Survey Monkey Annual Fee (split)
6	The DeWeese Law Firm, P.C.	5,525.00				Prof Services/Attorney	Feb 2018 Fees
7	Qual-Lynx	16,414.00				Prof Services/Claims Admin.	Feb 2018 Fees
8	Exigis LLC	1,100.00				Exposure Data Mgmt System	Jan and Feb 2018 Fees
9	Joyce Media	225.00				Misc/JIF Website	Feb 2018 Fees
10	Kris Kristie	368.00				Misc/Recording Secretary	Feb 2018 Fees
11	J. A. Montgomery Risk Control Services	10,391.00				Prof Services/Safety Director	Feb 2018 Fees
12	Tom Tontarski	912.00				Prof Services/Treasurer	Feb 2018 Fees
13	Conner Strong & Bucklew	646.00				Prof Services/Underwriting Mgr	Feb 2018 Fees
14	Debby Schiffer	2,445.00				Wellness Program	Feb 2018 Fees
15	MEL JIF	288,027.54				MEL	MEL 2018 WC & Excess Liability - 1st installment
16	MEL JIF	1,597.81				Faithful Performance/Fidelity Bond	MEL 2018 Fidelity Bond - 1st installment
17	MEL JIF	103,698.31				Property Claims and Premium	MEL 2018 Property claims & prem. -1st installment
18	Apex Insurance Services c/o QBE Insurance	5,448.00				EPL/POL Policy - Excess Insurance	VDO Coverage; P#QVC01005-02; 1/1/18-1/1/19; Inv#3729883; 1st installment
19	Apex Insurance Services c/o QBE Insurance	271,619.50				EPL/POL Policy - Excess Insurance	EPL/POL Coverage; P#QJC01005-02; 1/1/18-1/1/19; Inv#3728003; 1st installment
20	Apex Insurance Services c/o XL Insurance	9,787.50				EPL/POL Policy - Excess Insurance	Cyber Coverage; P#MTP0039483-05; 1/1/18-1/1/19; Inv#3732281; 1st installment
21	Apex Insurance Services c/o Beazley	5,589.00				EPL/POL Policy - Excess Insurance	Excess Cyber Coverage; P#WIE255180201; 1/1/18-1/1/19; Inv#3729134; 1st installment
22	4imprint, Inc.	673.64				Safety Incentive Program	Claims/Safety Coord gifts Inv#6034625
23	AGRIP	725.00				Misc/AGRIP/PRIMA	Rich Brook Conf Fee 3/4/18 San Diego CA 3rd and 4th qtr file storage; Inv#0716110-IN; 0722001-IN
24	Consolidated Services Group		43.38			Misc/Record Retention Service	Ad#2687300,2687347; Contract awards, annual mtg
25	Courier Post	238.64				Misc/Legal Notices	Ad#7193747, 7193745; Contract awards, annual mtg ; statement #12550
26	Courier Times	290.24				Misc/Legal Notices	
27	Garden Sport Service Inc	250.00				EPL/Cyber Consult/Training	Mgrs & Superv training; 9/11/18 deposit
28	Iron Mountain	99.90				Misc/Record Retention Service	#PTA8813 Storage 2/1/18-2/23/18; Service 12/27/17-1/23/18
29	Merighi's Savoy Inn	632.93				EPL/Cyber Consult/Training	Food & Grat 2/7/18 EO dinner (split)
30	Merighi's Savoy Inn	472.90				Safety Incentive Program	Food & Grat 2/8/18 Safety/claims coord roundable (split)
31	Nicolosi's Catering	1,104.00				EPL/Cyber Consult/Training	Food & Grat 1/30/18 EO dinner (split)
32	PRIMA	385.00				Misc/AGRIP/PRIMA	Annual Membership renewal; #11099912
33	City of Bordentown		250.61			Wellness Program	Wellness event
34	Township of Bordentown		500.57			Wellness Program	Spring water for year
35	Township of Bordentown	73.83				Wellness Program	Spring water for year
36	Delanco Township		89.97			Wellness Program	Fruit trays
37	Delran Township		971.62			Optional Safety Budget	Safety equipment
38	Borough of Fieldsboro		268.78			Wellness Program	Walking club shoes; fit bit; ergo keyboard
39	Florence Township		1,000.00			Wellness Program	Healthy snacks, coupons, contest, awards
40	Hainesport Township		200.00			EPL/Cyber Consult/Training	Cyber security program
41	Mount Laurel Township		200.00			EPL/Cyber Consult/Training	Cyber security program
42	Borough of Palmyra		1,595.00			Optional Safety Budget	Safety equipment/supplies
43	Borough of Palmyra		750.00			Wellness Program	work out weights
44	Pemberton Borough		152.62			Optional Safety Budget	safety supplies
45	Pemberton Township				11,532.00	Closed Years-Return of Surplus	2017 Dividend - check
46	Pemberton Township		1,449.40			Wellness Program	Wellness seminar 2/17/17
47	Pemberton Township		3,051.81			Optional Safety Budget	Safety equipment
48	Riverside Township		1,517.99			Optional Safety Budget	Misc safety supplies
49	Tabernacle Township		387.30			Wellness Program	workout items
50	Tabernacle Township			1,450.40		Safety Incentive Program	Safety lunch and safety shoes
51	Westampton Township		169.95			Wellness Program	Massage, healthy snacks, fruit
52	Woodland Township			1,650.00		Safety Incentive Program	Safety gear
	TOTAL	\$764,931.23	\$12,599.00	\$3,100.40	\$11,532.00		

