

AGENDA PACKET

When today's safety meeting is
about what you did yesterday



Tuesday, February 18, 2020 at 3:30 PM

**Hainesport Municipal Building
Hainesport, NJ**

WWW.BURLCOJIF.ORG

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
Hainesport Municipal Building
Hainesport, NJ
Tuesday, February 18, 2020 – 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. Motion to allow that this monthly meeting be conducted directly by the Fund Commissioners present with all matters to be decided upon by a combined majority vote of all Fund Commissioners – **Motion – All in Favor**
- VI. Approval of Minutes
 - A. Adoption of the **January 21, 2020** Meeting Minutes.....Pages 1-19
 - B. Adoption of the **January 21, 2020** 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The Closed Session Minutes shall not be released to the public until the reason(s) for their remaining confidential is no longer applicable and the Fund Solicitor has an opportunity to review them.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 20- 57
 - A. Lost Time Accident Frequency.....Pages 25-26
 - B. Certificates of Insurance.....Pages 27-29
 - C. Financial Fast Track Report.....Page 30
 - D. Regulatory Filing Checklists.....Pages 31-32
 - E. 2019 Safety Incentive Program Awards
 - F. 2020 Optional Safety Budget.....Page 33
 - G. 2020 Wellness Incentive.....Page 34
 - H. EPL/Cyber Risk Management Budget.....Page 35
 - I. EPL Compliance StatusPage 36
 - J. Statutory Bond Status.....Page 37
 - K. Skateboard Park Approval Status.....Page 38
 - L. Capehart & Scatchard Updates.....Pages 39-47
 - M. Elected Officials Training – Invite.....Pages 48-49
 - N. Police Command Staff TrainingPages 50-51
 - O. Managerial & Supervisory Training Save the Dates.....Page 52
 - P. AGRiP/PRIMA 2020 Conferences
 - Q. Safety Breakfast Kickoff/Safety Coordinator & Claims Coordinator Roundtable.....Page 53
 - R. Land Use Training Certification.....Page 54

S.	Payroll Audits	
T.	Property Appraisals	
U.	Police Accreditation Announcement.....	Pages 55-56
V.	Annual Planning Retreat Save the Date.....	Page 57
W.	New Fund Commissioner Orientation	
X.	Website	
Y.	Inclement Weather Policy	
Z.	New Member Activity	
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A.	Closed Cases.....	Pages 58-60
B.	MEL Helpline and Contact List.....	Pages 61-62
IX.	Safety Director's Report	
A.	Activity Report	Pages 63-71
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C.	MSI Bulletin: CDL MVR & Program Checks.....	Pages 72-73
D.	MSI Bulletin: MVR Checks Reminder.....	Page 74
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X.	Claims Administrator's Report	
A.	Lessons Learned from Losses	Page 77
XI.	Wellness Director Report	
A.	Monthly Activity Report.....	Pages 78-79
B.	Targeting Wellness Newsletter	Pages 80-85
C.	Treadmill Workout.....	Pages 86-87
D.	Signs of a Heart attack Men v. Woman	Page 88
E.	NJ Well.....	Pages 89-90
F.	February Heart Calendar.....	Page 91
XII.	Managed Health Care Report	
A.	Summary Report.....	Page 92
B.	Average Number of Days to Report a Claim.....	Page 93
C.	Transitional Duty Reports.....	Pages 94-95
D.	PPO Savings & Penetration Report.....	Page 96
E.	Top 10 Provider/Paid Provider by Specialty.....	Page 97
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A.	Report.....	Pages 99-106
B.	Pivot Point Newsletters.....	Page 107
C.	MEL Cyber Risk Management Plan Compliance Status.....	Page 108
XIV.	Treasurer's Report as of December 31, 2019	Pages 109-152
A.	Investment Report	
B.	Loss Run Payment Registers	
C.	Fund Status	
D.	Disbursements	
E.	February Bill List.....	Pages 153-154
F.	RMC Bill List.....	Page 155

Motion to approve the Payment Register & Bill Lists– **Motion – Roll Call**

XV. Committee Reports

Nothing to Report

XVI. MEL/RCF/E-JIF Reports

Nothing to Report

XVII. Miscellaneous Business

<p>The next meeting will be held on Tuesday, March 17, 2020 at 3:30 PM at Hainesport Municipal Building, Hainesport, NJ</p>
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XVIII. Meeting Open to Public Comment

A. Motion to Open Meeting to Public Comment – **Motion - All in Favor**

B. Motion to Close Meeting to Public Comment – **Motion - All in Favor**

XIX. Closed Session – Resolution 2020- _____ Authorizing a Closed Session of the Burlington County Municipal Joint Insurance Fund to discuss matters affecting the protection of safety and property of the public and to discuss pending or anticipated litigation and/or contract negotiations – **Motion -Roll Call**

A. Professionals' Reports

1. Claims Administrator's Report

a. Review of PARs over \$10,000

2. Executive Director's Report

3. Safety Director's Report

4. Solicitor's Report

B. Reopen Public Portion of Meeting – **Motion – All in Favor**

XX Approval of Claims Payments – **Motion – Roll Call**

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

XXII. Motion to Adjourn Meeting – **Motion – All in Favor**

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

JANUARY 21, 2020

OPEN SESSION MINUTES

The ***Reorganization*** Meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at the Hainesport Township Municipal Building, 1 Hainesport Centre, Rte. 537, Hainesport, New Jersey, on Tuesday, January 21, 2020 at 3:30PM, prevailing time. Chair Jack, **Riverside**, presiding. The meeting was called to order at 3:30PM.

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

STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETING ACT

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

ROLL CALL of 2019 FUND COMMISSIONERS

Mike Theokas, **Bordentown Twp**
Grace Archer, **Bordentown City**...arrived after Roll Call
Glenn McMahon, **Chesterfield Twp**
Mike Templeton **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Tom Pullion, **Edgewater Park**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp**
Brandon Umba, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Rich Meder, *Alternate*, **Medford Twp**
Jerry Mascia, **Mt. Laurel Twp**
Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Boro**
Debbie Vallari, *Alternate*, **Pemberton Boro**
Michelle Brown, *Alternate*, **Pemberton Twp**
David Matchett, **Shamong Twp**
Meghan Jack, **Riverside Twp**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Steve Ent, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Absent Fund Commissioners were:

Rich Wolbert, **Beverly City**
Amanda Somes, **Bass River Twp**
Patrice Hansell, **Fieldsboro Boro**
Kathy Hoffman, **Southampton Twp**
Maryalice Brown, **Woodland Twp**

Those also in attendance were:

Paul Forlenza, MGA, Executive Director, *AJG Risk Management Services, Inc.*
Paul Miola, CPCU, ARM, *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:

CBIZ Benefits & Insurance Services
Conner Strong & Buckelew
EJA/Capacity Insurance
Hardenberg Insurance Group
Insurance Agency Mgmt.

Absent Risk Management Consultant agencies:

N/A

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

MONTHLY MEETING CONDUCT

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

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

APPROVAL OF THE OPEN & CLOSED SESSION MINUTES

Chair Jack presented the meeting minutes of the December 17, 2019 meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Mr. McMahon, seconded by Mr. Ingling, to approve the Open & Closed session meeting minutes of the December 17, 2019 meeting of the Fund as presented.

Motion carried.

The Closed Session minutes of the December 17, 2019 meeting shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has had the opportunity to review them.

Closed Session Meeting Minutes from the December 17, 2019 meeting were collected at this time.

ADJOURN THE SINE DIE MEETING

Chair Jack entertained a motion to adjourn the Sine Die Meeting. Motion by Mr. Mc Mahon, seconded by Mr. Mascia, to adjourn the Sine Die Meeting. All in favor. Motion carried.

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

Mr. Forlenza welcomed all in attendance to the *2020 Reorganization Meeting of the BURLCO JIF*.

ROLL CALL of 2020 FUND COMMISSIONERS

Mike Theokas, **Bordentown Twp**
Grace Archer, **Bordentown City**...arrived after Roll Call
Glenn McMahon, **Chesterfield Twp**
Mike Templeton **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Tom Pullion, **Edgewater Park**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp**
Brandon Umba, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Rich Meder, *Alternate*, **Medford Twp**
Jerry Mascia, **Mt. Laurel Twp**
Kyle Tuliano, **New Hanover Twp**.
Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Boro**
Debbie Vallari, *Alternate*, **Pemberton Boro**
Michelle Brown, *Alternate*, **Pemberton Twp**
David Matchett, **Shamong Twp**
Meghan Jack, **Riverside Twp**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Steve Ent, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Absent Fund Commissioners were:

Rich Wolbert, **Beverly City**
Amanda Somes, **Bass River Twp**
Patrice Hansell, **Fieldsboro Boro**
Kathy Hoffman, **Southampton Twp**
Maryalice Brown, **Woodland Twp**

ELECTION OF 2020 OFFICERS

2020 Nomination Slate

Mr. Forlenza presented for the membership's consideration the Revised 2020 Nomination Slate. The Nominating Committee met in November 2019 and presented the 2020 Nomination Slate at the November & December 2019 Executive Committee Meetings. Mr. Forlenza noted that Mr. Templeton was originally Executive Committee Alternate #1, however, we were made aware that Mr. Templeton would not be reappointed as Fund Commissioner of Delanco Township this year, so it was discussed with the Nominating Committee, and as is common practice, they moved up the remaining Alternates to create the Revised 2020 Nomination Slate you have before you.

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, Mt. Laurel Township
Executive Committee Alternates:	
#1	Paula Kosko, Hainesport Township
#2	Grace Archer, Bordentown City
#3	Mike Theokas, Bordentown Township
#4	Amanda Somes, Bass River Township
#5	Dave Matchett, Shamong Township
#6	Vacant
#7	Vacant

Mr. Forlenza asked if there were any nominations from the floor for a position on the 2020 Executive Committee Nomination Slate. Hearing none, Mr. Forlenza asked for a Roll Call Vote of the full membership for an Election of a Chairman and Secretary as presented.

Election of a Chairman and Secretary

ROLL CALL	Yeas	Mike Theokas, Bordentown Twp
		Glenn McMahon, Chesterfield Twp
		Mike Templeton Delanco Twp
		Jeffrey Hatcher, Delran Twp
		Tom Pullion, Edgewater Park
		Richard Brook, Florence Twp
		Paula Kosko, Hainesport Twp
		Brandon Umba, Lumberton Twp
		Mike Fitzpatrick, Mansfield Twp
		Rich Meder, <i>Alternate</i> , Medford Twp
		Jerry Mascia, Mt. Laurel Twp
		Kyle Tuliano, New Hanover Twp.

Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Boro**
Debbie Vallari, *Alternate*, **Pemberton Boro**
Michelle Brown, *Alternate*, **Pemberton Twp**
David Matchett, **Shamong Twp**
Meghan Jack, **Riverside Twp**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Steve Ent, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None

Abstain: None

Motion carried by unanimous vote.

Mr. Forlenza again asked if there were any nominations from the floor for a position on the 2020 Executive Committee Nomination Slate. Hearing none, Mr. Forlenza then asked for a Roll Call Vote of the full membership for an *Election of Executive Committee/Alternates* as presented.

Election of Executive Committee/Alternates

ROLL CALL	<i>Yeas</i>
	Mike Theokas, Bordentown Twp
	Glenn McMahon, Chesterfield Twp
	Mike Templeton Delanco Twp
	Jeffrey Hatcher, Delran Twp
	Tom Pullion, Edgewater Park
	Richard Brook, Florence Twp
	Paula Kosko, Hainesport Twp
	Brandon Umba, Lumberton Twp
	Mike Fitzpatrick, Mansfield Twp
	Rich Meder, <i>Alternate</i> , Medford Twp
	Jerry Mascia, Mt. Laurel Twp
	Kyle Tuliano, New Hanover Twp.
	Mary Picariello, North Hanover Twp
	John Gural, Palmyra Boro
	Debbie Vallari, <i>Alternate</i> , Pemberton Boro
	Michelle Brown, <i>Alternate</i> , Pemberton Twp
	David Matchett, Shamong Twp
	Meghan Jack, Riverside Twp
	J. Paul Keller, Springfield Twp
	Doug Cramer, Tabernacle Twp
	Steve Ent, Westampton Twp
	James Ingling, Wrightstown Boro

Nays: None

Abstain: None

Motion carried by unanimous vote.

OATHS OF OFFICE

Oaths of Office were administered by Mr. DeWeese, Fund Solicitor, to the newly elected Chairperson, Secretary, Executive Committee, and Alternates for the 2020 Fund Year. Mr. DeWeese congratulated the Fund Chair, Secretary, Executive Committee Members, and Alternates on their election.

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

At this time, Mr. Forlenza congratulated the Fund Chair, Secretary, Executive Committee Members, and Alternates on their election and asked Fund Chair Meghan Jack, *Riverside* to conduct the 2020 Reorganization Meeting of the Fund.

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

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

ORGANIZATIONAL RESOLUTIONS

The following 2020 Organizational Resolutions were presented for adoption by Fund Chair Jack.

R2020-01	Confirming the Election of a Fund Chair and Fund Secretary
R2020-02	Confirming the Election of an Executive Committee and Alternates
R2020-03	Appointing Professional Staff
R2020-04	Awarding Contracts to Workers' Compensation Assigned Defense Counsel and Approved Associates
R2020-05	Awarding Contracts to General Liability Assigned Defense Counsel and Approved Associates
R2020-06	Recommending the Employment Practices Liability and Public Officials Liability Defense Panel
R2020-07	Adopting Procedures in Compliance with the Open Public Meetings Act
R2020-08	Adopting Fiscal Policies
R2020-09	Designating Executive Director as Public Agency Compliance Officer
R2020-10	Cash Management and Investment Policy
R2020-11	Establishing a Fund Records Program
R2020-12	Establishing the 2019 Plan of Risk Management
R2020-13	Designation of Certifying and Approving Officer for Payment of Claims
R2020-14	Authorizing participation in the MEL Names Storm Deductible Risk Sharing Program

Chair Jack entertained a motion to adopt the *Organizational Resolutions 2020-01 through 2020-14* as presented.

Motion by Mr. Cramer, seconded by Mr. Ingling, to adopt *Organizational Resolutions 2020-01 through 2020-14*.

ROLL CALL Yeas

Mike Theokas, **Bordentown Twp**
Grace Archer, **Bordentown City**
Glenn McMahon, **Chesterfield Twp**

Mike Templeton **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Tom Pullion, **Edgewater Park**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp**
Brandon Umba, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Rich Meder, *Alternate*, **Medford Twp**
Jerry Mascia, **Mt. Laurel Twp**
Kyle Tuliano, **New Hanover Twp.**
Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Boro**
Debbie Vallari, *Alternate*, **Pemberton Boro**
Michelle Brown, *Alternate*, **Pemberton Twp**
David Matchett, **Shamong Twp**
Meghan Jack, **Riverside Twp**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Steve Ent, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Chair Jack presented Resolution 2020-15 Authorizing Advance Travel Expenses for Authorized Official Travel to PRIMA & AGRIP Conferences

Motion by Mr. Gural, seconded by Mr. Ingling, to adopt *Organizational Resolution 2020-15* as presented.

ROLL CALL *Yeas* Mike Theokas, **Bordentown Twp**
Grace Archer, **Bordentown City**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Tom Pullion, **Edgewater Park**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp**
Brandon Umba, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Rich Meder, *Alternate*, **Medford Twp**
Jerry Mascia, **Mt. Laurel Twp**
Kyle Tuliano, **New Hanover Twp.**
Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Boro**
Debbie Vallari, *Alternate*, **Pemberton Boro**
Michelle Brown, *Alternate*, **Pemberton Twp**
David Matchett, **Shamong Twp**
Meghan Jack, **Riverside Twp**
J. Paul Keller, **Springfield Twp**

Doug Cramer, **Tabernacle Twp**
Steve Ent, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

EXECUTIVE DIRECTOR'S REPORT

Mr. Forlenza reviewed the Executive Director's Report found in the agenda packet with the membership. He thanked the membership on behalf of AJG for the 2020 re-appointment as Administrator. Mr. Forlenza also noted that the 2020 Safety Calendars had arrived and were placed at each member's seat this evening, along with a handout announcing the MEL Annual JIF/HIF Seminar. He noted this was a great opportunity to obtain CEU credits and is free of charge. He then highlighted the following items from his report:

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

Certificates of Insurance – Mr. Forlenza noted this report is a handout for tonight's meeting and asked everyone to please review it for accuracy and that the limits and named additional insured are correct and were issued properly.

