

AGENDA PACKET



Boom!

Tuesday, March 17, 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, March 17, 2020 – 3:30 PM

AGENDA

I.	Meeti	ing called to order by Chairman	
II.	Salute	e the Flag	
III.	Staten A.	nent of Compliance with Open Public Meetings Act Notice of this meeting was given by: 1. Sending sufficient notice herewith to the <i>Burlington County Time Courier Post</i> , Cherry Hill NJ; 2. Filing advance written notice of this meeting with the Clerks/Admunicipalities; and 3. Posting notice on the public bulletin boards of all member munic	ministrators of all member
IV.	Roll C	Call	
	A. B. C. D.	Fund Commissioners Fund Professionals Risk Management Consultants Move up Alternates (if necessary)	
V.	with a	on to allow that this monthly meeting be conducted directly by the Fund Conall matters to be decided upon by a combined majority vote of all Fund Combined in Favor	
VI.	A. A. B. A. Motion	Adoption of the February 18, 2020 Meeting Minutes	Handout
VII.	Execut A. B. C. D. E. F. G. H. I. J. K. L. M. O. P. Q. R. S.	Lost Time Accident Frequency. Certificates of Insurance. Financial Fast Track Report. Regulatory Filing Checklists. 2019 Safety Incentive Program Awards. 2020 Optional Safety Budget. 2020 Wellness Incentive. EPL/Cyber Risk Management Budget. EPL Compliance Status. Member EPL & SAM Risk Management Program. Statutory Bond Status. Skateboard Park Approval Status. Capehart & Scatchard Updates. Elected Officials Training – Invite. Police Command Staff Training – Invite. Managerial & Supervisory Training – Invite. AGRiP/PRIMA 2020 Conferences Land Use Training Certification. Payroll Audits	

XV.	Committee Reports
	Finance Committee Report
	 A. 2020 Budget Amendment 1. Public Hearing a. 2020 Budget Amendment Public Hearing – Motion to Open – All in Favor b. 2020 Budget Amendment Public Hearing – Motion to Close – All in Favor 2. 2020 Amended Budget Adoption – Motion to Adopt – Roll Call
	B. Strategic Planning Committee Meeting Minutes – February 18, 2020
XVI.	MEL/RCF/E-JIF Reports
	A. MEL Leadership Skills Training for Supervisors
XVII.	Miscellaneous Business
	The next meeting will be held on Tuesday, April 21, 2020 at 3:30 PM at Café Madison, Riverside, NJ
XVIII.	. Meeting Open to Public Comment
	 A. Motion to Open Meeting to Public Comment – Motion - All in Favor B. Motion to Close Meeting to Public Comment – Motion - All in Favor
	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 February 18, 2020

OPEN SESSION MINUTES

The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at the Hainesport Township Municipal Building, Hainesport, New Jersey, on Tuesday, February 18, 2020 at 3:30 PM, prevailing time. Chair Jack, **Riverside**, presiding. The meeting was called to order at 3:30 PM.

FLAG SALUTE

STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETING ACT

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

ROLL CALL

Amanda Somes, Bass River Twp.

Rich Wolbert, Beverly City

Grace Archer, Bordentown City

Jeff Elsasser, Alternate, Bordentown Twp.

Glenn McMahon, Chesterfield Twp.

Erin Provanzano, Delanco Twp.

Jeffrey Hatcher, Delran Twp.

Patrice Hansell, Fieldsboro Borough

Rich Brook, Florence Twp.

Paula Kosko, **Hainesport Twp.**

Brandon Umba, Lumberton Twp.

Mike Fitzpatrick, Mansfield Twp.

Kathy Burger, Medford Twp.

Chris Ridings, Alternate, Mt. Laurel Twp.

Kyle Tuliano, New Hanover Twp.

Mary Picariello, North Hanover Twp.

Meghan Jack, Riverside Twp.

David Matchett, Shamong

J. Paul Keller, Springfield Twp.

Doug Cramer, Tabernacle Twp.

Craig Farnsworth, Alternate, Westampton Twp.

James Ingling, Wrightstown Borough

Absent Fund Commissioners were:

Tom Pullion, Edgewater Park Twp

John Gural, Palmyra Borough

Dona Mull, **Pemberton Borough**

Daniel Hornickel, Pemberton Township

Kathy Hoffman, Southampton Twp.

Maryalice Brown, Woodland Twp

Those also in attendance were:

Paul Forlenza, MGA, Executive Director, RPA – A Division of Gallagher

Paul Miola, CPCU, ARM, Deputy Executive Director, RPA – A Division of Gallagher

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

Lou Romero, Technology Risk Services Director, Secure Data Consulting Services

Also present were the following Risk Management Consultant agencies:

CBIZ Benefits & Insurance Services

Conner Strong & Buckelew

EJA/Capacity Insurance

Insurance Agency Mgmt.

Hardenberg Insurance Group

Absent Risk Management Consultant agencies:

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

OATHS OF OFFICE

Oaths of Office was administered by Mr. DeWeese, Fund Solicitor, to Amanda Somes, Bass River and Grace Archer, Bordentown Township, Alternate Executive Committee Members, and Rich Wolbert, Beverly, Executive Committee Member, for the 2020 Fund Year. Mr. DeWeese congratulated them on their election.

The Oaths of Office was signed and presented to the Fund Solicitor.

CONDUCT OF MONTHLY MEETING

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

APPROVAL OF THE OPEN & CLOSED SESSION MINUTES

Chair Jack presented the open & closed session meeting minutes of the January 21, 2020 meeting of the Fund, as found in the agenda packet and handed out, for approval.

Chair Jack noted an amendment to the January 21, 2020 minutes to include Erin Provanzano, Fund Commissioner, Delanco Township, as present for the 2020 Roll Call and Voting.

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 January 21, 2020 meeting as amended. All In Favor. Abstained by Mr. Wolbert. Motion carried by majority vote.

The Closed Session minutes of the January 21, 2020 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 January 21, 2020 meeting were collected at this time.

EXECUTIVE DIRECTOR'S REPORT

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

He noted the Loss Ratio Snapshots valued as of 12/31/19 for the MEL, JIF and EPL were a handout at everyone's seat this evening.

Lost Time Accident Frequency Report – Mr. Forlenza referenced this report, noting 2019 was a great year for the BURLCO JIF as they hold the lowest LTAF of all MEL affiliated JIFs in the State.

Certificates of Insurance – Mr. Forlenza referenced this report in the agenda packet and asked everyone to please review it for accuracy and that the limits and named additional insured are correct.

2019 Safety Incentive Program Awards – Mr. Forlenza noted a letter describing how to collect your 2019 Safety Incentive Awards money will be emailed to all members after the Safety Breakfast. He reminded the members that the deadline to claim or encumber these funds is November 30, 2020. All encumbered funds have to be claimed by February 1, 2021.

2020 Optional Safety Budget - Mr. Forlenza noted a consolidated announcement letter including instructions on how to collect your 2020 Optional Safety Budget allowance will be emailed out to all members this week. If you have any questions on how to collect your 2020 Optional Safety Budget allowance, please contact his office. He noted the deadline to claim or encumber these funds is November 30, 2020. All encumbered funds have to be claimed by February 1, 2021.

2020 Wellness Incentive Program Allowance – Mr. Forlenza noted a consolidated announcement letter including instructions on how to collect your 2020 Wellness Incentive Program allowance will be emailed out to all members this week. If you have any questions on how to collect your 2020 Wellness Incentive Program allowance, please contact his office. He noted the deadline to claim or encumber these funds is November 30, 2020. All encumbered funds have to be claimed by February 1, 2021.

2020 EPL/Cyber Allowance - Mr. Forlenza noted a consolidated announcement letter including instructions on how to collect your 2020 EPL/Cyber allowance will be emailed out to all members this week. If you have any questions on how to collect your 2020 EPL/Cyber allowance, please contact his office. He noted the deadline to claim or encumber these funds is November 30, 2020. All encumbered funds have to be claimed by February 1, 2021.

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, and remember the coverage is for the individual, not the position. Any questions on the status of an application or a 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 there is only one more training date left to qualify for the MEL to 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 total credit is limited to 5% of a member's 2020 MEL Assessment. The sign-in sheets from December 5, 2019, January 29, 2020 and February 6, 2020 seminars are posted on the JIF website. Please be sure to review them, and verify those who say they attended, signed in. The remaining training has been scheduled on the following date:

Police Command Staff Training – Mr. Forlenza noted 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. Please be sure to review them, and verify those who say they attended, signed in. The remaining training dates are scheduled as follows:

April 1, 2020 – Auletto Caterers, Deptford September 22, 2020 – O'Connors, Eastampton October 15, 2020 - Merighi's Savoy Inn, Vineland

Managerial & Supervisory Training – Mr. Forlenza stated 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

AGRIP/PRIMA 2020 Conferences – Mr. Forlenza noted 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. Those Fund Commissioners who have first priority for attendance at these conferences received information on the Conferences from our office in mid-December and mid-January. There is currently no one signed up for AGRiP, and one person signed up for PRIMA. If anyone has any interest in attending, please contact the Executive Directors office.

Safety Breakfast Kickoff/Safety and Claims Coordinator Roundtable – Mr. Forlenza reported 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.

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. Mr. Forlenza reminded everyone that the training is specific to the board member not the municipality. If you have any questions, please do not hesitate to contact Ed Cooney, Fund Underwriter at 973-659-6424 or ecooney@connerstrong.com and should you need additional training materials, please contact the Executive Directors office.

Payroll Audits – Mr. Forlenza noted that earlier today 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 via Bowman's secure portal. 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.

Property Appraisals – Mr. Forlenza noted 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.

Police Accreditation Announcement – Mr. Forlenza stated 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 Playchak at 856-446-9131

Annual Planning Retreat – Save the Date – Mr. Forlenza noted the Fund will be holding its Annual Planning Retreat on April 21, 2020 beginning at 8:30 AM. It was discussed at the Strategic Planning meeting earlier today to secure Ramblewood for that date. He noted his office with work with Ramblewood to work out some logistics, and should that not be possible, we will hold the Retreat at Café Madison in Riverside. 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.

New Fund Commissioner Orientation – Mr. Forlenza stated we are looking to hold a New Fund Commissioner Orientation on May 19, 2020 prior to the Executive Committee Meeting. Mr. Forlenza stated that his office is considering holding the session as a webinar which may be a bit more convenient for some. He noted his office will be sending out an email to see how many members are interested in attending and we will work through the logistics at that time, once we see how many interested members we have.

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

SOLICITOR'S REPORT

Closed Cases – Mr. DeWeese reported that there were three (3) closed case(s) since the last meeting and he reviewed them with the members.

MEL EPL Helpline & Authorized Contact List – Mr. DeWeese noted that last week he attended the Quarterly meeting with Summit Risk and Conner Strong to discuss the MEL Helpline and

stated it was a good meeting. Mr. DeWeese reminded the members to please review the list of authorized contacts for the *MEL Employment Practices Helpline*. Mr. DeWeese stated of the three attorneys, he is receiving the most calls by far, 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.

Lastly, Mr. DeWeese noted Governor Murphy recently signed into law changes to the Workers Compensation Statue in regards to injuries to claimant's hands and feet. The bill provides modest increases in the awards for the loss of function of fingers, and more significant increases for serious hand and foot injurie which exceed 25% permanent partial disability. He noted as a result of this new bill, the JIF can expect increases in comp claims for hand and foot injuries.

In addition, the new law increases the amount paid by the employer from \$3,500 to \$5,000 in case of the death of a person from any cause other than Occupational Disease during the period of payments of temporary total disability. Also, it was clarified that the amputation bonus is not subject to reimbursement for subrogation under Section 40 of the Statute and it is payable even when there is a total disability award. Mr. DeWeese noted, again, these changes will most likely increase the costs of these specific claims.