JIF BILL LIST TOTAL	\$792,162.63
RMC BILL LIST TOTAL	\$93,138.00
TOTAL COMBINED BILL LIST	\$885,300.63

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**RMC BILL LIST (1st installments) - February 2018**

	Payable to:	FY 2018	Appropriation	Description
1	Assured Partners	7,500.00	Risk Management Consultants	1st installment payment -Mt Laurel Township
2	CBIZ Benefits & Insurance	11,275.00	Risk Management Consultants	1st installment payment -Bordentown Township
3	Connor Strong & Buckelew	1,786.00	Risk Management Consultants	1st installment payment -Bass River Township
4	EJA/Capacity Insurance	26,412.00	Risk Management Consultants	1st installment payment - Bordentown City, Chesterfield, Delanco, Fieldsboro, North Hanover, Pemberton Boro, Springfield, Woodland, Wrightstown
5	Hardenbergh Insurance Group	32,935.00	Risk Management Consultants	1st installment payment -Beverly, Medford, Palmyra, Pemberton Twp, Southampton, Westampton
6	Insurance Agency Management	13,230.00	Risk Management Consultants	1st installment payment - Hainesport, Mansfield Twp, Shamong, Tabenacle
	RMC BILL LIST TOTAL	\$ 93,138.00		

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

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

BULLETIN MEL 18-01

Date: January 1, 2018
To: Fund Commissioners of Member Joint Insurance Funds
From: Underwriting Manager
Conner Strong & Buckelew
Re: 2018 MEL Coverage Bulletins

The 2018 MEL Coverage Bulletins are available on the MEL's website (www.njmel.org). 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

2018 CHANGES

- 18-01 MEL Coverage Bulletins
- 18-02 Property and Casualty Renewal Overview

COVERAGE SUMMARY – EXCESS INSURANCE/REINSURANCE

- 18-03 Property / Equipment Breakdown
- 18-04 Workers Compensation
- 18-05 Casualty and Excess Public Officials / Employment Liability
- 18-06 Non-Owned Aircraft
- 18-07 JIF Blanket Crime Coverage and MEL Excess Crime Coverage

POLICY & PROCEDURE / GUIDELINES & REQUIREMENTS

- 18-08 Fireworks Displays / Amusement Ride Requirements
- 18-09 Skateboard Facilities Guidelines and Coverage Requirements
- 18-10 Vacant, Historic, Builders Risk, Newly Acquired Reporting Requirements
- 18-11 Boiler & Machinery Inspections
- 18-12 Procedure for requesting Certificates of Insurance, Automobile ID Cards and Workers Compensation Posting Notices
- 18-13 Shared Services Insurance Requirement Guidelines
- 18-14 Employment Practices Liability (EPL) Risk Management Program
- 18-28 MEL Cyber Risk Management Program