2018 Safety Incentive Program Awards – Mr. Forlenza asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds was November 30, 2019 and if you had encumbered these funds, they must be claimed by February 1, 2020.

2019 Optional Safety Budget - Mr. Forlenza asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds was November 30, 2019 and if you encumbered these funds, they must be claimed by February 1, 2020.

2019 Wellness Incentive Program Allowance – Mr. Forlenza 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 was November 30, 2019 and if you had encumbered these funds they must be claimed by February 1, 2020.

EPL/Cyber Allowance - Mr. Forlenza noted the JIF has budgeted \$500 for each member to help offset employment practice and cyber security related expenses and asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds was November 30, 2019 and if you encumbered these funds, they must be claimed by February 1, 2020.

MEL Cyber Risk Management Plan Compliance Status – Mr. Forlenza noted Mr. Romero will discuss more on this in his report. If you believe the report to be inaccurate regarding your town, please contact Ed Cooney, Fund Underwriter, at 973-659-6424 or ecooney@connerstrong.com.

Statutory Bond Status– Mr. Forlenza referenced a report in the agenda of the latest listing of Statutory Bonds issued by the MEL for JIF members is included for your review. This list should

be reviewed for accuracy as some of those on the list might have retired at year end. Please remember the coverage is for the individual, not the position. Any questions on the status of an application or about a bond listed on the report should be directed to Ed Cooney, Fund Underwriter at 973-659-6424 or ecooney@connerstrong.com.

Elected Officials Seminar Save the Dates – Mr. Forlenza stated the Fund is sponsoring Elected Officials training. The MEL will reduce each member's 2020 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2020. The sign-in sheets from December 5, 2019 seminar are posted on the JIF website. The remaining trainings have been scheduled on the following dates

January 29, 2020 - Merighi's Savoy Inn, Vineland
February 6, 2020 - Auletto Caterers, Deptford
March 24, 2020 - Merighi's Savoy Inn, Vineland

Police Command Staff Training – Mr. Forlenza stated Risk Management Training for Police Personnel has been scheduled. Attendance at this training by Police Command Staff is required for compliance with the MEL's 2021/2022 EPL Plan of Risk Management. Invitations for the sessions were e-mailed to all Municipal Clerks and Fund Commissioners on January 8, 2020. There will be two (2) identical sessions each day: a morning session 9:00 am – 11:30 am, and an afternoon session 1:00 pm – 3:30 pm. The training dates are scheduled as follows:

February 5, 2020 – Merighi's Savoy Inn
April 21, 2020 – Auletto Caterers, Deptford
September 22, 2020 – O'Connors, Eastampton
October 15, 2020 - Merighi's Savoy Inn, Vineland

RMC Resolutions & Agreements – Mr. Forlenza stated a memo and sample copies of the JIF RMC Resolution and Agreement for the 2020 Fund Year were e-mailed to all Risk Management Consultants. Once our office receives this documentation, payment can be issued for the 2020 fees at the February 2020 JIF meeting. Please note that RMC payments cannot be processed until this documentation is received. Also, all RMC's are required to execute a Confidentiality Agreement with the JIF and forward it to the Executive Director's office. Each RMC is asked to execute one copy of the Confidentiality Agreement for each member of their staff that might attend the JIF Executive Committee. If you have any questions in this regard, please contact Tracy Forlenza at 856-446-9143.

2020 1st Installment Billing – First installment bills were emailed to member Municipal Clerks, with a copy to the Fund Commissioner and Risk Management Consultant on or about December 14, 2019. Please note that the first installment is due by February 14, 2020.

PRIMA/AGRIP Conferences – Mr. Forlenza stated this year BURLCO JIF members will be eligible to attend two AGRIP Conferences and the Annual PRIMA Conference. The 2020 Budget includes funding for four (4) attendees in total. The BURLCO JIF has adopted an Attendance Conference Policy that establishes clear guidelines and preferences for Commissioner Attendance. Those Fund Commissioners who have first priority for attendance at these conferences received information on the AGRIP Conferences from our office on or about December 16, 2019. Information on the PRIMA Conference will be emailed out later this month.

2019 Attendance Records – Mr. Forlenza stated that a report detailing attendance records through the end of 2019 was included in his report and this information is taken directly from the monthly minutes.

Safety Breakfast Kickoff/Safety Coordinator & Claim Coordinator Roundtable - The Fund is scheduled to hold its Annual Safety Breakfast on March 5, 2020 at Old York Country Club in Chesterfield, beginning at 8:30 AM. Originally the Breakfast was scheduled for March 3, 20120, however we had to move the dates around due to a scheduling conflict, and it is now scheduled for March 5, 2020

Land Use Training Certification – Mr. Forlenza reminded the members that Land Use Board members that complete the training process will be eligible for enhanced coverage should they be personally named in a Land Use claim. Attached for your review is a list of members that have provided a certification to the Fund Underwriter indicating that this training has been completed. Mr. Forlenza also reminded the members that new board members need to be trained as soon as possible. If you have any questions, please do not hesitate to contact Ed Cooney, Fund Underwriter at 973-659-6424 or ecooney@connerstrong.com.

Mr. Forlenza asked if any members had any questions. No questions were entertained.

SOLICITOR'S REPORT

Mr. DeWeese thanked the membership on behalf of his firm and his team for the 2020 re-appointment as Fund Solicitor.

Closed Claims Report

Mr. DeWeese stated that there were no (0) closed case since the last meeting.

MEL EPL Helpline & Authorized Contact List – Mr. DeWeese reminded the Committee about the MEL EPL Helpline and asked the members to please review the list of authorized contacts for the *MEL Employment Practices Helpline*. Mr. DeWeese stated all of the assigned attorneys are still receiving calls and believes that the conversations are preventing claims. He reminded the members they can appoint up to **two (2)** municipal representatives who will be permitted to contact the *Helpline* attorneys with their inquiries. The appointment of the municipal representatives must be made by Resolution of the Governing Body. These authorized contacts are the only individuals permitted to access this service, so please review the list and be sure who you would like appointed as the contacts is actually appointed.

Lastly, Mr. DeWeese discussed a recent Appellate Division decision rendered on January 13, 2020 that ruled the employer and their Workers Compensation carriers are responsible for and to reimburse employees for the costs of medical marijuana. He noted this may be appealed to the Supreme Court of New Jersey, but nothing has been filed to date and should we see these types of claims come up they will be dealt with on a case by case basis. Mr. DeWeese referenced the case *Hager v. M&K Construction* where the employee suffered a significant back injury, and he was given the choice of either opioids or medical marijuana for pain management. To avoid the dangers of side effects from the opioids, he choose medical marijuana. Originally the Workers Compensation carrier denied the medical marijuana prescription, and the case went to the Superior Court, and then the Appellate Division where the ruling was made.

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

SAFETY DIRECTOR'S REPORT

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

MEL Video Library – He noted no members utilized the Library for December and asked that it please continue to be utilized. If a copy of the video library titles is needed, you can find it at the MEL or JIF website. He noted the email address: melvideolibrary@jamontgomery.com, and phone number: 856-552-4900.

Safety Director's Bulletins – He noted that there were three (3) bulletin(s) included in the agenda:

- *Snow Emergencies*
- *First Amendment Audit Best Practices*
- *Domestic Violence for Public Employer*

MSI Class Listing – Mr. Saville referenced the list of MSI Classes that are available in January and February 2020 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.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – January

Mr. Roselli thanked the members for the reappointment of Qual-Lynx.

Mr. Roselli presented the *Lessons Learned from Losses* for January which discussed Winter Safety. He then highlighted the following in regards to the serious impact winter weather can have on claims and how they can be minimized with the right preparation and monitoring of problem areas:

- Consider who is doing the snow removal; have they had previous injuries that shoveling may worsen
- Pre-Treat parking lots and walkways
- Discuss footwear with employees
- Provide Caution/Wet Floor signs at all entrances
- Maintain heat and be cautious of pipe breaks.

He then presented examples of claims that may have been prevented with the proper preparation.

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

WELLNESS DIRECTOR'S REPORT

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

Ms. Schiffer noted she has reached out to everyone and may have responded with meeting dates, or we have already met to plan for 2020 Wellness. Her hope is to have everyone scheduled by the end of February.

Ms. Schiffer noted in the agenda she had included a list of ideas for work place wellness initiatives which should help with the meetings and coming up with ideas in how to best utilize your Wellness funds. She noted food can no longer be the focal point of Wellness funds, and

reminded the Committee if you had encumbered your funds you have until February 1, 2020 to claim them, so please don't lose it.

Ms. Schiffer referenced her Targeting Wellness newsletter which focuses on changing our minds to change habits until it becomes involuntary, and then referenced the topics for this month.

In regards to the Recipe Corner, she noted a mistake in the Chicken Enchiladas that it omitted the crumbled blue cheese and blue cheese dressing.

Ms. Schiffer referenced her "Intention Calendar" to go along with the efforts to change habits, and the "Wheel of Life" to assist in getting a clearer picture of those areas in your life that may need more attention.

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

MANAGED HEALTH CARE REPORT

Ms. Beatty thanked the Fund for Qual Care's re-appointment and reviewed the Managed Care Report for *December 2019*.

Lost Time v. Medical Only Cases

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

	<i>Dec</i>	<i>YTD</i>
<i>Lost Time</i>	<i>1</i>	<i>20</i>
<i>Medical Only</i>	<i>6</i>	<i>130</i>
<i>Report Only</i>	<i>4</i>	<i>64</i>
<i>Total Intakes</i>	<i>11</i>	<i>214</i>
<i>Report Only % of Total</i>	<i>36.4%</i>	<i>29.9%</i>
<i>Medical Only/Lost Time Ratio</i>	<i>86:14</i>	<i>87:13</i>
<i>Average Days to Report</i>	<i>3</i>	<i>2.2</i>

Transitional Duty Report

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

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	<i>2,569</i>
<i>Transitional Duty Days Worked</i>	<i>1,493</i>
<i>% of Transitional Duty Days Worked</i>	<i>58.1%</i>
<i>Transitional Duty Days Not Accommodated</i>	<i>1,076</i>
<i>% of Transitional Duty Days Not Accommodated</i>	<i>41.9%</i>

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>Dec</i>
<i>Bill Count</i>	<i>103</i>
<i>Original Provider Charges</i>	<i>\$574,922</i>
<i>Re-priced Bill Amount</i>	<i>\$155,854</i>
<i>Savings</i>	<i>\$419,068</i>
<i>% of Savings</i>	<i>72.9%</i>
<i>Participating Provider Penetration Rate - Bill Count</i>	<i>95.1%</i>
<i>Participating Provider Penetration Rate – Provider Charges</i>	<i>99.4%</i>
<i>EPO Provider Penetration Rate - Bill Count</i>	<i>98.7%</i>
<i>EPO Provider Penetration Rate – Provider Charges</i>	<i>99.9%</i>

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Romero reported that during December: 653 phishing emails were sent to members, with 21 being clicked. This is 3.2% of the emails which is well below average; however, a spike for us as last month the BURLCOJIF was at 1.8%. Palmyra Borough was high with 8 phishing emails being clicked, however Mr. Romero reminded the members that some firewalls will open an email prior to sending it on to the recipient as a safeguard, so that could be happening in some cases. He stated he can run individual member reports, so if you would like to see who clicked on what and when, please see him for your detailed report.

Mr. Romero stated that in regards to the Media Pro Cyber Training twenty-four (24) municipalities are 100% compliant and three (3) are 80-99% compliant, and he will be setting up a meeting with New Hanover shortly. All members should be receiving these stats at the beginning of the month in an emailed report. He also noted that come February, new trainings are going to be rolled out, so he would like to get everyone up to 100% prior to the new training being released.

In regards to the MEL Cyber Risk Management Program he is happy to report that 70% of members are Tier 1 certified, and 63% are Tier 2 certified. He encouraged everyone to get their certifications to him and reminded the members there is now a \$25,000 deductible, no longer \$10,000, however with both Tier 1 & Tier 2 certification, you could be eligible for reimbursement of a portion of that deductible.

In regards to the Vulnerability Scanning report, he referenced he has sent everyone an Excel spreadsheet of their current roster and stated it is important to review and be sure the person receiving the report is actually getting it, and is the correct person to receive the report. If there

are any changes to what was presented in the spreadsheet, please let Mr. Romero know so he can correct it.

Mr. Romero noted at everyone's seat were copies of the new Cyber Security poster, and he gave kudos to Megan Matro of the Executive Directors office for her assistance in creating these posters. It is important for everyone to be aware, and what to do and what to look for in regards to Cyber Attacks.

Mr. Romero noted at the height of Tax season, be wary of IRS Scams. The IRS will never contact you via email, so do not click on those types of emails.

Mr. Romero referenced the Tech Watch Newsletter which was included in the agenda, and noted he will be sending this out monthly, and will have it posted on the JIF website.

Mr. Romero noted a topic that will be rolling out shortly in the Newsletter will cover "How to manage the risk of 3rd Parties", including what to look for, what questions to ask, and how to know if they are secure.

Lastly, Mr. Romero reminded the committee that Windows 7 is no longer supported; however, Microsoft has extended a service contract, though he does not recommend doing this. In regards to Windows 10, the National Security Agency has issued a notice that hackers could take advantage of a flaw in the digital signatures, so talk to your IT professionals and make sure your software has the latest updates and patches.

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

TREASURER'S REPORT

Mr. Tontarski thanked the Fund for his re-appointment and presented an overview of the Treasurer's Report for month ending **December 31, 2019**, a copy of which was provided to the membership in the agenda packet.

Investment Interest

Interest received or accrued for the reporting period totaled \$22,551.50. This generated an average annual yield of 1.45%; however, after including an unrealized net gain of \$5,904.89 in the asset portfolio, the yield is adjusted to 1.82% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized gain of \$15,353.10 as it relates to current market value of \$16,092,260.54 vs. the amount we have invested. This current market value; however, when considering the total accrued income at month end is \$16,133,292.88.

Our asset portfolio with Wilmington/Trust consists of 5 obligations with maturities greater than one year and 4 obligations with maturities less than one year.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$146.62	\$135,266.27
Salvage Receipts	\$0.00	
Overpayment Reimbursements	\$4,668.39	
E-JIF FY 2019 Dividend		\$42,957.00

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

Delran Township	\$30,801.00
Chesterfield Township	\$1,099.00
Bordentown City	\$69,509.00
Bordentown Township	\$28,290.00
Westampton Township	\$10,291.00
E-JIF Allocation	\$79,894.11

Cash Activity for the Period

During the reporting period the Fund's "Cash Position" changed from an opening balance of \$19,006,998.85 to a closing balance of \$18,370,180.99 showing a decrease in the fund of \$636,817.86.

Loss Run Payment Register – December 2019

Mr. Tontarski stated that the report included in the agenda packet shows net claim activity during the reporting period for claims paid by the Fund and claims payable by the Fund at period end in the amount of \$326,842.85. The claim detail shows 247 claim payments issued.

Bill List –January, 2020

For the Executive Committee's consideration, Mr. Tontarski presented the January 2020 Bill List in the amount of \$225,430.49

Chair Jack entertained a motion to approve the December 2019 Loss Run Payment Register and the January 2020 Bill List as presented.

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

Motion by Mr. Cramer, seconded by Mr. Mascia, to approve the *December 2019 Loss Run Payment Register and January 2020 Bill List* as presented.

ROLL CALL Yeas

Mike Theokas, **Bordentown Twp**
Grace Archer, **Bordentown City**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Tom Pullion, **Edgewater Park**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp**
Brandon Umba, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Rich Meder, *Alternate*, **Medford Twp**
Jerry Mascia, **Mt. Laurel Twp**
Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Boro**
Debbie Vallari, *Alternate*, **Pemberton Boro**
Michelle Brown, *Alternate*, **Pemberton Twp**
David Matchett, **Shamong Twp**

Meghan Jack, **Riverside Twp**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Steve Ent, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

SAFETY COMMITTEE MEETING

Mr. Cramer noted that the minutes are included in the agenda packet and are self-explanatory.

