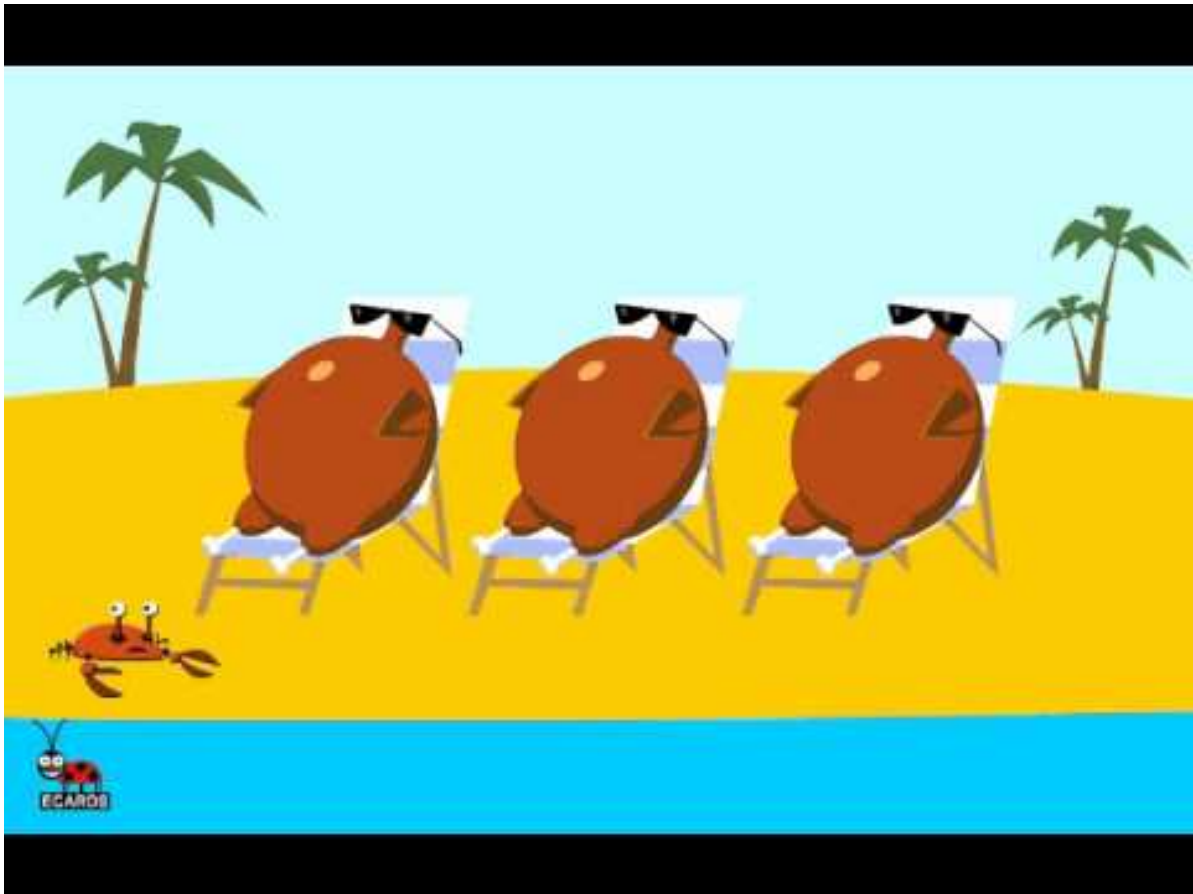




## AGENDA PACKET



**Tuesday, November 20, 2018 at 3:30 PM**

**Hainesport Municipal Bldg  
1 Hainesport Centre  
Hainesport, NJ**

**[WWW.BURLCOJIF.ORG](http://WWW.BURLCOJIF.ORG)**

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**  
**Hainesport Municipal Building**  
**1 Hainesport Centre**  
**Hainesport, NJ**  
**Tuesday, November 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 BURLCO JIF.
- 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 **October 16, 2018** Meeting Minutes.....Pages 1-13
  - B. Adoption of the **October 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The Closed Session Minutes shall not be released to the public until the reason(s) for their remaining confidential is no longer applicable and the Fund Solicitor has an opportunity to review them.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 14-45
  - A. Lost Time Accident Frequency.....Pages 18-19
  - B. Certificates of Insurance.....Pages 20-23
  - C. Financial Fast Track Report.....Page 24
  - D. Regulatory Filing Checklists.....Pages 25-26
  - E. 2017 Safety Incentive Program Awards.....Page 27
  - F. 2018 Optional Safety Budget.....Page 28
  - G. 2018 Wellness Incentive.....Page 29
  - H. EPL/Cyber Risk Management Budget.....Page 30
  - I. EPL Helpline – Authorized Contact List.....Page 31
  - J. EPL Compliance Status .....Page 32
  - K. MEL Cyber Risk Management Plan Compliance Status.....Page 33
  - L. Statutory Bond Status.....Page 34
  - M. Skateboard Park Approval Status.....Page 35
  - N. Capehart & Scatchard Updates.....Pages 36-43
  - O. Elected Officials Training – Invite.....Pages 44-45
  - P. Police One Training

Q.	MediaPro Training	
R.	Website	
S.	Inclement Weather Policy	
T.	New Member Activity	
VIII.	Solicitor's Report	
A.	Closed Cases.....	Pages 46-47
IX.	Safety Director's Report	
A.	Activity Report .....	Pages 48-51
B.	MSI Bulletin: Fire Safety Week.....	Page 52
X.	Claims Administrator's Report	
A.	Lessons Learned from Losses –November 2018.....	Page 53
XI.	Wellness Director Report	
A.	Monthly Activity Report.....	Page 54
B.	Corner Connection .....	Pages 55-59
C.	Gratitude Month.....	Page 60
D.	Bordentown Township email.....	Page 61
XII.	Managed Health Care Report	
A.	Summary Report .....	Page 62
B.	Average Number of Days to Report a Claim.....	Page 63
C.	Transitional Duty Report.....	Page 64
D.	PPO Savings & Penetration Reports.....	Pages 65-66
E.	Paid Provider by Specialty.....	Page 67
F.	Top 5 Provider by Specialty.....	Page 68
G.	Nurse Case Management Report.....	Page 69
XIII.	Treasurer's Report as of October 31, 2018 .....	Pages 70-106
A.	Investment Report	
B.	Loss Run Payment Registers	
C.	Fund Status	
D.	Disbursements	
E.	November Bill List.....	Page 107
F.	Motion to approve the Payment Register & Bill Lists– <b>Motion – Roll Call</b>	
XIV.	Committee Reports	
A.	Strategic Planning Committee Meeting – October 16, 2018.....	Pages 108-112
B.	Nominating Committee Meeting Minutes – October 31, 2018.....	Pages 113-115
1.	2019 Slate.....	Page 116
C.	Finance Committee Meeting Minutes – November 8, 2018.....	Handout
1.	2019 Budget Message.....	Pages 117-121
2.	2019 Budget Introduction – <b>Motion to Introduce – Roll Call</b> .....	Page 122
3.	2019 Assessment Allocation Strategy – <b>Motion to Introduce – Roll Call</b> .....	Pages 123-135
4.	2019 Assessment Certification – <b>Motion to Introduce – Roll Call</b> .....	Page 136

XV. MEL/RCF/E-JIF Reports

- A. MEL Report – October 17, 2018.....Pages 137-140
- B. Resolution 2018-\_\_\_\_\_Appointing the MEL/RCF Representatives –  
**Motion- Roll Call**.....Pages 141-142
- C. RCF Report – October 17, 2018.....Pages 143-144
- D. EJIF Report – October 17, 2018..... Pages 145-146

XVI. Miscellaneous Business

<p style="text-align: center;"><b>The next meeting will be held on Tuesday, December 18, 2018 at 3:30 PM at Hainesport Municipal Building, Hainesport, NJ</b></p>
---

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**

**October 16, 2018**

***OPEN SESSION MINUTES***

---

The 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, October 16, 2018 at 3:30 PM, prevailing time. Chair Keller, **Springfield**, presiding. The meeting was called to order at 3:32PM.

***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***

Amanda Somes, **Bass River Twp.**  
Grace Archer, **Bordentown City**  
Dean Buhrer, *Alternate*, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield Twp.**  
John Browne, *Alternate*, **Delanco Twp.** ....arrived 3:40 PM  
Jeffrey Hatcher, **Delran Twp.**  
Patricia Hansell, **Fieldsboro Borough**  
Richard Brook, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Brandon Umba, *Alternate*, **Lumberton Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Township**  
Mary Picariello, **North Hanover Twp.**  
John Gural, **Palmyra Borough**  
Michele Brown, *Alternate*, **Pemberton Township**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, *Alternate*, **Westampton Twp.**

Absent Fund Commissioners were:

Rich Wolbert, **Beverly City**  
Tom Pullion, **Edgewater Park Twp.**  
Donna Mull, **Pemberton Borough**  
Kathy Hoffman, **Southampton Twp.**  
James Ingling, **Wrightstown Borough**  
Maryalice Brown, **Woodland Twp.**

Those also in attendance were:

Paul J. Miola, Executive Director, CPCU, ARM, *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  
Conner Strong & Buckelew  
EJA/Capacity Insurance  
Hardenberg Insurance Group  
Insurance Agency Mgmt

Absent Risk Management Consultant agencies:  
CBIZ Benefits & Insurance Services

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

### ***CONDUCT OF MONTHLY MEETING***

Motion by Ms. Jack, seconded by Mr. McMahon, to allow that this monthly meeting be conducted by the Fund Commissioners present with all matters to be decided upon by a combined majority vote of all the Fund Commissioners. All in favor. Motion carried.

### ***APPROVAL OF THE OPEN & CLOSED SESSION MINUTES***

Chair Keller presented the meeting minutes of the September 18, 2018 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 Ms. Jack, seconded by Mr. Cramer, to approve the Open & Closed session meeting minutes of the September 18, 2018 meeting of the Fund as presented. **Motion carried.**

The Closed Session minutes of the September 18, 2018 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 September 18, 2018 meeting were collected at this time.

### ***EXECUTIVE DIRECTOR'S REPORT***

Mr. Miola reviewed the Executive Director's Report found in the agenda packet with the membership. He highlighted the following items:

***Lost Time Accident Frequency Report***– Mr. Miola stated that the Lost Time Accident Frequency Summary and Statewide Recap for August 2018 were included in his report.

***Certificates of Insurance*** - Mr. Miola asked that the Certificates of Insurance issued for the month of September 2018 are included in the agenda packet and should be included as part of the meeting minutes.

***Financial Fast Track*** – Mr. Miola noted that the Financial Fast Track Report for September, 2018 is included in his report. The JIF's surplus position as of September 30, 2018 was **\$11,869,308**.

***Regulatory Filing Checklists*** - – Mr. Miola noted that there are 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.

***2017 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 is November 30, 2018. All encumbered funds must be claimed by February 1, 2018.

***2018 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 is November 30, 2018. All encumbered funds must be claimed by February 1, 2018.

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

***EPL/Cyber Risk Management Budget*** – Mr. Miola stated that the JIF has budgeted **\$500** for each member to help offset employment practices and cyber security related expenses. This budget can be a valuable resource in addressing these areas of exposures. He noted that the deadline to claim or encumber these funds is November 30, 2018. All encumbered funds must be claimed by February 1, 2018.

***EPL Helpline – Authorized Contact List*** – Mr. Miola asked members to review the attached list for accuracy. He noted the resolution for this is on the JIF website at [www.burlcojif.org](http://www.burlcojif.org). Please contact the Executive Director's office with any questions.

***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 the lower co-pay and deductible. Currently, there are 13 towns that are not in Compliance, and the deadline to submit your checklist has been previously extended to November 1, 2018.

***MEL Cyber Risk Management Plan Compliance Status*** – Mr. Miola noted a new compliance status report regarding the MEL Cyber Risk Management Plan is included in the agenda 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 Ed Cooney, Fund Underwriter at 973-659-6424.

***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 requiring new bonds to be issued.

***Skateboard Park Approval Status***– Mr. Miola stated that a spreadsheet depicting the current status of all approved skateboard parks or those currently under construction by a member municipality are included in the agenda packet.

***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.

***Elected Officials Training – Save the Date*** – Mr. Miola noted that again this year, the Fund will be sponsoring Elected Officials training. The MEL will reduce each member's 2019 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2019. This credit will also be extended to the member's CEO (i.e. Municipal Manager or Administrator) again this year. The total credit is limited to 5% of a member's 2019 MEL Assessment. A Save the Date was emailed out to all Clerks, Fund Commissioners, and RMC's on or about October 5, 2018. Invitations/RSVP's for the sessions will be e-mailed to all Municipal Clerks and Fund Commissioners in early November. The trainings have been scheduled on the following dates:

December 6, 2018 - Merighi's Savoy Inn, Vineland  
January 31, 2019 - Nicolosi's Catering, West Deptford  
February 6, 2019 - Merighi's Savoy Inn, Vineland  
March 21, 2019 - O'Connor's American Bar & Grille, Eastampton

***MEL 2019/2020 Employment Practices Liability Program***– Mr. Miola stated that members who fail to come into compliance by the November 1, 2018 will be subject to a 20% surcharge on this line of coverage. In addition, employment related claims will have a minimum deductible of \$100,000 per claim plus a co-pay of 20% on the first \$2,000,000 of a loss. Members submitting this form after the November 1, 2018 deadline will become eligible for reduced deductibles and co-pays upon approval of their EPL Plan of Risk Management application by the MEL; but not retroactively. Members receiving a surcharge will be ineligible for reimbursement of the surcharge until the following year if the members plan is not approved by January 1, 2019. Members are encouraged to review this memorandum with their RMC and Municipal Solicitor to be sure they understand the procedure for compliance. Questions on this procedure can be directed to the Executive Director's office.

***Quarterly Attendance*** – Mr. Miola stated that a report detailing attendance records through September of the 2018 Fund Year is included in the agenda packet for the members to review.

***Website ([www.burlcojif.org](http://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 Cases*** – Mr. DeWeese reported that there were no closed case(s) for the month of September, 2018.

### ***SAFETY DIRECTOR'S REPORT***

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](mailto:melvideolibrary@jamontgomery.com), and phone number: 856-552-4900.

***Safety Director's Bulletins*** – He noted that there was one (1) bulletin(s) included in the agenda:

- *Hayride Best Practices*

***MSI Class Listing*** – Mr. Saville referenced the list of MSI Classes that are available in October, November, and December that are included in the agenda packet. He noted that a current list of MSI Training Administrators needs to be kept up to date, so if there are any changes in regards to the Training Administrator, please advise [afelip@jamontgomery.com](mailto:afelip@jamontgomery.com)

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

### ***CLAIMS ADMINISTRATOR'S REPORT***

#### ***Lessons Learned from Losses – October***

Mr. Roselli presented the *Lessons Learned from Losses* for October which reviewed *Leaf Collection Safety*.

Mr. Roselli noted:

- Drivers should maintain visual contact of workers on foot and check mirrors frequently
- Workers on foot need to stay visible to the driver, clear of crush zones and in view of the mirrors
- Never allow anyone to ride on the vehicle or trailer unless specifically designed for that purpose
- Department leaders must provide training and reinforce desirable behavior

Mr. Roselli then reviewed some examples of costly claims involving leaf collections that could have been avoided if a few safety precautions had been followed.

Next, Mr. Roselli referenced a report included in the agenda packet, depicting the G.O.T.C.H. visits over a two (2) month period (August & September).

Mr. Roselli explained a G.O.T.C.H.A (Go Out To Check Home Activity) visit is usually performed when an employee is out of work for more than two (2) weeks on a WC Claim. It is a

visit where a representative of Qual-Lynx checks in on the employee, speaks with them, makes sure they are following Dr.'s orders, and look for evidence of activity going on that should not be due to the nature of the employee's injuries.

Lastly, Mr. Roselli noted a handout which depicted the updated Emergency Reporting Procedures with revised contact information based on the Management changes discussed at last month's meeting. He noted once the newly assigned positions are permanent, he will be updating the Claims Road Maps as well.

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

### ***WELLNESS DIRECTOR'S REPORT***

Ms. Schiffer noted that her report is detailed in the agenda packet. She highlighted the following:

- Ms. Schiffer noted Pemberton Twp. held a Health Fair and started it out with a ½ hour of meditation, which was very well received.
- Southampton is participating in a Water Challenge as well as a Plank Challenge through October.
- Hainesport, Riverside and Tabernacle all held Lunch and Learns
- Westampton scheduled a Shoprite Dietitian to speak on Nutrition Myths Buster
- Ms. Schiffer noted she had included a Word Search in her report which is a fun way to reduce stress.
- Ms. Schiffer also noted in her report was a Wellness Initiative Ideas for Best Practices, which listed many different types of activities that can be done including ideas for Stress Management, Happiness at Work, Screenings, Challenges, etc.
- Ms. Schiffer noted if your town is hosting any type of Wellness event, please let her know so she can keep track of who is doing what, and what ideas she can pass onto other towns.
- Wellness Incentive Allowances must be encumbered by November 30, 2018, and used by February 1, 2018, so if you haven't planned any wellness activities for the end of this year, be sure to encumber the money.
- ***October Wellness Newsletter*** - She noted that the October Wellness Newsletter was included in her report.

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

### ***MANAGED HEALTH CARE REPORT***

Ms. Beatty reviewed the Managed Care Report for September, 2018.

#### **Lost Time v. Medical Only Cases**

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

	<b><i>September</i></b>	<b><i>YTD</i></b>
<i>Lost Time</i>	<i>1</i>	<i>31</i>
<i>Medical Only</i>	<i>13</i>	<i>90</i>
<i>Report Only</i>	<i>9</i>	<i>54</i>
<i>Total Intakes</i>	<i>23</i>	<i>175</i>
<i>Report Only % of Total</i>	<i>39.1%</i>	<i>30.9%</i>

<i>Medical Only/Lost Time Ratio</i>	<i>93:07</i>	<i>74:28</i>
<i>Average Days to Report</i>	<i>2.5</i>	<i>3.1</i>

### ***Transitional Duty Report***

Ms. Beatty stated that due to a report running issue and incorrect data, this report is not available again this month, but will be presented in November.

### ***PPO Penetration Report:***

Ms. Beatty presented the PPO Penetration Report:

<b><i>PPO Penetration Rate</i></b>	<b><i>September</i></b>
<i>Bill Count</i>	<i>99</i>
<i>Original Provider Charges</i>	<i>\$60,051</i>
<i>Re-priced Bill Amount</i>	<i>\$33,665</i>
<i>Savings</i>	<i>\$26,386</i>
<i>% of Savings</i>	<i>43.9%</i>
<i>Participating Provider Penetration Rate - Bill Count</i>	<i>91.9%</i>
<i>Participating Provider Penetration Rate – Provider Charges</i>	<i>97.5%</i>
<i>EPO Provider Penetration Rate - Bill Count</i>	<i>88.3%</i>
<i>EPO Provider Penetration Rate – Provider Charges</i>	<i>77.9%</i>

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

### ***TREASURER'S REPORT***

Mr. Tontarski presented an overview of the Treasurer's Report for month ending **September 30, 2018**, a copy of which was provided to the membership in the agenda packet.