OPTIONAL COVERAGES AVAILABLE

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

COVERAGE RESTRICTIONS

- 18-21 Use of Aircraft on Municipal Business – Coverage Restriction Excess Workers Compensation
- 18-22 “All Terrain Vehicle” Parks – Coverage Restriction Liability
- 18-23 Paintball Liability – Coverage Restriction Liability

MEMBER JIF COMMERCIALY INSURED COVERAGE

- 18-24 Public Officials and Employment Practices Liability
- 18-25 Cyber – Network Security / Privacy

OTHER BULLETINS

- 18-26 MEL Underwriting Manager Team & Schedule
- 18-27 Unmanned Aircraft Systems (“Drones”)

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
RESOLUTION #2018-___**

**RESOLUTION AUTHORIZING THE FUND EXECUTIVE DIRECTOR TO EXECUTE AN
AGREEMENT WITH COMMUNITY EDUCATION ONLINE, LLC, FOR EXCITED DELIRIUM
TRAINING FOR EMERGENCY RESPONDERS**

WHEREAS, the Burlington County Municipal Joint Insurance Fund has been organized pursuant to *N.J.S.A. 40A:10-36 et. seq.*; and

WHEREAS, the Burlington County Municipal Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund to provide insurance coverage to its member municipalities; and

WHEREAS, the FUND Safety Director has recommended training in the area of Excited Delirium for emergency responders as part of the 2018 Regional Training Program; and

WHEREAS, the Executive Safety Committee has reviewed the Safety Director's recommendation and believes that training in this area will be an asset to member municipality emergency responders; and

WHEREAS, the FUND has received a proposal from Community Education Online, LLC, to prepare and present two (2) training sessions on Excited Delirium; and

WHEREAS, the total cost of this training is \$1,268 plus reimbursable expenses;

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Burlington County Municipal Joint Insurance Fund that the Fund Executive Director is hereby authorized to execute an agreement with Community Education Online for the preparation and presentation of training to emergency responders on Excited Delirium at a cost not to exceed \$1,268 plus reimbursable expenses.

This Resolution was duly adopted by the Burlington County Municipal Joint Insurance Fund at a public meeting held on February 20, 2018.

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Attest: _____
Meghan Jack, Secretary

By: _____
J. Paul Keller, Chairperson

Date:_____

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

RESOLUTION #2018-__

RESOLUTION AUTHORIZING THE FUND EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH ARMANDO RICCIO, ESQUIRE, FOR THE PREPARATION AND PRESENTATION OF ANTI HARASSMENT TRAINING TO MEMBER MUNICIPALITY MANAGERS & SUPERVISORS

WHEREAS, the Burlington County Municipal Joint Insurance Fund has been organized pursuant to *N.J.S.A. 40A:10-36 et. seq.*; and

WHEREAS, the Burlington County Municipal Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund to provide insurance coverage to its member municipalities; and

WHEREAS, the FUND is a member of the Municipal Excess Liability Joint Insurance Fund (NJ MEL); and

WHEREAS, as a member of the NJ MEL, the FUND members participate in the NJ MEL's Employment Practices and Public Officials Risk Management Program; and

WHEREAS, a requirement of this program is the training of FUND members' managers and supervisors in the areas of harassment, laws against discrimination, and the Conscientious Employee Protection Act (CEPA); and

WHEREAS, Armando Riccio is an attorney licensed to practice law in the State of New Jersey; and

WHEREAS, Armando Riccio has many years of experience in employment related law and has undertaken training on the FUND's behalf in the past; and

WHEREAS, the total cost of this training is \$1,000;

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Burlington County Municipal Joint Insurance Fund that the Fund Executive Director is hereby authorized to execute an agreement with Armando Riccio for the preparation and presentation of managerial and supervisory training at a cost not to exceed \$1,000.