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

COMMITTEE CHAIRS MEETING

Chair Jack noted that the minutes from the January 8, 2020 meeting along with the 2020 Committee Appointments were included in the agenda packet for the members to review. She asked that everyone please take note of what Committee they have been assigned to, and to please contact the Executive Director's office if any Fund Commissioner would like to be reassigned to a different committee.

Chair Jack noted in regards to Committee Chairs, the following changes have been made:

- Ms. Burger will serve as Coverage Committee Chair
- Mr. McMahon will serve as Strategic Planning Committee Chair
- Mr. Hatcher will remain as Finance Committee Chair

Chair Jack asked if there is any member that has not volunteered and wished to do so, please contact her or the Executive Directors office.

Chair Jack asked if there were any questions. No questions were entertained.

MEL/RCF/E-JIF REPORT

MEL Meeting – January 6, 2020

Chair Jack reported that the MEL met on January 6, 2020 and copies of the meeting minutes, which are self-explanatory, are included in the agenda packet. She noted there was a handout on the MEL Annual Seminar, which is a free Seminar and a good opportunity to earn CEU's, and also a short memo included in the agenda in regards to the MEL 2020 Insurance Renewal.

Chair Jack asked if there were any questions. No questions were entertained.

RCF Meeting – January 6, 2020

Mr. Matchett reported that the RCF met on January 6, 2020 and copies of the meeting minutes, which are self-explanatory, are included in the agenda packet.

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

EJIF Meeting – January 6, 2020

Chair Jack reported that the EJIF also met on January 6, 2020 and copies of the meeting minutes, which are self-explanatory, are included in the agenda packet.

Chair Jack asked if there were any questions. No questions were entertained.

MISCELLANEOUS BUSINESS

Chair Jack entertained a motion to accept *Resolution 2020-17*, Honoring Mike Templeton, Delanco Township. Chair Jack then presented a plaque and a copy of the Resolution to Mr. Templeton.

Motion by Mr. Ingling, seconded by Mr. McMahon to accept *Resolution 2020-17*. All in Favor. Motion carries.

Chair Jack entertained a Motion to approve the Revised JIF Crime Policy as presented in the agenda packet.

Motion by Mr. McMahon, seconded by Mr. Ingling, to approve the revised JIF Crime Policy as presented. All in favor. Motion carried.

Next Meeting

Chair Jack noted that the next meeting of the BURLCO JIF will take place on **Tuesday, February 18, 2020 at 3:30 PM** at the Hainesport Municipal Building, Hainesport, NJ.

PUBLIC COMMENT

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

Chair Jack opened the meeting to the public for comment.

Chair Jack entertained a motion to close the public portion of the meeting.

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

EXECUTIVE SESSION MEETING – Resolution #2020-16

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

Motion by Mr. McMahon, seconded by Mr. Cramer, to Adopt ***Resolution #2020-16***. All in favor. Motion carried.

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

REOPEN PUBLIC PORTION OF THE MEETING

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

Motion by Mr. Ingling, seconded by Mr. Gural, to reopen the public portion of the meeting. All in favor. Motion carried.

APPROVAL OF CLAIMS PAYMENTS

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

<i>Workers' Compensation</i>	<i>Property</i>
<i>2018121619</i>	<i>2020188188</i>
<i>2020187376</i>	<i>2020190487</i>
<i>2020189571</i>	<i>2020182783</i>
<i>2019154159</i>	

Chair Jack entertained a Motion to accept the proposed settlement on File# 2020182783. Motion by Mr. McMahon, seconded by Mr. Gural to accept the proposed settlement on File # 2020182783 as presented by Mr. DeWeese. All in Favor. Motion carried by unanimous vote.

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

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

ROLL CALL *Yeas* Mike Theokas, **Bordentown Twp**
Grace Archer, **Bordentown City**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Tom Pullion, **Edgewater Park**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp**
Brandon Umba, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Rich Meder, *Alternate*, **Medford Twp**
Jerry Mascia, **Mt. Laurel Twp**
Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Boro**
Debbie Vallari, *Alternate*, **Pemberton Boro**
Michelle Brown, *Alternate*, **Pemberton Twp**
David Matchett, **Shamong Twp**
Meghan Jack, **Riverside Twp**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Steve Ent, **Westampton Twp**
James Ingling, **Wrightstown Boro**

<i>Nays:</i>	None
<i>Abstain:</i>	None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

There were no (0) claim(s) presented for abandon subrogation.

MOTION TO ADJOURN

Chair Jack entertained a motion to adjourn the January 21, 2020 meeting of the BURLCO JIF.

Motion by Mr. Mascia, seconded by Mr. Ingling to adjourn the January 21, 2020 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:45pm.

Kris Kristie,
Recording Secretary for

Glenn McMahon, SECRETARY



To: Fund Commissioners
From: Paul A. Forlenza, MGA, RMC, Executive Director
Date: February 18, 2020
Re: **Executive Director's Report**

.....

A. Lost Time Accident Frequency Report – (pgs. 25-26)

The December 2019 Lost Time Accident Frequency Summary and the Statewide Recap for December 2019 are attached for your review

B. Certificates of Insurance (pgs. 27-29)

A summary of the Certificates of Insurance issued during January 2020 are attached for your review.

C. Financial Fast Track Report (pg. 30)

The Financial Fast Track Report as of December 31, 2019 is attached for your review. The report is generated by PERMA and provides a “snapshot” of the JIF’s financial status. The JIF’s surplus position as of December 31, 2019 was **\$10,956,065**

D. Regulatory Filing Checklists (pgs. 31-32)

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. 2019 Safety Incentive Program Awards

A letter from our office describing how to collect your 2019 Safety Incentive Awards money will be emailed to all members after the Safety Breakfast Kickoff. **Please note that the deadline to claim or encumber these funds is November 30, 2020. All encumbered funds have to be claimed by February 1, 2021.**

F. 2020 Optional Safety Budget (pg. 33)

A consolidated announcement letter including instructions on how to collect your 2020 Optional Safety Budget allowance was emailed to all members the week of February 10, 2020. A report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2020 Optional Safety Budget allowance, please contact our office. **Please note that the deadline to claim or encumber these funds is November 30, 2020. All encumbered funds have to be claimed by February 1, 2021.**

G. 2020 Wellness Incentive Program Allowance (pg. 34)

A consolidated announcement letter including instructions on how to collect your 2020 Wellness Incentive Program Budget allowance was emailed to all members the week of February 10, 2020. A report

detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2020 Wellness Incentive Program Budget allowance, please contact our office. **Please note that the deadline to claim or encumber these funds was November 30, 2020. All encumbered funds have to be claimed by February 1, 2021.**

H. EPL/Cyber Risk Management Budget (pg. 35)

A consolidated announcement letter including instructions on how to collect your 2020 EPL/Cyber Risk Management Budget allowance was emailed to all members the week of February 10, 2020. A report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2020 EPL/Cyber Risk Management Budget allowance, please contact our office. **Please note that the deadline for claiming or encumbering these funds was November 30, 2020. All encumbered funds must be claimed by February 1, 2021.**

I. Employment Practices Liability Compliance – (pg. 36)

A report regarding each member's compliance status with the MEL EPL/POL Risk Management Plan 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.

J. Statutory Bond Status (pg. 37)

The latest listing of Statutory Bonds issued by the MEL for JIF members is included for your review. This list should be reviewed for accuracy. Any questions on the status of an application or a bond listed on the report should be directed to Ed Cooney, Fund Underwriter at 973-659-6424 or ecooney@connerstrong.com.

K. Skateboard Park Approval Status (pg. 38)

The MEL has established a process, outlined in MEL Coverage Bulletin **2020-09**, which must be followed by all members who wish to construct a skateboard park and have the BURLCO JIF and MEL provide the 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.

L. Capehart & Scatchard Updates (pgs. 39-47)

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

M. Elected Officials Seminars – Invite/RSVP (pgs. 48-49)

Again, this year, the Fund will be sponsoring Elected Officials training. The MEL will reduce each member's 2020 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2020. 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 2020 MEL Assessment. Invitations/RSVP's for the sessions were emailed to all Municipal Clerks, Fund Commissioners, and RMC's on or about October 30, 2019. The sign-in sheets from December 5, 2019, January 29, 2020 and February 6, 2020 seminars are posted on the JIF website. The remaining training has been scheduled on the following date:

March 24, 2020 - Merighi's Savoy Inn, Vineland

N. Police Command Staff Training (pgs. 50-51)

Risk Management Training for Police Personnel has been scheduled. Attendance at this training by Police Command Staff is required for compliance with the MEL's 2021/2022 EPL Plan of Risk

Management. Invitations for the sessions were e-mailed to all Municipal Clerks and Fund Commissioners on January 8, 2020. There will be two (2) identical sessions each day: a morning session 9:00 am – 11:30 am, and an afternoon session 1:00 pm – 3:30 pm. The sign-ins sheets from the February 5, 2020 trainings are posted on the JIF websites. The remaining training dates are scheduled as follows:

April 21, 2020 – Auletto Caterers, Deptford
September 22, 2020 – O’Connors, Eastampton
October 15, 2020 - Merighi’s Savoy Inn, Vineland

O. Managerial & Supervisory Trainings – Save the Date (pg. 552)

One of the requirements of the MEL’s 2020/2021 EPL Plan of Risk Management is the training of all member managers & supervisors. Four training sessions have been scheduled in conjunction with the TRICO and ACMJIFs. A *Save the Date* for the sessions was e-mailed to all Municipal Clerks, RMC’s, and Fund Commissioners on February 7, 2020. A formal invitation will be emailed to all members in early March. There will be two (2) identical sessions each day: a morning session 9:00 am – 11:30 am, and an afternoon session 1:00 pm – 3:30 pm. The trainings have been scheduled on the following dates:

Tuesday, April 7, 2020 – Wildwood Convention Center
Wednesday, June 24, 2020 – O’Connors, Eastampton
Thursday, September 24, 2020 – Auletto Caterers, Deptford
Tuesday, September 29, 2020 – Merighi’s Savoy Inn, Vineland

P. AGRiP/PRIMA 2020 Conferences

This year BURLCO JIF members will be eligible to attend two AGRIP Conferences and the Annual PRIMA Conference. The 2020 Budget includes funding for four (4) attendees in total. The BURLCO JIF has adopted an Attendance Conference Policy that establishes clear guidelines and preferences for Commissioner Attendance. Those Fund Commissioners who have first priority for attendance at these conferences received information on the AGRiP Conferences from our office on or about December 16, 2019. Information on the PRIMA Conference will be emailed later this month.

Q. Safety Breakfast Kickoff/Safety & Claims Coordinator Roundtable (pg. 53)

The Fund is scheduled to hold its Annual Safety Breakfast on March 5, 2020 at Old York Country Club in Chesterfield, beginning at 8:30 AM. An invitation was emailed to all Safety Coordinators, Claims Coordinators, Fund Commissioners, Clerks, and Risk Management Consultants on or about February 10, 2020. Also, immediately following the Safety Breakfast, the JIF will be sponsoring a Safety Coordinator & Claims Coordinator Roundtable at the same venue. The Wellness Coordinators are also invited to attend.

R. Land Use Training Certification (pg. 54)

On or about October 11th, a supply of Land Use Liability Training Booklets were mailed to each member’s Municipal Clerk. Included with the Booklets was a memorandum and certification. The Clerk was asked to provide these materials to the municipality’s Land Use Board Secretary(s), who will work with the Land Use Board Attorney(s) to complete the training process. Land Use Board members that complete the training process will be eligible for enhanced coverage should they be personally named in a Land Use claim. Attached for your review is a list of members that have provided a certification to the Fund Underwriter indicating that this training has been completed. If you have any questions, please do not hesitate to contact Ed Cooney, Fund Underwriter at 973-659-6424 or ecooney@connerstrong.com.

S. Payroll Audits

On or about February 14, 2020 a letter was e-mailed to all Municipal Clerks, with a copy to Fund Commissioners, advising that Bowman & Company will be performing workers' compensation exposure verification audits of members' 2019 payrolls. These payroll figures will serve as the basis for your 2021 workers compensation excess premiums. Attached to the e-mail was a spreadsheet that included employee counts by payroll classification as reported during last year's payroll audit. As employee counts have a tendency to be the most time consuming part of the payroll audit process, members were asked to review and update this spreadsheet upon receipt. Members are asked to send the required payroll data to the auditors for processing either via mail or electronically. Details on how the data can be sent were included in the February 14, 2020 correspondence. Once the information is processed, the auditor will contact each town to discuss the results of the audit and clarify any questions. Members who still have questions following the audit can contact a representative from Bowman to set up a mutually convenient date and time to meet and discuss the audit results.

T. Property Appraisals

On or about February 14, 2020, each member and their RMC's received a notification from our office asking that they review and update their property schedule located in the Origami Exposure Data Management System. Once a member responds, those that are going to receive a physical appraisal this year will be contacted by the Fund Property Appraiser, ASSETWORKS. Those that are not receiving a physical inspection in 2020 will have their building & contents values trended accordingly. All members are asked to complete the review and update process no later than March 20, 2020.

U. Police Accreditation Announcement (pgs. 55-56)

On or about February 6, 2020, an email with an attached memorandum regarding reimbursement for the Police Accreditation Program Fees was sent to all Fund Commissioners and RMC's. It was requested that if the town or city had an operating Police Department, to please forward to the Police Chief. If you have any questions regarding the Reimbursement, please contact Denise Plavchak at 856-446-9131

V. Annual Planning Retreat Save the Date (pg. 57)

The Fund will be holding its Annual Planning Retreat on April 21, 2020 at a location to be announced shortly beginning at 8:30 AM. Following the Retreat will be the Executive Committee Meeting beginning at 3:30 PM. A *Save the Date* was emailed out to all Fund Commissioners, Alternate Fund Commissioners, and RMC's on February 10, 2020. An invitation and the RSVP Form will be emailed out early March.

W. New Fund Commissioner Orientation

We will be conducting New Fund Commissioner Orientation training prior to the Executive Committee Meeting on May 19, 2020 at 1:30 PM in Hainesport. An email notification with further details will be sent out to all Fund Commissioners and RMC's in early April.

X. Website (WWW.BURLCOJIF.ORG)

In 2019, the new BURLCO JIF website was launched. Please take a moment to explore the new site, which contains a plethora of information in an easy to read and navigate format. If you have any questions, comments, or feedback, please contact Megan Matro at 856-446-9141 or Megan_Matro@riskprogramadministrators.com.

Y. 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.burlojif.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.burlojif.org). In addition, members can also call 856-446-9148 for a pre-recorded message announcing the cancellation of a meeting.

Z . New Member Activity

Nothing to Report.