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

SAFETY DIRECTOR'S REPORT

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

MEL Video Library – He noted three (3) members utilized the Library in January and asked that it please be utilized. If a copy of the video library titles is needed, you can find it at the MEL or JIF website. He also pointed out there is a new email address: melvideolibrary@jamontgomery.com, and phone number: 856-552-4900.

Safety Director's Bulletins – He noted bulletins and notices sent out in November included:

- Checking Driving History for CDL Operators & Annual program review
- MVR Checks for non-CDL drivers
- PEOSH Record Keeping

It was noted that Qual-Lynx can provide a report of the 300 and 300 A PEOSH Records if you need it.

MSI Class Listing – Mr. Saville referenced the list of MSI Classes that are available in February, March, and April 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 noted if anyone missed the DER Training, and would have liked to attend, there is another class on March 16 in Hainesport.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses

Mr. Roselli presented the *Lessons Learned from Losses* for February which discussed *Entering and Exiting Vehicles Properly and Safely*. He then highlighted the following:

- Maintain 3 points of contact at all times until seated or on the ground
- Wear proper footwear with sturdy, non-slip soles
- Face the vehicle when getting in or out
- Do not jump down from the vehicle, use all the steps.
- Only grip fixed object: not the wheel or the door
- Wear gloves to help keep a proper hold

He then presented examples of claims resulting from employees not following the three points of contact rules.

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

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer noted she has reached out to everyone and most have responded with meeting dates, or have already met to plan for 2020 Wellness. She noted if you have not met with her yet, but have planned some Wellness activities, please contact her.

Ms. Schiffer noted some of the highlights form the meetings she has already had include:

- Trivia Challenges
- Garden boxes for spring planting
- Designated Wellness Boards
- Yoga demonstrations
- Recipe exchanges
- Creating a Quiet Room or revamping an existing break room
- Chari massages
- Booked Atlantic Medical Imaging Mammography van
- Employee Picnic with activities

She also noted some new resources include:

- Simplex meeting in February to review services offered
- Miracle Ear offer onsite hearing tests at no cost
- Mt. Laurel Hearing also may be another option

Ms. Schiffer referenced her Targeting Wellness newsletter which focuses on Heart Health and Heart Disease. She also noted a flyer on Signs of a Heart Attack and the differences in Men v. Woman.

Ms. Schiffer referenced her "Intention Calendar" which offers a suggested focus each day throughout the month, and the Exercise of the month which focuses on both beginning and advanced exercises for the Treadmill.

Lastly, Ms. Schiffer noted the program NJ WELL promotes and rewards actively employed SHBP/SEHBP members and covered spouses/partners for participating and completing various activities in the NJ Well Program. She noted if you earn 80 points, you can receive a \$250 reward card.

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

MANAGED HEALTH CARE REPORT

Ms. Beatty reviewed the Managed Care Report for January 2020.

Lost Time v. Medical Only Cases

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

	January	YTD
Lost Time	1	1
Medical Only	11	11
Report Only	8	8
Total Intakes	20	20
Report Only % of Total	40.0%	40.0%
Medical Only/Lost Time Ratio	92:08	92:08
Average Days to Report	.4	.4

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report:

Transitional Duty Summary Report	YTD
Transitional Duty Days Available	219
Transitional Duty Days Worked	74
% of Transitional Duty Days Worked	34.0%
\$ Saved by Accommodating	\$7,074
Transitional Duty Days Not Accommodated	145
% of Transitional Duty Days Not Accommodated	66.0%
Cost of Days Not Accommodated	\$14,477

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

PPO Penetration Rate	January
Bill Count	128
Original Provider Charges	\$347,510
Re-priced Bill Amount	\$50,341
Savings	\$297,169
% of Savings	86%
Participating Provider Penetration Rate - Bill Count	98%
Participating Provider Penetration Rate – Provider Charges	100%
EPO Provider Penetration Rate - Bill Count	97%
EPO Provider Penetration Rate – Provider	98%

Ms. Beatty then directed the members to the Transitional Duty Report where she highlighted that her report will now include the financial impact of accommodating and/or not accommodating Transitional Duty. Her report this month depicted 2019 Year End figures and noted there were 2,569 Transitional Duty days available, of which 1,493 were utilized. This saved the BURLCOJIF \$151,838; however, the nonuse of transitional duty days cost \$120,441. The Committee felt this was a good report to present.

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Romero reported that during January 633 phishing emails were sent to members, with 34 being clicked. This is 5.4% of the emails which is the highest percentage to date. 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 seventeen (17) municipalities are 100% compliant and eight (8) are 80-99% compliant. He noted these numbers have gone down probably due to new employees not being trained. If you are currently not compliant you will be hearing from him. He reiterated that in 2020 each town will have a \$25,000 deductible for a cyber related claim; however, if the member is in compliance with BOTH the Tier 1 & Tier 2 standards at the time of the incident, that member may qualify for a reimbursement of up to \$22,500 of that deductible. Mr. Romero stated he has sent emails out to all members with a complete, easy to follow packet to make compliance as simple as it can be. There are still 7 towns remaining that are not approved for either Tier 1 or Tier 2, and currently 2 towns that are only Tier 1 compliant. Mr. Romero noted he will continue to work with these towns to assist in any way he can to get them compliant.

Mr. Romero referenced the monthly Pivot Point Newsletter included in the agenda packet which depicted a very successful scam known as the Amazon Prime Scan. This particular scam involves potential victims receiving an automated call telling them someone has signed up for Amazon Prime on their account. They are told to press 1 on their phone keypad to cancel, at which point they are transferred to the scammer, who collects their credit card details. Mr. Romero noted the lesson to be learned from this is to never give out your credit card information over the phone.

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

TREASURER'S REPORT

Mr. Tontarski presented an overview of the combined Treasurer's Report for the month of **January 2020**, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski reports are valued as of January 2020.

Investment Interest

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.

The Fund's 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	\$183.80	\$183.80
Salvage Receipts	\$2,235.00	
Overpayment Reimbursements	\$936.50	
FY 2020 Premium Assessments	\$1,742,694.00	

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

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

Cash Activity for the Period

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 increase in the Fund of \$1,348,777.28.

Loss Run Payment Register – January 2020

Mr. Tontarski stated that his 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 \$205,967.97. The claim detail shows 306 claim payments issued.

Bill List - February 2020

For the Executive Committee's consideration, Mr. Tontarski presented the February Bill List in the amount of \$973,982.87 and the RMC Bill List (1st Installment) in the amount of \$122,988.00 which was included in the agenda packet.

Chair Jack entertained a motion to approve the January 2020 Loss Run Payment Register and approve the February 2020 Bill List in the amount of \$973,982.87 and the RMC Bill List in the amount of \$122,988.00 as presented

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

Motion by Mr. Wolbert, seconded by Mr. McMahon, to approve the *January 2020 Loss Run Payment Register and approve the February 2020 Bill List and the RMC Bill* as presented.

ROLL CALL Yeas Amanda Somes, Bass River Twp.

Rich Wolbert, **Beverly City**Grace Archer, **Bordentown City**Jeff Elsasser, *Alternate*, **Bordentown Twp.**Glenn McMahon, **Chesterfield Twp.**Erin Provanzano, **Delanco Twp.**Jeffrey Hatcher, **Delran Twp.**Patrice Hansell, **Fieldsboro Borough**Rich Brook, **Florence Twp.**

Paula Kosko, Hainesport Twp.

Brandon Umba, **Lumberton Twp.** Mike Fitzpatrick, **Mansfield Twp.**

Kathy Burger, Medford Twp.

Chris Ridings, Alternate, Mt. Laurel Twp.

Kyle Tuliano, **New Hanover Twp.** Mary Picariello, **North Hanover Twp.**

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

Craig Farnsworth, Alternate, Westampton Twp.

James Ingling, Wrightstown Borough

Nays: None

Motion carried by unanimous vote.

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

COMMITTEE REPORTS

Nothing to report

MEL/RCF/EJIF REPORTS

Nothing to report

MISCELLANEOUS BUSINESS

Next Meeting

Chair Jack noted that the next meeting of the BURLCO JIF will take place on **Tuesday, March 17, 2020 at 3:30 PM** at Hainesport Municipal Building, Hainesport, NJ

PUBLIC COMMENT

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

Chair Jack opened the meeting to the public for comment.

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

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

EXECUTIVE SESSION MEETING – Resolution #2020-18

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. Wolbert, seconded by Mr. McMahon, to Adopt *Resolution #2020-18*.

ROLL CALL Yeas Amanda Somes, Bass River Twp.

Rich Wolbert, **Beverly City**Grace Archer, **Bordentown City**

Jeff Elsasser, Alternate, Bordentown Twp.

Glenn McMahon, **Chesterfield Twp.** Erin Provanzano, **Delanco Twp.** Jeffrey Hatcher, **Delran Twp.**

Patrice Hansell, Fieldsboro Borough

Rich Brook, **Florence Twp.**Paula Kosko, **Hainesport Twp.**

Brandon Umba, Lumberton Twp.
Mike Fitzpatrick, Mansfield Twp.
Kathy Burger, Medford Twp.
Chris Ridings, Alternate, Mt. Laurel Twp.
Kyle Tuliano, New Hanover Twp.
Mary Picariello, North Hanover Twp.
Meghan Jack, Riverside Twp.
David Matchett, Shamong
J. Paul Keller, Springfield Twp.
Doug Cramer, Tabernacle Twp.
Craig Farnsworth, Alternate, Westampton Twp.
James Ingling, Wrightstown Borough

Nays: None

Motion carried by unanimous vote.

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. McMahon seconded by Mr. Ingling, 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.

Workers Compensation	Property
MLT-2020179427	20201884998
001258164	
001252073	

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

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

ROLL CALL Yeas Amanda Somes, Bass River Twp.

Rich Wolbert, Beverly City
Grace Archer, Bordentown City
Jeff Elsasser, Alternate, Bordentown Twp.
Glenn McMahon, Chesterfield Twp.
Erin Provanzano, Delanco Twp.
Jeffrey Hatcher, Delran Twp.
Patrice Hansell, Fieldsboro Borough
Rich Brook, Florence Twp.
Paula Kosko, Hainesport Twp.
Brandon Umba, Lumberton Twp.
Mike Fitzpatrick, Mansfield Twp.

Kathy Burger, **Medford Twp.**

Chris Ridings, Alternate, Mt. Laurel Twp.

Kyle Tuliano, **New Hanover Twp.**Mary Picariello, **North Hanover Twp.**

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

Craig Farnsworth, Alternate, Westampton Twp.

James Ingling, Wrightstown Borough

Nays: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION - APPROVAL

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

MLT-2020179427

Motion by Mr. McMahon, seconded by Mr. Wolbert, to abandon subrogation on the claim presented:

ROLL CALL Yeas Amanda Somes, Bass River Twp.

Rich Wolbert, **Beverly City**Grace Archer, **Bordentown City**

Jeff Elsasser, Alternate, Bordentown Twp.

Glenn McMahon, **Chesterfield Twp.** Erin Provanzano, **Delanco Twp.** Jeffrey Hatcher, **Delran Twp.**

Patrice Hansell, Fieldsboro Borough

Rich Brook, **Florence Twp.**Paula Kosko, **Hainesport Twp.**Brandon Umba, **Lumberton Twp.**Mike Fitzpatrick, **Mansfield Twp.**Kathy Burger, **Medford Twp.**

Chris Ridings, Alternate, Mt. Laurel Twp.

Kyle Tuliano, **New Hanover Twp.** Mary Picariello, **North Hanover Twp.**

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

Craig Farnsworth, Alternate, Westampton Twp.

James Ingling, Wrightstown Borough

Nays: None

Motion carried by unanimous vote.

