



AGENDA PACKET



Tuesday, July 21, 2020 at 3:30 PM

Hainesport Municipal Building with Conference Call capability

WWW.BURLCOJIF.ORG

/BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

**Tuesday, July 21, 2020 – 3:30 PM
Hainesport Municipal Building
w/ Conference Call Availability**

AGENDA

- I. Meeting called to order by Chairman
- II. Salute the Flag
- III. Statement of Compliance with Open Public Meetings Act
 - A. Notice of this meeting was given by:
 - 1. Sending sufficient notice herewith to the ***Burlington County Times***, Mount Holly, and ***Courier Post***, Cherry Hill NJ;
 - 2. Filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities; and
 - 3. Posting notice on the public bulletin boards of all member municipalities of the BURLCO JIF.
- IV. Roll Call
 - A. Fund Commissioners
 - B. Fund Professionals
 - C. Risk Management Consultants
 - D. Move up Alternates (*if necessary*)
- V. Approval of Minutes
 - A. Adoption of the **June 16, 2020** Meeting Minutes.....Pages 1-12
 - B. Adoption of the **June 16, 2020** Closed Session Minutes.....Handout

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

The Closed Session Minutes shall not be released to the public until the reason(s) for their remaining confidential is no longer applicable and the Fund Solicitor has an opportunity to review them.
- VII. Executive Director’s Report..... Pages 13-44
 - A. Lost Time Accident Frequency.....Pages 17-18
 - B. Certificates of Insurance.....Pages 19-20
 - C. Financial Fast Track Report.....Page 21
 - D. Regulatory Filing Checklists.....Pages 22-23
 - E. 2019 Safety Incentive Program Awards.....Page 24
 - F. 2020 Optional Safety Budget.....Page 25
 - G. 2020 Wellness Incentive.....Page 26
 - H. EPL/Cyber Risk Management Budget.....Page 27
 - I. EPL Compliance StatusPage 28
 - J. Statutory Bond Status.....Pages 29-30
 - K. Skateboard Park Approval Status.....Page 31
 - L. Capehart & Scatchard Updates.....Pages 32-36
 - M. Police Command Staff Training
 - N. Managerial & Supervisory Training
 - O. Land Use Training Certification.....Page 37
 - P. Financial Disclosure Statement.....Pages 38-43
 - Q. Renewing Members
 - R. Renewing Member Visitation Program
 - S. 2021 Exposure Renewal Process
 - T. 2020 Property Reports

U.	Quarterly Attendance Report.....	Page 44
V.	Website	
W.	New Member Activity	
VIII.	Solicitor's Report	
A.	Closed Cases.....	Page 45
B.	MEL Helpline and Contact List.....	Pages 46-47
IX.	Safety Director's Report	
A.	Activity Report	Pages 48-51
B.	Police One Training.....	Update
C.	MSI Bulletin: Reopening Update.....	Pages 52-54
D.	MSI Bulletin: Reopening Outdoor Activities & Facilities.....	Pages 55-58
E.	MSI Bulletin: Reopening Playgrounds.....	Pages 59-60
F.	MSI Bulletin: Hurricane Season & COVID	Page 61
G.	LE Bulletin: Ford Develops Process Heat & Decontaminate Patrol SUVs.....	Page 62
H.	LE Bulletin: Hearing Protection.....	Pages 63-65
I.	LE Bulletin: Identifying the Unseen Victims of the Pandemic.....	Pages 66-73
J.	LE Bulletin: Outdoor Dining Considerations.....	Pages 74-75
X.	Claims Administrator's Report	
A.	Lessons Learned from Losses	Page 76
XI.	Wellness Director Report	
A.	Monthly Activity Report.....	Pages 77-78
B.	Targeting Wellness Newsletter	Pages 79-87
C.	HIIT Workout.....	Pages 88-89
D.	Multiple Challenge Ideas for Employees.....	Pages 90-92
E.	JIF Approved Wellness Items & Activities.....	Pages 93-94
F.	NJ Well Program Steps.....	Pages 95-96
XII.	Managed Health Care Report	
A.	Summary Report	Page 97
B.	Average Number of Days to Report a Claim.....	Page 98
C.	COVID – 19 Claims Report.....	Page 99
D.	Transitional Duty Reports.....	Page 100
E.	PPO Savings & Penetration Report.....	Pages 101-102
F.	Top 10 Provider/Paid Provider by Specialty.....	Page 103
G.	Nurse Case Management Report.....	Page 104
XIII.	Technology Risk Services	
A.	Report.....	Pages 105-116
B.	MEL Cyber Risk Management Plan Compliance Status.....	Page 117
C.	Pivot Point Newsletters.....	Page 118
XIV.	Treasurer's Report as of June 30, 2020	Pages 119-154
A.	Investment Report	
B.	Loss Run Payment Registers	
C.	Fund Status	
D.	Disbursements	
E.	EJIF FY 2019 Dividend.....	Page 155
F.	June Bill List.....	Page 156
G.	RMC Bill List.....	Page 157