### ***Investment Interest***

Interest received or accrued for the reporting period totaled \$23,988.67. This generated an average annual yield of 1.47%. However, after including an unrealized net loss of \$14,024.21 in the asset portfolio, the yield is adjusted to .61% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$189,458.62 as it relates to current market value of \$16,871,798.15 vs. the amount invested. The current market value when considering the total accrued income at month end is \$16,938,310.90.

Our asset portfolio with Wilmington/Trust consists of four (4) obligations with maturities greater than one year and six (6) obligations with maturities less than one year.

### Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$125.00	\$95,827.85
Overpayment Reimbursements	\$ .00	
FY 2018 Appropriation Refund	\$25,868.49	

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

Delran Township	\$65,633.00
Chesterfield Township	\$1,076.00
Bordentown City	\$37,883.00
Bordentown Township	\$13,825.00
Westampton	\$10,074.00

### Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$19,808,658.05 to a closing balance of \$19,224,623.77 showing a decrease in the fund balance of \$584,034.28.

### Loss Run Payment Register – September 2018

Mr. Tontarski stated that 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 \$196,816.40. The claim detail shows 201 claim payments issued.

### Bill List – October 2018

For the Executive Committee's consideration, Mr. Tontarski presented the October 2018 Bill List in the amount of \$78,976.96.

Chair Keller entertained a motion to approve the September 2018 Loss Run Payment Register, and approve the October 2018 Bill List in the amount of \$78,976.96 as presented

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

Motion by Mr. Gural, seconded by Ms. Jack, to approve the *September 2018 Loss Run Payment Register, and approve the October Bill List in the amount of \$78,976.96* as presented.

**ROLL CALL    Yeas**

Amanda Somes, **Bass River Twp.**  
Grace Archer, **Bordentown City**  
Dean Buhner, *Alternate*, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield Twp.**  
John Browne, *Alternate*, **Delanco Twp.**  
Jeffrey Hatcher, **Delran Twp.**  
Patricia Hansell, **Fieldsboro Borough**  
Richard Brook, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Brandon Umba, *Alternate*, **Lumberton Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Township**

Mary Picariello, **North Hanover Twp.**  
John Gural, **Palmyra Borough**  
Michele Brown, *Alternate*, **Pemberton Township**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, *Alternate*, **Westampton Twp.**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

## COMMITTEE REPORTS

### ***SAFETY COMMITTEE***

Ms. Cramer stated that the Committee met on September 18, 2018 and a verbal report was given at that time. He also noted a copy of the meeting minutes was included in the agenda packet and were self-explanatory.

### ***FINANCE COMMITTEE***

Mr. Hatcher stated that the Committee met on October 4, 2018 and a copy of the meeting minutes were a handout and highlighted the following items:

He stated the 2019 Budget will have less than a 1% increase and the Finance Committee will be meeting again in November. Mr. Hatcher then explained there was a Resolution for consideration:

#### ***Resolution 2018-42***

Mr. Hatcher stated that the Finance Committee recommends that the Executive Director establish accounts for each member of the Fund within the Fund's AELCF account and to transfer the 2018 dividends received from the EJIF into each members account to be used as each member sees fit.

Chair Keller entertained a motion to approve the ***Resolution 2018-42, Authorizing the Executive Director to Establish Accounts for Each Member of the Fund Within the Fund's AELCF Account and to Transfer the 2018 Dividends Received from the EJIF Fund into Each Members Accounts, as presented.***

Motion by Ms. Jack, seconded by Mr. McMahon, to approve the ***Resolutions 2018-42***, as presented.

**ROLL**     *Yeas*  
**CALL**

Amanda Somes, **Bass River Twp.**  
Grace Archer, **Bordentown City**  
Dean Buhrer, *Alternate*, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield Twp.**  
John Browne, *Alternate*, **Delanco Twp.**  
Jeffrey Hatcher, **Delran Twp.**

Patricia Hansell, **Fieldsboro Borough**  
Richard Brook, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Brandon Umba, *Alternate*, **Lumberton Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Township**  
Mary Picariello, **North Hanover Twp.**  
John Gural, **Palmyra Borough**  
Michele Brown, *Alternate*, **Pemberton Twp.**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, *Alternate*, **Westampton Twp.**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

#### ***STRATEGIC PLANNING COMMITTEE***

Ms. Burger noted the Committee met today prior to the Executive Committee meeting and highlighted the following:

- The committee discussed the members who renewed this year, and discussed Bordentown Township, Delran, and Riverside possibly renewing early next year to assist with the realignment of the membership renewals and assessments.
- In regards to the Member Visitation program, all renewing towns had been visited and there were currently no prospects for new members for 2019.
- The Holiday Dinner meeting will be December 18<sup>th</sup> at O'Connors in Eastampton at 5:00 PM, following the Executive Committee Meeting at 3:30 PM in Hainesport.
- For 2019, the Executive Committee Meetings will continue to be at 3:30 PM in Hainesport, and the Annual Planning Retreat will be held on April 16, 2019.

Ms. Burger noted the minutes will be included in next month's agenda for further details. Ms. Burger asked if there were any questions. No questions were entertained.

#### ***MEL REPORT***

Nothing to report this month. The next MEL Meetings are scheduled for October 17, 2018.

#### ***Next Meeting***

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

#### ***PUBLIC COMMENT***

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

Chair Keller opened the meeting to the public for comment.

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

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

***EXECUTIVE SESSION MEETING – Resolution #2018-43***

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

Motion by Ms. Jack, seconded by Mr. McMahon, to Adopt ***Resolution #2018-43***. 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.

<b><i>Workers' Compensation</i></b>	<b><i>Property</i></b>	<b><i>General Liability</i></b>
<i>001239995</i>	<i>2019151170</i>	<i>001257068</i>
<i>2019152686</i>		
<i>001218117</i>		
<i>2018146837</i>		
<i>2019148581</i>		
<i>2019147693</i>		
<i>2018142882</i>		
<i>001136910</i>		
<i>2019150875</i>		
<i>001264740</i>		
<i>2017088707</i>		

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

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

**ROLL CALL**    *Yeas*    Amanda Somes, **Bass River Twp.**  
Grace Archer, **Bordentown City**  
Dean Buhner, *Alternate*, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield Twp.**  
John Browne, *Alternate*, **Delanco Twp.**  
Jeffrey Hatcher, **Delran Twp.**  
Patricia Hansell, **Fieldsboro Borough**

Richard Brook, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Brandon Umba, *Alternate*, **Lumberton Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Township**  
Mary Picariello, **North Hanover Twp.**  
John Gural, **Palmyra Borough**  
Michele Brown, *Alternate*, **Pemberton Twp.**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, *Alternate*, **Westampton Twp.**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

***AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL***

There was one (1) abandonment of Subrogation claim(s) presented in Closed Session.

*#2017088707 - \$2,054.16*

Motion by Mr. McMahon, seconded by Ms. Jack, to authorize to Abandon Subrogation as presented.

**ROLL CALL**    *Yeas*    Amanda Somes, **Bass River Twp.**  
Grace Archer, **Bordentown City**  
Dean Buhner, *Alternate*, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield Twp.**  
John Browne, *Alternate*, **Delanco Twp.**  
Jeffrey Hatcher, **Delran Twp.**  
Patricia Hansell, **Fieldsboro Borough**  
Richard Brook, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Brandon Umba, *Alternate*, **Lumberton Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Township**  
Mary Picariello, **North Hanover Twp.**  
John Gural, **Palmyra Borough**  
Michele Brown, *Alternate*, **Pemberton Twp.**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, *Alternate*, **Westampton Twp.**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

***MOTION TO ADJOURN***

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

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

The meeting was adjourned at 4:26 PM.

---

Kris Kristie,  
*Recording Secretary for*

---

Meghan Jack,  
*Fund Secretary*



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

.....

**A. Lost Time Accident Frequency Report – (pgs. 18-19)**

The September Lost Time Accident Frequency Summary and the Statewide Recap for September 2018 are attached for your review

**B. Certificates of Insurance (pgs. 20-23)**

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

**C. Financial Fast Track Report (pg. 24 )**

The Financial Fast Track Report as of September 30, 2018 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 September 30, 2018 was **\$12,371,095.**

**D. Regulatory Filing Checklists (pgs. 25-26)**

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.

**E. 2017 Safety Incentive Program Awards (pg. 27)**

A letter from our office describing how to collect your 2017 Safety Incentive Awards money was emailed out to all members on or about February 23, 2018. A report detailing the available balances for each member is attached for your review. Reminder emails were sent out to on or about November 12, 2018. If you have any questions on how to collect your 2017 Safety Incentive Program 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.**

**F. 2018 Optional Safety Budget (pg. 28)**

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. Reminder emails were sent out to on or about November 12, 2018. 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.**

**G. 2018 Wellness Incentive Program Allowance (pg. 29)**

A letter from our office describing how to collect your 2018 Wellness Incentive money was emailed out on or about February 5, 2018. Reminder emails were sent out to on or about November 12, 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 Wellness Incentive Program allowance, please contact our office. **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.**

**H. EPL/Cyber Risk Management Budget (pg. 30)**

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.

**I. EPL Helpline – Authorized Contact List (pg. 31)**

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.

**J. Employment Practices Liability Compliance – (pg. 32)**

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.

**K. MEL Cyber Risk Management Plan Compliance (pg. 33)**

A compliance status report regarding the MEL Cyber Risk Management Plan status 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 Ed Cooney, Fund Underwriter at 973-659-6424.

**L. Statutory Bond Status (pg. 34)**

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. 35)**

Enclosed, The MEL has established a process, outlined in MEL Coverage Bulletin **2018-09**, 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. Capehart & Scatchard Updates (pgs. 36-43)**

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.

**O. Elected Officials Seminars – Invite (pg. 44-45)**

Again, this year, the Fund will be sponsoring Elected Officials training. The MEL will reduce each member's 2019 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2019. This credit will also be extended to the member's CEO (i.e. Municipal Manager or Administrator) again this year. The total credit is limited to 5% of a member's 2019 MEL Assessment. A Save the Date was emailed out to all Clerks, Fund Commissioners, and RMC's on or about October 5, 2018. Invitations/RSVP's for the sessions will be e-mailed to all Municipal Clerks and Fund Commissioners on November 1, 2018. The trainings have been scheduled on the following dates:

December 6, 2018 - Merighi's Savoy Inn, Vineland  
January 31, 2019 - Nicolosi's Catering, West Deptford  
February 6, 2019 - Merighi's Savoy Inn, Vineland  
March 21, 2019 - O'Connor's American Bar & Grille, Eastampton

**P. Police One Training**

To help reduce the skyrocketing costs associated with police related injuries and lawsuits, the JIF is pleased to announce the availability of the Police One Academy online training system. All JIF Member Police Agencies are eligible to participate in this web-based training. Announced on October 15, 2018, the initial course offerings include De-Escalation Strategies, Sexual Harassment, and Ethics in Law Enforcement. Police One offers training in many different areas of importance to Police personnel and additional courses will be made available over the next several months. If you have any suggestions for police training topics or questions about the system, please contact Megan Matro in the Executive Director Office or Keith Hummel in the Safety Director's Office for assistance.

**Q. MediaPro Training**

To combat the rise in cybersecurity threats, the JIF has contracted with MediaPRO to deliver online technology risk training for Member Municipalities. MediaPRO specializes in cybersecurity and data privacy employee awareness programs. Every full time, part time, and seasonal municipal employee who utilizes a municipally owned computer will be assigned training. Training courses include password best practices, how to avoid malware, social media usage and many more. On Friday, November 9, 2018 an email containing a spreadsheet was sent to all Fund Commissioners asking that they provide the first name, last name, title, and email address of each employee that they want to have access to the training module. Once this information is received, the employees listed will receive an introduction on how to access and utilize the training program. Please contact Megan Matro in the Executive Director Office if you have any questions.

**R. WEBSITE ([WWW.BURLCOJIF.ORG](http://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!

**S. 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.acmjif.org](http://www.acmjif.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.acmjif.org](http://www.acmjif.org)). In addition, members can also call 856-446-9148 for a pre-recorded message announcing the cancellation of a meeting.

**T. New Member Activity**

Nothing to Report.

**Burlington County Municipal Joint Insurance Fund  
2017 Safety Incentive Program**

Member Municipality	Opening Balance	Jan 2018	Feb 2018	March 2018	April 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Paid in 2019	Total Paid	Remaining Balance
Bass River	1,650.00				1,650.00										1,650.00	0.00
Beverly	1,975.00														0.00	1,975.00
Bordentown City	1,975.00														0.00	1,975.00
Bordentown Twp	2,275.00														0.00	2,275.00
Chesterfield	1,650.00			1,650.00											1,650.00	0.00
Delanco	1,650.00					1,650.00									1,650.00	0.00
Delran	2,275.00														0.00	2,275.00
Edgewater	1,975.00														0.00	1,975.00
Fieldsboro Boro	1,650.00				1,650.00										1,650.00	0.00
Florence	2,275.00				2,275.00										2,275.00	0.00
Hainesport	1,650.00				1,650.00										1,650.00	0.00
Lumberton	2,275.00				2,275.00										2,275.00	0.00
Mansfield	1,975.00														0.00	1,975.00
Medford	2,600.00				2,600.00										2,600.00	0.00
Mount Laurel	2,600.00							442.50			2,157.50				2,600.00	0.00
North Hanover	1,975.00					1,975.00									1,975.00	0.00
Palmyra	1,975.00					1,975.00									1,975.00	0.00
Pemberton Boro.	1,650.00				1,650.00										1,650.00	0.00
Pemberton Twp.	2,600.00				2,600.00										2,600.00	0.00
Riverside	1,975.00														0.00	1,975.00
Shamong	1,650.00														0.00	1,650.00
Southampton	1,975.00					1,975.00									1,975.00	0.00
Springfield	1,650.00														0.00	1,650.00
Tabernacle	1,650.00											568.31			568.31	1,081.69
Westampton	1,975.00				1,975.00										1,975.00	0.00
Woodland	1,650.00				1,650.00										1,650.00	0.00
Wrightstown	1,650.00														0.00	1,650.00
Total By Line	\$52,825.00	\$0.00	\$0.00	\$1,650.00	\$19,975.00	\$7,575.00	\$0.00	\$442.50	\$0.00	\$0.00	\$2,157.50	\$568.31	\$0.00	\$0.00	\$32,368.31	\$20,456.69

**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 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 2019	Total Paid	Remaining Balance	Date of Encumbrance
Bass River	995.00														0.00	995.00	10/23/18
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							1,022.62							1,022.62	572.38	
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											995.00			995.00	0.00	
Lumberton	2,660.00											2,660.00			2,660.00	0.00	
Mansfield	1,595.00														0.00	1,595.00	
Medford	4,645.00											2,689.52			2,689.52	1,955.48	
Mount Laurel	4,645.00				2,729.24						1,915.76				4,645.00	0.00	
North Hanover	1,595.00					882.72			712.28						1,595.00	0.00	
Palmyra	1,595.00														0.00	1,595.00	
Pemberton Boro	995.00														0.00	995.00	
Pemberton Twp.	4,645.00									3,104.62					3,104.62	1,540.38	
Riverside	2,660.00														0.00	2,660.00	
Shamong	995.00											995.00			995.00	0.00	
Southampton	1,595.00														0.00	1,595.00	
Springfield	995.00										995.00				995.00	0.00	
Tabernacle	995.00								939.98						939.98	55.02	10/11/18
Westampton	1,595.00							780.78							780.78	814.22	
Woodland	995.00														0.00	995.00	11/6/2018
Wrightstown	995.00														0.00	995.00	
Total By Line	51,295	\$0.00	\$0.00	\$0.00	\$2,729.24	\$882.72	\$0.00	\$1,803.40	\$712.28	\$4,044.60	\$2,910.76	\$7,339.52	\$0.00	\$0.00	20,422.52	30,872.48	

**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**

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 2019	Total Paid	Remaining Balance
Bass River	500.00														0.00	500.00
Beverly	750.00														0.00	750.00
Bordentown City	750.00														0.00	750.00
Bordentown Twp.	1,000.00		73.83					649.99							723.82	276.18
Chesterfield	500.00									225.00					225.00	275.00
Delanco	750.00							134.42			223.21				357.63	392.37
Delran	1,000.00														0.00	1,000.00
Edgewater Park	750.00				99.45							391.41			490.86	259.14
Fieldsboro	500.00							239.98							239.98	260.02
Florence	1,000.00														0.00	1,000.00
Hainesport	500.00											500.00			500.00	0.00
Lumberton	1,000.00														0.00	1,000.00
Mansfield	750.00														0.00	750.00
Medford	1,500.00											1,026.33			1,026.33	473.67
Mount Laurel	1,500.00										1,182.31				1,182.31	317.69
North Hanover	750.00					143.18					143.98				287.16	462.84
Palmyra	750.00														0.00	750.00
Pemberton Boro	500.00				120.00										120.00	380.00
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									120.00		342.43			462.43	37.57
Westampton	750.00								69.99		33.73				103.72	646.28
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	\$219.45	\$143.18	\$0.00	\$1,024.39	\$69.99	\$345.00	\$1,583.23	\$2,260.17	\$0.00	\$0.00	5,719.24	15,530.76

**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 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 2019	Remaining Balance	Date Encumbered
Bass River	500.00														500.00	10/23/2018
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										300.00				200.00	
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	10/11/2018
Westampton	500.00							500.00							-	
Woodland	500.00														500.00	11/6/2018
Wrightstown	500.00														500.00	
Total By Line	\$13,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$500.00	\$0.00	\$1,300.00	\$1,500.00	\$0.00	\$0.00	\$9,200.00	

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

**Municipal  
Joint Insurance  
Fund**   
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: October 31, 2018

Re: Elected Officials Seminar

\*\*\*\*\*

Please accept this memorandum as an invitation to the 2018-2019 JIF Elected Officials training program. This year's program will focus on public official's liability, employment practices liability; cyber liability, and wellness program benefits. 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 2019 MEL Assessment by \$250 for each municipal Elected Official who completes the course by May 1, 2019. 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 2019 MEL 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 6, 2018 – Merighi's Savoy Inn, Vineland**

**Thursday, January 31, 2019 – Nicolosi's Caterers, West Deptford**

**Wednesday, February 6, 2019 – Merighi's Savoy Inn, Vineland**

**Thursday, March 21, 2019 – 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 6, 2018 – Merighi's Savoy Inn, Vineland**

**Thursday, January 31, 2019 – Nicolosi's Caterers, West Deptford**

**Wednesday, February 6, 2019 – Merighi's Savoy Inn, Vineland**

**Thursday, March 21, 2019 – O'Connor's, Eastampton**

# **BURLINGTON COUNTY MUNICIPAL** **JOINT INSURANCE FUND**

## **NOVEMBER 2018** **CLOSED CASES**

1.) **Kemokai-Bey v. Township of Delran** - This matter involved the Plaintiff's allegations in a Superior Court of New Jersey, Burlington County Complaint arising from an incident which occurred on October 20, 2016. The Plaintiff, Abu-Bakarr Kemokai-Bey, alleged that as a result of false allegations of harassment and domestic violence, a Restraining Order was entered against him by the mother of his children, Rachel Alfred. The Plaintiff further alleged that as a result of these false allegations of persistent contact with Ms. Alfred through text message communications which were subsequently presented to Municipal Court Judge Richard Andronici, a warrant for the Plaintiff's arrest was issued and executed for violation of an Order entered under the provisions of the Prevention of the Domestic Violence Act. Mr. Kemokai-Bey alleged violations of his constitutional rights and false imprisonment. On July 26, 2018, the Court entered an Order transferring this matter to the Superior Court of New Jersey, Mercer County. The case was assigned to John C. Gillespie, Esquire on August 27, 2018. Defense Counsel accepted the Assignment and he entered his Appearance on behalf of Delran Municipal Court Judge Andronici. Defense Counsel subsequently filed a Motion for Summary Judgment on October 2, 2018, and on October 26, 2018, the Honorable Douglas H. Hurd, P.J.Cv. entered an Order granting Defense Counsel's Motion with prejudice as to Delran Municipal Court Judge Richard Andronici. The Township of Delran was not a named Defendant in the case.