MOTION TO ADJOURN

Chair Jack entertained a motion to adjourn the February 18, 2020 meeting of the BURLCO JIF.

Motion by Mr. McMahon, seconded by Mr. Ingling, to adjourn the February 18, 2020 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:26 PM.

Kris Kristie,	Glenn McMahon,	
Recording Secretary for	Fund Secretary	



To: Fund Commissioners

From: Paul A. Forlenza, MGA, RMC, Executive Director

Date: March 17 🔍, 2020

Re: Executive Director's Report

A. Lost Time Accident Frequency Report – Handout

The January 2020 Lost Time Accident Frequency Summary and the Statewide Recap for January 2020 are a handout for your review.

B. Certificates of Insurance (pgs. 19-22)

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

C. Financial Fast Track Report (pg. 23)

The Financial Fast Track Report as of January 31, 2020 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 January 31, 2020 was \$10,872,785

D. Regulatory Filing Checklists (pgs. 24-25)

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 - Handout

An announcement letter including instructions on how to collect your 2019 Safety Incentive Program Awards was emailed to all members on or about March 13, 2020. A report detailing the reward amounts for each member is a handout. If you have any questions on how to collect your 2019 Safety Incentive Program Awards, 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.

F. 2020 Optional Safety Budget (pg. 26)

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 17, 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. 27)

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 17, 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. 28)

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 17, 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. 29)

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. Member EPL & SAM Risk Management Program (pgs. 30-31)

Included is a copy of a February 27, 2020 memorandum from the Executive Director's Office that outlines the tasks and corresponding completion dates for each element of the Employment Practices Liability & Sexual Abuse & Molestation Risk Management Programs. Members with questions on these process should contact the Executive Director's office.

K. Statutory Bond Status (pg. 32)

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.

L. Skateboard Park Approval Status (pg. 33)

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.

M. Capehart & Scatchard Updates (pgs. 34-39)

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.

N. Elected Officials Seminars – Invite/RSVP (pgs. 40-41)

Again, this year, 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. 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

O. Police Command Staff Training (pgs. 42-43)

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

P. Managerial & Supervisory Trainings – Invite (pgs. 44-46)

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. An invitation/invite was emailed out to all Clerks, RMC's, and Fund Commissioners on or about March 6, 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 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

Q. 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.

R. Land Use Training Certification (pg. 47)

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 for certain Board Members. Please note that only these Board Members that have completed the training are eligible for the enhanced coverage. 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. 48-49)

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 - Invite

The Fund will be holding its Annual Planning Retreat on April 21, 2020 at Café Madison, Riverside, NJ beginning at 8:30 AM. Following the Retreat will be the Executive Committee Meeting beginning at 3:30 PM. An invitation and the RSVP Form will be emailed out on or about March 17th, 2020.

W. New Fund Commissioner Orientation

We will be conducting New Fund Commissioner Orientation training in April/May. An email notification with further details will be sent out to all Fund Commissioners and RMC's in late March.

X. Website (<u>WWW.BURLCOJIF.ORG</u>)

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. New Member Activity

Nothing to Report.

Burlington County Municipal Joint Insurance Fund 2020 Optional Safety Budget

Member	Opening	January	February	March	April	May	June	July	August	September	October	November	December	Paid	Total	Remaining	Date
Municipality	Balance	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2021	Paid	Balance	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	Opening	January	February	March	April	May	June	July	August	September	October	November	December	Paid	Total	Remaining	Date of
Municipality	Balance	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2021	Paid	Balance	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	Opening	January	Feb	March	April	May	June	July	August	September	October	November	December	Paid in	Total	Remaining	Date
Municipality	Balance	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2021	Paid	Balance	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



To: Fund Commissioners,

Burlington County Municipal Joint Insurance Fund

From: Paul A. Forlenza, MGA, Executive Director

Date: February 27, 2020

Re: Employment Practices Liability (EPL) and Sexual Abuse & Molestation Risk

Management Programs

During the remainder of 2020 and into 2021, all members will need to complete various tasks to meet the requirements of the above referenced Risk Management Programs.

With the adoption of S-477, all members will need to complete training and adopt and implement policies regarding the Protection of Children. In addition, during this same timeframe, all members will need to complete various tasks to come into compliance and/or remain in compliance with the MEL's Employment Practices Risk Management Program. To the maximum extent possible, training for Protecting Children and Employment Practices has been combined to make it easier to complete the program.

Below is an outline of the tasks to be completed and the due date for each:

- Managers and Supervisors Training: Below is a link to the Managers & Supervisor's training. This class satisfies the requirements for both the Protecting Children program and the Employment Practices program. All Managers and Supervisors need to complete this training by June 1, 2021. Here is a link to the invitation: https://burlcojif.org/wp-content/uploads/2020/02/Managers-and-Supervisors-2020-Invitation-with-Response-form.pdf
- 2. Police Command Officer Training: Below is a link to the invitation to the Police Command Staff training. This course also includes both Protecting Children and Employment Practices Training. Police Command staff need to complete this training by June 1, 2021. Here is a link to the invitation: https://burlcojif.org/wp-content/uploads/2020/01/2020-Police-Command-Staff-Training-Invitation-and-RSVP.pdf
- **3. Employee and Volunteer Training** (Other than Managers, Supervisors and Police Command Officers):
 - **Protecting Children:** A 15 minute on-line training course for the Protecting Children program is already available in MEL Learning Management System at NJMEL.ORG. This is a link to the instructions on how to complete the training/ https://njmel.org/wp-content/uploads/2019/11/Protecting-Children-from-Abuse-2020-Instructions.pdf. **This training should be completed by December 31, 2020.**

• Employment Practices: A new on-line program is in production and will be available in the Learning Management System by September 1, 2020. All non-supervisory employees and volunteers including police (other than Command Officers) must be offered this training by June 1, 2021. When the program is available on-line, you will receive a notice to send to employees and volunteers

4. Policies and Procedures:

- **Protecting Children:** The model document is already available on the MEL's web site. **Members need to adopt policies and procedures by December 31, 2020**. Here is a link to the documents: https://njmel.org/mel-safety-institute/model-policies/protecting-children/
- **Employment Practices:** Completely updated documents have been drafted and are being reviewed. The new model manual and employee handbook will be available no later than June 30, 2020 so that members have a full year to revise and adopt these new documents. **Members need to adopt policies and procedures by June 1, 2021.**

Below is a table that summarizes the programs and due dates:

Task	Program	Details	Completion Date
Employee &	SAM	Available now on	December 31, 2020
Volunteer Training		MEL MSI website	
Adoption of	SAM	Available now on	December 31, 2020
"Protecting Children"		the MEL website	
Risk Management Plan		Hyper Link above	
Managers &	EPL &	Available now.	June 1, 2021
Supervisors Training	SAM	Hyper Link above	
Police Command Staff	EPL &	Available now.	June 1, 2021
Training	SAM	Hyper Link above	
Employee & Volunteer	EPL	Available by	June 1, 2021
Training		September 1, 2020	
Adoption of the	EPL	Available by June	June 1, 2021
Revised EPL Polices &		30, 2020 on the	
Handbook		MEL website	

CC: Municipal Clerks

Risk Management Consultants David DeWeese, Fund Solicitor

Risk Management Distribution (PM, KK, MM, JP, TF)

File: BURLCO/GEN/EPL Plan of Risk Management Tab: 2021-2022 BURLCO/GEN/SAM Plan of Risk Management Tab: 2021-2022



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:			
	m: 1			
Name:	Title:			
Name:	Title:			
Municipality:				
Contact:				
Phone Number:				
E Mail.				
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

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

	Dates and Locations: Please indicate your choice				
	Wednesday, February 5, 2020 at Merighi's Savoy Inn, Vineland 9:00 AM – 11:30 AMRegistration starts at 8:15 AM 1:00 PM – 3:30 PMRegistration starts at 12:00 Noon				
	9:00 AM – 11:3	Wednesday, April 1, 2020 at Auletto Caterers, Deptford9:00 AM - 11:30 AMRegistration starts at 8:15 AM1:00 PM - 3:30 PMRegistration starts at 12:00 Noon			
	9:00 AM – 11:3	ber 22, 2020 at O'Connors, Eastampton 0 AMRegistration starts at 8:15 AM PMRegistration starts at 12:00 Noon			
	9:00 AM – 11:30 1:00 PM – 3:30	r 15, 2020 at Merighi's Savoy Inn, Vineland OAMRegistration starts at 8:15 AM PMRegistration starts at 12:00 Noon			
	Ple	ase Print Clearly			
Municipality		Contact Name:			
Phone:	Fax:	E-Mail			
Name:		Title			
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Name:		Title			
Name:		Title			
Farmend Committee	to d Donictustion France to				

Forward Completed Registration Form to:

Carol Mason Account Rep.

PHONE: (856) 446-9127 FAX: (856) 446-9149

E-MAIL: Carol_Mason@riskprogramadministrators.com



Municipal Managers and Supervisors Risk Management Seminar

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

Topics

Among other topics of importance to managers & supervisors, this training will address common employee/employer issues including discipline and discharge, and discrimination and harassment including the Conscientious Employee Protection Act (CEPA). In addition, there will also be an extensive discussion on the new Sexual Abuse & Molestation law and the requirements that the law places on municipalities in regards to Protecting Children. Please note that attendance at these seminars will count toward the Managerial/Supervisory continuing training required by the MEL for compliance with the 2021-2022 Employment Practices Liability Risk Management Plan and the Sexual Abuse & Molestation Risk Management Program.

Police officers that currently manage or supervise others including Police Chiefs, Captains, Lieutenants, Sergeants, etc. are required to attend the specific Police Command Staff Training. In addition, it is recommended that any officer that will be eligible to be promoted into a supervisory or management position within the next two (2) years should attend that training. A separate announcement regarding that training was sent out on or about January 8, 2020 via email to all Clerks and Fund Commissioners. Police do not need to attend this Managers & Supervisory Training.

For your convenience, and to facilitate maximum participation, the seminar will be presented in a morning and afternoon session. Please note that all sessions are identical, and you need only attend one (1) morning OR afternoon session. Please see the attached documentation for specific times and locations. Please register at least two (2) weeks prior to the schedulked training.



Managerial & Supervisory Training Seminar Details

Morning Session – Breakfast provided beginning at 8:30 AM

Or

Afternoon Session - Lunch provided beginning at 12:30 PM

Date	Location	Time (2 Sessions)
Tuesday April 7, 2020	Wildwood Convention Center Wildwood	Morning Session: 8:30 AM Registration Session 9:00 AM - 11: 30 AM or Afternoon Session: 12:30 PM Registration Training Session 1:00 PM - 3:30 PM
Wednesday, June 24, 2020	O'Connors Eastampton	Morning Session: 8:30 AM Registration Session 9:00 AM - 11: 30 AM or Afternoon Session: 12:30 PM Registration Training Session 1:00 PM - 3:30 PM
Thursday September 24, 2020	Auletto Caterers Deptford	Morning Session: 8:30 AM Registration Session 9:00 AM - 11: 30 AM or Afternoon Session: 12:30 PM Registration Training Session 1:00 PM - 3:30 PM
Tuesday September 29, 2020	Merighi's Savoy Inn, Vineland	Morning Session: 8:30 AM Registration Session 9:00 AM - 11: 30 AM or Afternoon Session: 12:30 PM Registration Training Session 1:00 PM - 3:30 PM

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

All Sessions are Identical

Managerial & Supervisory Registration Form

Dates and Locations

Both Sessions are Identical Morning Session: 9:00 AM - 11:30 AM OR Afternoon Session: 1:00 PM - 3:30 PM _____ Tuesday, April 7, 2020 at Wildwood Convention Center _____Wednesday, June 24, 2020 at O'Connors, Eastampton _____ Thursday, September 24, 2020 at Auletto Caterers, Deptford Tuesday, September 29, 2020 at Merighi's Savoy Inn, Vineland **Please Print Clearly Check One:** Morning 9:00 AM – 11:30 AM **or** Afternoon 1:00 PM – 3:30 PM Municipality Contact Name Phone: E-Mail____ Name: _____Title____ Name: Title Name: _____Title__ Name: Title Name: Title Name: Title

Forward Completed Registration Form to:

Carol Mason@riskprogramadministrators.com or Fax: 856-446-9149

AJG Risk Management Services, Inc.