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

XV. Committee Report

A. Finance Committee Report

1. 2020 Budget Amendment

a. Public Hearing

1. 2020 Budget Amendment Public Hearing – **Motion to Open – All in Favor**

2. 2020 Budget Amendment Public Hearing – **Motion to Close – All in Favor**

b. 2020 Amended Budget Adoption – **Motion to Adopt – Roll Call**.....Page 158

c. 2020 Amended Assessment Certification Adoption – **Motion to Adopt – Roll Call**.....Page 159

B. Strategic Planning Committee Meeting Minutes – June 16, 2020.....Pages 160-165

XVI. MEL/RCF/E-JIF Reports

Nothing to Report

XVII. Miscellaneous Business

A. Authorization to Process and pay Fund Vendors in August 2020 – **Motion – Roll Call**

B. Resolution 2020-_____ Authorizing the Fund Chair and the Fund Secretary to Execute a Contract with Police One Academy to Provide Online Police Related Training for a Period of One Year at a Cost Not to Exceed \$9,500.00 – **Motion - Roll Call**.....Pages 166-167

C. Resolution 2020-_____ Authorizing the Fund Chair and the Fund Secretary to Execute a Contract with Media Pro and Pivot Point Security to Technology Risk Management Services for a Period of One Year at a Cost Not to Exceed \$14,212.00 – **Motion - Roll Call**.....Pages 168-169

D. Motion to Authorize the Executive Directors Office to Re-Advertise the September Executive Committee Meeting in Consultation with the Fund Chair, Fund Secretary, and Fund Solicitor - **Motion – All in Favor**

**The next meeting will be held on Tuesday, September 15, 2020
at 3:30 PM at Hainesport Municipal Building, Hainesport, NJ or Via Conference Call**

XVIII. Meeting Open to Public Comment

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

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

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

A. Professionals' Reports

1. Claims Administrator's Report

a. Review of PARs over \$10,000

2. Executive Director's Report

3. Safety Director's Report

4. Solicitor's Report

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

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

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

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

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
Via Conference Call

June 16, 2020

OPEN SESSION MINUTES

The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held via conference call on Tuesday, June 16, 2020 at 3:30 PM, prevailing time. Chair Jack, **Riverside**, presiding. The meeting was called to order at 3:30 PM.

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

Rich Wolbert, **Beverly City**
Mike Theokas, **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
Erin Provanzano, **Delanco Twp.**
Jamey Eggers, *Alternate*, **Delran Twp.**
Patrice Hansell, **Fieldsboro Borough**
Steve Fazekas, **Florence Twp.**
Paula Kosko, **Hainesport 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.**
Donna Mull, **Pemberton Borough**
Daniel Hornickel, **Pemberton Township**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Grace Archer, **Bordentown City**
Amanda Somes, **Bass River Twp.**
Tom Pullion, **Edgewater Park Twp**
Brandon Umba, **Lumberton Twp.**
John Gural, **Palmyra Borough**
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

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

Chair Jack then entertained a Motion to move up Ms. Kosko, Alternate Executive Committee Member #1, to the Executive Committee in the absence of Mr. Gural for voting purposes of the seven (7) Executive Committee members only.

Motion by Mr. McMahon, seconded by Mr. Cramer to move up Ms. Kosko as presented. All In Favor. Motion carried by majority vote.

APPROVAL OF THE OPEN & CLOSED SESSION MINUTES

Chair Jack presented the open & closed session meeting minutes of the May 19, 2020 meeting of the Fund, as found in the agenda packet and as provided to the Executive Committee prior to the Executive Committee meeting, for approval.

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

Motion by Mr. Cramer seconded by Mr. McMahon to approve the Open & Closed session meeting minutes of the May 19, 2020 meeting as amended. All In Favor. Motion carried by majority vote.

The Closed Session minutes of the May 19, 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.

EXECUTIVE DIRECTOR'S REPORT

Mr. Forlenza referenced the Executive Director's Report found in the agenda packet noting it was mostly self-explanatory. He then highlighted the following:

Mr. Forlenza noted for members to review their SIP, OSB, Wellness, and EPL/Cyber Risk Management Budget balances, stating there may be items/situations in regards to COVID-19 the cost of which could be offset by one or more of these programs.