**Burlington County Municipal Joint Insurance Fund
2020 Optional Safety Budget**

Member Municipality	Opening Balance	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	Paid 2021	Total Paid	Remaining Balance	Date Encumbered
Bass River	995.00														0.00	995.00	
Beverly Ctiy	1,595.00														0.00	1,595.00	
Bordentown City	1,595.00														0.00	1,595.00	
Bordentown Twp.	2,660.00														0.00	2,660.00	
Chesterfield	995.00														0.00	995.00	
Delanco	1,595.00														0.00	1,595.00	
Delran	2,660.00														0.00	2,660.00	
Edgewater Park	1,595.00														0.00	1,595.00	
Fieldsboro	750.00														0.00	750.00	
Florence	2,660.00														0.00	2,660.00	
Hainesport	995.00														0.00	995.00	
Lumberton	2,660.00														0.00	2,660.00	
Mansfield	1,595.00														0.00	1,595.00	
Medford	4,645.00														0.00	4,645.00	
Mount Laurel	4,645.00														0.00	4,645.00	
New Hanover (new)	750.00														0.00	750.00	
North Hanover	1,595.00														0.00	1,595.00	
Palmyra	1,595.00														0.00	1,595.00	
Pemberton Boro	995.00														0.00	995.00	
Pemberton Twp.	4,645.00														0.00	4,645.00	
Riverside	2,660.00														0.00	2,660.00	
Shamong	995.00														0.00	995.00	
Southampton	1,595.00														0.00	1,595.00	
Springfield	995.00														0.00	995.00	
Tabernacle	995.00														0.00	995.00	
Westampton	1,595.00														0.00	1,595.00	
Woodland	995.00														0.00	995.00	
Wrightstown	995.00														0.00	995.00	
Total By Line	52,045	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	52,045.00	

Must be Claimed or Encumbered by November 30, 2020. All Encumbered Claims Must be Claimed by February 1, 2021

**Burlington County Municipal Joint Insurance Fund
2020 Wellness Incentive Program**

Member Municipality	Opening Balance	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	Paid 2021	Total Paid	Remaining Balance	Date of Encumber
Bass River	500.00														0.00	500.00	
Beverly	750.00														0.00	750.00	
Bordentown City	750.00														0.00	750.00	
Bordentown Twp.	1,000.00														0.00	1,000.00	
Chesterfield	500.00														0.00	500.00	
Delanco	750.00														0.00	750.00	
Delran	1,000.00														0.00	1,000.00	
Edgewater Park	750.00														0.00	750.00	
Fieldsboro	500.00														0.00	500.00	
Florence	1,000.00														0.00	1,000.00	
Hainesport	500.00														0.00	500.00	
Lumberton	1,000.00														0.00	1,000.00	
Mansfield	750.00														0.00	750.00	
Medford	1,500.00														0.00	1,500.00	
Mount Laurel	1,500.00														0.00	1,500.00	
New Hanover (new)	500.00														0.00	500.00	
North Hanover	750.00														0.00	750.00	
Palmyra	750.00														0.00	750.00	
Pemberton Boro	500.00														0.00	500.00	
Pemberton Twp.	1,500.00														0.00	1,500.00	
Riverside	1,000.00														0.00	1,000.00	
Shamong	500.00														0.00	500.00	
Southampton	750.00														0.00	750.00	
Springfield	500.00														0.00	500.00	
Tabernacle	500.00														0.00	500.00	
Westampton	750.00														0.00	750.00	
Woodland	500.00														0.00	500.00	
Wrightstown	500.00														0.00	500.00	
Total By Line	\$21,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	21,750.00	

Must be Claimed or Encumbered by November 30, 2020. All Encumbered Claims Must be Claimed by February 1, 2021

**Burlington County Municipal Joint Insurance Fund
2020 EPL/CYBER Risk Management Budget**

Member Municipality	Opening Balance	January 2020	Feb 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	Paid in 2021	Total Paid	Remaining Balance	Date Encumbered
Bass River	500.00														0.00	500.00	
Beverly	500.00														0.00	500.00	
Bordentown City	500.00														0.00	500.00	
Bordentown Twp.	500.00														0.00	500.00	
Chesterfield	500.00														0.00	500.00	
Delanco	500.00														0.00	500.00	
Delran	500.00														0.00	500.00	
Edgewater Park	500.00														0.00	500.00	
Fieldsboro	500.00														0.00	500.00	
Florence	500.00														0.00	500.00	
Hainesport	500.00														0.00	500.00	
Lumberton	500.00														0.00	500.00	
Mansfield	500.00														0.00	500.00	
Medford	500.00														0.00	500.00	
Mt. Laurel	500.00														0.00	500.00	
New Hanover (new)	500.00														0.00	500.00	
North Hanover	500.00														0.00	500.00	
Palmyra	500.00														0.00	500.00	
Pemberton Boro	500.00														0.00	500.00	
Pemberton Twp.	500.00														0.00	500.00	
Riverside	500.00														0.00	500.00	
Shamong	500.00														0.00	500.00	
Southampton	500.00														0.00	500.00	
Springfield	500.00														0.00	500.00	
Tabernacle	500.00														0.00	500.00	
Westampton	500.00														0.00	500.00	
Woodland	500.00														0.00	500.00	
Wrightstown	500.00														0.00	500.00	
Total By Line	14,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,000.00	

Must be Claimed or Encumbered by November 30, 2020. All Encumbered Claims Must be Claimed by February 1, 2021



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 30, 2019

Re: Elected Officials Seminar

Please accept this memorandum as an invitation to the 2019-2020 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 2020 MEL Assessment by \$250 for each municipal Elected Official who completes the course by May 1, 2020. 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 2020 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 5, 2019 – O'Connor's, Eastampton

Wednesday, January 29, 2020– Merighi's Savoy Inn, Vineland

Thursday, February 6, 2020 - Auletto Caterers, Deptford

Tuesday, March 24, 2020 – Merighi's Savoy Inn, Vineland

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: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Municipality: _____

Contact: _____

Phone Number: _____

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@riskprogramadministrators.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 5, 2019 – O'Connor's, Eastampton

Wednesday, January 29, 2020– Merighi's Savoy Inn, Vineland

Thursday, February 6, 2020 - Auletto Caterers, Deptford

Tuesday, March 24, 2020 – Merighi's Savoy Inn, Vineland



Police Command Staff Risk Management Seminar

As part of their continuing commitment to Police Command Staff Training the Atlantic, Burlington, and Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Funds are jointly sponsoring a seminar on Police Risk Management. **The seminar is intended for all Command Staff who manage or supervise other officers within your municipality. This includes, but is not limited to, Chiefs, Deputy Chiefs, Lieutenants, Captains, Sergeants, and Corporals. Attendance at bi-annual employment practices training is mandatory for Police Command Staff in order to comply with the MEL's 2021-2022 Employment Practices Liability (EPL) Plan of Risk Management.** Failure to attend training can lead to costly litigation and may result in higher co-pays and deductibles for EPL Claims against your municipality.

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

Topics

Among a myriad of topics of importance to Police personnel, this year's training will touch upon recently enacted legislation regarding Sexual Abuse & Molestation and Police personnel's responsibility in this regard. Also, common employee/employer issues including discipline and discharge, promotion procedures, hostile work environment, and discrimination and harassment including the Conscientious Employee Protection Act (CEPA). In addition, information will be provided on immunities available for police operations under Title 59, how to protect your agency against liability claims, and managing these claims when they occur. Time will also be spent discussing workers compensation and liability coverage afforded police officers as well as various safety and risk management programs implemented to manage the risk associated with police operations.

For your convenience, and to facilitate maximum participation, the seminar will be presented in three different locations throughout Southern New Jersey. Training will be offered twice each day as noted on the registration form; an AM Session and a PM Session. Each session is identical and each command staff officer only needs to attend one session. **Please see the attached documentation for specific times and locations.**

PLEASE RESPOND TWO WEEKS PRIOR TO ANY TRAINING DATE

Police Risk Management Training Registration Form

*Sessions – There will be (2) identical sessions each day.
You need only attend one of the sessions. Choose One:*

Dates and Locations: Please indicate your choice

_____ **Wednesday, February 5, 2020 at Merighi's Savoy Inn, Vineland**

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

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

_____ **Wednesday, April 1, 2020 at Auletto Caterers, Deptford**

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

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

_____ **Tuesday, September 22, 2020 at O'Connors, Eastampton**

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

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

_____ **Thursday, October 15, 2020 at Merighi's Savoy Inn, Vineland**

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

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

.....

Please Print Clearly

Municipality _____ **Contact Name:** _____

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

Name: _____ **Title** _____

Name: _____ **Title** _____

Name: _____ **Title** _____

Name: _____ **Title** _____

Name: _____ **Title** _____

Name: _____ **Title** _____

Name: _____ **Title** _____

Forward Completed Registration Form to:

Carol Mason

Account Rep.

PHONE: (856) 446-9127

FAX: (856) 446-9149

E-MAIL: Carol_Mason@riskprogramadministrators.com

Attention: Municipal Managers and Supervisors



Managerial & Supervisory Training

Tuesday, April 7, 2020 – Wildwood Convention Center, Wildwood

Wednesday, June 24, 2020 – O'Connors, Eastampton

Thursday, September 24, 2020 – Auletto Caterers, Deptford

Tuesday, September 29, 2020 – Merighi's Savoy Inn, Vineland

Two (2) Identical Sessions offered each date

1st Class: Registration 8:30 AM

Session: 9:00 AM – 11:30 AM

2nd Class: Registration 12:30 PM

Session: 1:00 – 3:30 PM

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29th ANNUAL SAFETY CELEBRATION & KICKOFF



Thursday, March 5, 2020

Old York Country Club | 228 Old York Road, Chesterfield, NJ

Safety Celebration Breakfast
Begins at 8:30am

[Click Here to RSVP
to the Safety Breakfast
by 02/25/2020](#)

Safety & Claim Coordinator's
Roundtable Training to
Immediately Follow Breakfast

[Click Here to RSVP
to the Roundtable Training
by 02/25/2020](#)

- ◆ Celebrate 2019 Safety Accomplishments
- ◆ Strengthen Resolve for 2020
- ◆ Share Safety & Wellness Ideas with Others
- ◆ Review New Safety Incentive Program (SIP)
- ◆ Discuss Claims Related Information

INVITED TO ATTEND:

- ◆ Claims Coordinators
- ◆ Elected Officials
- ◆ Fund Commissioners
- ◆ Risk Management Consultants
- ◆ Safety Committee Representatives
- ◆ Safety Coordinators
- ◆ Safety Delegates
- ◆ Supervisors
- ◆ Wellness Coordinators



A ZERO HARM WORKPLACE

THE PRESENCE OF SAFETY
GETS YOU HOME SAFELY

IMPORTANT: Attendance at both the Breakfast and Roundtable training are mandatory elements of the 2020 JIF Safety Incentive Program. Should you not be able to attend for any reason, please advise our office ASAP as payment is on a per person basis.



TO: Member Police Chiefs
FROM: Denise C. Plavchak, Office Services Manager
DATE: February 6, 2020
RE: JIF Reimbursement - Police Accreditation Program

In 2003, the Municipal Excess Liability Joint Insurance Fund (MEL), in conjunction with the NJ State Association of Chiefs of Police announced a new Accreditation process for municipal police departments. To date, more than 150 agencies have achieved Accreditation. Nationally, it is well documented that Accredited police departments have fewer claims.

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

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

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

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

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

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

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

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

Send your notifications to:

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

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

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

cc: Risk Management Consultants

File: Subject/Police Accreditation Reimbursement Program Tab: 2020 Announcement



SAVE THE DATE

The Burlington County Municipal Joint Insurance Fund

Annual Planning Retreat is Scheduled

For

Tuesday, April 21, 2020

Location to be determined within the next few weeks.

****Invitation to follow****

If you have any questions, please contact

Sheila Ortiz at

Sheila_Ortiz@AJG.com

Thank you!

BURLINGTON COUNTY MUNICIPAL

JOINT INSURANCE FUND

FEBRUARY 2020

CLOSED CASES

1.) **Youmans v. Township of Florence**-This matter involved the Plaintiff's allegations in a Superior Court of New Jersey, Burlington County Complaint arising from series of ongoing issues between the Plaintiff, Desiree Youmans and the father of her three children, Akil Herbert, involving the State of New Jersey Department of Child Placement and Protection (DCPP). It was alleged in the Complaint that Mr. Herbert suffers from mental and emotional issues, and that he had acted out violently in the past, and that there was substantial documentation evidencing same. The Complaint also stated that the Plaintiff ultimately filed a Restraining Order against Mr. Herbert which was finalized on June 28, 2016, and that on or about September 7, 2016, Mr. Herbert stabbed the Plaintiff multiple times outside of her home located at 254 Fifth Avenue, in the Township of Florence. The Plaintiff alleged that the Township of Florence Police Department was notified on multiple occasions that Mr. Herbert was taunting and stalking the Plaintiff and her children, and those members of the Florence Township Police Department neglected to act or warn the Plaintiff of Mr. Herbert's actions. The Plaintiff further alleged that as a result of the negligence of the members of the Township of Florence Police Department, she had sustained significant injuries, severe emotional distress, and violations of her civil rights. The case was assigned to Betsy G. Ramos, Esquire on October 26, 2018. Defense Counsel accepted the assignment and she prepared an Answer to the Plaintiff's Amended Complaint which was filed on November 15, 2018 in the Superior Court of New Jersey, Burlington County. On November 21, 2018, Counsel for Co-Defendant, State of New Jersey, Department of Children and Families, filed a Notice of Removal from the Superior Court of New Jersey, Burlington County, to the United States District Court, District of New Jersey. An initial Conference was conducted by the District Court on January 23, 2019 and on February 4, 2019, a Discovery Confidentiality Order was entered. Judge (Magistrate) Donio subsequently allowed the State Defendants to file for Summary Judgment on all of the Federal Claims and stayed the matter pending the resolution of those Motions. Assuming the Motions for Summary Judgment as to the State Defendants were granted as to the Federal Claims, Judge Donio indicated that she would most likely not exercise Federal Jurisdiction over the remaining State claims. The Plaintiff only filed State claims against the insured Defendants. The State of New Jersey would still remain in the case as the Plaintiff also filed State based claims against DCPP. On June 18, 2019, U.S.D. Judge Bumb issued a Memorandum Opinion & Order on the pending Motions as follows: Counts I, II, & VI of the Plaintiff's Complaint Dismissed Without Prejudice; and Defendants' Motions to Dismiss are Administratively Terminated; and the matter was remanded

to the Superior Court of New Jersey, Burlington County. On August 24, 2019, a Lack of Prosecution Dismissal Warning was issued by the Court and on October 26, 2019, the Court entered a Dismissal Order for Lack of Prosecution. On November 14, 2019, the Plaintiff's attorney filed a Motion to Reinstate the Complaint which was returnable on December 20, 2019. In addition, on November 15, 2019, the State of New Jersey filed a Motion to Dismiss the Complaint, and on November 20, 2019, Defense Counsel filed a joinder Motion to Dismiss for Failure to State a Claim or Alternatively for Summary Judgment which was returnable on December 20, 2019. Defense Counsel's Motion was unopposed and on January 13, 2020, Judge Claypoole entered an Order granting Defense Counsel's Motion and Dismissing the Plaintiff's Complaint against the insured with prejudice.

2.) Lawson v. Township of Westampton-This matter involved the Plaintiff's allegations in a Superior Court of New Jersey, Burlington County Complaint arising from an incident which occurred on March 15, 2016. The Plaintiff, Elizabeth A. Lawson, alleged that she was lawfully riding her bicycle on Pennington Drive at or near 416 Pennington Drive, in the Township of Westampton, when she was caused fall as a result of an alleged dangerous condition, specifically large collapsed pot holes at the water drain in the roadway. The Plaintiff alleged that as a result of the dangerous and/or hazardous condition, she had suffered a right knee injury (torn meniscus requiring surgery), a right wrist injury (carpel tunnel surgery), a right shoulder injury (surgery), and lumbar disc bulges (lumbar fusion). The Plaintiff further alleged that the Township of Westampton was negligent in allowing the dangerous and/or hazardous condition of the roadway to exist. The case was assigned to Douglas Heinold, Esquire on April 11, 2018. Defense Counsel accepted the Assignment and he filed an Answer and he continued with Discovery. A Defense IME was conducted in December of 2018 and the Deposition of the Plaintiff was completed. An Order granting Summary Judgment as to Defendant, Campbell Foundry Company, was entered by the Court on October 15, 2018. In addition, a Stipulation of Dismissal with Prejudice as to Defendant, New Jersey American Water Company, was filed on November 14, 2018. On March 25, 2019, Plaintiff's Counsel filed a Motion to Extend the April 20, 2019 Discovery End Date which was granted, extending the Discovery End Date to August 30, 2019. Defense Counsel confirmed that the Township owns the grate/roadway area in question. In addition, Defense Counsel indicated that there is case law concerning pedestrians and bicyclists regarding potholes/roadway conditions which could be helpful; however, the "pothole" in question in this matter was very bad. Because it was by the storm grate, the box around the grate failed and caved in, causing a large hole underneath the pavement. Some of the pavement eventually gave way, but based upon the pictures provided, it was essentially a pothole with no bottom. Defense Counsel retained Liability and Medical Experts. Defense Counsel also requested an Affidavit from the Westampton Township Engineer to explain the way that this condition occurs due to cave-in of the storm water box. Plaintiff's Counsel filed a second Motion to Extend Discovery on August 22, 2019 which was granted on

September 17, 2019, extending the Discovery End Date to October 30, 2019. Defense Counsel proceeded with the filing of our Motion for Summary Judgment on November 8, 2019 and Oral Argument on the Motion was conducted on January 10, 2020. On January 14, 2020, Judge Smith ultimately entered an Order granting Defense Counsel's Motion for Summary Judgment, dismissing the Plaintiff's Complaint with prejudice.