2.) **Price Estate v. Township of Edgewater Park** - This matter involved the Plaintiff's allegations in Superior Court of New Jersey, Burlington County Complaint arising from a pedestrian/motor vehicle accident which occurred on March 9, 2015. The Plaintiff alleged that the Decedent, Richard Price, was a pedestrian in a crosswalk on Route 130 North at or near its intersection with Delanco Road, in the Township of Edgewater Park, when he was struck by a motor vehicle, owned and being operated by the Defendant, Justin Smith, traveling on Route 130 South at or near its intersection with Delanco Road. The Plaintiff alleged that the Decedent sustained serious and severe injuries as a result of the inattentive/negligent conduct of Mr. Smith which ultimately contributed to his death. The Plaintiff further alleged that the Township of Edgewater Park failed to adequately protect pedestrians in crosswalks, specifically the Decedent, Richard Price, which ultimately contributed to his death. The case was assigned to Richard L. Goldstein, Esquire on March 29, 2017. Defense Counsel accepted the Assignment and he filed an Answer and he proceeded with Discovery. Counsel for Co-Defendant, NJPLIGA, filed a Motion to Dismiss the Complaint which was

ultimately denied on June 22, 2018. In addition, (1) Plaintiffs' filed a Motion for More Specific Answers to Interrogatories directed to co-Defendants Smiths; (2) Smith Defendants' filed a Cross-Motion to Dismiss Complaint for failure to provide discovery; and (3) Plaintiffs' filed a Motion to Extend Discovery. Defense Counsel only filed Opposition to Plaintiffs' Motion to Extend Discovery and Oral Argument on all three Motions was conducted on August 15, 2018. Judge Harrington ultimately entered three Orders which granted Plaintiffs' Motion for More Specific Answers to interrogatories and denied Co-Defendants' Motion to Dismiss and Plaintiffs' Motion to Extend the Discovery End Date. In addition, Judge Harrington dismissed all of the insured Defendants from the litigation with prejudice, without the need for Defense Counsel to file a Motion for Summary Judgment. A Dismissal Order With Prejudice as to the insured was ultimately filed with the Court on September 12, 2018.

3.) Steinberg v. Township of Medford - This matter involved the Plaintiff's allegations in a Superior Court of New Jersey, Burlington County Complaint that on August 2, 2014, the Plaintiff, Hayley Steinberg, was at her residence located at 4 Braddock's Mill Court, in the City of Medford, when Medford Township Police Officer Philip D'Alonzo responded to the residence at the request of the Plaintiff's mother. The Plaintiff further alleged that she was asleep at the time Officer D'Alonzo entered her residence, and that she was startled awake by the Officer's presence. The Plaintiff alleged that Police Officer D'Alonzo subsequently effectuated the arrest of the Plaintiff and that the Officer used excessive force in the process. The Plaintiff alleged that as a result of the unnecessary force used by Police Officer D'Alonzo, she suffered serious and permanent injuries, and sustained severe emotional distress. The Plaintiff further alleged that the Township of Medford was negligent in its duty to properly train and supervise the members of the Medford Police Department. The case was assigned to John C. Gillespie, Esquire on September 16, 2016. Defense Counsel was assigned and he filed our Answer and he proceeded with Discovery. Defense Counsel filed a Motion to Compel Depositions which was granted on January 5, 2018; however, Defense Counsel's request for attorney's fees, costs, and costs of Court Reporters was denied. An Arbitration Hearing was scheduled for March 15, 2018; however, prior to the Arbitration, the Court removed this matter from the Arbitration calendar. A Status Conference was subsequently conducted by the Court on June 19, 2018. In addition, the Trial scheduled in this matter for September 10, 2018 was adjourned to October 1, 2018. Defense Counsel proceeded with the filing of our Motion for Summary Judgment on August 6, 2018 which was scheduled for Oral Argument on September 28, 2018. In addition, the Court again placed this matter on the Arbitration calendar and an Arbitration Hearing was scheduled for October 18, 2018. Based upon the scheduled Arbitration, the Status Conference scheduled for September 10, 2018 and the Trial scheduled for October 1, 2018 were subsequently adjourned. On October 2, 2018, the Honorable Susan L. Claypoole, J.S.C. ultimately entered an Order and Statement of Reasons granting Defense Counsel's Motion for Summary Judgment with prejudice. The Plaintiff has forty-five (45) days to file a Notice of Appeal.

**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:** November 6, 2018

---

**Service Team:**

Keith Hummel Associate Director Public Sector Risk Control <a href="mailto:khummel@jamontgomery.com">khummel@jamontgomery.com</a> 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 <a href="mailto:jsaville@jamontgomery.com">jsaville@jamontgomery.com</a> Office: 732-736-5009 Cell: 609-330-4092
Danielle Sanders Administrative Assistant <a href="mailto:dsanders@jamontgomery.com">dsanders@jamontgomery.com</a> Office: 856-552-6898 Fax: 856-552-6899		Robert Garish Consultant <a href="mailto:rgarish@jamontgomery.com">rgarish@jamontgomery.com</a> Office: 856-552-4650 Cell: 609-947-9719

**OCTOBER ACTIVITIES**

**LOSS CONTROL SERVICES**

- Township of Florence – Conducted a Loss Control Survey on October 4
- Township of Mount Laurel – Conducted a Loss Control Survey on October 1
- Borough of Palmyra – Conducted a Loss Control Survey on October 29
- Borough of Pemberton – Conducted a Loss Control Survey on October 2
- Township of Westampton – Conducted a Loss Control Survey on October 11

**JIF MEETINGS ATTENDED**

- Ø Regional Training – Excited Delirium – October 9
- Ø Police ad Hoc Committee Meeting – October 12
- Ø Fund Commissioner Meeting – October 16
- Ø NJMEL Risk Management for Police Command Staff – October 29

## **MEL MEDIA LIBRARY**

The following members used the MEL Media Library during October. Please note the new e-mail address: [melvideolibrary@jamontgomery.com](mailto: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.

**No videos were viewed during the month of October**

## **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 October. 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 October 2 - Regional Training REMINDER - Excited Delirium - October & November, 2018
- Ø October 2 - You're Invited: Police Chief AD-HOC Committee Meeting - October 12, 2018
- Ø October 4 - Safety Bulletin – Fire Prevention Month
- Ø October 9 - Last Call - Make up Session for Risk Management for Police Command Staff! October 29<sup>th</sup>
- Ø October 9 - MEL Media Library updated and expanded
- Ø October 10 - You're Invited: Police Chief AD-HOC Committee Meeting - October 12, 2018
- Ø October 18 - Last Call - Make up Session for Risk Management for Police Command Staff! October 29<sup>th</sup>
- Ø October 22 - Did You Know? – MSI Training Schedule – BURLCO JIF, November 2018.
- Ø October 30 - Below 100 - Mansfield Police Department - Rutgers EcoComplex 11-26-2018

## **UPCOMING EVENTS**

- Ø Regional Training – Excited Delirium Training – November 2
- Ø Regional Training – Excited Delirium Training – November 9
- Ø Executive Committee Meeting – November 20
- Ø Claims Meeting – November 20
- Ø Below 100 Training – November 26

## **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 November and December 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](http://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.

<b>DATE</b>	<b>LOCATION</b>	<b>TOPIC</b>	<b>TIME</b>
11/1/18	Borough of Beach Haven #2	Heavy Equipment Safety	8:30 - 11:30 am
11/1/18	City of Burlington #2	Confined Space Awareness	8:30 - 9:30 am
11/2/18	Borough of Tinton Falls	Employee Conduct/Violence Prevention	7:30 - 9:00 am
11/5/18	Borough of Union Beach #2	Seasonal (Autumn/Winter) PW Operations	8:00 - 11:00 am
11/5/18	Township of Pemberton	CMVO	8:30 - 1:00 pm w/lunch brk
11/7/18	Borough of Eatontown #2	BBP	9:00 - 10:00 am
11/7/18	Borough of Eatontown #2	Fire Extinguisher	10:15 - 11:15 am
11/7/18	Borough of Eatontown #2	Hearing Conservation	11:30 - 12:30 pm
11/7/18	Township of Florence	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
11/7/18	Township of Burlington #3	Hearing Conservation	1:00 - 2:00 pm
11/8/18	City of Ventnor	DDC-6	9:00 - 3:30 pm w/lunch brk
11/9/18	Township of Long Beach #1	Driving Safety Awareness	8:30 - 10:00 am
11/9/18	Township of Long Beach #1	Fire Safety	10:15 - 11:15 am
11/9/18	Township of Long Beach #1	Fire Extinguisher	11:30 - 12:30 pm
11/14/18	Ocean County College #8	Snow Plow/Snow Removal	8:30 - 10:30 am
11/14/18	Ocean County College #8	Asbestos, Lead, Silica Overview	10:45 - 11:45 am
11/14/18	City of Ventnor	Snow Plow/Snow Removal	9:00 - 11:00 am
11/15/18	Township of Marlboro #3	Snow Plow/Snow Removal	8:30 - 10:30 am
11/15/18	Township of Middle #3	CDL-Supervisors Reasonable Suspicion	8:00 - 10:00 am
11/15/18	Township of Middle #3	Shop & Tool	10:15 - 11:15 am
11/16/18	Borough of Neptune City #1	PPE	7:30 - 9:30 am
11/16/18	Township of Carneys Point #2	Ladder Safety/Walking Working Surfaces	8:30 - 10:30 am
11/16/18	Township of Carneys Point #2	Shop & Tool Safety	10:45 - 11:45 am
11/19/18	Borough of Collingswood	Seasonal (Autumn/Winter) PW Operations	8:30 - 11:30 am
11/20/18	Township of Elsinboro	HazMat Awareness w/HazCom GHS-Evening	6:30 - 9:30 pm
11/27/18	Borough of Shrewsbury	CDL-Drivers Safety Regulations	8:30 - 10:30 am
12/3/18	Borough of Glassboro #1	Snow Plow/Snow Removal	8:00 - 10:00 am
12/6/18	Jackson Twp. MUA	Excavation/Trenching/Shoring	8:30 - 12:30 pm
12/10/18	Borough of Bradley Beach	Snow Plow/Snow Removal	8:30 - 10:30 am
12/11/18	Brick Twp. MUA #2	CDL-Drivers Safety Regulations	8:30 - 10:30 am
12/11/18	Township of Pemberton	CDL-Drivers Safety Regulations	9:30 - 11:30 am
12/11/18	Township of Pemberton	Snow Plow/Snow Removal	12:30 - 2:30 pm
12/12/18	Township of Galloway	Heavy Equipment Safety	8:30 - 11:30 am
12/13/18	Jackson Twp. MUA	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm

CEU's for Certified Publics Works Managers			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Accident Investigation	2 / M	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 Inspections	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	1.5 / 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		
CEU's for Park and Rec Professionals			
MSI Course	CEU's/Cat.		
Playground Safety Inspections (CEUs for all Park and Rec Professionals)	.2		
***Categories		***Categories(cont)	
E - Ethics		Non S - Non Safety (Management)	
T - Technical		P - Professional Development	
G - Governmental		M - Management	
S - Safety / Non S - Non Safety		CRP - Certified Recycling Professional Classroom CEU	


# LESSONS LEARNED FROM LOSSES

## MONTHLY NEWSLETTER - NOVEMBER 2018

# REPORTING REFRESHER


- **WORKERS' COMPENSATION:** REPORTING THE CLAIM WITHIN 24-48 HOURS IS INTEGRAL IN KEEPING THE COSTS DOWN. [1-888-342-3839](tel:1-888-342-3839)
- **LIABILITY:** DELAYED REPORTING CAN HAMPER THE BEST POSSIBLE DEFENSE THAT QUAL-LYNX, THE DEWEESE LAW FIRM AND THE DEFENSE PANEL CAN PROVIDE.
- **PROPERTY:** DAMAGES CAN WORSEN IF NOT MITIGATED TIMELY LEADING TO INCREASED COSTS.

CLAIMS REPORTING ROADMAPS RIGHT ON THE HOMEPAGE OF YOUR WEBSITE



<http://www.burcoijf.org>

**Click on New Claim Roadmaps Below to Learn More:**



[acmijf.org](http://www.acmijf.org)

[tricoijf.org](http://www.tricoijf.org)

- ALSO, UNDER THE CLAIMS TAB IS INFORMATION TO HELP YOU WITH REPORTING CLAIMS, SUCH AS;
- SUPERVISOR'S INCIDENT REPORT & FIRST ACCIDENT REPORT
- ACORD FORMS
- LIST OF URGENT CARE PROVIDERS
- EMERGENCY REPORTING PROCEDURES

**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:** November 20, 2018 Hainesport Municipal Court  
**Contact Info:** [debby\\_schiffer@targetingwellness.com](mailto:debby_schiffer@targetingwellness.com) 856-322-1220

Wellness  
Funds...Encumber by  
11/30/18  
Need ideas?  
Just let me know!

**ACTIVITY SUMMARY & PLANNED EVENTS**

**Municipality Activities Occurring and Planned:**

- Bordentown Twp – Started annual Fitness Testing for Police Officers. Those that pass receive coop time as incentive reward. All received pre-examination from physician covered by wellness funds.
- Chesterfield – Hosted Lunch & Learn on benefits of meditation and guided practice followed by chair massages for employees interested.
- Delanco – monthly fresh fruit to each department; looking at possible reimbursement for Police for meeting a certain number of gym visits throughout 2019 for a set dollar refund if met. Chair massages for December.
- Florence – Ended their Home Run Challenge. After completing 30 weeks, the average number of workouts for each participant was 3.5 per week. To think that they all continued for 7 months is fantastic!!
- Lumberton – Jefferson schedule to present on "Eating for Longevity". Participants get entry towards year-end grand prize. Earned entries throughout the year for participating in the hosted wellness events.
- Mansfield – presented "Movement vs Exercise" Combating sitting disease.
- Medford – Scheduled Jefferson to present "Men's Health" at the Firehouse and "Women's Health" at the municipal building.
- Mt. Laurel – first of two presentations for EMT's will take place this month with second to follow in December. ShopRite Dietitians to speak on sustaining energy on shift work through healthy food selections.
- North Hanover – presentation on Holiday Survival Tips
- Palmyra – Boot camp for volunteer firefighters and any Borough Employee interested scheduled for 1x/week for 4 months.
- Pemberton Borough – employees have a choice between 10 min meditation and 10 min chair massage or 20 mins of one.
- Riverside – Lunch & Learn on "Movement vs Exercise" Combating sitting disease
- Westampton – ShopRite Dietitians spoke on "Nutrition Myths Buster"

**November Wellness Corner Connection Newsletter**

With autumn comes many changes: clocks, temperature, shorter days, color of leaves, etc. This months Wellness Corner Connection Newsletter, I focused on:

**The Stages of Change  
Coping with Change  
Resilience and Wellbeing  
Boosting your Health with Gratitude**

You should have received a Gratitude Calendar for the month of November. Throughout the month, there are ideas for expressions of kindness and gratitude as well as things your employees can do to improve their overall wellbeing.



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

<b>Intake</b>	<b>October-18</b>	<b>October-17</b>	<b>2018 October YTD</b>	<b>2017 October YTD</b>
# of New Claims Reported	18	19	194	152
# of Report Only	4	7	58	44
% Report Only	22.2%	36.8%	29.9%	28.9%
# of Medical Only	13	9	102	89
# of Lost Time	1	3	34	19
Medical Only to Lost Time Ratio	93:07	75:25	75:25	82:18
Average # of Days to Report a Claim	2.8	0.9	3.1	2.1

<b>Nurse Case Management</b>	<b>October-18</b>	<b>October-17</b>
# of Cases Assigned to Case Management	19	14
# of Cases >90 days	13	12

<b>Savings</b>	<b>October-18</b>	<b>October-17</b>	<b>2018 October YTD</b>	<b>2017 October YTD</b>
Bill Count	142	142	1436	1151
Provider Charges	\$193,536	\$104,732	\$2,011,964	\$1,167,099
Repriced Amount	\$97,911	\$49,388	\$812,724	\$450,081
Savings \$	\$95,625	\$55,343	\$1,199,239	\$717,018
% Savings	49.4%	52.8%	59.6%	61.4%

<b>Participating Provider Penetration Rate</b>	<b>October-18</b>	<b>October-17</b>	<b>2018 October YTD</b>	<b>2017 October YTD</b>
Bill Count	95.8%	97.2%	93.3%	96.7%
Provider Charges	97.9%	97.4%	95.5%	95.1%

<b>Exclusive Provider Panel Penetration Rate</b>	<b>October-18</b>	<b>October-17</b>	<b>2018 October YTD</b>	<b>2017 October YTD</b>
Bill Count	95.2%	96.7%	89.3%	92.0%
Provider Charges	91.5%	98.0%	94.1%	96.1%

<b>Transitional Duty Summary</b>		<b>2018 October YTD</b>	<b>2017 October YTD</b>
% of Transitional Duty Days Worked		41.4%	75.9%
% of Transitional Duty Days Not Accommodated		58.6%	24.1%

November 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 October 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 \$ 20,390.45. This generated an average annual yield of 1.28%. However, after including an unrealized net gain of \$ 7,951.54 in the asset portfolio, the yield is adjusted to 1.79% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$181,507.08 as it relates to current market value of \$ 16,873,306.32 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end is \$16,946,709.08.

Our asset portfolio with Wilmington/Trust consists of 4 obligations with maturities greater than one year and 6 obligations with maturities less than one year.

#### RECEIPT ACTIVITY FOR THE PERIOD

Subrogation Receipts \$ 201.00 w/YTD Total \$ 96,028.85 (detailed in my report)  
Salvage Receipts \$ 0.00  
Overpayment Reimbursements \$ 0.00

#### 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 \$ 296,083.28. The claims detail shows 290 claim payments issued.

#### A.E.L.C.F. PARTICIPANT BALANCES AT PERIOD END: (\$214. Interest Allocated)

Delran Township	\$65,742.00
Chesterfield Township	\$ 1,078.00
Bordentown City	\$37,946.00
Bordentown Township	\$13,848.00
Westampton Township	\$10,091.00

#### 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 \$ 19,224,623.77 to a closing balance of \$ 18,871,216.54 showing a decrease in the fund of \$ 353,407.23. A detailed reconciliation of this change, including its affect on our banking instruments, is included in my report.