P.O. Box 530 Marlton, NJ 08053 PHONE: (856) 446-9127

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

MARCH 2020 CLOSED CASES

Fisher v. Township of Southampton-This matter involved the pro se 1.) Plaintiff's allegations in a United States District Court, District of New Jersey Complaint arising from a residential fire which occurred on December 16, 2016. The pro se Plaintiff, Daniel D. Fisher, stated in the Complaint that after unsuccessfully attempting to extinguish a fire which had started in a second floor bedroom of his home, he initiated an emergency call to the Township for assistance. The Plaintiff alleged that members of the Pemberton Borough Fire Department and the Township of Southampton Fire Department were dispatched to his residence located at 513 Ridge Road, in the Township of Southampton. The Plaintiff further alleged that the firefighters on the scene incorrectly misdirected the water to the east/northeast side of the house on the second floor, rather than the west side of the house on the second floor where the fire originated. The Plaintiff claimed that as a result of the actions and/or inactions of the members for the Southampton Township Fire Department, the fire was able to spread to a second bedroom of the residence and ultimately spread to the attic. In addition, the Plaintiff indicated in the Complaint that the Plaintiff was informed by the Southampton Fire Department Chief, Barry Pratt, that his home would need to be immediately demolished. The Plaintiff alleged that he informed Chief Pratt that he wanted to have a structural engineer inspect the residence prior to providing his approval for the demolition. The Plaintiff further alleged that his residence was ultimately demolished on or about December 16, 2016 without his consent. The case was assigned to Betsy G. Ramos, Esquire on January 15, 2018. Defense Counsel accepted the assignment and she immediately scheduled a meeting with representatives of the Township. Defense Counsel subsequently filed a Motion to Dismiss the Pro Se Amended Complaint, or in the alternative, order the Plaintiff to file a Second Amended Complaint reformatting the Complaint to a format to which Defense Counsel could respond. In response to Defense Counsel's Motion, the Plaintiff filed a Second Amended Complaint which did not rectify the pleading deficiencies. Defense Counsel submitted an Objection to the Court concerning the Plaintiff's Second Amended Complaint. The Plaintiff subsequently submitted a Motion for Leave to further Amend the Complaint which was ultimately granted. The Plaintiff's demand for the settlement of this matter was for a payment in the amount of \$7,000,000.00. On September 7, 2018, the pro se Plaintiff filed for a withdrawal of the Second Amended Complaint without prejudice. Counsel continued to monitor the matter based upon the belief that the Complaint was withdrawn in order for the Plaintiff to retain Counsel, or in order to provide

the Plaintiff with additional time to prepare and to file his Third Amended On September 24, 2018, the Plaintiff filed a Motion for Complaint. Reconsideration and "Brief in Support of Leave to Amend" which were denied without prejudice by Judge Hillman on October 10, 2018 based upon lack of jurisdiction. The Plaintiff's Complaint was previously dismissed as to the State claims, and with the Plaintiff's voluntary withdraw of his Second Amended Complaint, the Court no longer had jurisdiction to enter a decision on the Motions. The Plaintiff was required to re-file his Complaint to establish jurisdiction; and on December 12, 2018, the Plaintiff filed a document that the Clerk docketed as a "Motion to Amend Complaint" but that actually consisted of a "Motion" for a declaratory judgment, an "Amended Verified Complaint" with various exhibits, and an application to proceed in forma pauperis. Defense Counsel did not believe that this filing comported with the Order entered on October 10, 2018 and she awaited the Court's direction. Counsel for the State of New Jersey filed Opposition to the Plaintiff's filings and Defense Counsel prepared a Motion to Dismiss on merits based on failure to state a claim to be filed if the Court allowed the Plaintiff's latest submission to continue the case. On January 9, 2019, an Order was entered by Judge Hillman directing the Clerk to open a new case and file the Plaintiff's Motion to Amend the Complaint as Plaintiff's Complaint and initial pleading in the new matter. On January 24, 2019, Judge Hillman subsequently filed an Order granting Plaintiff's application to proceed in forma pauperis. In addition, the Court determined that the Plaintiff's new Complaint failed to state a claim under Section 1985 (conspiracy to deprive equal protection) or Section 1986 (failure to prevent a conspiracy) leaving just the claim under Section 1983. The only named Defendant remaining was Steven Pratt (Captain of Fire Department); however, the Plaintiff subsequently correspondence to Judge Hillman asserting that Southampton Township remain as a Defendant. On April 4, 2019, Judge Hillman entered an Order confirming that the new lawsuit had claims asserted against both Mr. Pratt and the Fire Department; however, Judge Hillman dismissed all claims against Mr. Pratt in his official capacity. Judge Hillman also dismissed the Section 1985 and Section 1986 claims against the Fire Department without prejudice. The Section 1983 claims against Mr. Pratt individually and against the Fire Department remained. On May 15, 2019 an Amended Complaint was filed with the Court. Defense Counsel proceeded with the filing of our Motion for Summary Judgment on July 10, 2019, and on February 14, 2020, Judge Hillman entered an Order and Opinion granting Defense Counsel's Motion for Summary Judgment and ordered the Clerk to close the matter.



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: March 4, 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

FEBRUARY ACTIVITIES

LOSS CONTROL SURVEYS

- Township of Bass River- Conducted a Renewal Survey on February 20
- Township of Florence- Conducted a Renewal Survey on February 11
- Township of Hainesport- Conducted a Renewal Survey on February 27
- Township of Mount Laurel Conducted a Loss Control Survey on February 7
- Township of Riverside- Conducted a Loss Control Survey on February 10
- Township of Westampton- Conducted a Loss Control Survey on February 18

JIF MEETINGS ATTENDED

- Fund Commissioner Meeting February 18
- Claims Meeting February 18

MEL MEDIA LIBRARY

The following members used the MEL Media Library during February. 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.

February

Municipality
South Hampton Township

of Videos

2

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 February. 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.

- February 4 2020 Leadership Skills for Supervisors schedule of classes
- February 5 Safety Director Message 2 New Safety Briefings added to MEL website
- February 6 New Safety Director Bulletin: Mark Out Safety and NJ One Call
- February 13 Updated Bulletin Service Animals in the Workplace
- February 19 Did You Know? MSI Training Schedule BURLCO JIF, March 2020
- > February 20 Regional Training Designated Employee Representative (DER) Training

UPCOMING EVENTS

- > Annual Safety Breakfast March 5
- Executive Committee Meeting March 17
- Regional Training Designated Employee Representative Training (DER) March 16
- Police Command Staff Risk Management Training April 1

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

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

DATE	LOCATION	TOPIC	TIME
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 Ladder Safety/Walking Working	11:00 - 1:00 pm
3/4/20	Evesham Township MUA	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	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	Hearing Conservation	10:15 - 11:15 am
3/0/20	Township of Carneys Point	ricaling conservation	8:30 - 3:00 pm w/lunch
3/6/20	#1	DDC-6	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
0/44/00	Two Rivers Water	Haista Casasa Dinging Cofety	40.00 40.00
3/11/20	Reclamation Authority	Hoists, Cranes, Rigging Safety	10:30 - 12:30 pm
3/11/20	Deptford Township MUA	LOTO Ashastas Load Silias Overview	7:30 - 9:30 am
3/11/20	Deptford Township MUA Township of West Deptford	Asbestos, Lead, Silica Overview Employee Conduct/Violence Prevention	9:45 - 10:45 am 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

DATE	LOCATION	TOPIC	TIME
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
			8:30 - 3:00 pm w/lunch
3/13/20	Township of Berlin #2	DDC-6	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
2/47/20	Township of Manchastan	HazMat Awareness w/HazCom	0.00 44.00 0.00
3/17/20	Township of Manchester	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
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
2/49/20	Township of Upper	CEVO EMC Evening	C:20 40:20 pm
3/18/20	Deerfield	CEVO-EMS-Evening	6:30 - 10:30 pm
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 HazMat Awareness w/HazCom	8:30 - 11:30 am
3/20/20	Borough of Berlin #2	GHS	8:30 - 11:30 am
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
		Employee Conduct/Violence	
3/24/20	Township of Jackson	Prevention	10:30 - 12:00 pm
2/05/00	Porough of Estantown #0	DDC 6	8:00 - 2:30 pm w/lunch
3/25/20	Borough of Eatontown #2	DDC-6	brk
3/25/20	Borough of Runnemede #1	CDL Drivers Sefety Regulations	8:00 - 12:00 pm
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
3/27/20	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

DATE	LOCATION	TOPIC	TIME
	Two Rivers Water	Safety Committee Best	
4/1/20	Reclamation Authority	Practices	8:30 - 10:00 am
4/4/00	Two Rivers Water	01.65 5 5 6 6 1	40.00 40.00
4/1/20	Reclamation Authority	Shift Briefing Essentials	10:30 - 12:00 pm
4/1/20	City of Camden	Landscape Safety	8:00 - 11:00 am
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
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
		CDL-Supervisors Reasonable	
4/7/20	Brick Township MUA #2	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
4/45/00	Taxonalia of Marillana "O	Employee Conduct/Violence	0.00 40.00
4/15/20	Township of Marlboro #3	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
	TOWNSHIP OF Pennsylle #1		9.13 - 10.13 alli

DATE	LOCATION	TOPIC	TIME
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
		HazMat Awareness w/HazCom	
4/20/20	Township of Hamilton #3	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 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
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
4/24/20	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
4/0.4/0.0		Ladder Safety/Walking Working	
4/24/20	Township of Bordentown	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	2010	8.00 - 10.00 am
4/24/20	#1	Sanitation/Recycling Safety	10:30 - 12:30 pm
	Borough of Atlantic	, ,	•
4/27/20	Highlands #1	CMVO	8:30 - 12:30 pm
4/0=/00		HazMat Awareness w/HazCom	
4/27/20	Township of Tabernacle #1	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
7/23/20	Oity of Camiden	Employee Conduct/Violence	0.00 - 3.30 am
4/29/20	City of Camden	Prevention	9:45 - 11:15 am
-		CDL-Supervisors Reasonable	
4/29/20	Evesham Township MUA	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
5/1/20	Township of Toms River	Excavation/Trenching/Shoring	8:30 - 12:30 pm
5/1/20	Township of Berlin #2	Leaf Collection Safety	8:00 - 10:00 am
5/1/20	Township of Berlin #2	Sanitation/Recycling Safety	10:30 - 12:30 pm
		Hazard ID: Making Your	
5/5/20	Borough of Collingwood	Observation Count	8:30 - 10:30 am
5/5/20	Borough of Collingwood	Accident Investigation	11:00 - 1:00 pm
5/6/20	Township of Middletown #4	Fast Track to Safety-2020	8:30 - 12:30 pm
5/6/20	City of Vineland	PPE	9:00 - 11:00 am
5/7/20	Township of Hainesport #1	Fast Track to Safety-2020	8:30 - 12:30 pm
5/8/20	Borough of Berlin #2	Excavation/Trenching/Shoring	8:30 - 12:30 pm