3.) DeJulius v. Township of Medford-This matter involved the Plaintiff's allegations in a Superior Court of New Jersey, Burlington County, Small Claims Complaint arising from an incident which occurred on January 24, 2019. The Plaintiff, Joseph DeJulius, alleged that he was operating his motor vehicle traveling on Hartford Road, in the Township of Medford, when the Plaintiff's vehicle was caused to strike a pothole resulting in damages to the Plaintiff's motor vehicle. It was alleged that prior to his accident, the Township had received numerous complaints regarding the potholes. A Small Claims Trial was scheduled for January 22, 2020; however, the Fund Solicitor was ultimately able to negotiate the settlement of this matter for a payment to the Plaintiff in the amount of \$500.00 without assigning Defense Counsel. A Release was executed by the Plaintiff and the Plaintiff dismissed the Complaint filed with the Court on January 15, 2020.

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND SAFETY DIRECTOR'S REPORT

TO: Fund Commissioners, Safety Coordinators, and Risk Managers

FROM: Robert Garish, Senior Risk Control Consultant

DATE: February 3, 2020

Service Team:

Keith Hummel Associate Director Public Sector Risk Control khummel@jamontgomery.com Office: 856-552-6862	John Saville Consultant jsaville@jamontgomery.com Office: 732-736-5009 Cell: 609-330-4092	Robert Garish Consultant rgarish@jamontgomery.com Office: 856-552-4650 Cell: 609-947-9719
Mike Palsi Consultant mpalsi@jamontgomery.com Office: 732-660-5014 Cell: 201463-8246	Mailing Address: 231 Main Street P. O. Box 2017 Toms River, New Jersey 08754	Danielle Sanders Administrative Assistant dsanders@jamontgomery.com Office: 856-552-6898 Fax: 732-393-8034

JANUARY ACTIVITIES

LOSS CONTROL SURVEYS

- City of Bordentown – Conducted a Loss Control Survey on January 29
- Township of Bordentown – Conducted a Loss Control Survey on January 15
- Township of Mount Laurel – Conducted a Loss Control Survey on January 9
- Township of New Hanover Police Dept. – Conducted a Loss Control Survey on January 27
- Township of North Hanover – Conducted a Loss Control Survey on January 10
- Township of North Hanover – Conducted a Loss Control Survey on January 24
- Township of Shamong – Conducted a Loss Control Survey on January 13
- Township of Springfield Police Dept. – Conducted a Loss Control Survey on January 16

JIF MEETINGS ATTENDED

- Claims Meeting – January 21
- Fund Commissioner Meeting – January 21

MEL MEDIA LIBRARY

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

<u>January</u>	<u># of Videos</u>
<u>Municipality</u>	
Township of Chesterfield	3
Township of Delanco	4
Township of Hainesport	3

MEL MEDIA CATALOG

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

NEW SAFETY DIRECTOR'S BULLETINS AND NOTICES

Regional training announcements and Bulletins are distributed by e-mail to Fund Commissioners, Safety Coordinators, and Risk Consultants. Please access the BURLCO JIF (<http://www.burlcojif.org/>) to verify Fund Commissioners, Safety Coordinators, and Risk Managers' contact information is correct. If you find a discrepancy, please let us know.

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

- January 9 - 2020 Safety Incentive Program
- January 10 - 2020 Safety Incentive Program - Update
- January 21 - 2 New Bulletins: Checking Motor Vehicle Histories of Drivers
- January 22 - Did You Know? – MSI Training Schedule – BURLCO JIF, February 2020
- January 28 - Annual reminder to post Injury Summary Logs
- January 29 - Safety Director Message - 4 NEW Video Briefings now available
- January 29 - Reminder - SIP Safety Committee Meeting Dates

UPCOMING EVENTS

- Risk Management for Police Staff – February 5
- Claims Meeting – February 18
- Fund Commissioner Meeting – February 18

MSI TRAINING PROGRAMS

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

Below are upcoming MSI training programs scheduled for February, March, and April of 2020. ***Enrollment is required for all MSI classes.*** MSI classes are subject to cancellation or rescheduling at any time.

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

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

DATE	LOCATION	TOPIC	TIME
2/3/20	Borough of Lindenwold #1	Dealing with Difficult People	7:30 - 9:30 am
2/4/20	Borough of Lavallette #1	Fast Track to Safety-2020	9:00 - 1:00 pm
2/4/20	Township of Gloucester	Hoists, Cranes, Rigging Safety	8:00 - 10:00 am
2/4/20	Borough of Woodstown #1	Employee Conduct/Violence Prevention	8:30 - 10:00 am
2/4/20	Borough of Woodstown #1	Hearing Conservation	10:15 - 11:15 am
2/5/20	Township of Jackson	Forklift Operator Train-the-Trainer	8:30 - 3:00 pm w/lunch brk
2/5/20	Borough of Eatontown #2	Fire Extinguisher	8:00 - 9:00 am
2/5/20	Borough of Eatontown #2	Hearing Conservation	9:15 - 10:15 am
2/5/20	Township of Burlington #3	Fire Safety	8:00 - 9:00 am
2/5/20	Township of Burlington #3	Fire Extinguisher	9:15 - 10:15 am
2/5/20	Borough of Avalon #4	Playground Safety Inspections	8:30 - 10:30 am
2/5/20	Borough of Avalon #4	Driving Safety Awareness	10:45 - 12:15 pm
2/6/20	Borough of Beach Haven #2	Hoists/Cranes/Rigging Safety	8:00 - 10:00 am
2/6/20	Borough of Beach Haven #2	Sanitation/Recycling Safety	10:30 - 12:30 pm
2/6/20	Deptford Township MUA	HazMat Awareness w/HazCom GHS	7:30 - 10:30 am
2/6/20	City of Cape May #3	Office Safety	8:30 - 10:30 am
2/6/20	City of Cape May #3	Employee Conduct/Violence Prevention	10:45 - 12:15 pm
2/7/20	Township of Middletown #6	Safety Coordinators Skills Training	9:00 - 1:00 pm
2/7/20	Borough of Somerdale	BBP	8:00 - 9:00 am
2/7/20	Borough of Somerdale	Fire Safety	9:15 - 10:15 am
2/7/20	Borough of Somerdale	Fire Extinguisher	10:30 - 11:30 am
2/10/20	Township of Stafford	Dealing with Difficult People	9:00 - 11:00 am
2/10/20	Township of Pemberton	Snow Plow/Snow Removal Safety	8:00 - 10:00 am
2/10/20	Township of Pemberton	Ladder Safety/Walking-Working Surfaces	10:30 - 12:30 pm
2/10/20	Township of Hamilton #3	Jetter/Vacuum Safety	8:30 - 10:30 am
2/10/20	Township of Hamilton #3	Hearing Conservation	10:45 - 11:45 am
2/11/20	Ocean County College #8	HazMat Awareness w/HazCom GHS	8:00 - 11:00 am
2/11/20	Township of Brick #1	PPE	12:30 - 2:30 pm
2/11/20	City of Camden	Flagger/Work Zone Safety	8:00 - 12:00 pm
2/11/20	Borough of Avalon #4	DDC-6	8:30 - 3:00 pm w/lunch brk
2/12/20	Eatontown Sewerage Authority	CSE-Permit Required w/Equipment Demo	8:00 - 12:00 pm
2/12/20	Borough of Runnemede #1	CMVO	8:00 - 12:00 pm
2/12/20	Borough of Woodstown #1	Fast Track to Safety-2020	8:30 - 12:30 pm
2/13/20	Township of Long Beach #1	Fall Protection Awareness	8:30 - 10:30 am
2/13/20	Township of Long Beach #1	Shop & Tool Safety	10:45 - 11:45 am
2/14/20	Borough of Belmar	Snow Plow/Snow Removal Safety	8:30 - 10:30 am
2/14/20	Borough of Belmar	Dealing with Difficult People	10:45 - 12:45 pm
2/14/20	Township of Upper Deerfield	Dealing with Difficult People	8:30 - 10:30 am

DATE	LOCATION	TOPIC	TIME
2/14/20	Township of Carneys Point #1	Accident Investigation	8:30 - 10:30 am
2/19/20	Ocean County College #8	DDC-6	8:30 - 3:00 pm w/lunch brk
2/20/20	Township of Freehold	BBP	8:30 - 9:30 am
2/20/20	Township of Freehold	Back Safety/Material Handling	9:45 - 10:45 am
2/20/20	Township of Freehold	Shop & Tool Safety	11:00 - 12:00 pm
2/20/20	Township of Winslow	Excavation/Trenching/Shoring	7:30 - 11:30 am
2/20/20	Township of Pennsville #1	Jetter/Vacuum Safety	8:00 - 10:00 am
2/20/20	Township of Pennsville #1	Back Safety/Material Handling	10:15 - 11:15 am
2/21/20	Township of Lacey #6	Flagger/Work Zone Safety	8:30 - 12:30 pm
2/21/20	Borough of Somerdale	LOTO	8:00 - 10:00 am
2/21/20	Township of Cherry Hill #4	CDL-Drivers Safety Regulations	12:00 - 2:00 pm
2/24/20	Township of Middletown #5	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
2/24/20	City of Millville #3	CDL-Supervisors Reasonable Suspicion	9:00 - 11:00 am
2/25/20	Township of Brick #1	HazCom w/GHS	12:30 - 2:00 pm
2/25/20	Township of Brick #1	BBP	2:00 - 3:00 pm
2/25/20	Township of Delran	CDL-Drivers Safety Regulations	8:30 - 10:30 am
2/25/20	Borough of Woodstown #1	LOTO	8:30 - 10:30 am
2/25/20	Borough of Woodstown #1	Fire Extinguisher	10:45 - 11:45 am
2/26/20	Borough of Deal #3	Sanitation/Recycling Safety	7:30 - 9:30 am
2/26/20	Borough of Deal #3	Asbestos, Lead, Silica Overview	9:45 - 10:45 am
2/26/20	Township of Florence	Fall Protection Awareness	8:00 - 10:00 am
2/26/20	Township of Florence	Employee Conduct/Violence Prevention	10:15 - 11:45 am
2/27/20	Township of Long Beach #1	Landscape Safety	8:30 - 11:30 am
2/27/20	City of Cape May #4	Fast Track to Safety-2020	8:30 - 12:30 pm
2/28/20	Borough of Point Pleasant	Ladder Safety/Walking-Working Surfaces	8:00 - 10:00 am
2/28/20	Borough of Point Pleasant	Fire Safety	10:15 - 11:15 am
2/28/20	Borough of Point Pleasant	Fire Extinguisher	11:30 - 12:30 pm
2/28/20	Township of Bordentown	Fast Track to Safety-2020	9:00 - 1:00 pm
3/2/20	Brick Township MUA #2	Excavation/Trenching/Shoring	8:30 - 12:30 pm
3/2/20	Borough of Glassboro #1	Fire Extinguisher	9:15 - 10:15 am
3/3/20	Township of Middletown #5	Landscape Safety	8:00 - 11:00 am
3/3/20	Township of Middletown #5	Asbestos, Lead, Silica Overview	11:15 - 12:15 pm
3/3/20	City of Sea Isle City #6	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
3/4/20	Township of Marlboro #3	Hazard ID: Making Your Observation Count	8:30 - 10:30 am
3/4/20	Township of Marlboro #3	CDL-Supervisors Reasonable Suspicion	11:00 - 1:00 pm
3/4/20	Evesham Township MUA	Ladder Safety/Walking-Working Surfaces	8:30 - 10:30 am
3/4/20	Evesham Township MUA	Back Safety/Material Handling	10:45 - 11:45 am
3/4/20	Borough of Wildwood Crest #3	PPE	10:00 - 12:00 pm
3/4/20	Borough of Wildwood Crest #3	Back Safety/Material Handling	12:30 - 1:30 pm
3/5/20	Borough of Lavallette #1	Flagger/Work Zone Safety	8:30 - 12:30 pm

DATE	LOCATION	TOPIC	TIME
3/5/20	Township of Gloucester	Fast Track to Safety-2020	8:00 - 12:00 pm
3/6/20	Township of Toms River	LOTO	8:30 - 10:30 am
3/6/20	Township of Toms River	Back Safety/Material Handling	10:45 - 11:45 am
3/6/20	Borough of Somerdale	CDL-Drivers Safety Regulations	8:00 - 10:00 am
3/6/20	Borough of Somerdale	Hearing Conservation	10:15 - 11:15 am
3/6/20	Township of Carneys Point #1	DDC-6	8:30 - 3:00 pm w/lunch brk
3/9/20	Township of Hazlet	LOTO	8:00 - 10:00 am
3/9/20	Township of Cherry Hill #4	CMVO	8:30 - 12:30 pm
3/9/20	City of Brigantine #3	Fast Track to Safety-2020	8:30 - 12:30 pm
3/10/20	Township of Barnegat #1	Back Safety/Material Handling	9:00 - 10:00 am
3/10/20	Township of Barnegat #1	Fire Extinguisher	10:00 - 11:00 am
3/10/20	Township of Gloucester	Jetter/Vacuum Safety	8:30 - 10:30 am
3/11/20	Two Rivers Water Reclamation Authority	PPE	8:00 - 10:00 am
3/11/20	Two Rivers Water Reclamation Authority	Hoists, Cranes, Rigging Safety	10:30 - 12:30 pm
3/11/20	Deptford Township MUA	LOTO	7:30 - 9:30 am
3/11/20	Deptford Township MUA	Asbestos, Lead, Silica Overview	9:45 - 10:45 am
3/11/20	Township of West Deptford	Employee Conduct/Violence Prevention	12:30 - 2:00 pm
3/11/20	Township of West Deptford	Hearing Conservation	2:15 - 3:15 pm
3/11/20	City of Vineland	CDL-Drivers Safety Regulations	9:00 - 11:00 am
3/11/20	Township of Upper Deerfield	CEVO-Fire-Evening	6:30 - 10:30 pm
3/12/20	Borough of Atlantic Highlands #1	Fast Track to Safety-2020	12:00 - 4:00 pm
3/12/20	Borough of Tuckerton #2	Playground Safety Inspections	8:30 - 10:30 am
3/12/20	City of Cape May #4	Jetter/Vacuum Safety	8:30 - 10:30 am
3/12/20	City of Cape May #4	Sanitation/Recycling Safety	10:45 - 12:45 pm
3/13/20	Borough of Tinton Falls	Hearing Conservation	7:00 - 8:00 am
3/13/20	Borough of Tinton Falls	Back Safety/Material Handling	8:00 - 9:00 am
3/13/20	Borough of Tinton Falls	BBP	9:00 - 10:00 am
3/13/20	Township of Berlin #2	DDC-6	8:30 - 3:00 pm w/lunch brk
3/13/20	City of Somers Point #1	BBP	8:00 - 9:00 am
3/13/20	City of Somers Point #1	Fire Safety	9:15 - 10:15 am
3/13/20	City of Somers Point #1	Fire Extinguisher	10:30 - 11:30 am
3/16/20	Township of Middletown #6	CEVO-Police	8:30 - 12:30 pm
3/16/20	City of Northfield #1	Dealing with Difficult People	8:30 - 10:30 am
3/17/20	Township of Manchester	HazMat Awareness w/HazCom w/GHS	8:00 - 11:00 am
3/17/20	Township of Manchester	Hearing Conservation	11:30 - 12:30 pm
3/17/20	City of Camden	BBP - Administrator Training	8:30 - 10:30 am
3/17/20	City of Camden	Dealing with Difficult People	11:00 - 1:00 pm
3/17/20	Borough of Avalon #4	Ladder Safety/Walking Surfaces	8:30 - 10:30 am
3/17/20	Borough of Avalon #4	Fire Extinguisher	10:45 - 11:45 am
3/18/20	Township of Manalapan	Fast Track to Safety-2020	8:30 - 12:30 pm
3/18/20	Township of Southampton	Hearing Conservation	9:00 - 10:00 am
3/18/20	Township of Southampton	Fire Extinguisher	10:15 - 11:15 am