#### BILL LIST FOR THE PERIOD:

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

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

Respectfully Submitted,

Thomas J. Tontarski  
Treasurer

**BURLINGTON COUNTY  
MUNICIPAL JOINT INS. FUND  
Subrogation Report  
Calendar Year 2018**

DATE REC'D	CREDITED TO:	CLAIM/ FILE NUMBER	CLAIMANT NAME	COV. TYPE	FUND YEAR	AMOUNT RECEIVED	RECEIVED Y.T.D.
1/18	WRIGHTSTOWN BORO	X06829	WRIGHTSTOWN BORO	PR	2010	25.00	
1/18	EDGEWATER PARK	Z42992	MARK HERKOPERC	WC	2016	50.00	
1/22	PEMBERTON TWP.	1243851	ANTHONY LUSTER	WC	2015	23.00	
1/23	MOUNT LAUREL TWP.	2017098364	MOUNT LAUREL TWP.	PR	2017	26,829.55	
1/23	MOUNT LAUREL TWP.	2017098364	MOUNT LAUREL TWP.	PR	2017	22,792.99	
1/25	DELANCO TOWNSHIP	X34461	DELANCO TOWNSHIP	PR	2012	70.00	
TOTAL-JAN						49,790.54	
TOTAL-YTD							49,790.54
2/1	RIVERSIDE TWP.	1223718	AMAYA URTASUN	WC	2015	140.74	
2/1	MEDFORD TWP.	1211751	ROBERT ZANE	WC	2014	1,448.42	
2/1	MEDFORD TWP.	1211750	WILLIAM KNECHT	WC	2014	1,248.43	
2/14	PEMBERTON TWP.	1243851	ANTHONY LUSTER	WC	2015	23.00	
2/16	EDGEWATER PARK	Z42992	MARK HERKOPERC	WC	2016	50.00	
2/21	DELANCO TOWNSHIP	2018113892	DELANCO TOWNSHIP	PR	2017	945.88	
TOTAL-FEB						3,856.47	
TOTAL-YTD							53,647.01
3/13	WRIGHTSTOWN BORO	X06829	WRIGHTSTOWN BORO	PR	2010	50.00	
3/13	RIVERSIDE TWP.	1229747	MICHAEL MEGARA	WC	2015	153.00	
TOTAL-MAR						203.00	
TOTAL-YTD							53,850.01
4/2	PEMBERTON TWP.	1226444	BRIAN BARTLESON	WC	2015	1,160.00	
4/2	RIVERSIDE TWP.	1223718	AMAYA URTASUN	WC	2015	80.74	
4/4	PEMBERTON TWP.	2018121412	PEMBERTON TWP.	PR	2017	1,650.00	
4/4	PEMBERTON TWP.	1243851	ANTHONY LUSTER	WC	2015	23.00	
4/12	RIVERSIDE TWP.	1229747	MICHAEL MEGARA	WC	2015	48.00	
4/13	PEMBERTON TWP.	1243851	ANTHONY LUSTER	WC	2015	48.00	
TOTAL-APR						3,009.74	
TOTAL-YTD							56,859.75
5/8	CHESTERFIELD TWP.	2018121981	CHESTERFIELD TWP.	PR	2018	4,195.94	
5/14	SPRINGFIELD TWP	1220784	WILLIAM KERR	WC	2015	14,291.04	
5/15	DELRAN TOWNSHIP	2018127074	DELRAN TOWNSHIP	PR	2018	4,775.72	
5/17	WRIGHTSTOWN BORO	1114463	WRIGHTSTOWN BORO	PR	2010	40.00	
5/18	EDGEWATER PARK	1255304	MARK HERKOPERC	WC	2016	50.00	
TOTAL-MAY						23,352.70	
TOTAL-YTD							80,212.45
6/4	WESTAMPTON TWP	2018126894	WESTAMPTON TWP	PR	2018	2,229.50	
6/15	PEMBERTON TWP.	1243851	ANTHONY LUSTER	WC	2015	23.00	
6/25	WESTAMPTON TWP	2018131080	WESTAMPTON TWP	PR	2018	1,228.03	
TOTAL-JUN						3,480.53	
TOTAL-YTD							83,692.98
7/16	PEMBERTON TWP.	1243851	ANTHONY LUSTER	WC	2015	23.00	
7/17	EDGEWATER PARK	1255304	MARK HERKOPERC	WC	2016	50.00	
7/20	DELRAN TOWNSHIP	1251973	ANNMARIE GALLETTI	WC	2016	487.81	
7/26	LUMBERTON TWP.	2018130044	LUMBERTON TWP.	PR	2018	11,426.06	
TOTAL-JUL						11,986.87	
TOTAL-YTD							95,679.85
8/14	PEMBERTON TWP.	1243851	ANTHONY LUSTER	WC	2015	23.00	
TOTAL-AUG						23.00	
TOTAL-YTD							95,702.85
9/17	WRIGHTSTOWN BORO	1114463	WRIGHTSTOWN BORO	PR	2010	125.00	
TOTAL-SEP						125.00	
TOTAL-YTD							95,827.85
10/2	RIVERSIDE TWP.	1229747	MICHAEL MEGARA	WC	2015	98.00	
10/2	PEMBERTON TWP.	1243851	ANTHONY LUSTER	WC	2015	23.00	
10/16	PEMBERTON TWP.	1243851	ANTHONY LUSTER	WC	2015	32.00	
10/22	RIVERSIDE TWP.	1229747	MICHAEL MEGARA	WC	2015	48.00	
TOTAL-OCT						201.00	
TOTAL-YTD							96,028.85

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**

**BILL LIST - NOVEMBER 2018**

	Payee	FY 2019	FY 2018	FY2017	Closed Yrs	JIF Appropriation	Description	Perma GL
1	PERMA		6,800.50			Prof Services/Admin. Consultant	Oct, Nov, Dec 2018 Fees	530-60-0010
2	Arthur J. Gallagher Risk Management Services, Inc.		28,966.00			Prof Services/Administration	Nov 2018 Fees	530-60-0000
3	Arthur J. Gallagher Risk Management Services, Inc.		99.50			Misc/Postage/Copies/Faxes	Oct 2018 postage/copies expenses	540-60-0000
4	Arthur J. Gallagher Risk Management Services, Inc.	337.00				Wellness Program	Wellness calendars pd on PF amex split	550-60-0700
5	The DeWeese Law Firm, P.C.		5,525.00			Prof Services/Attorney	Nov 2018 Fees	530-60-0200
6	Qual-Lynx		16,414.00			Prof Services/Claims Admin.	Nov 2018 Fees	520-60-0000
7	Exigis LLC		550.00			Exposure Data Mgmt System	Nov 2018 Fees	550-60-0500
8	Joyce Media		225.00			Misc/JIF Website	Nov 2018 Fees	550-60-0003
9	Kris Kristie		368.00			Misc/Recording Secretary	Nov 2018 Fees	540-60-0400
10	J. A. Montgomery Risk Control Services		10,391.00			Prof Services/Safety Director	Nov 2018 Fees	520-60-0200
11	J. A. Montgomery Risk Control Services		12.00			Misc/Meeting Expense/Dinner Mtg	F/B for 9/13 Hazdous Waste; 9/21 Active Shooter trainings (not on original voucher)	540-60-0300
12	Tom Tontarski		912.00			Prof Services/Treasurer	Nov 2018 Fees	530-60-0400
13	Conner Strong & Buckelew		646.00			Prof Services/Underwriting Mgr	Nov 2018 Fees	530-60-0600
14	Debby Schiffer		2,445.00			Wellness Program	Nov 2018 Fees	550-60-0700
15	ARC Reprographics		121.00			Misc/Printing	Inv#273703 M&S 9/11; #273866 M&S 9/27; #273819-IN 10x13 Envelopes	540-60-0100
16	ARC Reprographics		248.63			Wellness Program	Inv#274137 Wellness Posters	550-60-0700
17	Auletto Caterer's		403.00			EPL/Cyber Consult/Training	11/2/18 Excited Delirium Training F/B/G (split)	520-60-0600
18	Derrick Jacobus		1,268.00			EPL/Cyber Consult/Training	10/9, 11/2 and 11/9 Excited Delirium Presenter fee (split)	520-60-0600
19	DNC/Garden Sportservice		945.00			EPL/Cyber Consult/Training	F/B/G for Mgr & Supv 9/11/18 (split less deposit)	520-60-0600
20	Iron Mountain		69.70			Misc/Record Retention Service	Storage 11/1/18-11/30/18; Service 9/26/18-10/23/18	550-60-0001
21	MediaPro Holdings, LLC		5,428.00			Risk Control Contingency	Inv#17366; Online cyber training	530-60-0380
22	Medlogix		21.69			Misc/Records Retention Service	Inv#0740145; 3rd quarter record storage	#N/A
23	O'Connor's American Bar & Grille		533.25			EPL/Cyber Consult/Training	10/9/18 Excited Delirium F/B/G (split)	520-60-0600
24	Postmaster	296.00				Misc/Postage/Copies/Faxes	PO Box 489; Annual fee: 11/30/18-11/30/19	540-60-0000
25	Wildwood Convention Center		66.00			EPL/Cyber Consult/Training	Room/Screen charges for Mgr & Supv 9/11/18 (split less deposit)	520-60-0600
26	City of Beverly		500.00			EPL/Cyber Consult/Training	offsite backup for files	520-60-0600
27	Township of Edgewater Park		391.41			Wellness Program	Employee awareness items and healthy luncheon	550-60-0700
28	Hainesport Township		500.00			Wellness Program	Wellness challenges; prizes and class	550-60-0700
29	Hainesport Township		995.00			Optional Safety Budget	Safety equipment	520-60-0500
30	Lumberton Township		2,660.00			Optional Safety Budget	Police dept door repairs	520-60-0500
31	Township of Medford		500.00			EPL/Cyber Consult/Training	Anti-virus protection	520-60-0600
32	Township of Medford		2,689.52			Optional Safety Budget	Safety equipment	520-60-0500
33	Township of Medford		1,026.33			Wellness Program	Lunch/learn; massages/ smoothie demo	550-60-0700
34	Shamong Township		500.00			EPL/Cyber Consult/Training	Update employee manual; antivirus	520-60-0600
35	Shamong Township		995.00			Optional Safety Budget	Safety equipment	520-60-0500
36	Tabernacle Township		342.43			Wellness Program	chair support; stress mgmt services	550-60-0700
37	Tabernacle Township			568.31		Safety Incentive Program	Steel tip boots	520-60-0400
38	Woodland Township				2,434.00	Closed Years-Return of Surplus	2018 Dividend - full check	260-00-0000
	<b>TOTAL</b>	<b>\$633.00</b>	<b>\$93,557.96</b>	<b>\$568.31</b>	<b>\$2,434.00</b>			

**JIF BILL LIST TOTAL \$97,193.27**



***Strategic Planning Committee Meeting Minutes  
October 16, 2018 at 2:00pm  
Hainesport Municipal Building  
Hainesport, NJ***

A meeting of the Burlington County Municipal Joint Insurance Fund's Strategic Planning Committee was held on October 16, 2018 at 2:00pm in Hainesport, NJ. Those in attendance were:

Kathy Burger, *Chair*, **Medford Township**  
Glenn McMahon, **Chesterfield Township**  
John Gural, **Palmyra Borough**  
Dave Matchett, **Shamong Township**  
Doug Cramer, **Tabernacle Township**  
Paul Miola, CPCU, ARM, Executive Director, *Arthur J. Gallagher Risk Management Services*  
Paul Forlenza, Deputy Executive Director, *Arthur J. Gallagher Risk Management Services*  
Sheila Ortiz, Account Representative, *Arthur J. Gallagher Risk Management Services*

Those unable to attend:

Mike Theokas, **Bordentown Township**

These minutes may not represent the order in which some items were discussed.

***I. Minutes of the July 17, 2018 Meeting***

Mr. Forlenza noted that the minutes from the Committee's July 17, 2018 meeting were emailed to the Committee on October 3, 2018, and he will be discussing some of the follow-up items from that meeting at today's meeting.

***II. Membership Renewals***

Mr. Forlenza noted that all members up for renewal effective January 1, 2019 have renewed their membership with the Fund. He noted that the agreements will be filed with DOBI & DCA once Edgewater Park's resolution and agreement is executed at this evening's meeting.

**Membership Renewal Realignment**

Mr. Forlenza reminded the Committee that several years ago, the Fund began a process of asking certain members to renew their membership with the Fund one year early so as to balance out the amount of member loss funding that renews each year in the three year cycle. The purpose for undertaking this process was to better protect the Fund should they lose members in any given year. Mr. Forlenza noted that based upon the realignment plan, the Fund will ask Bordentown Township, Delran Township, and Riverside Township to renew their membership one year early in 2020, which would level out the assessments. He then asked the Committee if they were okay with the proposed realignment. The Committee agreed that Bordentown Township, Delran Township, and Riverside be offered the option to renew early in 2020. He noted that this Committee will revisit this discussion in the spring.

### ***III. Membership Visitation Program***

Mr. Forlenza stated that he has completed all of the renewing visits for those members that are renewing their Fund membership effective January 1, 2019.

#### **Membership Updates**

Mr. Forlenza mentioned that Membership updates were distributed at the September Executive Committee Meeting. He noted that a copy of the membership update was also provided to the member's RMC.

Mr. Forlenza asked if there were any questions. No questions were entertained.

### ***IV. Membership Growth***

Mr. Forlenza indicated that there are no new member prospects for 2019. He noted that there are not many remaining towns in Burlington County to solicit. Mr. Forlenza mentioned that to the best of his knowledge; Cinnaminson, Eastampton, and Mount Holly, are up for renewal in their existing programs effective January 1, 2021.

Mr. Gural from Palmyra commented that he was told by one of his employees; which is the Deputy Mayor for Cinnaminson that they are up for renewal in 2020. Mr. Forlenza stated that he will verify Cinnaminson's renewal date and follow-up with the Committee.

### ***V. December Executive Committee Meeting/Holiday Dinner Meeting***

Mr. Forlenza indicated that the December Executive Committee meeting will be held on December 18, 2018 at 3:30pm at the Hainesport Municipal Building. The December Dinner meeting will follow at approximately 4:45pm at O'Connor's in Eastampton, NJ.

Mr. Forlenza mentioned that the Fund Professional will jointly sponsor the cocktail hour.

### ***VI. Executive Committee Meetings***

Mr. Forlenza referred the Committee to page one (1) to a copy of the proposed 2019 Executive Committee Meeting Dates. He then asked the Committee if they would like to continue to have the monthly Executive Committee meeting at the Hainesport Municipal Building on the 3<sup>rd</sup> Tuesday of each month at 3:30pm with no August meeting. The Committee agreed.

The Committee asked the Executive Director's office to verify when the *League of Municipalities Convention* will be held in 2019 to ensure there will be no conflicts with the date of the 2019 November Executive Committee Meeting.

### ***VII. JIF Records Retention***

Mr. Forlenza reported that he received a phone call last week from Liz Hartman from the Division of Revenue – Records management Services indicating that the JIF's can now register with Artemis. He stated that he will work toward registering the JIF in Artemis later this fall.

### ***VIII. Fund Commissioner Attendance***

Mr. Forlenza referred the Committee to page two (2) of the agenda packet to review the attendance spreadsheet for the Executive Committee meeting. He noted that this attendance report is through September 2018. Mr. Forlenza stated that attendance is doing pretty well with the exception of Edgewater Park, Fieldsboro, Mansfield, Pemberton Borough, Southampton, and Woodland. He commented that Edgewater Park has a new Fund Commissioner and Mansfield Township's Fund Commissioner was out on medical leave; however, has since returned.

Mr. Forlenza then mentioned that the same three (3) towns continue to have attendance issues, which is a concern to the Fund. Those towns are Pemberton Borough, Southampton Township, and Woodland Township. He reminded the Committee that in response to continuing attendance concerns, the Safety Committee developed an *Optional Safety Incentive Program* for members to qualify for additional funds for meeting certain attendance goals. He then referred the Committee to page three (3) of the agenda to a copy of the program. Mr. Forlenza noted that the goal was to build an incentive into the SIP to hopefully spur better participation. Discussion ensued.

Following a brief discussion, The Committee agreed to review the Fund Commissioner Attendance spreadsheet at their next meeting in the Spring.

### ***IX. Elected Officials Training***

Mr. Forlenza referred the Committee to a *Save the Date* for the Elected Officials Training that will be held in conjunction with the ACM & TRICO JIFs. Invitations for the sessions will be e-mailed to all Municipal Clerks and Fund Commissioner in early November.

Mr. Forlenza indicated that the MEL's Elected Officials Training will be geared toward *EPL, GL, Cyber & Wellness* related issues. Mr. Forlenza asked the Committee for authorization to engage and compensate speakers to present at the Elected Officials Trainings if necessary. The Committee authorized the Executive Director's office to engage speakers and compensate them for their time at the Elected Officials Trainings if necessary.

### ***X. Land Use Training***

Mr. Forlenza mentioned that a memorandum outlining the new MEL *Land Use Training Program* was approved at the June 6<sup>th</sup> MEL Meeting. He noted that Land Use Board Members that complete the training qualify for specific coverage as follows:

- Reimbursement of up to \$50K in defense costs if the Board member is sued personally & not otherwise indemnified by the municipality.
- Reimbursement of up to \$50K in defense costs if the Board member is charged criminally and is acquitted.

Mr. Forlenza mentioned that the MEL developed a training program; however, the script is approximately 60 slides in length. He noted that both Mr. Miola and Mr. DeWeese are concerned that members will not sit through Land Use Training that contains too much information some of which they may not understand.

Mr. Forlenza indicated he took the MEL's current presentation and narrowed it down to approximately 12-15 slides. His goal is to put together a pamphlet type of format for members to share with their Land Use Board Members. Mr. Forlenza indicated that he will ask Mr. Miola and Mr. DeWeese to review the "draft". Once the "draft" is complete his hope is to have the information distributed either later this year or in early 2019 to the members. Mr. Forlenza stated that he will keep this Committee informed on his progress.

### ***XI. Police Online Training***

Mr. Forlenza mentioned that a contract was awarded at the July Executive Committee meeting to Police One Academy. He noted that a representative from Police One Academy provided a demonstration during the October 12<sup>th</sup> Police Ad Hoc Committee meeting. He noted that the program announcement was released on October 15<sup>th</sup>.

Mr. Forlenza stated that the first three (3) courses being rolled out focus on:

- Interaction with Suspects
- Sexual Harassment
- Ethics Training

Mr. Forlenza then noted that there are an additional six (6) courses that will also be released covering Police Officer's well-being, shift-work, health & wellness, etc. He stated that there are up to 15 hours of training that the Fund can chose per year. Mr. Forlenza indicated that only six (6) hours have been secured at this time; leaving an additional nine (9) hours to utilize. He stated that a committee made up of police chiefs from around South Jersey will assist in choosing the next courses to be released.

### ***XII. Technology Liability***

Mr. Forlenza mentioned that Media Pro and Pivot Point Securities are two (2) vendors that were awarded a contract at the July Executive Committee Meeting. He explained that Media Pro will handle online technology risk training for non-police personnel. Police One Academy they offer Cyber Risk Training that is not oriented toward police operations. As a result, Mr. Forlenza indicated that the JIF will utilize about 30 minutes of the remaining nine (9) hours of annual training that are available to keep police and non-police personnel under two separate systems.