DATE	LOCATION	TOPIC	TIME
			8:30 - 3:00 pm w/lunch
5/11/20	Township of Manchester	DDC-6	brk
5/11/20	Borough of Magnolia	Landscape Safety	8:30 - 11:30 am
5/13/20	Borough of Wildwood Crest #3	Sanitation/Recycling Safety	10:00 - 12:00 pm
	Borough of Wildwood Crest		
5/13/20	#3	CDL-Drivers Safety Regulations	12:15 - 2:15 pm
5/14/20	Township of Lacey #6	Dealing with Difficult People	8:30 - 10:30 am
5/14/20	Township of Lacey #6	BBP	10:45 - 11:45 am
5/14/20	Township of Pennsville #1	PPE	8:00 - 10:00 am
5/14/20	Township of Pennsville #1	Driving Safety Awareness	10:15 - 11:45 am
5/15/20	Borough of Tinton Falls	Landscape Safety	7:00 - 11:00 am
	Borough of Glassboro #1		
5/15/20	(Water/Sewer)	Jetter/Vacuum Safety	9:30 - 11:30 am
5/15/20	Township of Mantua	Hearing Conservation	1:00 - 2:00 pm
5/15/20	Township of Mantua	Fire Extinguisher	2:00 - 3:00 pm
5/18/20	Township of Middletown #5	PPE	8:30 - 10:30 am
5/18/20	Township of Middletown #5	Shop & Tool Safety	10:45 - 11:45 am
5/18/20	Township of Cherry Hill #4	Flagger/Work Zone Safety	8:30 - 12:30 pm
5/18/20	Township of Hamilton #3	CDL-Drivers Safety Regulations	8:30 - 10:30 am
5/18/20	Township of Hamilton #3	Back Safety/Material Handling	10:45 - 11:45 am
5/19/20	City of Camden	Special Event Management	8:00 - 10:00 am
5/19/20	City of Camden	Safety Committee Best Practices	10:15 - 11:45 am
5/19/20	City of Ocean City #4	Forklift Operator Train-the- Trainer	8:30 - 3:00 pm w/lunch brk
5/20/20	Township of Burlington #3	Dealing with Difficult People	8:00 - 10:00 am
5/20/20	City of Vineland	PPE	9:00 - 11:00 am
5/21/20	Jackson Township MUA	Hearing Conservation	8:30 - 9:30 am
5/21/20	Jackson Township MUA	Shop & Tool Safety	9:45 - 10:45 am
5/27/20	Borough of Eatontown #2	CDL-Drivers Safety Regulations	8:00 - 10:00 am
5/27/20	Borough of Eatontown #2	LOTO	10:30 - 12:30 pm
0/=1/=0		HazMat Awareness w/HazCom	
5/27/20	Township of Florence	GHS	8:00 - 11:00 am
5/27/20	Township of Florence	Hearing Conservation	11:30 - 12:30 pm
5/27/20	Township of Galloway	Dealing with Difficult People	8:30 - 10:30 am
5/27/20	Township of Galloway	Dealing with Difficult People	10:30 - 12:30 pm
5/28/20	Township of Manchester	HazMat Awareness w/HazCom w/GHS	8:00 - 11:00 am
5/28/20	Township of Manchester	Hearing Conservation	11:30 - 12:30 pm
5/29/20	Township of Middletown #5	Seasonal (Summer) Employee Orientation	8:30 - 12:30 pm
5/29/20	Borough of Pitman	Fast Track to Safety-2020	8:30 - 12:30 pm
5/29/20	Township of Dennis	Landscape Safety	8:30 - 11:30 am

CEU's for C	ertified P	ublics Works Managers	
MSI Course		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		Shift Briefing Essentials	1/M
Flagger / Workzone Safety	2/T,M	red Municipal Clarks	
		red Municipal Clerks	OFI :: /2
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	l's For Wa	ater/ 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	3/8
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	1/8	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	2/8	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/\$
Fire Extinguisher	1/8	Shift Briefing Essentials	1.5 / S
Fire Safety	1/8	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 Of	ficers
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
CELLO for Contified Describer Describer	ione's	CELlip for Ovelified Developing Asset	1
CEU's for Certified Recycling Profess		CEU's for Qualified Purchasing Ager	
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Fire Extinguisher Safety Hazard Recognition- Making your Observations Count	1 / CRP 2 / CRP	Employee Conduct and Violence in the Work Place Dealing With Difficult People	1.5 / E 1 / OFF
Heavy Equipment	3/CRP	Dealing With Difficult People	1/000
Sanitation and Recycling Safety	2 / CRP		
CEU's for Park and Rec Profession			
MSI Course	CEU's/Cat.		
Playground Safety Inspections (CEUs for all Park and	[_		
Rec Professionals)	.2	***Cotogovico(cont)	
***Categories		***Categories(cont.)	
E - Ethics T - Technical		Non S - Non Safety (Management) 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 - MARCH 2020 OFFICE SAFETY





- Some of the worst injuries we see occur indoors in a controlled environment.
- Slip, trip and fall accidents and their subsequent injuries are the most common and costly accidents seen amongst office workers. Common hazards of slip, trip and fall accidents include wet floors, improper footwear, boxes, garbage cans(see below), purses, open drawers and electrical and computer cords.
- Talk to staff frequently about your expectations(see below) and their concerns for maintaining a safe workplace.
- Inspect areas for problems, report them, fix them and document these efforts

Example 1: Employee was carrying copies out of copy room and tripped over a garbage can falling and causing various injuries. Cervical disc herniations have occurred and will likely result in the need for surgery. Current costs are at \$82,000 and will likely double if surgery is needed and may cause this employee residual issues the rest of her life.

Example 2: Employee tripped over computer cable and fell forward. A rotator cuff injury and several fractures were suffered by the employee resulting in surgery. The total cost of this claim was over \$225,000.





BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND WELLNESS DIRECTOR'S REPORT

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

FROM: Debby Schiffer, JIF Wellness Director

DATE: March 17, 2020 at Hainesport Municipal Building Contact Information: debby_schiffer@targetingwellness.com 856-322-1220

MARCH ACTIVITY & PLANNED EVENTS

Some Municipality Highlights

Bordentown City – National Protein Day Shake Party (Feb 27th).

Bordentown Township – Employees are being encouraged to stand every hour every day for better health and on Friday's are given the option to join in on a group walk.

Chesterfield – Monthly Trivia Question Challenge. This month was the Recipe Crossword puzzle. A winner is drawn each month from those who complete the challenge. Every time an employee participates in any of the wellness activities, his/her name will go in for an end of year prize (a free gym membership to Team 88 for 2021)

Delanco – Presentation scheduled on Living Longer and Younger and how thoughts affect our health.

Florence – Running their "Maintain Don't Gain" for the year! Free exercise classes are offered in their Community Center that employees are taking advantage of after work. Looking to do Wellness Wednesday's or Fun Friday's .

Hainesport – Yoga session is scheduled this month for employees.

Medford – Stocking their employee break room with puzzles, white noise machine and word games to help employees destress if only for a few minutes. Water purification system installed.

Southampton – Stress Themed Family Feud scheduled for this month. Looking to have a monthly gratitude board with a monthly theme.

Remember your wellness "tool kit" – Build around Stress Management and Building Resiliency:

- List of Wellness Initiatives and Incentive ideas (emailed and was a handout at Safety Breakfast)
- Monthly Health Observance to promote
- Wellness Calendar Monthly Theme
- Monthly Newsletter for "lunch box" talks or trivia question challenges
- Recruit and support Wellness Committee development
- Monthly challenges (physical or mental) or Bingo Games

Resources:

- Miracle Ear onsite-hearing tests (free)
- Life Line Screening 5 Prevention screenings (\$)
- Doctors in the Office minimum of 12 employees to come to your location.
 \$ Bill insurance (NJ State will count towards your NJWELL qualification points; Aetna, AmeriHealth, BC/BS and probably more)
- Simplex Health Presentation, Demonstrations, Nutrition Coaches (free to come out; \$ if interested in signing up with a coach)
- Atlantic Imaging will bring the Mammo Van to your location (pending availability) not all locations are eligible so if you
 are interested, let me know and I will verify on your behalf

March Targeting Wellness Newsletter

March is National Nutrition Month. In the attached newsletter, the information presented focuses on American's obsession to lose weight through dieting, yet the population's average body mass index continues to increase. Though I do not delve into ALL the various fad diets out there, I do stress some of the concerns and cautions you should take to heart when considering "going on a diet". You will also find information on the calorie density of food, what it means and why it's extremely important when trying to manage ones weight.

In honor of March Madness, I offer you a **March Madness Workout**, challenging you with four moves (burpees, push ups, squats and planks). The repetitions of each exercise increase as you progress through the month. Be mindful of any physical limitations and only work to your fitness level.

And finally, I offer you a fun **Recipe Crossword Puzzle** that can help reduce stress while keeping with the theme of nutrition.

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





Burlington County Municipal JIF Managed Care Summary Report 2020

Intake	February-20	February-19	2020 February YTD	2019 February YTD
# of New Claims Reported	21	13	41	36
# of Report Only	5	4	13	12
% Report Only	24%	31%	32%	33%
# of Medical Only	13	9	23	19
# of Lost Time	2	0	4	5
Medical Only to Lost Time Ratio	87:13	100:00	85:15	79:21
Occupational	1		1	
Average # of Days to Report a Claim	10.7	1.2	5.5	1.5

Nurse Case Management	February-20	February-19
# of Cases Assigned to Case Management	21	17
# of Cases >90 days	15	13

Savings	February-20	February-19	2020 February YTD	2019 February YTD
Bill Count	135	227	263	400
Provider Charges	\$219,917	\$325,557	\$567,427	\$612,668
Repriced Amount	\$88,250	\$116,084	\$138,590	\$222,293
5avings \$	\$131,667	\$209,473	\$428,837	\$390,375
% Savings	60%	64%	76%	64%

Participating Provider Penetration Rate	February-20	February-19	2020 February YTD	2019 February YTD
Bill Count	94%	96%	96%	98%
Provider Charges	97%	97%	99%	98%

Exclusive Provider Panel Penetration Rate	February-20	February-19	2020 February YTD	2019 February YTD
Bill Count	93%	96%	95%	94%
Provider Charges	96%	100%	97%	98%

Transitional Duty Summary	2020 February YTD	2019 February YTD
% of Transitional Duty Days Worked	61%	49%
\$ Saved By Accommodating	\$35,097	
% of Transitional Duty Days Not Accommodated	39%	51%
Cost Of Days Not Accommodated	\$17,304	

Cyber Risk Management Monthly Executive Report



March 6, 2020

Media Pro Training

BURLCO JIF Municipality
Bass River Township
Beverly City
Bordentown City
Bordentown Township
Chesterfield Township
Delanco Township
Delran Township
Edgewater Park Township
Fieldsboro Borough
Florence Township
Hainesport Township
Lumberton Township
Mansfield Township
Medford Township
Mount Laurel Township
New Hanover Township
North Hanover Township
Palmyra Borough
Pemberton Borough
Pemberton Township
Riverside Township
Shamong Township
Southampton Township
Springfield Township
Tabernacle Township
Westampton Township
Woodland Township
Wrightstown Borough

Cyber Security Basics					
Total Users	% Completed				
3	3	100%			
12	12	100%			
7	7	100%			
20	16	80%			
16	13	81%			
17	17	100%			
27	27	100%			
17	17	100%			
3	3	100%			
30	28	93%			
8	8	100%			
22	15	68%			
55	45	81%			
116	113	97%			
71	69	97%			
1	1	100%			
10	9	90%			
28	28	100%			
4	4	100%			
55	47	85%			
2	2	100%			
10	10	100%			
16	14	87%			
6	6	100%			
11	11	100%			
54	53	98%			
7	7	100%			
4	4	100%			