DATE	LOCATION	TOPIC	TIME
3/18/20	City of Ventnor	Fire Safety	9:30 - 10:30 am
3/18/20	City of Ventnor	Fire Extinguisher	10:45 - 11:45 am
3/18/20	Township of Upper Deerfield	CEVO-EMS-Evening	6:30 - 10:30 pm
3/19/20	Jackson Township MUA	DDC-6	8:30 - 3:00 pm w/lunch brk
3/19/20	Township of Hainesport #1	Excavation/Trenching/Shoring	8:30 - 12:30 pm
3/19/20	Township of Pennsville #1	Heavy Equipment Safety	8:00 - 11:00 am
3/20/20	Brick Township MUA #2	Landscape Safety	8:30 - 11:30 am
3/20/20	Borough of Berlin	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
3/20/20	Borough of Stone Harbor #1	Forklift Operator Train-the-Trainer	8:30 - 3:00 pm w/lunch brk
3/23/20	Borough of Deal #3	Heavy Equipment Safety	7:30 - 10:30 am
3/23/20	Borough of Magnolia	Driving Safety Awareness	8:30 - 10:00 am
3/23/20	Borough of Magnolia	Sanitation/Recycling Safety	10:15 - 12:15 pm
3/23/20	City of Ocean City #1	Hoists, Cranes, Rigging Safety	8:00 - 10:00 am
3/23/20	City of Ocean City #1	CDL-Drivers Safety Regulations	10:30 - 12:30 pm
3/24/20	Township of Jackson	Shift Briefing Essentials	8:30 - 10:00 am
3/24/20	Township of Jackson	Employee Conduct/Violence Prevention	10:30 - 12:00 pm
3/24/20	Township of Washington (Gloucester)	DDC-6	8:30 - 3:00 pm w/lunch brk
3/25/20	Borough of Eatontown #2	DDC-6	8:00 - 2:30 pm w/lunch brk
3/25/20	City of Vineland	CDL-Drivers Safety Regulations	9:00 - 11:00 am
3/26/20	Township of Lacey #6	Ladder Safety/Walking Surfaces	8:00 - 10:00 am
3/26/20	Township of Lacey #6	PPE	10:15 - 12:15 pm
3/26/20	Borough of Stone Harbor #1	CSE-Permit Required w/Equipment Demo	8:00 - 12:00 pm
3/27/20	Evesham Township #4	Sanitation/Recycling Safety	8:30 - 10:30 am
3/27/20	City of Bordentown	Landscape Safety	12:30 - 3:30 pm
3/27/20	City of Somers Point #1	HazCom w/GHS	8:00 - 9:30 am
3/27/20	City of Somers Point #1	Hearing Conservation	9:45 - 10:45 am
3/30/20	Township of Manchester	Dealing with Difficult People	9:00 - 11:00 am
3/31/20	Borough of Avon #2	Flagger/Work Zone Safety	8:30 - 12:30 pm
4/1/20	Two Rivers Water Reclamation Authority	Safety Committee Best Practices	8:30 - 10:00 am
4/1/20	Two Rivers Water Reclamation Authority	Shift Briefing Essentials	10:30 - 12:00 pm
4/1/20	City of Camden	Landscape Safety	8:00 - 11:00 am
4/1/20	City of Margate #6	CSE-Permit Required w/Equipment Demo	8:30 - 12:30 pm
4/2/20	Jackson Township MUA	Flagger/Work Zone Safety	8:30 - 12:30 pm
4/2/20	Township of Winslow	Ladder Safety/Walking Surfaces	7:30 - 9:30 am
4/2/20	Township of Winslow	Jetter/Vacuum Safety	10:00 - 12:00 pm
4/2/20	Borough of Stone Harbor #1	CDL-Drivers Safety Regulations	8:00 - 10:00 am
4/2/20	Borough of Stone Harbor #1	BBP	10:15 - 11:15 am
4/3/20	Evesham Township #4	Dealing with Difficult People	8:00 - 10:00 am
4/3/20	City of Millville #1	Fast Track to Safety-2020	9:00 - 1:00 pm

DATE	LOCATION	TOPIC	TIME
4/6/20	Township of Middletown #4	Dealing with Difficult People	9:00 - 11:00 am
4/6/20	Borough of Glassboro #1	CMVO	7:30 - 11:30 am
4/7/20	Township of Barnegat #1	CDL-Drivers Safety Regulations	9:00 - 11:00 am
4/7/20	Brick Township MUA #2	CDL-Supervisors Reasonable Suspicion	1:00 - 3:00 pm
4/7/20	Borough of Collingswood	Playground Safety Inspections	8:30 - 10:30 am
4/7/20	Borough of Collingswood	Hearing Conservation	10:45 - 11:45 am
4/8/20	Township of Freehold	PPE	8:00 - 10:00 am
4/8/20	Township of Freehold	HazCom w/GHS	10:30 - 12:00 pm
4/8/20	Logan Twp. MUA #1	HazCom w/GHS	8:00 - 9:30 am
4/8/20	Logan Twp. MUA #1	BBP	9:45 - 10:45 am
4/8/20	Logan Twp. MUA #1	Fire Safety	11:00 - 12:00 pm
4/8/20	Borough of Avalon #4	Accident Investigation	8:30 - 10:30 am
4/8/20	Borough of Avalon #4	Hearing Conservation	10:45 - 11:45 am
4/9/20	Township of Medford #1	Fast Track to Safety-2020	8:30 - 12:30 pm
4/9/20	City of Vineland	Landscape Safety	9:00 - 12:00 pm
4/13/20	Township of Cherry Hill #4	Dealing with Difficult People	8:30 - 10:30 am
4/13/20	Township of Cherry Hill #4	Fire Extinguisher	10:45 - 11:45 am
4/14/20	South Monmouth Regional SA	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
4/14/20	City of Camden	Safety Coordinator's Skills Training	8:30 - 12:30 pm
4/15/20	Township of Marlboro #3	Employee Conduct/Violence Prevention	8:30 - 10:00 am
4/15/20	Township of Marlboro #3	Back Safety/Material Handling	10:30 - 11:30 am
4/15/20	Township of West Deptford	PPE	7:30 - 9:30 am
4/15/20	Township of West Deptford	Back Safety/Material Handling	10:00 - 11:00 am
4/15/20	Township of Mantua	Hoists, Cranes, Rigging Safety	1:00 - 3:00 pm
4/16/20	Borough of Beach Haven #2	Fast Track to Safety-2020	8:30 - 12:30 pm
4/16/20	Township of Pemberton	CDL-Drivers Safety Regulations	8:00 - 10:00 am
4/16/20	Township of Pemberton	Driving Safety Awareness	10:30 - 12:00 pm
4/16/20	Township of Pennsville #1	Fire Safety	8:00 - 9:00 am
4/16/20	Township of Pennsville #1	Fire Extinguisher	9:15 - 10:15 am
4/16/20	Township of Pennsville #1	BBP	10:30 - 11:30 am
4/17/20	Township of Medford #1	Heavy Equipment Safety	8:30 - 11:30 am
4/20/20	Township of Stafford #5	DDC-6	8:00 - 2:30 pm w/lunch brk
4/20/20	Township of Hazlet	Landscape Safety	8:00 - 11:00 am
4/20/20	Borough of Glassboro #1	CDL-Drivers Safety Regulations	7:30 - 9:30 am
4/20/20	Borough of Glassboro #1	Hearing Conservation	9:45 - 10:45 am
4/20/20	Township of Hamilton #3	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
4/21/20	Township of Delran	Landscape Safety	8:30 - 11:30 am
4/22/20	Western Monmouth UA	Flagger/Work Zone Safety	8:00 - 12:00 pm
4/22/20	Township of Florence	CSE-Permit Required w/Equipment Demo	8:30 - 12:30 pm
4/22/20	Township of Galloway	Fire Extinguisher	8:30 - 9:30 am
4/22/20	Township of Galloway	Fire Extinguisher	9:30 - 10:30 am
4/23/20	Bayshore Regional SA	PPE	8:00 - 10:00 am

DATE	LOCATION	TOPIC	TIME
4/23/20	Bayshore Regional SA	Asbestos Lead, Silica Overview	10:30 - 11:30 am
4/23/20	Bayshore Regional SA	Back Safety/Material Handling	11:45 - 12:45 pm
4/23/20	Bayshore Regional SA	Hearing Conservation	1:30 - 2:30 pm
4/23/20	Township of Gloucester	Flagger/Work Zone Safety	8:00 - 12:00 pm
4/24/20	Borough of Avon #2	Fall Protection Awareness	8:00 - 10:00 am
4/24/20	Borough of Avon #2	LOTO	10:30 - 12:30 pm
4/24/20	Township of Bordentown	Ladder Safety/Walking-Working Surfaces	9:00 - 11:00 am
4/24/20	City of Bordentown	Playground Safety Inspections	12:30 - 2:30 pm
4/24/20	Borough of Stone Harbor #1	LOTO	8:00 - 10:00 am
4/24/20	Borough of Stone Harbor #1	Sanitation/Recycling Safety	10:30 - 12:30 pm
4/27/20	Borough of Atlantic Highlands #1	CMVO	8:30 - 12:30 pm
4/27/20	Township of Tabernacle #1	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
4/28/20	Township of Washington (Gloucester)	Fast Track to Safety-2020	8:30 - 12:30 pm
4/29/20	Borough of Lavallette #1	Excavation/Trenching/Shoring	8:30 - 12:30 pm
4/29/20	City of Camden	Driving Safety Awareness	8:00 - 9:30 am
4/29/20	City of Camden	Employee Conduct/Violence Prevention	9:45 - 11:15 am
4/29/20	Evesham Township MUA	CDL-Supervisors Reasonable Suspicion	1:30 - 3:30 pm
4/30/20	Borough of Tinton Falls	Sanitation/Recycling Safety	7:00 - 10:00 am
4/30/20	City of Vineland	Dealing with Difficult People	9:00 - 11:00 am

CEU's for Certified Publics Works Managers			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Accident Investigation	2 / M	HazCom with Globally Harmonized System	1 / T,G
Advanced Safety Leadership	10 / M	Hazardous Materials Awareness w/ HazCom & GHS	3 / T
Asbestos, Lead & Silica Industrial Health Overview	1 / T,G	Hazard Identification - Making Your Observations Count	1 / T,M
Back Safety / Material Handling	1 / T	Hearing Conservation	1 / T,G
Bloodborne Pathogens Training	1 / G	Heavy Equipment Safety	1 / G - 2 / T
Bloodborne Pathogens Administrator Training	1 / T,M	Hoists, Cranes and Rigging	2 / T
BOE Safety Awareness	3 / T	Housing Authority Safety Awareness	3 / T
CDL – Supervisors Reasonable Suspicion	2 / M	Jetter Safety	2 / T
CDL - Drivers' Safety Regulations	2 / G	Landscape Safety	2 / T
Coaching the Maintenance Vehicle Operator	2 / T,M	Leaf Collection Safety Awareness	2 / T
Confined Space Entry – Permit Required	3.5 / T	Lockout Tagout	2 / T
Confined Space Awareness	1 / T,G	Personal Protective Equipment (PPE)	2 / T
Dealing With Difficult People	1 / M	Playground Safety Inspections	2 / T
Defensive Driving-6-Hour	6 / M	Sanitation and Recycling Safety	2 / T
Driving Safety Awareness	1.5 / T	Safety Committee Best Practices	1.5 / M
Employee Conduct and Violence in the Work Place	1.5 / E	Safety Coordinator's Skills Training	2 / M,G
Excavation Trenching & Shoring	2 / T,M	Shop and Tool Safety	1 / T
Fall Protection Awareness	2 / T,M	Seasonal Public Works Operations	3 / T
Fast Track to Safety	4 / T	Snow Plow Safety	2 / T
Fire Extinguisher	1 / T	Special Events Management	2 / M
Fire Safety	.5/ T - .5/ G	Shift Briefing Essentials	1 / M
Flagger / Workzone Safety	2 / T,M		
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
Dealing With Difficult People	1 / P	Safety Coordinator's Skills Training	4 / P
Employee Conduct and Violence in the Work Place	1.5 / E	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	HazCom with Globally Harmonized System	1.5 / S
Advanced Safety Leadership	10 / S	Hazardous Materials Awareness w/ HazCom & GHS	3 / S
Asbestos, Lead & Silica Industrial Health Overview	1 / S	Heavy Equipment Safety	3 / S
Back Safety / Material Handling	1 / S	Housing Authority Safety Awareness	3 / S
Bloodborne Pathogens Training	1 / S	Hazard Identification - Making your Observations Count	1.5 / S
Bloodborne Pathogens Administrator Training	2 / Non S	Hearing Conservation	1 / S
BOE Safety Awareness	3 / S	Hoists, Cranes and Rigging	2 / S
CDL – Supervisors Reasonable Suspicion	1.5 / S	Jetter Safety	2 / S
CDL - Drivers' Safety Regulations	2 / S	Ladder Safety/Walking Working Surfaces	2 / S
Confined Space Awareness	1 / S	Landscape Safety	2 / S
Confined Space Entry - Permit Required	3.5 / S	Leaf Collection Safety Awareness	2 / S
Dealing With Difficult People	1 / 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	4 / Non S
Fast Track to Safety	4 / S	Seasonal Public Works Operations	3 / S
Fire Extinguisher	1 / S	Shift Briefing Essentials	1.5 / S
Fire Safety	1 / S	Snow Plow Safety	2 / S
Flagger / Workzone Safety	2 / S	Special Event Management	2 / 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
Dealing With Difficult People	1 / E, Gen	Dealing With Difficult People	1 / E, M
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	Dealing With Difficult People	1 / OFF
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	
GEN - General Secondary Duties		OFF - Office Admin/General Duties	

LESSONS LEARNED FROM LOSSES

MONTHLY NEWSLETTER - FEBRUARY 2020

ENTERING AND EXITING VEHICLES PROPERLY AND SAFELY



- MAINTAIN 3 POINTS OF CONTACT AT ALL TIMES UNTIL SEATED OR ON THE GROUND.
- WEAR PROPER FOOTWEAR WITH STURDY NON-SLIP SOLES
- ONLY STEP IN DEDICATED STEPPING AREAS
- FACE THE VEHICLE WHEN GETTING IN OR OUT
- DO NOT JUMP DOWN FROM THE VEHICLE, USE ALL OF THE STEPS
- EXAMINE THE GROUND FOR UNEVEN AREAS, ICE AND WATER BEFORE STEPPING ON IT
- ONLY GRIP FIXED OBJECTS; DO NOT GRIP AN UNLOCKED STEERING WHEEL OR THE DOOR AS IT CAN SWING OPEN.
- WEAR GLOVES TO HELP FACILITATE A PROPER HANDHOLD.

- ❑ EMPLOYEE STEPPING INTO TRUCK, LOST FOOTING AND FELT PULL RADIATING DOWN HIS RIGHT HIP CAUSING INJURY TO HIP AND SPINE. CONSERVATIVE TREATMENT CONSISTED OF PHYSICAL THERAPY, INJECTIONS AND MEDICATION AND SURGERY MAY BE REQUIRED. TO DATE, THERE IS \$117,000 IN TOTAL INCURRED COSTS.
- ❑ EMPLOYEE GETTING INTO TRUCK, GRABBED STEERING WHEEL, BUT DUE TO WET HANDS, HE SLIPPED AND FELT A POP IN HIS BICEPS MUSCLE. THIS HAD TO BE SURGICALLY REPAIRED AND THE TOTAL INCURRED ON THE FILE IS \$98,000

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

WELLNESS DIRECTOR'S REPORT

TO: Municipal Fund Commissioners, Safety Coordinators, and Risk Managers
FROM: Debby Schiffer, JIF Wellness Director
DATE: February 18, 2020 at Hainesport Municipal Building
Contact Information: debby_schiffer@targetingwellness.com 856-322-1220

FEBRUARY ACTIVITY & PLANNED EVENTS

By the end of January, I had either met with your Wellness Coordinator to plan for 2020 activities or have scheduled a date and time for the month of February to meet. That represents 80% of the BURLCO JIF towns, an awesome demonstration of your commitment to wellness for 2020! *Thank you!*

Some Municipality Highlights

Bordentown City – Safety Meeting set for February. Wellness planning meeting will take place.

Bordentown Township – Wellness planning meeting set for February.

Chesterfield – Planning to host a quarterly presentation. Interested in purchasing blood pressure cuffs either for use in the office or for the employees for personal use. Starting a Monthly Trivia challenge.