Mr. Forlenza indicated that Pivot Point Security will handle phishing exercises, vulnerability, testing, model policy development & training, and incident management plans, etc. He indicated that it is hope to roll-out this program within the next month once the contract is finalized. Mr. Forlenza suggested that when the members complete their Fund Professional contracts; they should ensure there is additional coverage for the members. For example, should your payroll company sustain a data breach on their end and it involves data from the member municipality, the professional (payroll company) should provide coverage to the member.

### ***XIII. Annual Reports***

Mr. Forlenza noted that the 2018 Annual Reports are in development at this time and will be distributed in December. Each town will receive eight (8) copies. He noted that the copies will be sent to the Clerk asking them to distribute them to their governing body.

### ***XIV. 2019 Conferences***

Mr. Forlenza state that email notifications will be sent to those Fund Commissioners with the highest priority to attend these conference in January 2019. He pointed out that for 2019 the JIF has budgeted a total of four (4) positions to attend the following upcoming conferences:

- PRIMA: June 9-12, 2019 | Orlando, FL
- AGRIP: Spring Conference | March 3-6, 2019 | St. Louis, MO
- AGRIP: Fall Conference | October 6-9, 2019 | Cleveland, OH

***XV. Annual Planning Retreat***

Mr. Forlenza reminded the Committee that at their last meeting, they agreed to hold the 2019 Annual Planning Retreat on Tuesday, April 16, 2019. He then mentioned that the Committee asked the Executive Director's office to research a few different potential venues for next year's planning retreat. As a result, Ms. Ortiz contacted several venues, and provided the following information to the Committee:

- Medford Village Country Club | \$51.00 pp | date available
- Ramblewood Country Club | \$55.00 pp | date unavailable
- Braddocks in Medford | no response to two (2) emails
- Bradford Estates in Hainesport | continue to have no response

Mr. Forlenza then asked the Committee where they would like to hold the Annual Planning Retreat. Ms. Burger stated that she will contact the owner of Braddocks in Medford to secure pricing and will follow-up with Ms. Ortiz. The Committee agreed to hold the Annual Planning Retreat at Braddocks in Medford should the pricing be reasonable.

***XVI. JIF Website***

Mr. Forlenza reminded the Committee that a demonstration of the redesigned BURLCO JIF website was provided to the members at the Annual Planning Retreat. He noted that the new website will be launched in the next few weeks to all the members.

***XVII. Nominating Committee Representative***

Mr. Forlenza referred the Committee to pages 5-6 to a copy of the Nominating Committee Charter. He explained that the Nominating Committee is comprised of one member from each Standing Committee to be selected by the members of that Standing Committee. It has been the JIF's practice to conduct the Nominating Committee via conference call. He added that the call will only take approximately 30 minutes. Mr. Matchett from Shamong volunteered to be a part of the Nominating Committee Meeting. Mr. Forlenza thanked Mr. Matchett for volunteering to participate in the conference call to develop the 2019 Executive Committee Slate.

***XVIII. Next Meeting***

Mr. Forlenza stated that the next meeting will be held in the Spring of 2019 with the date and location to be determined after the Fund Reorganizes. The Committee Agreed.

There being no further business, the meeting adjourned 2:48 PM.

File:	BURLCO/2018/Strategic Planning Committee	Tab:	10/16/2018
	BURLCO/Gen/Strategic Planning Committee	Tab:	10/16/2018



## ***NOMINATING COMMITTEE MEETING MINUTES***

***October 31, 2018 at 10:30am via conference call***

A meeting of the Nominating Committee of the Burlington County Municipal Joint Insurance Fund was held on Wednesday, October 31, 2017 at 10:30am via conference call.

Those in attendance were

Mike Mansdoerfer, **Lumberton Township**, *Past Fund Chair*  
Mike Theokas, **Bordentown Township**, *Rep. Finance Committee*  
Dave Matchett, **Shamong Township** *Rep, Strategic Planning Committee*  
Amanda Somes, **Bass River Township**, *Rep. Safety Committee*  
Debbie Villari, **Pemberton Borough**, *Rep. Coverage Committee (Alt. FC attended for Donna Mull)*  
Paul J. Miola, CPCU, ARM, Executive Director, **Gallagher**  
Paul A. Forlenza, Deputy Executive Director, **Gallagher**  
Sheila Ortiz, Account Rep, **Gallagher**

Those not in attendance were:

*These minutes do not necessarily reflect the order in which matters were discussed.*

**The meeting was called into order at 10:30am.**

### **I. Nominating Committee Meeting Minutes of November 2, 2017**

Mr. Forlenza directed the Committee to the minutes of the November 2, 2017 meeting located in the *Appendix* of the agenda packet. He explained that the minutes provide a narrative of the process that the Committee followed last year in developing the 2018 Executive Committee slate.

### **II. Nominating Committee Charter, Adopted April 15, 2008**

Mr. Forlenza directed the Committee to a copy of the Committee Charter contained in the agenda packet. He explained that the Charter outlined the process that the Fund has been following in regards to developing a slate of candidates for the Executive Committee. Mr. Forlenza asked the Committee to review the Charter and advise him via email if they had any suggested changes.

#### **A. Selection of a Committee Chair**

Mr. Theokas volunteered to Chair the Committee and present the Committee's report at November's Executive Committee meeting.

### **III. Executive Committee Election Process**

Mr. Forlenza directed the Committee to the Executive Committee Election process timeline included in the agenda packet. Mr. Forlenza indicated that normally, a Nomination Slate is presented to the membership at the November Executive Committee meeting. The election of the 2019 Executive Committee members and Alternates will take place at the January 2019 Reorganization meeting.

Mr. Forlenza asked the Committee to review the Fund Commissioner History and Executive Committee and Sub-Committee attendance records located in the Agenda Packet. Mr. Forlenza explained that

ideally individuals selected to serve on the Executive Committee should have a strong attendance record at Fund meetings as well as their assigned Sub-Committee meetings. In addition, the Committee should consider that the individuals nominated to sit on the Executive Committee, might eventually move up into the Secretary and Fund Chair positions.

Mr. Forlenza then explained that several years ago, the Fund began a process of nominating the same individual to sit as the Fund Chair for two (2) consecutive years. He noted that Mr. Keller is just completing his second year as Fund Chair. He further noted that the Fund Secretary and remaining members of the Executive Committee have had consistent attendance at meetings and are active members of the Fund. The Committee asked if there have been discussions with Meghan Jack as to whether she is willing to move up to Fund Chair. Mr. Forlenza responded that he has not had any discussion with Ms. Jack related to this matter. Mr. Miola volunteered to contact Ms. Jack to ask if she is interested in the Fund Chair position. Mr. Miola then stepped out and contacted Ms. Jack. Upon his return, Mr. Miola stated that Ms. Jack is willing to move up to the position of Fund Chair in 2019.

Mr. Forlenza then asked the Committee members for their recommendation and/or suggestions for the remainder of the 2019 Executive Committee nomination slate.

The Committee discussed allowing some of the longer term Fund Commissioners the opportunity to step back and allow newer Fund Commissioners to become more involved in the operation of the Fund. Following this discussion, the Committee recommended moving several of the Executive Committee and Alternates into different positions based upon their discussions.

The Committee recommended the following Nomination Slate for 2019:

Chair: Meghan Jack, **Riverside Township**  
Secretary: Glenn McMahon, **Chesterfield Township**

Executive Committee Members:

John Gural, <b>Palmyra Borough</b>	(#1)
Richard Wolbert, <b>Beverly City</b>	(#2)
Doug Cramer, <b>Tabernacle Township</b>	(#3)
Mike Templeton, <b>Delanco Township</b>	(#4)
James Ingling, <b>Wrightstown Borough</b>	(#5)

Executive Committee Alternates:

Jerry Mascia, <b>Mount Laurel Township</b>	(#1)
Mike Fitzpatrick, <b>Mansfield Township</b>	(#2)
Paula Kosko, <b>Hainesport Township</b>	(#3)
Grace Archer, <b>Bordentown City</b>	(#4)
Mike Theokas, <b>Bordentown Township</b>	(#5)
Amanda Somes, <b>Bass River Township</b>	(#6)
Dave Matchett, <b>Shamong Township</b>	(#7)

Mr. Theokas stated he would contact the slate of candidates for the 2019 Executive Committee and Alternates to be sure they are comfortable taking on the position for which they have been nominated before presenting this slate to the entire membership at the November 20, 2018 Executive Committee meeting along with the minutes of today's meeting. Any Fund Commissioner that is unwilling to serve can have their name removed from the slate with all remaining members moving up one position to fill the vacancy. Mr. Theokas and the Committee agreed.

There being no further business, the meeting was adjourned at 10:58am.

File: BURLCO/2018/Nominating Committee  
BURLCO/Nominating Committee

Tab: 10/31/2018  
Tab: 10/31/2018

# 2019 NOMINATION SLATE

Chair: **Meghan Jack**, Riverside Township

Secretary: **Glenn McMahon**, Chesterfield Township

Executive Committee: **John Gural**, Palmyra Borough  
**Rich Wolbert**, Beverly City  
**Douglas Cramer**, Tabernacle Township  
**James Ingling**, Wrightstown Borough  
**Jerry Mascia**, Mount Laurel Township

Alternates:

- #1 **Mike Templeton**, Delanco Township
- #2 **Paula Kosko**, Hainesport Township
- #3 **Grace Archer**, Bordentown City
- #4 **Mike Theokas**, Bordentown Township
- #5 **Amanda Somes**, Bass River Township
- #6 **David Matchett**, Shamong Township
- #7 **Vacancy**



## **FUND YEAR 2019 DRAFT BUDGET**

The attached \$7,328,457 JIF, MEL, EPL/POL, and EJIF budget represents a 1.01% increase over last year's combined annualized budget of \$7,254,941. As in years past, individual member assessments will fluctuate above or below the estimated range based on member claims experience as outlined in the *JIF Assessment Allocation Policy*. The 2019 draft JIF Budget of \$4,586,395 represents a decrease of 1.60% (\$74,406) over last year's \$4,660,801 annualized budget. Budgeted loss funds decreased by \$89,086 (2.65%). Operating Expenses increased \$14,680 (1.13%) over 2018, while the excess premiums, inclusive of the MEL, EPL/POL, and EJIF policies, are projected at \$2,742,062 in comparison to \$2,594,140 for 2018, an increase of \$147,922 (5.70%).

### **Revaluation Program**

Beginning with Fund Year 2011, the Finance Committee implemented a program that allows the Fund to lower a good performing member's loss funding budget if they have been a "net giver" to the Fund over the most recent six-year period. The reasons for this review included ever-increasing pressure on the loss fund budget, tighter municipal budgets, and outside competition due to a prolonged *soft* insurance market. This program is thoroughly explained in the attached *Assessment Allocation Policy*. Each year, the Finance Committee reviews renewing members' pricing to make sure their assessment accurately reflects their loss exposure to the Fund. This Revaluation program continued in the development of the 2019 Budget.

### **Retrospective Assessment Program**

Beginning in 2011, the Finance Committee introduced a *Retrospective Assessment Program* that identifies members that are the driving force behind the Loss Funding increases year to year and removes the risk they place on the Fund by placing these members in a min/max loss-funding contract. Again, this program is thoroughly explained in the attached *Assessment Allocation Policy*.

No Members qualify for the *Retrospective Assessment Program* for 2019.

## **BUDGET FACTORS**

### **Loss Funds**

Loss Funds represent money used for the payment of member claims.

Each summer, the Fund Actuary, Actuarial Advantage, reviews member exposures and loss experience and projects the total incurred claims for the Fund Year ahead. Assuming no change in the SIR for Fund Year 2019, the Actuary recommended a 2.6% decrease in the overall loss funding budget utilizing anticipated exposure growth of 0% for Auto & General Liability and Workers' Compensation and 4% for Property.

1. **Workers' Compensation** loss funding decreased 3.46% (\$69,700). Over the past several years, the Fund has implemented a number of cost control measures that have helped to stem the increase in workers' compensation claims. Cost control measures include monitoring the number of days it takes each member to report a claim, the use of transitional duty days, and the use of the Fund's managed care EPO. Each of these items is tracked and reported to the membership on a monthly basis. Fund Year 2019 also marks the seventh year that the Fund has invested in a Wellness Program. Numerous national studies indicate that healthy employees are less likely to suffer a workers' compensation claim; and, when they are injured,

the injury is less severe and the employee recovers faster. In addition, the Fund has recognized a decrease in its lost time accident frequency over the past several years. This trend is an indication that the Fund's emphasis on safety training and management of claims is paying off; however, the Fund is aware that medical and wage inflation continues to put pressure on the workers' compensation claims costs and the Fund budget.

2. **General Liability** loss funding decreased 0.19% (\$850). The reduction is a credit to the members who are making good use of the various liability risk control programs offered by the Fund. In addition, the Fund continues to encourage its members to include model indemnification, defense, and hold harmless language in all municipal contracts including inter-local service agreements. Fund members also have access to a TULIP (Tenant User Liability Insurance Program) that allows private users of municipal facilities to secure short term, low cost, liability insurance policies over the internet. These policies automatically name the municipality as an *Additional Insured* and provide an added layer of protection to the members. Our claims adjusters are continuing to do a fine job in investigating, settling, and defending liability claims brought against our members. In addition, the Fund's defense attorneys continue to be successful in defending our members in these matters. Finally, it should be noted that the Fund is aware of recent adverse jury decisions against Police Officers and Departments that might have an impact on the Fund's strategy in defending and settling police related claims in the future.
3. **Auto Liability** loss funding, while not a major component of Loss Funds, is held flat at 0.0% (\$0). Although accidents involving police and other emergency response vehicles continue to be a major factor driving this line of coverage, the efforts of the Safety Director and Fund members in controlling this risk are resulting in savings. The Safety Director is continuing to monitor losses in this line of coverage and develop additional strategies to help reduce accidents.
4. **Property** loss funding is decreasing 0.94% (\$2,550). The Fund continues to recognizing small annual increase in this line of coverage including 2019; however, over the past several years, the Fund has seen an increase in the number of property claims exceeding the Fund's SIR, hitting the MEL and excess layer.

### **Workers' Compensation**

For the past ten years, the insurance industry as a whole has experienced some troubling trends in workers' compensation that has had an impact on local Joint Insurance Funds and the MEL. These trends include increased medical costs, indemnity costs, "re-opener" claims, an aging workforce, and an expanding definition of compensability. Each of these factors has contributed to the skyrocketing cost of workers' compensation claims. Generally, the Fund has not experienced a material increase in the frequency of workers' compensation claims during this period; and, remarkably, the severity of the claims has reduced over the short term.

This recent trend is an indicator of our members' continuing efforts to report claims on a timely basis, utilize transitional duty programs, and strengthen their safety programs to stem the rising costs of workers' compensation claims; however, the Fund is constantly searching for additional methods to curb these costs. As mentioned earlier, during the 2012 Fund Year, the Fund appointed a Wellness Director who is working with the members to develop or enhance existing municipal Wellness Programs. So far, the Wellness Director has been well received by the members as she assists them in developing local wellness programs. Beginning in 2016, the Finance Committee also included funding for a *Wellness Incentive Program* that will provide funding for local wellness initiatives.

### Operating Expenses

The operating expense portion of the budget has increased by \$14,680 (1.13%) and is comprised of the costs required to operate the Fund. Funding for professional fees averaged an increase of 2.00%. The funding for the Exposure Data Management System (\$10,000) was removed in recognition of the MEL contracting with a RMIS vendor in the fall of 2017 for a Statewide product. The fee for the system is incorporated in the JIF's 2019 MEL premium. It is noteworthy to point out that the Fund's operating expenses represent approximately 17% of the combined JIF, MEL, and EPL/POL budget, which is significantly below the typical 30-40% insurance industry-operating ratio and below the 20% average operating expense ratios for pools nationwide.

Each year the Finance Committee evaluates the allocation of the Operating Expenses to ensure each member is paying their fair share of these costs. After reviewing the impact of the *Revaluation Program* on some members' share of operating expenses, it was decided that the allocation of the Administrator, Attorney, and Claims Administrator should not be allocated solely based on a proportionate share of Loss Funding. Because the *Revaluation Program* can decrease a member's loss funding allocation, it automatically decreases a member's share of those operating expenses allocated using loss funding. As a result, operating expenses that used to be paid by that member are shifted to the other non-renewing members of the Fund. After reviewing this situation, the Committee unanimously agreed to phase in the process to where a portion of operating expenses for these Fund Professionals are allocated based on a proportionate share of Payroll. For the 2018 Budget, the Committee decided to allocate these line items utilizing 75% Loss Funding and 25% Payroll. For the 2019 Budget, the Committee decided to allocate these line items utilizing 60% Loss Funding and 40% Payroll with the intent to revisit the process in the development of the 2020 Budget.

### MEL

The JIF participates in the Municipal Excess Liability Joint Insurance Fund to provide catastrophic protection over its local loss fund budget. For 2019, the MEL Budget is projected to increase 2.0% prior to exposure growth. A copy of the proposed 2019 MEL Budget and rate table is enclosed.

Beginning in 2016, the MEL implemented a *Retrospective Program* on all member JIFs in addition to an experience rating process based on the prior ten years MEL experience for WC and Liability claims funding. As the BURLCO JIF has been a net "giver" to the MEL over the prior ten years, the JIF will receive a 0.079% experience rating reduction applied to their WC and Liability claims funding. Pursuant to the *Retrospective Program*, each JIF will be invoiced 85% of WC and Liability claims funding while being contractually bound to a maximum assessment (100% to 125%) based on the prior ten years MEL experience. Each JIF will be contractually bound to the Retrospective Program for the respective Fund Year for ten (10) years. Again, as the BURLCO JIF has been a net giver to the MEL over the prior ten years, the maximum obligation for Fund Year 2019 under the Retrospective Program is 100%. The Finance Committee has opted to fully fund this line up at to the 100% maximum obligation.

There is a pending legislation regarding Fire Fighters Cancer Presumption. While the details of the Bill have not been finalized, the Fund is taking a conservative approach toward preparing for the potential liability to the Fund and/or members. As a result, the Committee opted to over fund the MEL line item with the understanding that the liability will be transferred to the MEL Retrospective Account as of 12/31/19. As the Excess Premiums are an Operating Expense account, the funds can be liquidated immediately. It is the Committee's intent to release dividends from the MEL Retro Account into individual member Aggregate Excess Loss Contingency Fund (A.E.L.C.F.) accounts. Once the funds are in the members' accounts, the member(s) are able to liquidate the funds and utilize accordingly, or the funds can be left in the account to earn investment income for future use.

Overall, the net impact on the MEL Assessment produces a budget increase of \$130,297 (7.40%).

### **EPL**

For Fund Year 2019, the JIF EPL/POL insurer QBE is receiving a 2% statewide premium increase.

Recently, representatives from each MEL affiliated Fund created a Task Force. The goal of the Task Force is to ensure the EPL/POL premium is allocated on a JIF by JIF basis in a fair and equitable manner. The Task Force allocated the 2.0% increase for 2019 on a JIF by JIF basis utilizing five years' experience valued as of June 30, 2018. The performance (48.9%) in the EPL/POL line of coverage by the BURLCO JIF was slightly below than what the commercial market considers break even (55%), which resulted in a premium increase of 3% for 2019. The basis by which the premium is allocated across the membership has been left up to the Fund; although the insurer must approve the allocation process and member assessments. Over the past several years, the Fund's Finance Committee has phased in a process in which the member's EPL premiums will be determined based upon their performance resulting in decreases/increases in member EPL premiums ranging from an increase of 1.0% to an increase of 12.0%.