Safe Computing Practices Work & Home					
Total Users					
3	3	100%			
12	2	16%			
7	5	71%			
20	14	70%			
16	5	31%			
17	7	41%			
27	12	44%			
17	10	58%			
3	1	33%			
30	1	3%			
8	6	75%			
22	4	18%			
55	18	32%			
116	59	50%			
71	23	32%			
7	2	28%			
10	4	40%			
28	12	42%			
4	4	100%			
55	32	58%			
2	1	50%			
10	9	90%			
16	5	31%			
6	3	50%			
11	4	36%			
54	22	40%			
7	4	57%			
4	0	0%			

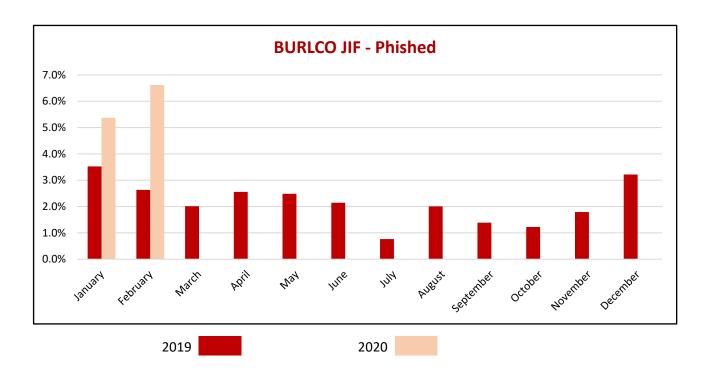
Phishing Report

Month
January
February
March
April
May
June
July
August
September
October
November
December

	2019			2020	
# Emails	# Clicked	%	# Emails	# Clicked	%
454	16	3.5%	633	34	5.4%
494	13	2.6%	650	43	6.6%
546	11	2.0%			
665	17	2.6%			
765	19	2.5%			
653	14	2.1%			
653	5	0.8%			
648	13	2.0%			
577	8	1.4%			
654	8	1.2%			
614	11	1.8%			
653	21	3.2%			

Year to Date Avg 2.1%

Year to Date Avg



Phishing by Municipality

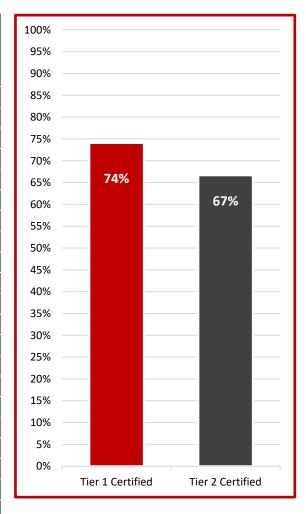
Municipality	Total Emails	# of Clicked	% of Clicked
Bass River Twp	3	0	0.0%
Beverly City	13	0	0.0%
Bordentown City	4	0	0.0%
Bordentown Twp	13	0	0.0%
Chesterfield Twp	8	0	0.0%
Delanco Twp	17	4	23.5%
Delran Twp	47	0	0.0%
Edgewater Park Twp.	17	0	0.0%
Fieldsboro Borough	4	0	0.0%
Florence Twp	33	2	6.1%
Hainesport Twp	8	1	12.5%
Lumberton Twp	17	0	0.0%
Mansfield Twp	51	13	25.5%
Medford Twp	140	2	1.4%
Mount Laurel Twp	69	2	2.9%
North Hanover Twp	7	0	0.0%
Palmyra Borough	43	8	18.6%
Pemberton Twp	43	4	9.3%
Pumberton Borough	4	0	0.0%
Riverside Twp	2	0	0.0%
Shamong Twp	7	0	0.0%
Southampton Twp	16	2	12.5%
Springfield Twp	7	0	0.0%
Tabernacle Twp	12	0	0.0%
Westampton Twp	54	5	9.3%
Woodland Twp	7	0	0.0%
Wrightstown Borough	4	0	0.0%

Grand Total 650 43

6.6%

MEL's Cyber Risk Management 3/2020

Municipality	Tier 1 Certification Approved	Tier 2 Certification Approved
Bass River Township	8/27/2019	8/27/2019
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	2/21/2020	
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	3/6/2020	3/6/2020
Pemberton Borough	12/24/2019	12/12/2019
Pemberton Township	11/1/209	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	20	74%	
Tier 2 Certified	18	67%	

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	2020-02-17 14:15:13
Burlington	Bordentown City	0.0	Grace Archer	btownch@cityofbordentown.com	2020-03-05 14:15:08
Burlington	Bordentown Township	2.6	Michael Theokas	m.theokas@bordentowntwp.org	2020-02-21 14:15:11
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	2020-02-21 14:15:11
Burlington	Delran Township	10.0	Jeffrey Hatcher	jhatcher@delrantownship.org	2020-02-13 14:15:08
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	2020-02-08 14:15:13
Burlington	Medford Township	5.0	Kathy Burger	kburger@medfordtownship.com	2020-02-24 15:31:18
Burlington	Mount Laurel Township	4.8	Jerry Mascia	imascia@mountlaurel.com	2019-10-24 14:15:37
Burlington	North Hanover Township	4.8	Mary Picariello	clerk@northhanovertwp.com	2020-02-09 14:10:12
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	0.0	Daniel Hornickel	DHornickel@pemberton-twp.com	2020-02-09 14:10:12
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	2020-02-12 14:15:16
Burlington	Springfield Township	0.0	Paul Keller	mgr@springfieldtownshipnj.org	2020-02-12 14:15:16
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	2020-02-18 14:15:07
Burlington	Wrightstown Borough	0.0	James Ingling	wrightstownfirebureau@comcast.net	2020-02-10 14:15:14

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

<u>Cybersecurity Talent Shortage Insights & Answers</u>

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
<u>jQuery < 1.9.0 XSS Vulnerability</u>	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

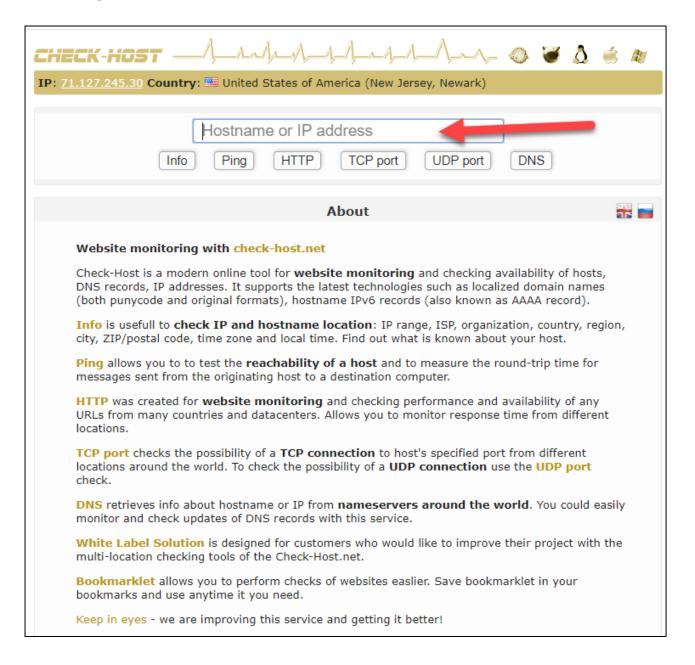
Have **Questions?**

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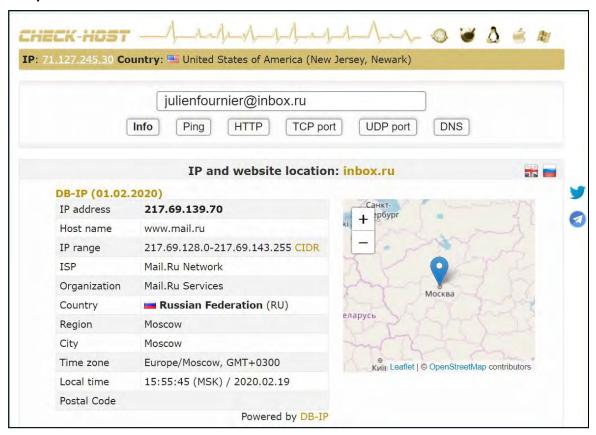
Pivot Point Security is a leading information security assessment and consulting firm. Since 2001, Pivot Point Security has been helping organizations understand and effectively manage their information security risk. We work as a logical extension of your team simplifying the complexities of security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

How to know where an email originated.

Go to https://check-host.net and type the email on the rectangular box and hit return.



See sample below



Scam Alert

Scam Alert

Cybercriminals are using concerns about the coronavirus to launch phishing attacks

Learn to identify and protect yourself against such attacks

What Happened?

While COVID-19, or the novel coronavirus, is capturing attention around the world, cybercriminals are capitalizing on the public's desire to learn more about the outbreak. There are reports of phishing scams that attempt to steal personal information or to infect your devices with malware, and ads that peddle false information or scam products.

In one example, a phishing email that used the logo of the CDC Health Alert Network claimed to provide a list of local active infections. Recipients were instructed to click on a link in the email to access the list. Next, recipients were asked to enter their email login credentials, which were then stolen.

March 8, 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 February29, 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 \$31,624.15. This generated an average annual yield of 1.93%. However, after including an unrealized net gain of \$31,624.15 in the asset portfolio, the yield is adjusted to 3.43% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized gain of \$62,640.57 as it relates to current market value of \$16,138,905.08 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end is \$16,190,303.79.

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 \$ 44,220.49 w/YTD Total \$ 44,404.29 (detailed in my report) Salvage Receipts \$.00 Overpayment Reimbursements \$ 483.93 FY 2020 Premium Assessments \$ 1,010,489.00

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 \$ 214,496.77. The claims detail shows 233 claim payments issued.

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

Delran Township	\$30,888.00
Chesterfield Township	\$ 1,102.00
Bordentown City	\$69,704.00
Bordentown Township	\$43,751.00
Westampton Township	\$10,320.00

CASH ACTIVITY FOR THE PERIOD:

The enclosed reconciliation report details that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$ 19,718,958.27 to a closing balance of \$ 19,637,635.63 showing an decrease in the fund of \$ 111,322.64. 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 - March 2020

	Payee	FY 2020	FY 2019	JIF Appropriation	Description
1	Actuarial Advantage	4,693.00		Prof Services/Actuary	Jan 2020 Fees
2	Arthur J. Gallagher Risk Management Services, Inc.	30,136.00		Prof Services/Administration	March 2020 Fee
3	Arthur J. Gallagher Risk Management Services, Inc.	165.40		Misc/Postage/Copies/Faxes	Feb fees postage/copies expenses
4	Arthur J. Gallagher Risk Management Services, Inc.	346.65		Safety Incentive Program	Reimb for safety brkfst prizes; pd MM Amex
5	Arthur J. Gallagher Risk Management Services, Inc.	124.00		Misc/Other	Reimb for Survey Monkey annual fee; pd MM Amex
6	Arthur J. Gallagher Risk Management Services, Inc.	26.50		Misc/JIF Website	Reimb for WP form annual fee for website; pd MM Amex
7	The DeWeese Law Firm, P.C.	5,950.00		Prof Services/Attorney	March 2020 Fees
8	Qual-Lynx	17,412.00		Prof Services/Claims Admin.	March 2020 Fees
9	Joyce Media	375.00		Misc/JIF Website	March 2020 Fees
10	Kris Kristie	375.00		Misc/Recording Secretary	March 2020 Fees
11	J. A. Montgomery Risk Control Services	11,164.00		Prof Services/Safety Director	March 2020 Fees
12	Pivot Point Security		732.00	EPL/CYBER/Technology Risk Management Service	Contract Fees 9/1-8/31/2020
13	Secure Data Consulting Services, LLC	4,455.00		Prof Services/Technology Risk Serv Dir	March 2020 Fees
14	Tom Tontarski	949.00		Prof Services/Treasurer	March 2020 Fees
15	Conner Strong & Buckelew	672.00		Prof Services/Underwriting Mgr	March 2020 Fees
16	Debby Schiffer	2,519.00		Wellness Program	March 2020 Fees
17	ARC Reprographics	189.00		Misc/Printing	Inv#276895 SIP Hos
18	ARC Reprographics	306.00		Wellness Program	Less Stress poster for SIP breakfast; #276873
19	Courier Post	264.80		Misc/Legal Notices	Ad#4072264 Mtg dates; #4072330 contract awards