Delanco – Wellness & Safety Bulletin Board started. Planning 2 -3 presentations this year. PW to build a Garden Box for spring and summer produce. Employees to care for the garden as stress relief activity.

Edgewater Park - Lunchbox “challenge” in January! Encouraged to pack their lunch for one week. Recipes and Fact Sheet on benefits of bringing lunch vs buying out. Many of the employees are still bringing in their lunch and sharing this with the Wellness Coordinator! Planning a Step Challenge in April.

Florence – Running their “Maintain Don’t Gain” for the year! Wellness Committee to meet in March.

Hainesport – Looking to arrange a yoga session for employees.

Lumberton – Wellness planning meeting set for February.

Medford – Wellness planning meeting set for February. (Offered a “community” puzzle in the break room. Shared effort among employees to reach completion. Great stress reducer)

New Hanover – Introductions made. Planning to reach out in February to set up first meeting.

Pemberton Borough – ShopRite Smoothie demo took place in January. Wellness planning meeting set for February.

Southampton – Wellness planning meeting for February.

Tabernacle – Plan to attend first Safety Committee Meeting in February.

Wrightstown – Attended Wellness planning meeting. Scheduled a presentation to be held in April for the Fire Department volunteers on one of their training nights. Topic to be determined.

New Resources:

Simplex – planning to meet in February to review services offered.

Miracle Ear – can offer onsite hearing tests to interested employees at no cost.

Shared Ideas across the JIFs:

- Wellness Wednesday's
- 1-mile-a-day challenge for 30 days
- Office plants
- Assemble ingredients for an easy recipe and hand out to employees in a nice carry bag (get creative)

February Targeting Wellness Newsletter

February is American Heart Month! As reported by the Centers for Disease Control & Prevention (CDC), heart disease is still the leading cause of death for men, women and people of most racial and ethnic groups in the United States. It's reported that 1 in every 4 deaths in the US is due to heart disease.

Knowing your Numbers as they pertain to Blood Pressure, Cholesterol, and blood glucose as well as a closer evaluation of your lifestyle habits could make the difference in your quality of life!

In the attached Newsletter, I address how **stress can increase your risk for heart disease**, and share some **simple ways to reduce stress** through natural remedies!

In the **Recipe Corner** of the newsletter, I share a recipe from "The Game Changer" website. If you're curious about this lifestyle and if it might work for you, watch [The Game Changer](#) and witness how professional athletes benefit from a plant-based diet. If you are more interested in preventing or reversing chronic disease, [Forks over Knives](#) would be well worth your time.

February Heart Intention Calendar offers a suggested focus each day throughout the month. And finally the **Exercises of the Month** include a beginners workout on the treadmill AND an Interval workout for a bit more challenge.

Check out the Wellness Tab on the JIF Website for the latest updates:

- Information on **NJWELL** drop down – Click on the Q&A Sheet or the **Step-by-Step guide (also included in your agenda packet)** to help employees navigate the NJWELL site, clarify how “points” can be awarded for various wellness checks which could earn the employee \$250 at the end of the year.
- **Ideas to Promote Workplace Wellness** - photos promoting Municipal Wellness activities and events will be displayed to help you generate your own wellness ideas.
- **(Under construction) Members Initiatives specifically targeting the reduction work stress** – photos will be shared

Now that's my kind of Valentine's present!!





**Burlington County Municipal JIF
Managed Care Summary Report
2020**

Intake	January-20	January-19	2020 January YTD	2019 January YTD
# of New Claims Reported	20	23	20	23
# of Report Only	8	8	8	8
% Report Only	40%	35%	40%	35%
# of Medical Only	11	14	11	14
# of Lost Time	1	1	1	1
Medical Only to Lost Time Ratio	92:08	93:07	92:08	93:07
Average # of Days to Report a Claim	0.4	1.7	0.4	1.7

Nurse Case Management	January-20	January-19
# of Cases Assigned to Case Management	19	17
# of Cases >90 days	13	14

Savings	January-20	January-19	2020 January YTD	2019 January YTD
Bill Count	128	182	128	182
Provider Charges	\$347,510	\$297,586	\$347,510	\$297,586
Repriced Amount	\$50,341	\$114,714	\$50,341	\$114,714
Savings \$	\$297,169	\$182,872	\$297,169	\$182,872
% Savings	86%	61%	86%	61%

Participating Provider Penetration Rate	January-20	January-19	2020 January YTD	2019 January YTD
Bill Count	98%	96%	98%	96%
Provider Charges	100%	96%	100%	96%

Exclusive Provider Panel Penetration Rate	January-20	January-19	2020 January YTD	2019 January YTD
Bill Count	97%	94%	97%	94%
Provider Charges	98%	98%	98%	98%

Transitional Duty Summary		2020 January YTD	Year End 2019
% of Transitional Duty Days Worked		34%	58%
\$ Saved By Accommodating		\$7,074	\$151,838
% of Transitional Duty Days Not Accommodated		66%	42%
Cost Of Days Not Accommodated		\$14,477	\$120,441

Cyber Risk Management Monthly Executive Report

February 4, 2020

Media Pro Training

JIF	Team Name	Total Users	Total Completed	% Completed
BURLCO	Bass River Township	3	3	100
BURLCO	Beverly City	12	12	100
BURLCO	Delanco Township	17	17	100
BURLCO	Delran Township	28	28	100
BURLCO	Edgewater Park Township	16	16	100
BURLCO	Fieldsboro Borough	4	4	100
BURLCO	Hainesport Township	9	9	100
BURLCO	Lumberton Township	17	17	100
BURLCO	Mount Laurel Township	67	67	100
BURLCO	New Hanover Township	1	1	100
BURLCO	Pemberton Borough	4	4	100
BURLCO	Riverside Township	2	2	100
BURLCO	Shamong Township	9	9	100
BURLCO	Springfield Township	6	6	100
BURLCO	Tabernacle Township	11	11	100
BURLCO	Woodland Township	7	7	100
BURLCO	Wrightstown Borough	4	4	100
BURLCO	Medford Township	114	112	98
BURLCO	Westampton Township	53	52	98
BURLCO	Florence Township	30	28	93
BURLCO	Palmyra Borough	39	34	87
BURLCO	Southampton Township	16	14	87
BURLCO	Chesterfield Township	16	13	81
BURLCO	Mansfield Township	55	45	81
BURLCO	Pemberton Township	53	43	81
BURLCO	Bordentown Township	16	12	75
BURLCO	Bordentown City	7	5	71
BURLCO	North Hanover Township	10	7	70

17 Municipalities are 100% complete.

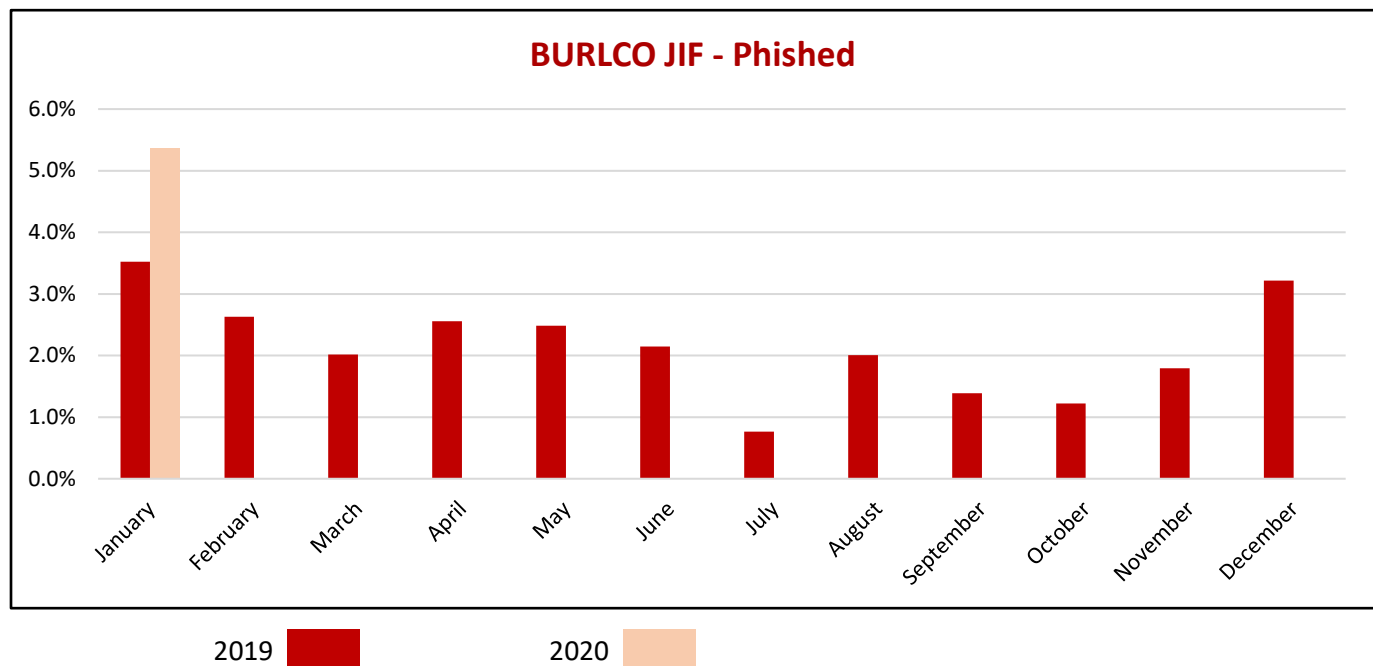
3 Municipality are 90-99% complete

5 Municipalities are 80-89% complete

3 Municipalities are 70-79% complete

Phishing Report

Month	2019			2020		
	# Emails	# Clicked	%	# Emails	# Clicked	%
January	454	16	3.5%	633	34	5.4%
February	494	13	2.6%			
March	546	11	2.0%			
April	665	17	2.6%			
May	765	19	2.5%			
June	653	14	2.1%			
July	653	5	0.8%			
August	648	13	2.0%			
September	577	8	1.4%			
October	654	8	1.2%			
November	614	11	1.8%			
December	653	21	3.2%			
Year to Date Avg			2.1%	Year to Date Avg 5.4%		



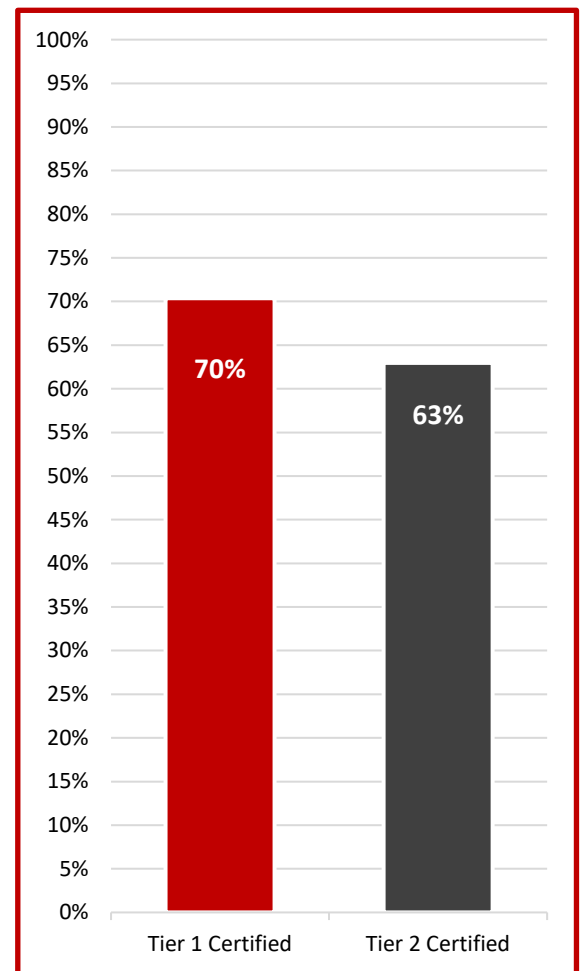
Phishing by Municipality January

Municipality	Total Email	# Clicked	% Clicked
Bass River Twp	3	1	33%
Beverly City	13	1	8%
Bordentown City	4	0	0%
Bordentown Twp	13	1	8%
Chesterfield Twp	8	1	13%
Delanco Twp	16	5	31%
Delran Twp	47	0	0%
Edgewater Park Twp.	14	0	0%
Fieldsboro Borough	4	0	0%
Florence Twp	30	1	3%
Hainesport Twp	7	4	57%
Lumberton Twp	16	0	0%
Mansfield Twp	48	4	8%
Medford Twp	135	2	1%
Mount Laurel Twp	70	2	3%
North Hanover Twp	7	0	0%
Palmyra Borough	44	7	16%
Pemberton Twp	43	1	2%
Pumberton Borough	4	1	25%
Riverside Twp	2	1	50%
Shamong Twp	7	1	14%
Southampton Twp	15	0	0%
Springfield Twp	6	0	0%
Tabernacle Twp	12	0	0%
Westampton Twp	54	1	2%
Woodland Twp	7	0	0%
Wrightstown Borough	4	0	0%

Grand Total	633	34	5.4%
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MEL's Cyber Risk Management 2/2020

Municipality	Tier 1 Certification Approved	Tier 2 Certification Approved
Bass River Township	8/27/2019	8/27/2018
Beverly City		
Bordentown City		
Bordentown Township		
Chesterfield Township		
Delanco Township	11/22/2019	11/22/2019
Delran Township	10/14/2019	11/26/2019
Edgewater Park Township	10/4/2019	10/4/2019
Fieldsboro Borough		
Florence Township	10/14/2019	
Hainesport Township		
Lumberton Township	11/12/2019	11/12/2019
Mansfield Township	11/15/2019	12/5/2019
Medford Township	12/10/2019	12/27/2019
Mount Laurel Township	10/16/2019	10/16/2019
North Hanover Township	10/23/2019	10/23/2019
Palmyra Borough - Municipal	12/13/2018	
Pemberton Borough	12/24/2019	12/12/2019
Pemberton Township	11/1/2019	11/1/2019
Riverside Township	12/18/2019	12/18/2019
Shamong Township	10/21/2019	10/21/2019
Southampton Township	1/6/2020	1/6/2020
Springfield Township	11/22/2019	11/22/2019
Tabernacle Township	11/8/2019	11/8/2019
Westampton Township		
Woodland Township	11/26/2019	11/26/2019
Wrightstown Borough		



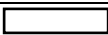



Total # of Municipalities	27	
Tier 1 Certified	19	70%
Tier 2 Certified	17	63%

Vulnerability Scanning

Understanding the vulnerability report

The CVSS Score (**Common Vulnerability Scoring System**) is an industry standard for assessing the severity of computer system security vulnerabilities. CVSS attempts to assign severity scores to vulnerabilities, allowing responders to prioritize responses and resources according to threat. Scores are calculated based on a formula that depends on several metrics that approximate ease of exploit and the impact of exploit. Scores range from 0 to 10, with 10 being the most severe.

Below is a table for reference.