In developing the 2019 POL premiums, the Committee held the existing POL rate flat (0%) and applied it to the member population as utilized by the MEL.

Volunteer, Directors and Officers Liability Coverage remains with QBE at expiring rates.

Cyber Liability Coverage (a \$1,139 per Member fee) will remain with XL Insurance at expiring rates.

All of the above factors results in an overall increase of 2.82% or \$15,460 in the EPL/POL premium for 2019.

The Fund also implemented a 20% surcharge for all members who are non-compliant with the MEL EPL/POL Plan of Risk Management Program as of January 1, 2019. Members who are non-compliant have been notified that they will incur a higher deductible, co-insurance terms, and the surcharge and the conditions which must be met to remove these. As of November 12, 2018, four Members (Chesterfield Township, Hainesport Township, Woodland Township, and Wrightstown Borough) do not have an EPL Risk Management Plan approved by the MEL, resulting in \$3,753 in surcharges.

### **E-JIF**

Effective January 1, 2006, the JIF became a member of the Environmental Risk Management Joint Insurance Fund (E-JIF). The E-JIF provides its members with a defined Environmental Liability coverage package along with strong risk management programs and other member services including educational and training seminars. The E-JIF rate for 2019 is decreasing over 2018 with an overall decrease of \$2,337 (0.94%) over 2018. E-JIF assessments are allocated based upon a member's population.

### ***FUND YEAR 2019 ASSESSMENT STRATEGY***

Each year the Finance Committee refines the process by which member assessments are determined to make sure that members are paying their equitable share of the overall Fund Budget. Details outlining the process are documented in the *2019 Assessment Allocation Strategy*. The Finance Committee will make its final 2019 assessment allocation recommendation at the November Executive Committee Meeting. In comparison to the 2018 loss funding assessments, the 2019 JIF loss funding assessments range from decreases of -20% for renewing members with a six year average loss ratio below 25%, to a decrease of 2.65% for new members (less than three years) with no experience with the BURLCO JIF. Members with a six-year average loss ratios above 135% will receive a 4% increase in their loss funding assessment.

We will ask the Fund to certify the assessments at the December Executive Committee meeting.

### ***MEL/RCF DIVIDENDS***

As members are aware, the MEL will not release a dividend this year. Although the MEL's financial position continues to improve since placing the Public Officials and Employment Practices Liability coverage in the commercial market, the MEL continues to be very conservative in its approach to a possible surplus release.

### ***E-JIF DIVIDENDS***

The E-JIF has proposed to release \$1,000,000 in dividends from Fund Years 1997, 1998, and 2007. The BURLCO JIF will receive \$39,758 as their proportionate share. The Finance Committee opted to transfer E-JIF member dividends into each member's Aggregate Excess Loss Contingency (A.E.L.C.F) Account. Each member has the option to leave the money in the account to earn investment income, liquidate the funds any time to offset deductibles/co-insurance payments, Retro Liabilities, and/or any reason necessitated by the member. The Committee voted to transfer the \$39,758 into the A.E.L.C.F on a per member basis as a proportionate share for the dividends being released

### ***JIF DIVIDENDS***

The MEL delayed the transfer date of the 2014 Fund Year into the Residual Claims Fund (RCF) from the standard 06/30/18 valuation to 12/31/18. The proposed change in the valuation date has been in review for quite some time, and was finalized with the transition of the 2014 Fund Year. Due to the time it takes to close a claim, it seemed appropriate to extend the transfer valuation date for the 2014 Fund year and all future years. As a result, the JIF cannot liquidate surplus from the 2014 Fund Year as it is still open through 12/31/18

The Finance Committee made a recommendation to release varying amounts of surplus from Fund Years 2005 through 2013. In arriving at the amount of surplus to be released, the Finance Committee continued its practice of examining the financial development of the most current years so as to guarantee future consistent releases of surplus to the membership while providing a cushion against unforeseen events. After examining its current surplus position, the Committee recommended a release of \$700,000, which is the same amount that released last year. In taking this approach, the Committee is confident that the JIF will have a safety cushion against unforeseen events and will be able to release consistent amounts of surplus for years to come. Following the Finance Committee's recommendation, the Executive Committee authorized the release of JIF surplus at its September 2018 Executive Committee meeting. Members again have the option to take the JIF dividend in the form of a check, have it credited to their Fund Year 2019 JIF/MEL/EPL-POL/E-JIF assessment, apply the funds to the Aggregate Excess Loss Contingency Fund, or apportion the funds to one or more of the available options.

### **Risk Management Consultant Fees**

Members of the Fund contract independently with their respective Risk Management Consultant. The fees associated with these services are built into member assessments and the expense is passed through the Fund budget.

### ***FUND YEAR 2019 BUDGET***

The attached draft budget is being submitted for your review and consideration. A Public Hearing on the Budget will be held at the December 18, 2018 Executive Committee meeting.

File: BURLCO/2019/Budget Development  
BURLCO/2019/Budget

Tab: Budget Message  
Tab: Budget Message

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**  
**FUND YEAR 2019 BUDGET**  
**\$300K SIR (WC/GL/AL) - \$100K SIR (PR)**

	ANNUALIZED 2018	DRAFT BUDGET 2019	CHANGE \$	CHANGE %
PROPERTY	270,300	267,750	(2,550)	-0.94%
GENERAL LIABILITY	451,350	450,500	(850)	-0.19%
AUTO LIABILITY	125,800	125,800	-	0.00%
WORKERS' COMPENSATION	2,011,950	1,942,250	(69,700)	-3.46%
DEDUCTIBLE	507,802	491,816	(15,986)	-3.15%
<b>TOTAL CLAIM LOSS FUNDS</b>	<b>3,367,202</b>	<b>3,278,116</b>	<b>(89,086)</b>	<b>-2.65%</b>

CLAIMS ADMINISTRATION	198,967	202,906	3,939	1.98%
SAFETY PROGRAMS	155,018	155,523	505	0.33%
- Optional Safety Budget	51,295	51,295	-	0.00%
- Safety Incentive Program	61,967	61,967	-	0.00%
- <b>Training</b>	<b>41,756</b>	<b>42,261</b>	<b>505</b>	<b>1.21%</b>
- Right to Know	25,256	25,761	505	2.00%
- Safety Training	16,500	16,500	-	0.00%
PROFESSIONAL SERVICES	282,294	293,774	11,480	4.07%
- Actuary	24,600	25,092	492	2.00%
- Administrative Consultant	27,202	27,746	544	2.00%
- Attorney	66,300	70,000	3,700	5.58%
- Auditor	18,500	18,870	370	2.00%
- Safety Director	127,000	133,000	6,000	4.72%
- Treasurer	10,944	11,163	219	2.00%
- Underwriting Manager	7,748	7,903	155	2.00%
ADMINISTRATION	347,593	354,545	6,952	2.00%
CLAIMS AUDITOR	5,275	5,275	-	0.00%
EPL / CYBER CONSULTING & TRAINING	13,500	13,500	-	100.00%
EXPOSURE DATA MGMT SYSTEM	10,000	-	(10,000)	-100.00%
PAYROLL AUDITOR	10,790	11,006	216	2.00%
PROPERTY APPRAISER	25,000	25,000	-	0.00%
RISK CONTROL CONTINGENCY	100,000	100,000	-	0.00%
WELLNESS PROGRAM	60,000	60,000	-	0.00%
CONTINGENCY	30,000	30,000	-	0.00%
MISCELLANEOUS	55,162	56,750	1,588	2.88%
- AGRIP/ PRIMA	12,000	12,000	-	0.00%
- Annual Planning Retreat	6,000	6,000	-	0.00%
- Fidelity Bond (Admin/TPA/Treasurer)	1,200	1,200	-	0.00%
- JIF Website	4,000	5,000	1,000	25.00%
- Legal Notices	1,800	1,800	-	0.00%
- Meeting Expense/Dinner Meeting	2,500	3,000	500	20.00%
- Office Supplies	2,300	2,300	-	0.00%
- Other	10,000	10,000	-	0.00%
- Performance Bond (TPA)	750	750	-	0.00%
- Postage/Copies/Fax	3,200	3,200	-	0.00%
- Printing	6,000	6,000	-	0.00%
- Record Retention Service	1,000	1,000	-	0.00%
- Recording Secretary	4,412	4,500	88	1.99%
<b>TOTAL EXPENSES</b>	<b>1,293,599</b>	<b>1,308,279</b>	<b>14,680</b>	<b>1.13%</b>

<b>SUB TOTAL JIF BUDGET</b>	<b>4,660,801</b>	<b>4,586,395</b>	<b>(74,406)</b>	<b>-1.60%</b>
-----------------------------	------------------	------------------	-----------------	---------------

MUNICIPAL EXCESS LIABILITY JIF	1,759,842	1,890,139	130,297	7.40%
- MEL Excess WC & Liability	1,294,427	1,423,870	129,443	10.00%
- <b>MEL Excess Property</b>	<b>465,415</b>	<b>466,269</b>	<b>854</b>	<b>0.18%</b>
- Property	455,418	456,272	854	0.19%
- Fidelity	9,997	9,997	-	0.00%
EPL/POL/CYBER PREMIUM	549,012	564,472	15,460	2.82%
EPL/POL/CYBER COMMISSION - AJG	17,938	18,402	464	2.59%
EPL/POL/CYBER COMMISSION - CONNER STRONG	17,938	18,402	464	2.59%
EPL/POL SURCHARGE	179	3,753	3,574	1996.65%
ENVIRONMENTAL JIF	249,231	246,894	(2,337)	-0.94%
<b>SUB TOTAL PREMIUMS</b>	<b>2,594,140</b>	<b>2,742,062</b>	<b>147,922</b>	<b>5.70%</b>

<b>SUB TOTAL JIF &amp; EXCESS BUDGET</b>	<b>7,254,941</b>	<b>7,328,457</b>	<b>73,516</b>	<b>1.01%</b>
--	------------------	------------------	---------------	--------------

RISK MANAGEMENT CONSULTANTS	239,711	241,717	2,006	0.84%
<b>TOTAL JIF BUDGET</b>	<b>7,494,652</b>	<b>7,570,174</b>	<b>75,522</b>	<b>1.01%</b>

# **BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**

## **ASSESSMENT ALLOCATION STRATEGY**

Prepared By:  
Arthur J. Gallagher Risk  
Management Services  
Fund Administrator

Re-adopted: December 2018

# BUDGET DEVELOPMENT

## BUDGET PROCESS

The BURLCO JIF Budget Process begins in July each year when the Risk Management Consultants (RMCs) are asked to update their member **exposures** (e.g. insurable property values, vehicle lists, appropriations, payrolls, etc.). This data is required by the Actuary in order to calculate the **loss fund** demands for the new budget year. Beginning with the 2013 Renewal process, the Fund implemented an on-line exposure data management system that provides members and their Risk Management Consultants with real time direct access to their exposure data. The system allows members to update their exposure data throughout the year and complete the Annual Renewal Process in a fraction of the time compared to prior years. The system also allows Fund Professionals direct access to the exposure information and will increase the accuracy of the Fund's Underwriting data.

In July, all vendors are invited to submit renewal proposals for the coming Fund Year. The Finance Committee reviews these proposals for acceptance, negotiation, and/or other action. The Finance Committee then makes their recommendation regarding contract renewal to the Executive Committee.

## BUDGET COMPONENTS

The budget consists of five (5) major categories that are described below:

- A. **Loss Funds** - Portion of budget developed by an actuarial review based upon the JIF's aggregate exposures, claims history, and risk factors. It takes into account all costs associated with the payment of members' claims on an accrual basis. The JIF fully funds losses to "Ultimate" expected payout.
- B. **Operating Expenses** - Pays all expenses associated with operating the Fund. Includes all contract vendors such as claims adjustment, attorney, safety, actuary, auditor, etc. and contemplates miscellaneous meeting, administrative, and contingency expenses.
- C. **EPL/POL Premiums** – In recognition of the ongoing statewide poor loss experience for members in the Employment Practices Liability line of coverage, in the Fall of 2010, the MEL, who had previously provided this coverage, decided to place this coverage in

the commercial market. While the MEL acts as the lead negotiator with the commercial market to provide uniform coverage terms on behalf of the MEL affiliated JIF's, the Fund Administrator will bind the coverage on behalf of the Fund. The premium for this coverage will be collected as part of each member's assessment and will be paid directly to the commercial insurer by the JIF.

**D. MEL Assessment** – The JIF belongs to the Municipal Excess Liability Joint Insurance Fund (MEL). The MEL provides excess property, liability and workers' compensation coverage beyond the JIF SIR. This budget item is developed by the MEL and transmitted to the JIF in November.

**E. E-JIF Assessment** – The JIF is a member of the Environmental Risk Management Joint Insurance Fund (E-JIF). The E-JIF provides first and third party liability coverage to its members. The E-JIF provides training and strong risk management programs in the area of environmental hazards. E-JIF assessments are based upon a per capita rate.

### **ASSESSMENT ALLOCATION STRATEGY**

Once the JIF budget is developed, a formula for allocating individual members' shares must be developed. For an assessment allocation formula to be successful it must be easily understood, easy to administer, and perceived as fair and equitable by the members. The Finance Committee meets each year and establishes the formula that will be used.

The JIF currently uses a loss ratio methodology to allocate the annual budget. Each member's expiring assessment is adjusted by a set percentage that correlates to a range of loss ratios. Loss ratio is defined as the ratio that loss dollars incurred bears to the member loss fund contributions. During the Fall of 2010, the Fund Administrator and Actuary recommended utilizing a six-year average loss ratio rather than the three-year average loss ratio used in prior years to depict a better overall picture of a member's Loss Ratio performance. The six-year loss ratio (excluding the current year), valued as of June 30<sup>th</sup> of the current year, is used in the formula for determining a member's percentage increase in loss funds for the upcoming year. Members with lower loss ratios will receive a lower percentage increase than members with higher loss ratios. This percentage will vary each year based upon the percentage increase in the JIF budget. Members with less than three years' experience may receive an increase equivalent to the overall JIF budget increase. An anomaly loss, which is one loss that accounts for more than 50% of a

member's total losses for the six-year period would have their proposed assessment dropped by one category. Members with anomaly losses are usually small members and the reduction of a single category does not have an impact on the assessment strategy.

Beginning with Fund Year 2011, the Fund implemented a Reward/Revaluation Program for Renewing Members who over the past six years (excluding the current year) have been a net giver to the Fund. This concept is more fully discussed on **pages 6 and 7**.

Also beginning with Fund Year 2011, the Finance Committee opted to introduce a *Retrospective Assessment Program* that identifies those members that are the driving force behind the Loss Funding increases year to year and remove the risk they place on the Fund by capping these members in a min/max contract. This concept is more fully discussed on **pages 7 and 8**.

The following table is indicative of the current strategy:

6 Year Average Loss Ratio				Increase in Loss Funds	Members Affected
ABOVE	135%			4.00%	0
BETWEEN	115%	and	135%	2.50%	3
BETWEEN	90%	and	115%	0.00%	8
NEW MEMBERS LESS THAN 3 YEARS				-2.65%	0
BETWEEN	60%	and	90%	-2.00%	4
BETWEEN	30%	and	60%	-4.00%	5
BELOW			30%	-6.00%	2
RENEWING MEMBERS WITH LR BETWEEN 45% & 75%				-8.00%	2
RENEWING MEMBERS WITH LR BETWEEN 20% & 45%				-15.00%	0
RENEWING MEMBERS BELOW 20%				-20.00%	3
					27

Risk Management Consulting Fees are negotiated individually by each member and are added to the member's assessment after the above factors are applied.

The following pages present a history of past Assessment Allocation Strategies.

## THE EARLY YEARS - EQUALIZATION

During its early years, the JIF allocated assessments using a simple formula called "**equalization**". Under this scenario each member's renewal assessment rose by approximately the same amount as the JIF budget regardless of changes in their operations or their claims experience. Many pools use this approach during their formative years and the BURLCO JIF was no exception.

EXPOSURES - In comparing the JIF's membership data over time, however, it became apparent that some members' exposures were changing at a different rate than others. For example, a growing municipality may have had to build a new municipal building, while another member eliminated their entire police department. The result was that growing members received subsidies at the expense of the other members. This concept is more fully discussed on **pages 10 and 11**.

EXPERIENCE - A review of the members' claims histories also revealed the potential for inequities. One member, for example, may have incurred a relatively low ratio of claims compared to their budgeted assessment while others incurred higher claims ratios. Clearly, the "**Equalization**" strategy offered no inducement to control losses and, in fact, may have rewarded members with poor experience. **Pages 11 and 12** more fully discusses this topic.

After several years of "**Equalization**" the Finance Committee realized that if this strategy continued, inequities would develop and the JIF could lose members. Unfortunately, the first to leave the JIF would be those members whose good experience was subsidizing the JIF.

## 1993 - COMBINED ALLOCATION STRATEGY

In 1992, after reviewing all of the above facts, the Finance Committee recommended that an Assessment Allocation Strategy be adopted which incorporated both an Exposure Allocation and Experience Rating strategy taking all of the above factors into consideration. This strategy took effect with the 1993 Fund Year.

## 1997 - EXPERIENCE BASED ALLOCATION STRATEGY

In the Fall of 1996, the Finance Committee again examined the relationship between members' assessments and their claims experience. The Committee agreed that the Combined Allocation strategy did not place enough weight upon a members' claims history. The Committee therefore recommended that a more simplified assessment allocation method be adopted in which members' renewal

assessments are modified based upon their preceding three full years' claims experience. The Finance Committee recommended that the chart, which appears on **page 12**, be simplified and that members' **overall** three-year claims experience be used in lieu of individual lines of coverage. That is the strategy in effect today.

#### 2006 – MODEL OPERATING EXPENSES

In the fall of 2005, the Finance Committee examined the way JIF Operating Expenses were allocated to the members. While the above "Experience Based Allocation Strategy" appeared equitable, it was recognized that members' share of JIF Operating Expenses should not be affected by their loss ratio. Therefore, in consultation with the Fund Administrator, The Finance Committee adopted an Assessment Allocation Strategy that applies the above "Experience Based Allocation Formula to **LOSS FUNDS ONLY** and proposes that a members' Operating Expenses be allocated more in line with their actual cost to the Fund. Therefore, those expenses that are directly attributable to a member (Direct Expenses) e.g. Optional Safety Budget, EPL Consulting Service, Loss Control Service, etc. will be charged to a member's assessment. Those expenses that cannot be directly attributable to a member (Indirect Expenses) such as Actuarial Fees, Claims Audit Fees, Financial Audit Fees, etc. shall be charged to a member's assessment in the same proportion that their Loss Fund Contributions, Property Values, or Payroll figures, whichever bases is most appropriate, bear to the entire JIF. Thus, if a member contributes 5% to the JIF Loss Fund budget, they will receive a 5% share of a specified JIF indirect Operating Expense.