20 Courier Times	481.36	Misc/Legal Notices	Ad#7336133 Mar budget Amd; #7334727 Contract awards; #7334718 Mtg dates
21 Iron Mountain	119.41	Misc/Record Retention Service	Inv#CLGJ019 Storage 3/1-31/2020; Service 1/29/20-2/25/2020
22 The Madison	250.00	Misc/Annual Planning Retreat	Deposit for Annual Planning Retreat 4/21/2020
23 Office Depot	85.00	Safety Incentive Program	Inv#442909746001, #442901929001 envelopes and tags for SIP breakfast
24 Old York Country Club	3,691.00	Safety Incentive Program	3/5/2020 safety breakfast and roundtable less deposit
25 Paul's Custom Awards & Trophies	292.00	Safety Incentive Program	Inv#44926 Safety breakfast awards
26 PRIMA	625.00	Misc/AGRIP/PRIMA	PRIMA conf 6/15-17/2020 Dave Matchett
27 Armando Riccio LLC	188.00	Training/Training	2/6/2020 training for EO at Aulettos; split; #1090
28 Hardenbergh	9,655.00	Risk Management Consultants	RMC fee - Medford
TOTAL	\$95,509.12	\$732.00	

JIF Bill List Total	\$96,241.12
JIF BIII LIST TOTAL	\$90,241.1

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND FUND YEAR 2020 BUDGET \$300K SIR (WC/GL/AL) - \$100K SIR (PR)

		DRAFT	\$i=!			
	ANNUALIZED	DRAFT	New Hanover	Pemberton	OE	Proposed
		BUDGET	Township	Twp Sewage		Amendment
DRODERTY	2019	2020	1/1/2020	1/1/2020	ADJ	3/17/2020
PROPERTY	267,750		5,814	16,543	1	296,387
GENERAL LIABILITY	451,926	·	17,289	3,392		486,083
AUTO LIABILITY	125,800	123,372	1,989	2,729		128,090
WORKERS' COMPENSATION	1,953,313	1,920,078	4,284	15,506	ļ	1,939,868
DEDUCTIBLE	494,020	491,097	5,184	6,735		503,016
LOSS FUND CONTINGENCY		49,148	511	_		49,659
TOTAL CLAIM LOSS FUNDS	3,292,809	3,323,127	35,071	44,905	_	3,403,103
CLAIMS ADMINISTRATION	202,906	210,942	3,064	-	1 -	244.000
SAFETY PROGRAMS	180,523	187,544	2,828	_	<u> </u>	214,006
- Optional Safety Budget	51,295	51,295	995	-		190,372
- Safety Incentive Program	86,967	86,967	758			52,290
- Training	42,261	49,282	1,075	_	-	87,725
- Police On-Line Training	7,780	9,200		-		50,357
- Right to Know			64	-	-	9,264
- Training	25,761	31,362	935	-	-	32,297
PROFESSIONAL SERVICES	8,720	8,720	76	-	-	8,796
- Actuary	293,774	299,648	6,811	457	211	
- Actuary - Administrative Consultant	25,092	25,594	310		-	25,904
- Attorney	27,746	28,301	555	-	211	29,067
	70,000	71,400	1,112		-	72,512
- Auditor	18,870	19,247	713	4	-	19,960
- Safety Director	133,000	135,659	3,401	457	-	139,517
- Treasurer	11,163	11,386	422	-	-	11,808
- Underwriting Manager	7,903	8,061	299	-	_	8,360
ADMINISTRATION	354,545	361,636	6,066	-	-	367,702
CLAIMS AUDITOR	5,275	5,275	195	-	-	5,470
EPL / CYBER	27,712	27,712	624	-		28,336
- Cyber On-Line Employee Training	5,428	5,428	47			5,476
- EPL/Cyber Incentive Program	13,500	13,500	500			14,000
- Technology Risk Management Services	8,784	8,784	77			8,861
PAYROLL AUDITOR	11,006	11,232	416			11,648
PROPERTY APPRAISER	25,000	25,000	680			25,680
RISK CONTROL CONTINGENCY	23,663	20,000	508	_		20,508
TECHNOLOGY RISK SERVICES OIRECTOR	44,281	53,460	1,980	7		55,440
WELLNESS/WELLNESS INCENTIVE	60,000	60,000	670	_		60,670
CONTINGENCY	30,000	25,000	303	_	(211)	25,092
MISCELLANEOUS	56,750	57,500	696	_	(234)	58,196
- AGRIP/ PRIMA	12,000	12,000	145	-		
- Annual Planning Retreat	6,000	6,500	79	-		12,145
- Fidelity Bond (Admin/TPA/Treasurer)	1,200	1,200	15			6,579
- JiF Website	5,000	5,250	64	-		1,215
- Legal Notices	1,800	1,800	22		-	5,314
- Meeting Expense/Dinner Meeting	3,000	3,000		-	-	1,822
- Office Supplies			36	-	-	3,036
- Other	2,300	2,300	28		-	2,328
- Performance Bond (TPA)	10,000	10,000	121	-	-	10,121
- Postage/Copies/Fax	750	250	3	-	-	253
- Printing	3,200	3,200	39	-		3,239
- Record Retention Service	6,000	6,500	79	-		6,579
	1,000	1,000	12	-	-	1,012
- Recording Secretary	4,500	4,500	54	-	-	4,554
TOTAL EXPENSES	1,315,435	1,344,949	24,841	457	-	1,370,247
SUB TOTAL JIF BUDGET	4,608,244	4,668,076	59,912	45,362		4,773,350
	······································	уссејете	33,312	45,302		4,773,330
MUNICIPAL EXCESS LIABILITY JIF	1,889,163	1,957,604	31,806	34,069	-	2,023,479
- MEL Excess WC & Liability	1,422,738	1,422,738	26,753	13,213		1,462,704
- MEL Excess Property	466,425	534,866	5,053	20,856		560,775
- Property	456,272	524,713	5,015	20,786		550,514
- Fidelity	10,153	10,153	38	70	-	10,261
EPL/POL/CYBER PREMIUM	567,237	623,730	14,238	2,508		640,476
EPL/POL/CYBER COMMISSION - AJG	18,520	20,349	461	83		20,893
EPL/POL/CYBER COMMISSION - CONNER STRONG	18,520	20,349	461	83		20,893
EPL/POL SURCHARGE	189	248				248
ENVIRONMENTAL JIF	246,894	241,861	7 15/1			
SUB TOTAL PREMIUMS	2,740,523	2,864,141	7,154	36 743		249,015
	£,740,323	6,004,141	54,120	36,743	-	2,955,004
SUB TOTAL JIF & EXCESS BUDGET						
	7,348,767	7,532,217	114,032	82,105	-	7,728,354
RISK MANAGEMENT CONSULTANTS				82,105	- 1	
RISK MANAGEMENT CONSULTANTS	7,348,767 248,0S6 7,596,823	7,532,217 253,855 7,786,072	7,279 121,311	82,105 - 82,105	-	261,134 7,989,488

BURLCO JIF - 2020 Budget Amended Assessment Certification

Bass River Township	61,679	
Beverly City	204,938	
Bordentown City	314,213	
Bordentown Township	405,421	
Chesterfield Township	154,798	
Delanco Township	154,984	
Delran Township	581,853	
Edgewater Park Township	239,167	
Fieldsboro Borough	28,920	
Florence Township	407,359	
Hainesport Township	121,329	
Lumberton Township	325,208	
Mansfield Township	263,637	
Medford Township	799,327	
Mount Laurel Township	1,038,281	
New Hanover Township	121,311	
North Hanover Township	170,263	
Palmyra Borough	290,723	
Pemberton Borough	112,172	
Pemberton Township	997,987	
Riverside Township	257,008	
Shamong Township	79,356	
Southampton Township	187,302	
Springfield Township	100,176	
Tabernacle Township	130,203	
Westampton Township 328,7		
Woodland Township	70,860	
Wrightstown Borough	42,256	
28	7,989,488	



Strategic Planning Committee Tuesday, February 18, 2020 at 2:00pm Hainesport Municipal Building Hainesport, NJ

A meeting of the Burlington County Municipal Joint Insurance Fund's Strategic Planning Committee was held on Tuesday, February 18, 2020 at 2:00pm in Hainesport Municipal Building, Hainesport, NJ. The meeting began at 2:03 PM.

Those in attendance were:

Glenn McMahon, Chair, Chesterfield Township
Mike Theokas, Bordentown Township
Daniel Hornickel, Pemberton Township
Dave Matchett, Shamong Township
Doug Cramer, Tabernacle Township
Paul Forlenza, Executive Director, Arthur J. Gallagher Risk Management Svcs
Paul J. Miola, Deputy Executive Director, Arthur J. Gallagher Risk Management Svcs.
Sheila Ortiz, Account Representative, Arthur J. Gallagher Risk Management Svcs.
Lou Romero, Secure Data Consulting Services

Unable to attend:

Mike Theokas, **Bordentown Township** Brandon Umba, **Lumberton Township** Kathy Burger, **Medford Township** John Gural, **Palmyra Borough**

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

I. Committee Charters – e-mailed – February 5, 2020

Mr. Miola referred the Committee members to a copy of the Strategic Planning Committee Charter included in the agenda packet. He noted that his office places the Committee Charter on the first agenda of the year for review to ensure that the roles and responsibilities of the Committee as outlined are accurate. Mr. Miola noted that Technology Risk was added to the Committee Charter two years ago.

He then asked the members if they had any suggested changes to the Charter. The Committee had no suggested changes.

II. 2021 Membership Renewals

Mr. Miola informed the Committee that ten (1) members are up for renewal effective January 1, 2021. He reminded the Committee that over the past few years his office works on the realignment of renewal dates for some members. Mr. Miola indicated this practice is to balance out the amount of assessments that renew every three (3) years.

Membership Visitation Program

Mr. Miola noted that the *Membership Visitation Program* has been in place for several years. He stated that between Mr. Forlenza and himself they attempt to personally meet with the governing body of each of the renewing members. Mr. Miola asked the Committee if they would like him to continue to offer visits to all renewing members and target those towns that have issues with loss ratio and/or poor commitments. The Committee asked Mr. Miola to offer a visit to all member towns and visit those towns that have issues.

Mr. Forlenza stated that a few towns will require a visit due to their attendance issues such as Woodland Township. He noted that Woodland has not attended an Executive Committee Meeting in over two (2) years. Mr. Forlenza stated that when he had discussion with the Governing Body, three (3) years ago he was told there would be representation from the municipality. However, the attendance records show that no one from Woodland Township has attended an Executive JIF meeting to date. Therefore, Mr. Forlenza stated that he will visit Woodland Township's Governing Body to address his concerns of non-participation. The Committee agreed with this approach.

III. Membership Growth

Mr. Miola noted that Eastampton & Mount Holly's membership with Statewide will be expiring the end of this year. Mr. Forlenza stated he has had conversations with Mount Holly's Risk Management Consultant regarding their claims; which seem to be trending in the right direction. Mr. Forlenza then mentioned that Eastampton is the Garden State JIF. He stated that he will reach out to Eastampton to see if they are interested in joining the JIF.

Mr. Forlenza then mentioned that Cinnaminson's current carrier is the New Jersey Intergovernmental JIF. He noted that he will reach out to Cinnaminson to see if they are interested in making an application with the JIF. He will keep this Committee informed on the outcome.