Rating	CVSS Score	Color Code
Low	0.1 – 3.9	White 
Medium	4.0 – 6.9	Yellow 
High	7.0 – 8.9	Orange 
Critical	9.0 – 10.0	Red 

Vulnerability score by municipality:



AJG-Burlington - Monthly Summary Report

JIF	Municipality	Severity	Contact Name	Contact Email	Last Scan/Email
Burlington	Bass River Township	2.6	Amanda Somes	bassriverclerk@comcast.net	2020-01-17 14:15:31
Burlington	Bordentown City	0.0	Grace Archer	btownch@cityofbordentown.com	2020-02-05 14:15:13
Burlington	Bordentown Township	2.6	Michael Theokas	m.theokas@bordentowntwp.org	2020-01-21 14:15:39
Burlington	Chesterfield Township	5.0	Glenn McMahon	glenn@chesterfieldtwp.com	2020-02-06 14:15:11
Burlington	Delanco Township	2.6	Mike Templeton	42mtempy55@gmail.com	2020-01-21 14:15:39
Burlington	Delran Township	10.0	Jeffrey Hatcher	jhatcher@delrantownship.org	2020-01-13 14:15:09
Burlington	Edgewater Park Township	2.6	Tom Pullion	tpullion@edgewaterpark-nj.com	2019-10-22 16:15:47
Burlington	Florence Township	2.6	Richard Brook	rbrook@florence-nj.gov	2019-10-22 16:15:45
Burlington	Hainesport Township	5.0	Paula Kosko	pkosko@hainesporttownship.com	2019-10-23 14:15:35
Burlington	Lumberton Township	7.5	Brandon Umba	bumba@lumbertontwp.com	2019-10-23 14:15:35
Burlington	Mansfield Township	0.0	Michael Fitzpatrick	administrator@mansfieldtwp-nj.com	2020-01-08 14:15:11

Burlington	Medford Township	5.0	Kathy Burger	kburger@medfordtownship.com	2020-01-24 15:15:27
Burlington	Mount Laurel Township	4.8	Jerry Mascia	jmascia@mountlaurel.com	2019-10-24 14:15:37
Burlington	North Hanover Township	4.8	Mary Picariello	clerk@northhanovertwp.com	2020-01-09 14:10:15
Burlington	Palmyra Borough	2.6	John Gural	jgural@boroughofpalmyra.com	2019-10-25 14:15:15
Burlington	Pemberton Borough	0.0	Donna Mull	dmull@pemberton.comcastbiz.net	2019-10-25 14:15:15
Burlington	Pemberton Township	4.3	Daniel Hornickel	DHornickel@pemberton-twp.com	2020-01-09 14:10:15
Burlington	Riverside Township	0.0	Meghan Jack	mjack@riversidetwp.org	2019-10-25 14:15:15
Burlington	Shamong Township	5.0	David Matchett	dmatchettd@aol.com	2019-10-25 14:15:15
Burlington	Southampton Township	2.6	Kathleen Hoffman	khoffman@southamptonnj.org	2020-01-12 14:15:11
Burlington	Springfield Township	0.0	Paul Keller	mgr@springfieldtownshipnj.org	2020-01-12 14:15:11
Burlington	Tabernacle Township	5.0	Douglas Cramer	dcramer@townshipoftabernacle-nj.gov	2019-10-26 14:15:15
Burlington	Westampton Township	6.8	Steve Ent	ent@wtpd.us	2020-01-18 14:15:33
Burlington	Wrightstown Borough	0.0	James Ingling	wrightstownfirebureau@comcast.net	2020-01-10 14:15:08

Need an excuse to avoid doing real work for another 5 minutes?
[Why OFIs in Your Internal ISO 27001 Audit Report are a “Good Thing”](#)

Have [Questions?](#)

info@pivotpointsecurity.com | 1-888-748-6876

Pivot Point Security is a leading information security assessment and consulting firm. Since 2001, Pivot Point Security has been helping organizations understand and effectively manage their information security risk. We work as a logical extension of your team simplifying the complexities of security and compliance. We're where to turn – when infosec gets challenging.

Sample of Monthly Detail Report



Pleasantville City - Monthly Report

Issue	CVSS	Risk	Hosts
GNU Bash Environment Variable Handling Shell Remote Command Execution Vulnerability	10.0	High	50.239.106.115:443/tcp
OpenSSH Denial of Service And User Enumeration Vulnerabilities (Windows)	7.8	High	73.198.60.103:222/tcp
OpenSSH Multiple Vulnerabilities Jan17 (Windows)	7.5	High	73.198.60.103:222/tcp
Deprecated SSH-1 Protocol Detection	7.5	High	73.198.60.103:222/tcp
OpenSSH X11 Forwarding Security Bypass Vulnerability (Windows)	7.5	High	73.198.60.103:222/tcp
SSL/TLS: OpenSSL CCS Man in the Middle Security Bypass Vulnerability	6.8	Medium	50.239.106.115:443/tcp 73.198.60.103:8080/tcp
SSL/TLS: Report Vulnerable Cipher Suites for HTTPS	5.0	Medium	50.239.106.115:8080/tcp 50.239.106.115:443/tcp 73.198.60.103:8080/tcp
OpenSSH 'sftp-server' Security Bypass Vulnerability (Windows)	5.0	Medium	73.198.60.103:222/tcp
OpenSSH User Enumeration Vulnerability-Aug18 (Windows)	5.0	Medium	73.198.60.103:222/tcp
SSL/TLS: Report Weak Cipher Suites	4.3	Medium	173.161.251.118:3389/tcp 50.239.106.115:9000/tcp 50.239.106.115:5389/tcp 50.239.106.115:4006/tcp 50.239.106.115:3389/tcp 73.198.60.103:8080/tcp 73.198.60.103:3389/tcp
jQuery < 1.9.0 XSS Vulnerability	4.3	Medium	50.239.106.115:15672/tcp
SSL/TLS: SSLv3 Protocol CBC Cipher Suites Information Disclosure Vulnerability (POODLE)	4.3	Medium	50.239.106.115:443/tcp 73.198.60.103:8080/tcp
SSL/TLS: Deprecated SSLv2 and SSLv3 Protocol Detection	4.3	Medium	50.239.106.115:443/tcp 73.198.60.103:8080/tcp
SSH Weak Encryption Algorithms Supported	4.3	Medium	50.239.106.115:5022/tcp 73.198.60.103:222/tcp
Apache HTTP Server 'httpOnly' Cookie Information Disclosure Vulnerability	4.3	Medium	50.239.106.115:443/tcp
SSL/TLS: Certificate Signed Using A Weak Signature Algorithm	4.0	Medium	173.161.251.118:3389/tcp 50.239.106.115:9000/tcp 50.239.106.115:5389/tcp 50.239.106.115:4006/tcp 50.239.106.115:3389/tcp 50.239.106.115:443/tcp

			73.198.60.103:8080/tcp 73.198.60.103:3389/tcp
SSL/TLS: Diffie-Hellman Key Exchange Insufficient DH Group Strength Vulnerability	4.0	Medium	50.239.106.115:9000/tcp 50.239.106.115:5389/tcp 50.239.106.115:4006/tcp 50.239.106.115:3389/tcp 50.239.106.115:443/tcp 73.198.60.103:3389/tcp

Hosts Scanned
50.239.106.114, 50.239.106.118, 50.239.106.117, 50.239.106.116, 50.239.106.115, 173.161.251.118, 73.198.60.103, 69.142.193.213, 69.142.42.87

Need an excuse to avoid doing real work for another 5 minutes?

[What Batman and Alfred Reveal about Information Security Project Management](#)

February 5, 2020

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

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

The statements included in this report are prepared on a “modified cash basis” and relate to financial activity through the one month period ending January 31, 2020 for Closed Fund Years 1991 to 2015, and Fund Years 2016, 2017, 2018, 2019 and 2020. 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 \$ 22,779.51. This generated an average annual yield of 1.44%. However, after including an unrealized net gain of \$ 15,663.32 in the asset portfolio, the yield is adjusted to 2.42% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized gain of \$31,016.42 as it relates to current market value of \$ 16,109,606.75 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end is \$16,155,791.04.

Our asset portfolio with Wilmington/Trust consists of 5 obligations with maturities greater than one year and 4 obligations with maturities less than one year.

RECEIPT ACTIVITY FOR THE PERIOD

Subrogation Receipts \$ 183.80 w/YTD Total \$ 183.80 (detailed in my report)
Salvage Receipts \$ 2,325.00
Overpayment Reimbursements \$ 936.50
FY 2020 Premium Assessments \$ 1,742,694.00

LOSS RUN PAYMENT REGISTER ACTIVITY FOR THE PERIOD: (Action Item)

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 \$ 205,967.97. The claims detail shows 306 claim payments issued.

A.E.L.C.F. PARTICIPANT BALANCES AT PERIOD END: (\$186. Interest Allocated)

Delran Township	\$30,838.00
Chesterfield Township	\$ 1,100.00
Bordentown City	\$85,415.00
Bordentown Township	\$59,020.00
Westampton Township	\$10,304.00

CASH ACTIVITY FOR THE PERIOD:

The enclosed reconciliation report details that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$ 18,370,180.99 to a closing balance of \$ 19,718,958.27 showing an decrease in the fund of \$ 1,348,777.28. A detailed reconciliation of this change, including its affect on our banking instruments, is included in my report.

BILL LIST FOR THE PERIOD: (Action Item)

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

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

Respectfully Submitted,

Thomas J. Tontarski
Treasurer

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

BILL LIST - February 2020

	Payee	FY 2020	FY 2019	FY 2018	JIF Appropriation	Description
1	Arthur J. Gallagher Risk Management Services, Inc.	30,136.00			Prof Services/Administration	Feb 2020 Fee
2	Arthur J. Gallagher Risk Management Services, Inc.	82.53			Misc/Postage/Copies/Faxes	Jan fees postage/copies expenses
3	The DeWeese Law Firm, P.C.	5,950.00			Prof Services/Attorney	Feb 2020 Fees
4	Qual-Lynx	17,412.00			Prof Services/Claims Admin.	Feb 2020 Fees
5	Joyce Media	375.00			Misc/JIF Website	Feb 2020 Fees
6	Kris Kristie	375.00			Misc/Recording Secretary	Feb 2020 Fees
7	J. A. Montgomery Risk Control Services	11,164.00			Prof Services/Safety Director	Feb 2020 Fees
8	Pivot Point Security		732.00		EPL/CYBER/Technology Risk Management Servi	Feb 2020 Fees
9	Secure Data Consulting Services, LLC	4,455.00			Prof Services/Technology Risk Serv Dir	Feb 2020 Fees
10	Tom Tontarski	949.00			Prof Services/Treasurer	Feb 2020 Fees
11	Conner Strong & Buckelew	672.00			Prof Services/Underwriting Mgr	Feb 2020 Fees
12	Debby Schiffer	2,519.00			Wellness Program	Feb 2020 Fees
13	MEL JIF	314,137.00			MEL	MEL 2020 WC & Excess Liability - 1st installment
14	MEL JIF	1,686.75			Faithful Performance/Fidelity Bond	MEL 2020 Fidelity Bond - 1st installment
15	MEL JIF	124,361.00			Property Claims and Premium	MEL 2020 Property claims & prem. -1st installment
16	Apex Insurance Services c/o QBE Insurance	5,526.00			EPL/POL Policy - Excess Insurance	VDO Coverage; P#QVC01005-04; 1/1/20-1/1/21; 1st installment
17	Apex Insurance Services c/o QBE Insurance	282,565.00			EPL/POL Policy - Excess Insurance	EPL/POL Coverage; P#QJC01005-04; 1/1/20-1/1/21; inv#5286734; 1st installment
18	Apex Insurance Services c/o XL Insurance	12,226.00			EPL/POL Policy - Excess Insurance	Cyber Coverage; P#MTTP0039483-07; 1/1/20-1/1/21; 1st installment
19	Apex Insurance Services c/o Beazley	5,589.00			EPL/POL Policy - Excess Insurance	Excess Cyber Coverage; P#WTE255200401; 1/1/20-1/1/21; inv#5288721; 1st installment
20	4Imprint	1,025.00			Safety Incentive Program	Coolers for Safety Breakfast #1943404; split
21	4Imprint	498.00			Misc/Office Supplies	Pens for training #19476919; split
22	Auletto's Caterers	905.30			Training/Training	EO training 2/6/2020; split
23	ARC Reprographics	769.78			Misc/Printing	Inv#276636 cyber posters; #276732 EO Hos; #276768 Police training
24	Courier Post		66.40		Misc/Legal Notices	12/5/19 Change Dec meeting
25	HALO Branded Solutions, Inc.	360.30			Safety Incentive Program	Safety Calendars; Inv#4322871
26	Iron Mountain	106.65			Misc/Record Retention Service	Inv#CJPR660 Storage 2/1-29/2020; Service 12/24/19-1/28/20
27	Merighi's Savoy Inn	2,065.00			Training/Training	1/29/2020 EO training; split; 2/5 Police command AM/PM
28	Office Depot	161.15			Misc/Office Supplies	Inv#426116968 binders; #426142373 tabs, #428892171001 file boxes, #431101787001 card stock
29	Old York Country Club	500.00			Safety Incentive Program	3/5/2020 safety breakfast deposit
30	Paper Direct	29.00			Safety Incentive Program	Order #9584840 Awards(paper) for safety breakfast
31	Paul's Custom Awards & Trophies	82.00			Misc/Office Supplies	MT retirement plaque

32	PRIMA	385.00			Misc/AGRIP/PRIMA	Renewal dues for 4/1/20-3/31/21
33	Armando Riccio LLC	188.00			Training/Training	1/29/2020 training for EO at Merighi's; split
34	Township of Bordentown		500.00		EPL/CYBER/EPL/Cyber Incentive Program	Backup storage
35	Township of Chesterfield		500.00		EPL/CYBER/EPL/Cyber Incentive Program	cyber protection
36	Delanco Township		185.30		Optional Safety Budget	Safety clothing
37	Delanco Township		288.95		Wellness Program	Garden box building supplies; bulletin board for announcements
38	Township of Edgewater Park		212.82		Wellness Program	Lunch boxes for packing healthy lunches
39	Township of Edgewater Park			1,975.00	Safety Incentive Program	Holiday party
40	Borough of Fieldsboro		211.55		Wellness Program	water bottles, walking shoes, oils
41	Borough of Fieldsboro		471.78		Optional Safety Budget	Pallet Jack
42	Borough of Fieldsboro		489.50		EPL/CYBER/EPL/Cyber Incentive Program	Cyber security items
43	Florence Township		988.41		Wellness Program	Healthy snacks, weight challenge awards, tshirts, hydration challenge, stand up desk
44	Hainesport Township		500.00		EPL/CYBER/EPL/Cyber Incentive Program	EPL solicitor issues
45	Township of Medford		4,645.00		Optional Safety Budget	NJ MVC, safety supplies
46	Township of Medford		1,500.00		Wellness Program	water cooler rental, challenges, awards
47	Borough of Palmyra		500.00		EPL/CYBER/EPL/Cyber Incentive Program	Malware licenses
48	Borough of Palmyra		430.12		Wellness Program	Water, blood pressure cuffs; lunch containers, tissues
49	Pemberton Borough		174.59		Wellness Program	water bottles and roll ups
50	Pemberton Borough		760.18		Optional Safety Budget	safety equipment
51	Pemberton Borough		500.00		EPL/CYBER/EPL/Cyber Incentive Program	Backup storage
52	Riverside Township		785.54		Optional Safety Budget	Safety clothing
53	Riverside Township		71.82		Wellness Program	wellness luncheon
54	Southampton Township		88.72		Wellness Program	Yoga mats
55	Tabernacle Township			1,170.92	Safety Incentive Program	Employee lunch and chainsaw, hardhats
56	Tabernacle Township		500.00		EPL/CYBER/EPL/Cyber Incentive Program	Upgrade for ending support
57	Westampton Township			1,595.00	Safety Incentive Program	AED and bloodkits
58	Westampton Township		513.72		Wellness Program	Healthy snacks
59	Westampton Township		487.09		EPL/CYBER/EPL/Cyber Incentive Program	backup drive, testing vulnerability
60	Woodland Township			1,900.00	Safety Incentive Program	security cameras
61	Woodland Township		995.00		Optional Safety Budget	security cameras
	TOTAL	\$827,255.46	\$17,098.49	\$6,640.92		

JIF Bill List Total	\$850,994.87
RMC Bill List Total	\$122,988.00
Grand Total	\$973,982.87

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

RMC BILL LIST (1st installments) - Feb 2020

	Payable to:	FY 2020	Appropriation	Description
1	CBIZ Benefits & Insurance	12,011.00	Risk Management Consultants	1st installment- Bordentown Twp
2	Connor Strong & Buckelew	1,827.00	Risk Management Consultants	1st installment payment -Bass River Township
3	EJA/Capacity Insurance	40,281.00	Risk Management Consultants	1st installment payment - Bordentown City, Chesterfield, Delanco, Fieldsboro, Mt. Laurel, North Hanover, Pemberton Boro, Springfield, Woodland, Wrightstown
4	Hardenbergh Insurance Group	45,909.00	Risk Management Consultants	1st installment payment -Beverly, Medford(Jan), New Hanover, Palmyra, Pemberton Twp, Southampton, Westampton
5	Insurance Agency Management	22,960.00	Risk Management Consultants	1st installment payment - Edgewater Pk, Hainesport, Lumberton, Mansfield Twp, Shamong, Tabenacle
	RMC BILL LIST TOTAL	\$ 122,988.00		