#### 2011 – SIX-YEAR LOSS RATIO, REWARD / REVALUATION PROGRAM & RETRO ASSESSMENT PROGRAM

In the fall of 2010, the Finance Committee undertook an in depth analysis to determine whether the Three Year Average loss ratio was still a good indicator of a member's exposure to the Fund. The Fund Actuary reviewed the current process utilized to decide member loss funding assessments and rendered an opinion that even though the Three Year loss ratio was a good indicator of a member's overall performance the utilization of a longer time period, six or nine years, would be a more accurate indicator of a member's long term performance in the Fund. Based upon this analysis, the Finance Committee decided to utilize a six year average loss ratio when determining the Fund's Assessment Allocation Strategy and adjustments to member's assessments on an annual basis.

In conjunction with this change, the Finance Committee also decide to implement a program that allows the Fund to reduce a good performing member's loss funding budget if they have been a "net giver" to the Fund over the same six year period.

Beginning with the 2011 Fund Year, the Finance Committee examined each member during their Renewing Year to make sure that their assessment accurately reflects their exposure to the Fund. In cases where a good performing member is a net giver to the Fund over the preceding six year period (not inclusive of the current year), the Finance Committee will consider reducing the member's loss funding assessment to better reflect their exposure to the Fund. The Finance Committee recognizes that failure to provide financial relief to the good performing members will cause them to become over assessed and an attractive member to a competing Fund. The Fund recognizes that if good members leave the Fund a greater financial burden will be placed on the remaining members. This process continues to repeat itself until all the good members have left the Fund leaving the Fund with only poor performing members resulting in "adverse selection." This program allows for the Fund to remain competitive in the pricing of the good performing members.

Beginning in Fund Year 2011, the Finance Committee also opted to introduce a *Retrospective Assessment Program* that identifies those members that are the driving force behind the Loss Funding increases year to year and remove the risk they place on the Fund by capping these members in a min/max contract.

Each year the Fund performs an analysis of the each member's performance over the prior three and six year periods to determine those members that are having the greatest negative impact on the Fund's surplus position. Once these members are identified, the Fund Actuary re-prices these members as if they were stand-alone members in the Fund. The Fund can then reduce the amount of the Loss Funding Budget by the difference between the member's loss funding assessment and the Actuary's loss funding assessment or a percentage amount as determined by the Finance Committee. Each remaining member of the Fund is then slotted into their appropriate assessment increase/decrease category based upon their performance.

Those members in the *Retrospective Assessment Program* are then given an increase equal to the increase in the loss funding budget had they remained in the original loss funding formula. The difference between the Actuary's stand-alone pricing, or a percentage amount as determined by the Committee, and the poor performer(s) pricing with the standard increase becomes the obligation of the poor performing member(s) should the funding be needed to offset losses incurred by this member. Members participating in the *Retrospective Assessment Program* are required to adopt a resolution and accompanying Policy Endorsement that outlines the member's minimum and maximum loss funding allocation under the program.

Those members in the *Retrospective Assessment Program* have their incurred losses evaluated at 18, 30, and 42 months after the inception of the Fund Year to determine if they are obligated to pay any of the additional loss funding between the amount they originally contributed to the Fund and their maximum loss funding assessment as determined by the Finance Committee. Any additional loss funding due from a member enrolled in this program can be billed to the member at any time following the conclusion of the Fund Year. All additional loss funds due and owing under this program must be paid to the Fund at the time the Fund transfers the obligations of the Fund Year to the Residual Claims Fund or the member leaves the Fund.

The *Retrospective Assessment Program* benefits both the good and poor performing members of the Fund. Poor performing members benefit in that they are able to spread potentially large increases in loss funding over a number of years easing a potential burden on their local budget, providing them time to address claims and loss issues, and providing a financial incentive to improve their performance. Good performing members of the Fund also benefit in that they are no longer supplementing the poor performing members since the Actuary reduces the loss funding budget by the total amount between the minimum and maximum obligations of those members in the *Retrospective Assessment Program*. As a result, the assessment allocation strategy for the good performing members is lower than it would be if the poor performing members were included in the strategy.

### **2011 – 2019 - EPL/POL PREMIUM ALLOCATION**

Due to the deteriorating performance in this line of coverage over the prior years, the MEL, on behalf of its member JIF's, negotiated EPL/POL coverage with a private insurer.

In prior years, the MEL allocated member premiums strictly as a rate (police vs. non-police) multiplied by employee counts. In addition, members that were poor performers in this line of coverage were surcharged by the MEL. These surcharges carried through to the specific members during the 2011-2012 JIF Premium assessment with the private insurer.

For the 2013 Fund Year, in an effort to transition to a process that emphasized recent claims experience, the Finance Committee decided to allocate fifty percent (50%) of the JIF premium across the membership based on a rate (police vs. non-police) multiplied by employee counts and the remaining fifty percent (50%) allocated based on the member's six year loss experience for these lines of coverage. For the 2014 Fund Year, the Finance Committee allocated twenty-five percent (25%) of the JIF premium across the membership based on a rate (police vs.

non-police) multiplied by employee counts and the remaining seventy-five percent (75%) allocated based on the member's six year loss experience. For the 2015 Fund Year, the Finance Committee fully transitioned to an allocation based on the member's five year loss experience.

Finally, it should be noted that beginning in 2013, Volunteer, Directors and Officers Liability (optional) was transitioned from the MEL coverage to a commercial carrier. Also in 2013, Cyber Liability Coverage was added also through a commercial carrier.

### **2012 – EXCESS PROPERTY PREMIUM ALLOCATION**

The Finance Committee undertook an in depth analysis of the allocation of Excess Property Premiums. Excess Property Premiums have been included in the JIF Loss Funding portion of the budget; so therefore, members receive a proportionate share of the Excess Property Premiums based on their proportionate share of the JIF Loss Funding Budget. During the analysis, significant variances arose when comparing the Excess Property Premiums to those determined by the MEL (rate times exposure based). In preparation for the 2012 Budget, the Finance Committee opted to remove the Excess Property from the Loss Funding portion of the Budget and include it with the Excess Coverage. In doing so, the Finance Committee elected to transition from the proportionate share allocation to the MEL allocation by utilizing one fourth of the MEL Premium and allocating the remaining funds based on a proportionate share of Loss Funds (as done in years past). It took four years to transition to the MEL's allocation process.

### **2013 – EXCESS PREMIUM ALLOCATION**

Beginning in 2013, the MEL implemented several changes to how excess premiums are calculated. Population is used by the MEL as the basis for the allocation of Liability premiums. Beginning in 2013, the MEL phased in changes in population from the 2000 census to the 2010 census data over a three year period (1/3 - 1/3 - 1/3). The BURLCO JIF members experienced an increase in population of 5.54% which had an impact on member assessments. Also, beginning in 2013, the MEL began experience rating member JIFs based upon the JIF's performance over the prior five years at the MEL level. As the BURLCO JIF has been a net giver to the MEL over the prior five years, the JIF will see a reduction in their MEL Assessment prior to the impact of the 2014 rate changes. The implementation of an experience factor is subject to review on an annual basis.

### **2016 – 2018 - EXCESS PREMIUM ALLOCATION**

Beginning in 2016, the MEL implemented a *Retrospective Program* on all JIFs in the MEL System in addition to continuing to experience rate JIFs based on the prior ten years' MEL experience for WC and Liability claims funding. As the BURLCO JIF has been a net giver to the MEL over the prior ten years, the JIF will see an experience rating decrease in their WC and Liability claims funding. Under the Retrospective Program, each JIF will be invoiced 85% of WC and Liability claims funding while being contractually bound to a value (100% to 125%) based on the prior ten years' MEL experience. Each JIF will be contractually bound to the *Retrospective Program* for the respective Fund Year for ten (10) years.

### **EXPOSURE ALLOCATION STRATEGY**

An "exposure" unit is a measure of the magnitude of a loss exposure. For example property values are a measure of the risk of fire. The greater a member's property values, the greater the potential loss.

Appropriations, on the other hand, are traditionally viewed as the measure of liability risk for municipalities. The greater the appropriations, the more activities there are and the higher the likelihood of injury and thus the more likely a law suit to develop.

The exposure unit, therefore, serves as a yardstick to measure the cost of risk and can be easily measured and utilized used to allocate assessment contributions.

The JIF self-insures four areas of risk:

1. Property
2. Liability
3. Automobile
4. Workers' Compensation

Each of these areas of risk is easily measured through the use of exposure units.

### **PROPERTY**

The Finance Committee recommended that total insurable values be used to allocate property insurance costs. Neither the actuary nor the excess carriers differentiate between buildings, contents, equipment, etc. and we have seen no trend in our losses to weight any one item more heavily than the other. The following example describes how the formula actually works.

*Example: If the JIF members have a total of \$100,000,000 in insurable property values and member "A" has \$10,000,000 in insurable values then Member "A" will be allocated 10% of the property loss funds.*

## **LIABILITY**

In allocating liability costs, the Finance Committee elected to use appropriations. Both the actuary and other JIFs rate on this basis. Neither the actuary nor other JIFs charge for any special exposures such as Police, Fire, etc. Our review of liability claims supports this approach.

*Example: If the JIF members have total appropriations of \$100,000,000 and member "A" has appropriations of \$5,000,000 then member "A" will be allocated 5% of the liability loss funds.*

## **AUTOMOBILE**

In this area, vehicle counts were used. Again, neither the actuary nor the excess carriers differentiate between types of vehicles. Our instinct tells us that police cars should have a greater potential for loss, however, further analyses indicates that this affects the potential *value* of the loss not the *frequency*, and is therefore more of an issue for the excess carrier than it is for us.

*Example: If the JIF members own 500 vehicles and member "A" owns 25 vehicles then member "A" will be allocated 5% of the automobile loss funds.*

## **WORKERS' COMPENSATION**

Traditionally, workers' compensation payrolls have been separated into categories of employment with different rates for each; "police", "Clerical, etc. Our analyses and recommendation was to support this more traditional approach. The Committee, therefore decided to accept the Workers' Compensation Rating bureau "relativities" and assign these weights to the workers' compensation assessment allocation formula.

*Example: If the "Manual" Workers' Compensation premium for the JIF as a whole is \$2,000,000 and member "A" has a "Manual" Workers' Compensation premium of \$200,000 then member "A" will be allocated 10% of the workers' compensation loss funds.*

## **EXPERIENCE RATING**

For any assessment allocation to be successful it must recognize the potential for some members to incur more claims than others relative to their assessments. Addressing this issue can eliminate the problems associated with the perception

that the Fund is subsidizing some members' claims experience at the expense of others.

One method, studied by the Fund, is a simplified experience-rating program that does not impose harsh penalties on members but recognizes adverse claims experience over time. This is accomplished through the application of an experience adjustment factor. The experience adjustment factor is determined from a chart that lists the appropriate factor for a given loss ratio in each line of coverage offered by the JIF. The experience adjustment factor is applied to the member's assessment by line of coverage. The chart below illustrates this concept:

Line of Coverage	Assessment	Experience Factor	Modified Assessment
Property	\$ 2,500.00	.90	\$ 2,250.00
Liability	\$15,000.00	.95	\$14,250.00
Automobile	\$12,000.00	.94	\$11,280.00
Workers' Comp.	\$20,000.00	1.02	\$20,400.00
Total	\$49,500.00	N/A	\$48,180.00

Since it takes several years for claims to develop to their full potential the committee may decide to defer experience rating on members until they have been in the JIF for three full years.

#### **OPERATING EXPENSE ALLOCATION**

The JIF's operating expenses are broken down into two categories:

- A. Allocated - These expenses can be directly attributed to a specific member's participation in the JIF. An example of this type of expense is the Safety Director who charges a fee based upon the size of the member.
- B. Unallocated - These expenses that cannot be directly attributable to a member (Indirect Expenses) shall be charged to a member's assessment in the same proportion that a member's individual exposure relates to the Fund total. Examples of exposure data that are used to distribute unallocated operating expenses across the membership include Loss Fund Contributions, Property Values, and Payroll figures, whichever basis is most appropriate. Thus, if a member has 5% of the total property values for the Fund, this member will pay 5% of the total property appraisal costs for that year.

Under this assessment strategy, the JIF charges allocated operating expenses directly to the members. Unallocated expenses are spread across the membership based upon the individual member's share of the exposure to the total for the Fund.

### **Risk Management Consulting Fees**

Risk Management Consulting Fees are negotiated individually by each member and are added to the members' assessment after all of the above factors and the Cap Strategy (described below) are applied.

### **CAP STRATEGY**

The Finance Committee realized that one of the major reasons member municipalities formed a JIF was to avoid the harsh cycles associated with the traditional insurance market. Without some type of capping mechanism in place, members' assessments could swing wildly from one year to the next. That is why a capping strategy was developed.

A capping strategy begins with a decision to set an upward percentage limit on the amount of any individual member's assessment increase. Naturally, the imposition of a cap on individual members' assessments will create some compression within the overall assessment allocation strategy. This must be addressed in order for the sum of the members' assessments to equal the budget figure for the JIF. In some cases this could mean that a member whose assessment formula results in a decrease could actually receive a modest increase in their assessment. The trade-off in this scenario is that all members know that they are being protected from large increases should their experience turn sour in a particular year.

<p align="center"><b>BURLCO JIF - 2019 Budget Assessment Certification</b></p>
--

<b>Bass River Township</b>	<b>60,258</b>
<b>Beverly City</b>	<b>204,721</b>
<b>Bordentown City</b>	<b>306,219</b>
<b>Bordentown Township</b>	<b>389,320</b>
<b>Chesterfield Township</b>	<b>151,872</b>
<b>Delanco Township</b>	<b>144,734</b>
<b>Delran Township</b>	<b>559,794</b>
<b>Edgewater Park Township</b>	<b>221,356</b>
<b>Fieldsboro Borough</b>	<b>27,628</b>
<b>Florence Township</b>	<b>386,880</b>
<b>Hainesport Township</b>	<b>117,120</b>
<b>Lumberton Township</b>	<b>328,428</b>
<b>Mansfield Township</b>	<b>268,051</b>
<b>Medford Township</b>	<b>791,176</b>
<b>Mount Laurel Township</b>	<b>1,010,084</b>
<b>North Hanover Township</b>	<b>165,664</b>
<b>Palmyra Borough</b>	<b>276,902</b>
<b>Pemberton Borough</b>	<b>110,860</b>
<b>Pemberton Township</b>	<b>905,904</b>
<b>Riverside Township</b>	<b>244,252</b>
<b>Shamong Township</b>	<b>75,536</b>
<b>Southampton Township</b>	<b>182,005</b>
<b>Springfield Township</b>	<b>96,491</b>
<b>Tabernacle Township</b>	<b>126,924</b>
<b>Westampton Township</b>	<b>307,210</b>
<b>Woodland Township</b>	<b>69,882</b>
<b>Wrightstown Borough</b>	<b>40,903</b>
<b>27</b>	<b>7,570,174</b>



## **Municipal Excess Liability Joint Insurance Fund**

9 Campus Drive – Suite 216  
Parsippany, NJ 07054  
*Tel (201) 881-7632*  
*Fax (201) 881-7633*

**Date:** Wednesday October 17, 2018  
**To:** Burlington County Municipal Joint Insurance Fund  
**From:** Commissioner Jack  
**Subject:** Executive Director's Report

**2018 Rate Table & Budget** – Board of Fund Commissioners introduced a 2019 Rate Table and a 2019 Budget - reflecting an overall decrease of 2% when applying the 2018 exposures and limits against the 2019 rate table to provide a comparison. Public Hearing scheduled for Wednesday, November 14, 2018 at 5:00 pm in Room 305 at the Atlantic City Convention Center.

**Management Committee:** Management Committee met on October 10<sup>th</sup> and reported on the following additional items:

Investments Legislation: The bill that expands the JIF and MEL's investments has been signed into law and includes the items suggested by the Governor in his conditional veto. The MEL had expected to implement most of those suggestions once the Joint Cash Management Plan was formed. MEL representatives met with DCA staff to review the process of drafting the regulations. Commissioner Rheinhardt reported that DOBI had no comments to the regulations drafted by DCA.

A meeting is scheduled to include Commissioners Rheinhardt and Cuccia, the Treasurer and PERMA to discuss the inner workings of the Joint Cash Management Program.

Excess Liability: Underwriting Manager will be marketing the excess liability program currently underwritten by Genesis. The management team has changed at Genesis and they are seeking a substantial increase in premium rate even though the loss history does not warrant an increase.

**Safety & Education Committee:** Committee met on September 14<sup>th</sup> and submitted minutes from that meeting. The current contract for Webinar and Online Training Producer expires December 31, 2018. Board accepted the Committee's recommendation and authorized the release of an updated RFQ for online training, webinars and video productions.

**Coverage Committee:** The committee is scheduled to meet on October 29<sup>th</sup>.

**Legislative Committee:** The committee is scheduled to meet on November 14<sup>th</sup> during the NJSLOM convention. The Firefighter's Cancer Presumption Bill is scheduled for hearings on October 18<sup>th</sup> with the Assembly Labor Committee. Executive Director will attend and is also scheduled to meet with Assembly representatives. Executive Director said JIFs can expect to see large budget increases in 2019 if bill passes without amendments.

**RCF June Report:** Commissioner Clarke submitted a report on the RCF's September meeting. RCF met prior to the MEL meeting and adopted its 2018 Budget.

**Cyber Security Task Force:** The MEL entered into an arrangement with Palindrome to conduct a study of cyber traffic with a pilot selection of members. Palindrome to present its report to the Cyber Task Force at their October 29<sup>th</sup> meeting.

**Personnel Manual:** Fund Attorney prepared and distributed a bulletin to members in September – concerning recommended revision to the model manual's language concerning the Open Public Meetings Act.

**Internal Auditor:** Baker Tilly has been conducting its Internal Audits on Reinsurance and Underwriting. The draft underwriting audit is being reviewed by PERMA. Once finalized, a meeting of the Audit Committee will be scheduled.

**Risk Management Information/Operating System (RMIS):** The annual renewal process was launched using Origami on August 13th and 14th. The second phase on the claims system has already begun - starting with Qual-Lynx data.

**Claims Committee:** The Claims Review Committee met in September and is scheduled to meet immediately following the Board meeting. Minutes of the September meeting were distributed to Fund Commissioner. Committee will meet again following the MEL Board meeting.

**Treasurer:** Fund Treasurer said the MEL can expect to see greater investment income earnings not only due to the formation of a Joint Cash Management Plan but also because of rising interest rates.

**Fund Attorney:** In September, the board authorized an amount not to exceed \$15,000 to engage the services of a Qualified Purchasing Agent to review the MEL's procurement practices. Board adopted Resolution appointing the Canning Group.

Fund Attorney provided an update on a Public Officials Liability claim that has been in litigation since 2010. MEL prevailed on an appeal to Supreme Court; claimant then asked for reconsideration. MEL prevailed again and matter is now settled. Plaintiff was alleging violation of civil rights because municipality did not advise her of procedures she could have followed. Fund Attorney said it would have negatively impacted municipal practices if it were to be considered a violation of civil rights when failing to formally and specifically advise citizens of processes.