IV. 2020 Conferences

Mr. Miola stated that in December e-mail correspondence was sent to members, with first priority to attend, the two (2) AGRiP conferences this year. He noted that there were no attendees for the Spring conference that is scheduled for March 1-4, 2020 in Orlando, Florida.

Mr. Miola stated that the PRIMA Conference for 2020 will be held in Nashville, TN on June 14-17, 2020. Mr. Matchett indicated that he would like to attend. Mr. Miola stated that he will follow-up with Annette Reap from his office regarding Mr. Matchett's interest in attending PRIMA. Mr. Forlenza indicated that he is attending the PRIMA Conference.

The AGRiP Fall conference will be held on October 4-7, 2020 in Dallas, TX. Currently, there are no registrants for this conference.

V. Membership - Professional Organizations

Mr. Miola stated that the Fund will be renewing membership with PRIMA this month and AGRIP will be renewed in April. He noted that membership provides a great deal of information, such as having access to PRIMA-Talk and their websites. The Committee agreed with renewing these memberships.

VI. Fund Commissioner Orientation

Mr. Miola noted that the Fund Commissioner Orientation will be held on May 19, 2020 in Hainesport, NJ prior to the JIF Executive Committee Meeting. He stated that the format would be the same as last year.

Mr. Miola stated that there will be a "JIF 101" PowerPoint Presentation and then review the May Agenda Packet so the Fund Commissioners will become familiar with the discussions/decisions that take place during the monthly Executive Committee Meetings.

Mr. Forlenza stated that our office will send out a notification to the members asking if they are interested in attending a Fund Commissioner Orientation. He noted that last year there were five (5) registrants and only two (2) Fund Commissioners attended. Mr. Forlenza is considering a "webinar" instead of in-person training. He noted that his office will send out the Handbook with all pertinent information to those that have interest in attending the orientation via webinar. Mr. Forlenza asked if the Committee is ok with this approach. The Committee agreed with this approach.

VII. Fund Commissioner Attendance

Mr. Miola referred the Committee to the 2019 Executive Committee Meeting attendance report included in the agenda packet. The Committee briefly reviewed the attendance of each member against the Funds' recommended attendance guidelines of 75% overall attendance with 50% attendance by the Fund Commissioner.

Mr. Forlenza reminded the Committee that the addition of the *Optional Safety Incentive Funds* to the Safety Incentive Program was designed to entice better attendance at JIF events. He stated that he compared attendance records for 2018 vs. 2019 and there was no significant difference. In the past, letters have been sent to Woodland Township and Southampton Township expressing the JIF concern of non-attendance. Mr. Forlenza stated that he would like to send an attendance letter to these two (2) towns and requesting that the letter be placed on their council agenda. He then asked if the Committee was okay with this approach. The Committee agreed with Mr. Forlenza's approach to ask that the letters be placed on their monthly agenda for the Governing Body to review.

Mr. Miola mentioned that several years ago the Committee asked our office to track sub-committee meetings. He then referred the Committee to copies of attendance sheets for sub-committee meetings.

VIII. Elected Officials Training

Mr. Miola stated that the last "in person" Elected Officials Training session will be held on March 24, 2020 at Merighi's. Mr. Miola noted that the sign in sheets from the previous trainings as well as the *League of Municipalities* sessions are available on the JIF website.

Mr. Miola noted that an on-line Elected Officials Training Program will be available from the MEL. He noted that the on-line training program notification will be sent on April 1st for those members that have not had the opportunity to attend an in person Elected Officials session.

IX. MEL EPL Plan of Risk Management

Mr. Forlenza reminded the Committee that the Plan of Risk Management Model Handbook is updated every two (2) years. With respect to the 2021-2022 Program, Mr. Forlenza noted that the MEL has awarded a contract to a law firm to perform a thorough review and rewrite, where necessary, of the Model EPL Policies & Procedures and Handbook. He explained that the current policies and procedures were drafted some 16 years ago. Since the original drafting, there have been a number of updates, deletions, and additions to the Policies. The MEL felt it was important to undertake a thorough review of the policies. He noted that this review might also change the MEL's procedure for handling future updates to the Model Personnel Policies. Mr. Forlenza stated one of the recommendations being considered is to have each town adopt the Policies and Procedures by ordinance and give themselves authority within the body of the ordinance to amend the Policies and Procedures by Resolution as it becomes necessary.

Mr. Forlenza noted the Model Policies and Handbook should be released by June 30, 2020, with a compliance date of June 1, 2021. Compliance will determine member co-pays, deductibles, and surcharges with an effective date of January 1, 2022. A MEL Ad-Hoc Personnel Committee that has been created to review the revised Policies and Handbook before release to the membership.

Mr. Forlenza noted that the Managers & Supervisors training will include both SAM training and the EPL Training rather than hold them separately. Mr. Matchett asked once the dates have been

finalized, can the Executive Director's office provide some type of "road-map" that will outline what the members need to do. A detailed memorandum will be distributed by the Executive Director's office to help clarify the Program requirements.

X. Land Use Liability Risk Management Program

Mr. Miola reminded the Committee that training materials and a cover letter were mailed to each Municipal Clerk on October 12th. 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. The land use board attorney will be responsible for training the board members on the material and certifying that the training has been completed through sign-in sheets and a signed certification. Once the training is complete, the land use board members will be eligible for the enhanced coverage. Mr. Miola noted several certifications have already been received and a report is included in the monthly agenda packet for your review. He noted should anyone need additional training materials to please contact his office; especially as new members might have been appointed to these land use boards at recent reorganization meetings.

XI. Technology Risk Management

Media Pro

Mr. Romero stated that the Media Pro Cyber Training report shows 17 municipalities are 100% compliant and three (3) municipalities are between 0 and 99% compliant. He noted that members not currently in compliance will be contacted. Mr. Romero stated that he sent e-mails to all members with a complete easy to follow packet to make compliance as simple as can be. He mentioned that he is rolling out a new course; therefore, he asked all the members to update their employee list. This list will be used to ensure he has an accurate database for all employees. Mr. Romero noted all members received an email from him in regards to training and the rolling out of the new class. He noted he has created custom training reports for each municipality. He informed the Committee that this report will be distributed via e-mail every Monday morning at 9AM. The message will contain a link that will allow you to download your individual training roster, so please do not delete this particular email.

Pivot Point

Mr. Romero reminded the Committee that PivotPoint has been undertaking network vulnerability assessments and phishing experiments on our members. He noted that during January, 633 phishing emails were sent to the members with 34 (or 5.4%) being clicked. Mr. Romero stated that he will send a detailed report to Fund Commissioners that will identify employees who were successfully phished. The will allow remedial training to be conducted.

Cyber Liability Polices

Mr. Romero emphasized that all members should review the MEL Cyber Risk Management Plan with their IT professional to determine their status and what actions need to be taken to comply with the program and qualify for lower deductibles. Only nineteen (19) members have submitted their checklist for Tier I and only seventeen (17) members have submitted their checklist for Tier II. Mr. Romero stated that he will be working with all members to bring them into compliance.

Mr. Miola noted that there is a \$25,000 per claim deductible if you are not in compliance with both Tier 1 & Tier 2. He explained that a member will be eligible for a reimbursement of \$20,000 if in compliance with Tier I standards at the time of the incident, and \$22,500 if in compliance with Tier I & Tier II standards at the time of the incident. He noted that it is vitally important that each town comes into compliance and remains in compliance going forward, as the MEL will ask for documentation proving you were in compliance at the time of an incident. He stated it is great to see many members coming into compliance, but reminded members that you need to remain in compliance.

Mr. Forlenza mentioned that this Friday he and Mr. Miola will be attending the MEL Cyber Task Force Meeting to discuss revisions to the current program and set of standards. He will keep this Committee and the membership informed of any changes to the Program

XII. Executive Committee Meeting Times & Locations

Mr. Miola referred the Committee to a copy of the proposed 2020 Executive Committee Meeting Schedule. He noted that there is a conflict with the June Executive Committee Meeting date. The June 16th meeting conflicts with the PRIMA Conference. Therefore, he asked the Committee if they were comfortable moving the meeting to June 23rd. The Committee gave the Executive Director's office authority to re-advertise the meeting to June 23rd.

XIII. December Dinner Meeting

Mr. Forlenza noted that the 2019 December Dinner Meeting was held at Ramblewood Country Club in Mt. Laurel. Eleven Fund Commissioners attended. He indicated that the 2020 December Dinner meeting is scheduled for December 15, 2020. Mr. Forlenza asked the Committee for their feedback regarding the venue change. Mr. Matchett commented that the only complaint that he had was the transition from the "foyer" with served hors d'oeuvre to the separate room which appeared cramped. Discussion ensued.

Following a brief discussion, Mr. Forlenza noted that a decision does not have to be made today, as there is still time to reserve a venue.

XIV. Annual Planning Retreat

Mr. Forlenza stated that the Annual Planning Retreat is scheduled for April 21, 2020. He referenced feedback from December Dinner Meeting regarding the Ramblewood Country Club. He asked the Committee where they would like to hold the Retreat. The Committee is concerned with the logistics of the room for the meeting and location of lunch. Discussion ensued.

Following a brief discussion, Mr. Forlenza stated that his office will reach out Ramblewood, should the logistics work we will hold the Planning Retreat there. If the logistics do not work, his office will reserve Café Madison for the retreat. The Committee agreed with this approach.

Mr. Miola then referred the Committee to a "Draft" Retreat Agenda. He asked the Committee if they had any comments or feedback regarding the "Draft" agenda.

Following a review of the "Draft" agenda, Mr. Matchett expressed concern with the length of the MEL & RCF portion of the agenda. He opined that there might be too much to cover. Mr. Miola stated that he will let the speaker make the determination on the information to be discussed in the time allotted. It was also suggested to move the Wellness section to after lunch. Mr. Hornickel indicated the time for *General Session VI – Claims Corner* should to be adjusted to 1:45-2:30 pm, to address the issues presented. Also, adjust the *Transitional Duty* time from 2:15-3:15 pm and *Wrap-up* to 3:15 pm. Mr. Forlenza stated that they will update the agenda accordingly. The Committee agreed with the suggested changes.

XV. Next Meeting

Mr. Miola indicated that the next meeting is scheduled for June 23, 2020 at 2:00pm at the Hainesport Municipal Building. The Committee agreed.

The meeting concluded at 3:14 pm.

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MEL LEADERSHIP SKILLS TRAINING FOR SUPERVISORS

This year, the MEL is offering additional sessions of its popular three day course for department managers and supervisors. The course focuses on basic managerial responsibilities, leadership strategies and supervisory skills and includes interactive group exercises, case studies and self-assessments.

Enrollment is free of charge for MEL member municipalities and authorities. Class size is limited.

TRAINING AGENDA:

- NJ Local Government 101 for New Supervisors: Paul Shives
- Practical Leadership Strategies: Keith Hummel
- * Essential Supervisory Skills: Don Ruprecht, Clark LaMendola

ENROLL NOW! THE FOLLOWING CLASSES ARE AVAILABLE:

- May 13, 20 & 27: Morris County: Mount Olive Municipal Building
- June 3, 10 & 17: Bergen County: Paramus Life Safety Building
- September 10, 17 & 24: Atlantic County: Municipal Building Fire Headquarters
- October 8, 15 & 22: Middlesex County: Woodbridge Library

CONTINUING EDUCATION CREDITS ARE AWARDED TO:

- * Clerks, Financial Officers, Purchasing Agents and Tax Collectors
- Public Works Managers
- Fire Service Instructors and Enforcement Officials
- Water and Wastewater Operators

ENROLL NOW

To enroll, visit the MEL website and complete the Registration Form under the MEL Safety Institute menu or email Valerie Faliveno at vafaliveno@jmontgomery.com.



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