This Resolution was duly adopted by the Burlington County Municipal Joint Insurance Fund at a public meeting held on February 20, 2018.

**BURLINGTON COUNTY
MUNICIPAL JOINT INSURANCE FUND**

Attest: _____
Meghan Jack, Secretary

By: _____
J. Paul Keller, Chairperson

Date: _____

**BURLINGTON COUNTY MUNICIPAL
JOINT INSURANCE FUND
RESOLUTION #2018-_____**

**A RESOLUTION AUTHORIZING THE CHAIRPERSON AND
SECRETARY OF THE BURLINGTON COUNTY MUNICIPAL
JOINT INSURANCE FUND TO EXECUTE AN AGREEMENT TO
PARTICIPATE IN A SHARED SERVICES AGREEMENT FOR
ONLINE POLICE TRAINING**

WHEREAS, the Burlington County Municipal Joint Insurance Fund has been organized pursuant to *N.J.S.A. 40A:10-36 et. seq.*; and

WHEREAS, the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) is duly constituted as a Municipal Self Insurance Fund to provide insurance coverage to its member municipalities; and

WHEREAS, the Commissioners of the Burlington County Municipal Joint Insurance Fund have determined that the Burlington County Municipal Joint Insurance Fund is distinguished from commercial insurance providers by virtue of the fact that it is formed by municipalities, it is funded by public monies appropriated by the member municipalities, it serves a public purpose and is responsible for the discharge of its function in a manner consistent with policies applicable to municipal government; and

WHEREAS, *N.J.S.A. 40A:65-1 et. seq.* provides the authority for a “local unit” to enter into a Shared Services Agreement with other “local units”, and it has been determined that the Burlington County Municipal Joint Insurance Fund qualifies as a “local unit” under the definitions contained in the Statute; and

WHEREAS, members of the BURLCO JIF participate in a Police Ad Hoc Committee; and

WHEREAS, the Committee is comprised of Police Command Staff from various BURLCO JIF members as well as representatives from other Police Agencies throughout Southern New Jersey; and

WHEREAS, the Committee discusses the sources of claims against police departments and officers and recommends various training and risk management programs to mitigate the risk associated with police operations; and

WHEREAS, at a recent Police Ad Hoc Committee meeting, the Committee members recommended that the Funds explore providing access to online training concentrating in the areas of sexual harassment, harassment in the workplace, violence in the workplace, and other related subjects; and

WHEREAS, the BURLCO JIF insures in excess of 300 police officers that could benefit from this training; and

WHEREAS, it has been deemed to be in the best interest of the Burlington County Municipal Joint Insurance Fund to enter into a Shared Services Agreement with the following “local units” for the purpose of advertising a Request for Proposals under the “Competitive Contracting” section of the Local Public Contracts Law (*N.J.S.A. 40A:11-4.1*) for the purchase of online police training to each of the “local units”:

a.) Atlantic County Municipal Joint Insurance Fund
b.) Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund;
and

WHEREAS, the Commissioners of the Burlington County Municipal Joint Insurance Fund have determined that it is appropriate to authorize the execution of this Shared Services Agreement, which authorizes the advertisement of the Request for Proposals for the purchase of online police training.

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Burlington County Municipal Joint Insurance Fund assembled in a public session February 20, 2018, that:

1. The Chairperson and Secretary of the Burlington County Municipal Joint Insurance Fund are authorized to execute the Shared Services Agreement.

2. The Agreement provides that the Request for Proposals for online police training under the “Competitive Contracting” section of the Local Public Contracts Law (*N.J.S.A. 40A:11-4.1*) shall be advertised and submitted to vendors offering these services requesting that they submit proposals to provide the requested services to the “local units” participating in the Shared Services Agreement.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be filed with the New Jersey Division of Local Government Services in the Department of Community Affairs.

This Resolution was duly adopted by the Burlington County Municipal Joint Insurance Fund at a public meeting held on February 20, 2018.

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Attest: _____
Meghan Jack, Secretary

By: _____
J. Paul Keller, Chairperson

Date:_____