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND				
2019 BUDGET FOR RATE DEVELOPMENT				
MUNICIPALITIES ONLY - CURRENT DATA				
	A	B	B-A	B-A
	BUDGET	BUDGET		
APPROPRIATIONS	2018 RATES	2019 RATES	\$	%
I. CLAIMS AND EXCESS INSURANCE PREMIUMS	MUNIS ONLY	MUNIS ONLY	CHANGE	CHANGE
CLAIMS				
Excess Liability:				
1 To 500K	2,108,034	2,065,858	(42,176)	-2.0%
2 1.25MIL Ex 500K	3,408,076	3,339,931	(68,145)	-2.0%
3 Excess WC	6,647,027	6,647,027	(0)	0.0%
4 Excess Property to 500K	2,586,328	2,528,979	(57,349)	-2.2%
5 POL/EPL Land Use		1,000,000	1,000,000	100.0%
6 Aggregate Excess LFC	14,068	14,070	2	0.0%
7 JIF Faithful Performance Bond	186,039	186,039	-	0.0%
8 Statutory Bonds	284,000	284,000	-	0.0%
9 Sub Total	15,233,573	16,065,904	832,331	5.5%
10 PREMIUMS				
11 3.25MIL ex 1.75 MIL	4,632,371	4,632,371	(0)	0.0%
12 Optional Excess Liability	1,721,116	1,721,116	(0)	0.0%
13 Optional Excess POL/EPL	863,167	863,167	0	0.0%
14 Excess WC	2,579,663	2,528,070	(51,593)	-2.0%
15 Excess Property	7,288,015	7,506,655	218,640	3.0%
16 Boiler and Machinery	610,231	628,538	18,307	3.0%
17 Loss Fund Contingency	632,853	284,189	(348,664)	-55.1%
18 Sub Total	18,327,416	18,164,106	(163,311)	-0.9%
19 Total Claims & Premiums	33,560,989	34,230,009	669,020	2.0%
20				
21 II. EXPENSES				
22 Claims Adjustment	1,030,435	1,051,044	20,609	2.000%
23 Property Adjustment	166,464	169,793	3,329	2.000%
24 Administration	1,176,251	1,199,776	23,525	2.000%
25 Loss Fund Management	132,948	135,607	2,659	2.000%
26 Actuary	50,116	51,118	1,002	2.000%
27 Attorney	45,103	46,005	902	2.000%
28 Deputy Attorney	1,504	1,535	30	2.000%
29 Attorney - OPRA	16,979	17,319	340	2.000%
30 Auditor	28,741	29,316	575	2.000%
31 Treasurer	25,411	25,919	508	2.000%
32 Underwriting Manager	529,014	539,595	10,580	2.000%
33 Reinsurance Manager	305,484	311,594	6,110	2.000%
34 Safety and Education Committee	198,161	202,124	3,963	2.000%
35 Computer Services	140,770	143,585	2,815	2.000%
36 Legislative Committee	26,937	27,476	539	2.001%
37 Internal Audit Committee	59,013	60,193	1,180	2.000%
38 Strategic Planning Committee	29,507	30,097	590	2.000%
39 Coverage Committee	39,084	39,866	782	2.001%
40 Communications/Marketing Committee	121,461	123,890	2,429	2.000%
41 Misc Expense	(109,012)	(109,012)	-	0.0%
42 Subtotal	4,014,373	4,096,841	82,467	2.1%
43				
44 MEL Safety Institute	921,556	939,988	18,431	2.0%
45 Total Appropriations	38,496,919	39,266,837	769,918	2.0%

MEL RATE TABLES									
Budget Line	RATING BASE				2019	2019 Minimums	CHANGE \$	CHANGE%	Discounts/ Surcharges
	(1) Rate per capita (2010 Census) (2) Rate per employee (3) Rate per \$100 payroll (4) Rate per \$100 value	2018 as Certified	2018 actual (Premiums)	2018 Minimums					
<b>JIF Attachment To 500K</b>									
0 EX 500K	(1)	-			-		-		10%
100K EX 400K	(1)	0.1926			0.18874		(0.0039)	-2.0%	10%
150K EX 350K	(1)	0.3915			0.38371		(0.0078)	-2.0%	10%
200K EX 300K	(1)	0.5758			0.56427		(0.0115)	-2.0%	10%
250K EX 250K	(1)	0.7601			0.74485		(0.0152)	-2.0%	10%
300K EX 200K	(1)	1.0595			1.03827		(0.0212)	-2.0%	10%
<b>1.25MIL EX 500K</b>	(1)	0.8752			0.85771		(0.0175)	-2.0%	10%
<b>Loss Fund Contingency</b>	(1)	0.1373			0.061787		(0.0755)	-55.0%	
<b>3.25MIL ex 1.75 MIL</b>	(1)	1.0704	0.9970	\$1,150	1.070427	\$1,150	-	0.0%	10%
<b>POLEPL Land Use</b>	(1)				0.219095		0.2191	100.0%	
<b>Optional Excess Liability</b>	(1)								
2 MIL EX 5 MIL		0.1650	0.1601		0.1650		-	0.0%	10%
5 MIL EX 5 MIL		0.3327	0.3228		0.3327		-	0.0%	10%
10 MIL EX 5 MIL		0.4977	0.4829	\$761	0.4977	\$761	-	0.0%	10%
15 MIL EX 5 MIL		0.5890	0.5714	\$1,267	0.5890	\$1,267	-	0.0%	10%
<b>Optional Excess POL/EPL</b>	(1)								
1MIL EX 2MIL		0.0571	0.0515	\$570	0.0571	\$570.00	-	0.0%	
2MIL EX 2MIL		0.0946	0.0855	\$854.00	0.0946	\$854.00	-	0.0%	
3MIL EX 2MIL		0.1217	0.1099	1,137.00	0.1217	\$1,137.00	-	0.0%	
4MIL EX 2MIL		0.1436	0.1296	1,423.00	0.1436	\$1,423.00	-	0.0%	
8MIL EX 2MIL		0.2872	0.2591	4,725.00	0.2872	\$4,725.00	-	0.0%	
<b>CLAIMS : Excess WC</b>	(3)								
<b>JIF Attachment to</b>									
1800K EX 200K		0.004359			0.004359		-	0.0%	
1750K EX 250K		0.003760			0.003760		-	0.0%	
1,700K x 300K		0.003119			0.003119		-	0.0%	
1650K EX 350K		0.002748			0.002748		-	0.0%	
1600Kx400		0.002538			0.002538		-	0.0%	
1550Kx450		0.002259			0.002259		-	0.0%	
1500k EX 500k		0.001956			0.001956		-	0.0%	
1400k EX 600k		0.001012			0.001012		-	0.0%	
1250k EX 750k		0.001170			0.001170		-	0.0%	
<b>PREMIUMS : Excess WC</b>	(3)	0.000964	0.089257		0.000945		(0.0000)	-2.0%	
<b>CLAIMS : Excess Property to 500K</b>	(4)				-	-			
<b>JIF Attachment to</b>									
Property 200K EX 50K		0.0244			0.0467		0.0223	91.2%	
Property 150K EX 100K		0.0135			0.0176		0.0041	30.2%	
Property 100K EX 150K		0.0068			0.0081		0.0013	18.6%	
Property 50K EX 200K		0.0028			0.0031		0.0003	11.3%	
Property 250K EX 250K		0.0106			0.0069		(0.0037)	-34.7%	
<b>PREMIUMS : Excess Property</b>	(4)								
Excess Property		0.0671	0.06940		0.0691		0.0020	3.0%	
Boiler and Machinery		0.0056			0.0058		0.0002	3.0%	
Faithful Performance Bond	(2)	6.3405			6.3405		-	0.0%	
<b>EXPENSES</b>		0.1150			0.1150		-	0.0%	
<b>MEL Safety Institute</b>		29.67			29.67		-	0.0%	

# ***BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND***

RESOLUTION 2018-\_\_\_\_\_

APPOINTING MEGHAN JACK AS THE FUND'S REPRESENTATIVE  
TO THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND AND THE NEW  
JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND AND  
DAVID MATCHETT AS THE FUND'S REPRESENTATIVE TO THE RESIDUAL  
CLAIMS JOINT INSURANCE FUND AND AS THE ALTERNATE REPRESENTATIVE TO  
THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND AND THE NEW  
JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND  
FOR THE 2019 FUND YEAR

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

**Whereas**, the Burlington County Municipal Joint Insurance Fund is a member of the Municipal Excess Liability Joint Insurance Fund, the Residual Claims Joint Insurance Fund and the New Jersey Municipal Environmental Risk Management Fund; and

**Whereas**, as a member of each of these Funds, the Burlington County Municipal Joint Insurance Fund actively participates in the meetings and operations of each of these Funds through the appointment of a representative to each Fund; and

**Whereas**, the appointment of the representative to each of these Fund's is at the discretion of the Chair of the Burlington County Municipal Joint Insurance Fund; and

**Whereas**, Meghan Jack, Fund Commissioner from the Township of Riverside, has served as the Burlington County Municipal Joint Insurance Fund's Representative to the Municipal Excess Liability Joint Insurance Fund and the New Jersey Environmental Risk Management Fund during the 2018 Fund Year; and

**Whereas**, David Matchett, Fund Commissioner from the Township of Shamong, has served as the Burlington County Municipal Joint Insurance Fund's Representative to the Residual Claims Joint Insurance Fund during the 2018 Fund Year; and

**Whereas**, David Matchett, Fund Commissioner from the Township of Shamong, has served as the Burlington County Municipal Joint Insurance Fund's Alternate Representative to the Municipal Excess Liability Joint Insurance Fund and the New Jersey Environmental Risk Management Fund during the 2018 Fund Year; and

**Whereas**, the Fund Chair has determined that it is in the best interest of the Burlington County Municipal Joint Insurance Fund to reappoint Ms. Jack as the Fund's Representative to the Municipal Excess Liability Joint Insurance Fund and the New Jersey Environmental Risk Management Fund; and reappoint Mr. Matchett as the Fund's Representative to the Residual Claims Joint Insurance Fund and as the Fund's Alternate Representative to the Municipal Excess Liability Joint Insurance Fund and the New Jersey Environmental Risk Management Fund for the 2019 Fund Year.

**Now, Therefore, be it Resolved** by the Fund Commissioners of the Burlington County Municipal Joint Insurance Fund that Meghan Jack, Fund Commissioner from the Township of Riverside, is hereby reappointed as the Burlington County Municipal Joint Insurance Fund's Representative to the Municipal

Excess Liability Joint Insurance Fund and the New Jersey Environmental Risk Management Fund for the 2019 Fund Year; and

**Be it Further Resolved** that David Matchett, Fund Commissioner from the Township of Shamong, is hereby reappointed as the Burlington County Municipal Joint Insurance Fund's Representative to the Residual Claims Joint Insurance Fund and as the Alternate Representative to the Municipal Excess Liability Joint Insurance Fund and the New Jersey Environmental Risk Management Fund for the 2019 Fund Year; and

**Be it Further Resolved** that each of these appointments shall be effective January 1, 2019; and

**Be it Further Resolved** that a fully executed copy of this resolution be forwarded to the Municipal Excess Liability Joint Insurance Fund, Residual Claims Joint Insurance Fund and the New Jersey Environmental Risk Management Fund

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

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**

By: \_\_\_\_\_  
CHAIRPERSON

Attest: \_\_\_\_\_  
SECRETARY

Date: \_\_\_\_\_



## Municipal Excess Liability Residual Claims Fund

9 Campus Drive – Suite 216  
Parsippany, New Jersey 07054  
*Tel (201) 881-7632*  
*Fax (201) 881-7633*

October 17, 2018

Memo to: Burlington County Municipal Joint Insurance Fund

From: Commissioner Matchett

Re: Topics Discussed at the RCF October Meeting

**2019 Budget:** In June, the Board approved an extension of the transfer of liabilities by six months and at the September meeting, the Fund declared a dividend from the Closed Year account to facilitate the transfer to create Fund Years 2019 operating budget. Historically, the expenses for the upcoming year budget were declared from the contingency reserve established in the amended prior year budget. Following the public hearing, the Board of Fund Commissioners reviewed and adopted the 2019 Budget.

**Membership Renewals:** Executive Director reported that documentation was sent to all sixteen JIFs to renew membership with the Fund for 2019-2021; to date twelve JIFs have submitted their renewals.

**Claims Committee:** The Claims Review Committee met in September and the morning of the Commissioner's meeting; minutes of the September meeting were distributed under separate cover.

**Next Meeting:** The next meeting of the RCF is the 2019 Reorganization scheduled for **Wednesday January 2, 2019** at 10:30AM at the Forsgate Country Club in Monroe, NJ.

At this year's Reorganization, the Board agreed with a recommendation, submitted by the Audit Committee, that the RCF Chair & Secretary positions be rotated in order to build a knowledge-base of the RCF and its critical operations. The proposed terms for both RCF Chair and Secretary, as well as RCF Claims Chair, would be for a 2-year term at which point the Secretary would then assume the Chair position. The RCF Chair would also serve as the RCF Claims Chair.

Executive Director said 2019 would be Chairman Law and Secretary Franz 2<sup>nd</sup> of a 2-year term unless otherwise notified; all other Commissioner appointments would be determined by local Joint Insurance Funds.

<b>MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND</b>				
<b>2019 ADOPTED BUDGET</b>				
	<b>2018 ANNUALIZED</b>	<b>2019 PROPOSED</b>	<b>\$</b>	<b>%</b>
	<b>BUDGET</b>	<b>BUDGET</b>	<b>CHANGE</b>	<b>CHANGE</b>
<b>APPROPRIATIONS</b>				
CLAIMS	0	0	0	
REINSURANCE PREMIUMS	30,000	28,000	(2,000)	-7%
LOSS FUND CONTINGENCY	0	0		
<b>SUBTOTAL LOSS FUND</b>	<b>30,000</b>	<b>28,000</b>	<b>(2,000)</b>	<b>-7%</b>
<b>EXPENSES</b>				
ADMINISTRATOR	197,849	201,806	3,957	2%
DEPUTY ADMINISTRATOR	67,302	68,648	1,346	2%
ATTORNEY	40,960	41,779	819	2%
CLAIMS SUPERVISION & AUDIT	59,211	60,395	1,184	2%
TREASURER	38,456	39,225	769	2%
AUDITOR	22,717	23,171	454	2%
ACTUARY	40,556	41,367	811	2%
MISCELLANEOUS	23,835	24,312	477	2%
<b>SUBTOTAL</b>	<b>490,886</b>	<b>500,703</b>	<b>9,817</b>	<b>2%</b>
EXPENSE CONTINGENCY	129,114	132,297	3,183	2%
<b>SUBTOTAL EXPENSES</b>	<b>620,000</b>	<b>633,000</b>	<b>13,000</b>	<b>2%</b>
<b>TOTAL BUDGET</b>	<b>650,000</b>	<b>661,000</b>	<b>11,000</b>	<b>1.7%</b>



**New Jersey Municipal Environmental  
Risk Management Fund**

9 Campus Drive, Suite 216  
Parsippany, New Jersey 07054  
*Tel (201) 881-7632*  
*Fax (201) 881-7633*

DATE: October 17, 2018  
TO: Burlington County Municipal Joint Insurance Fund  
FROM: Commissioner Jack  
SUBJECT: Summary of Topics Discussed at E-JIF Meeting

---

**2019 BUDGET** - At the September Executive Committee meeting, the Fund introduced a budget for fund year 2019. In accordance with the regulations, the budget was advertised in the Fund's official newspaper and sent to each member. The Public Hearing for the budget was held at this meeting. For reference, a copy of the budget, as introduced, follows this report.

A motion to adopt a budget for the New Jersey Municipal Environmental Risk Management Fund Joint Insurance Fund as presented for fund year 2019 and to certify annual assessments, based upon the adopted 2019 budget for member Joint Insurance Funds was approved.

**EJIF DIVIDEND** - The request for approval of the EJIF's \$1,250,000 dividend was filed with the State on September 19, 2018. We await their approval.

**COVERAGE COMMITTEE MEETING** - An EJIF Coverage Committee meeting is scheduled for November 14, 2018 in the Sheraton Hotel, across from the AC convention center at 11:00 a.m.

**NEXT MEETING**- The next meeting of the EJIF is scheduled for November 14, 2018 in the Sheraton Hotel, across from the AC convention center at 12 noon.

	<b>NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND</b>				
	<b>2019 ADOPTED BUDGET BASED ON 2010 CENSUS</b>				
	10/18/2018 10:04	<b>2018</b>	<b>2019</b>		
		<b>TOTAL</b>	<b>TOTAL</b>	<b>CHANGE</b>	<b>CHANGE</b>
	I. Claims and Excess Insurance			<b>\$</b>	<b>%</b>
	Claims				
1	Third Party (Non-Site Specific)	301,540	425,660	124,120	41.2%
2	On Site Cleanup (Site Specific)	356,405	246,435	(109,970)	-30.9%
3	Legal Defense	1,044,818	-	(1,044,818)	-100.0%
4	PO Pollution Liability		179,225	179,225	100.0%
5	Tank Systems		224,031	224,031	100.0%
6	DMA Waste Sites (Superfund Buyout)	630,898	1,164,963	534,065	84.7%
7	LFC	14,860	25,424	10,564	71.1%
8	<b>Total Loss Fund</b>	<b>2,348,521</b>	<b>2,265,738</b>	<b>(82,783)</b>	<b>-3.5%</b>
9					
10	II. Expenses, Fees & Contingency				
11	Professional Services				
12	Actuary	62,500	62,500	0	0.0%
13	Attorney	77,205	78,749	1,544	2.0%
14	Auditor	15,959	16,278	319	2.0%
15	Executive Director	285,057	290,759	5,702	2.0%
16	Treasurer	19,683	20,077	394	2.0%
17	Legislative Agent	45,000	45,000	-	0.0%
18	Underwriting Managers	225,776	230,291	4,515	2.0%
19	Environmental Services	433,375	442,043	8,668	2.0%
20	Claims Administration	26,684	27,218	534	2.0%
21					
22	<b>Subtotal - Contracted Prof Svcs</b>	<b>1,191,239</b>	<b>1,212,915</b>	<b>21,676</b>	<b>1.8%</b>
23					
24	Non-Contracted Services				
25	Postage	5,518	5,518	(0)	0.0%
26	Printing	4,284	4,285	1	0.0%
27	Telephone	2,444	2,444	0	0.0%
28	Expenses contingency	14,934	14,933	(1)	0.0%
29	Member Testing	8,233	8,233	0	0.0%
30					
31	<b>Subtotal - Non-contracted svcs</b>	<b>35,413</b>	<b>35,413</b>	<b>(0)</b>	<b>0.0%</b>
32					
33	<b>Subtotal-Contracted/Non-contracted s</b>	<b>1,226,652</b>	<b>1,248,328</b>	<b>21,676</b>	<b>1.8%</b>
34					
35	Excess Aggregate Insurance	549,967	569,216	19,249	3.5%
36					
37	General Contingency	60,759	60,757	(2)	0.0%
38					
39	<b>Total Exp, Fees &amp; Contingency</b>	<b>1,837,379</b>	<b>1,878,301</b>	<b>40,922</b>	<b>2.2%</b>
40					
41	<b>TOTAL JIF APPROPRIATIONS</b>	<b>4,185,900</b>	<b>4,144,039</b>	<b>(41,861)</b>	<b>-1.0%</b>