Mr. Forlenza stated there were several items in his report that have unfortunately either had to be cancelled or postponed to be rescheduled. The Managerial & Supervisory Training and the Police Command Training that was postponed will more than likely be rescheduled either late this year or early next year as members

have until June 1 2021 to complete the trainings and remain in compliance with the EPL Risk Management Plan. He further noted that the September & October trainings are still scheduled; however, might have to be rescheduled pending social distancing guidelines in effect at the time. Mr. Forlenza noted there are updated RSVP forms included in the agenda for both of these trainings as they were originally going to an employee in the Executive Directors office who is no longer with the company, however please hold off on responding until a decision is made in regards to the postponing and rescheduling of these trainings. A notice will be forthcoming to all members in the near future from his office.

In regards to all sub-committee meetings scheduled for the next 30 days or so, we believe they will be held via conference call and his office will send out the agendas, as well as any pertinent handouts and the dial-in information prior to those meetings. We will keep the Fund updated on any changes to this process.

Mr. Forlenza noted the Fund has had difficulty planning the Annual Planning Retreat due to the social distancing guidelines due to the pandemic. Mr. McMahon will update the Committee on the Retreat during his report later in the meeting.

Mr. Forlenza noted that on March 30, 2020, his office notified all Fund Commissioners, and Fund Professionals, via email, of their requirement to complete the FDS process due to their role with the JIF. All FDS must be submitted by July 31, 2020 which is an extension of its original deadline of April 30th. Any newly appointed Fund Commissioner that has not yet received their PIN# from the Executive Director's office should contact Kris Kristie.

Mr. Forlenza noted Renewal letters were emailed on or about June 3, 2020 to the ten (10) members whose membership in the JIF is up for renewal on January 1, 2021. Included in the mailing was a Resolution for Renewal of Membership in the Burlington County Municipal JIF, a Certification required under the Local Public Contracts Law, and an Agreement to Renew Membership in the Burlington County Municipal JIF. Please have the Resolution placed on your governing body's agenda and return both the Resolution and the Agreement to our office by August 14, 2020. With that said, the Renewal Visitation Program has kicked off as well for those ten (10) towns, and the Executive Directors office has reached out and set up visits with each town to do a quick presentation to the Governing Body. At this time, it is a bit odd to do so via teleconference, as many of the meetings are still being held this way, but it is working.

Lastly, Mr. Forlenza reiterated if anyone should have any questions, or needs assistance; please reach out at any time to any one of the Fund Professionals, either via phone or email, as we are here to help you.

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 no closed case(s) since the last meeting.

MEL EPL Helpline & Authorized Contact List – Mr. DeWeese reminded the members to please review the list of authorized contacts for the *MEL Employment Practices Helpline*. He also noted he has been trying to stay abreast of the COVID-19 issues in the State of NJ and has sent out various Bulletins and Notices with information he learns. He is hopeful the correspondence is helpful to the members, and if anyone has any questions or concerns to reach out to him and he will be happy to assist the best he can.

Mr. DeWeese asked if there were any questions at this time. Mr. Cramer noted he is getting quite a few requests from the public to use Township parks for sports activities since the Governor recently allowed for the reopening of parks. He asked if there was any additional information that should be requested from the sports organizations or any additional forms that need to be completed.

Mr. DeWeese stated that earlier today he email to all members a NJ Department of Health Guidance bulletin in regards to sports activities which included a detailed explanation of what is and isn't permitted at this time. He noted in regards to outside organizations using municipal facilities we should be following the Use of Facilities Guidelines that are posted on the BURLCOJIF website, as well as continuing to execute the Use of Facilities Agreements and providing the appropriate forms of insurance.

Mr. DeWeese noted this is new territory for everyone; however, based on all of his research, if you are the owner of the facility or field being utilized by the outside organization, that does not make you responsible for enforcing the COVID -19 guidelines. If the organization decides they are going to participate in these sporting activities, they need to comply with and enforce the Department of Health Guidelines that have been issued. Mr. DeWeese stated that he feels as long as our municipalities are using the Use of Facilities Application & Agreement, getting agreements signed and securing the proper insurance forms, he feels the members are protected.

He noted that he, Mr. Forlenza, Mr. Miola and Mr. Cooney, discussed this recently. Mr. DeWeese stated there is coverage under the JIF General Liability Policy if there are claims brought against the municipality alleging the municipality somehow was to blame for someone contracting COVID-19 while utilizing a municipal facility, but he cautions everyone that there are exclusions in the policy for failure to comply with a Statute or Executive Order if you have blatantly ignored them and any punitive damages awarded are not covered under any policy. Mr. Cramer thanked Mr. DeWeese for his explanation.

SAFETY DIRECTOR'S REPORT

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

Mr. Saville noted his report included a list of the Safety Director Bulletins and Safety Announcements issued during the month, along with guidance for re-opening Public Facilities.

Mr. Saville noted that due to the requirements for social distancing, the upcoming MSI training normally found in his report has been postponed until further notice but stated JA Montgomery is currently offering several MSI training programs that will be delivered through a webinar format, with the applicable CEUs and TCH credits available for those who attend. These webinars began with eight (8) topics on June 2, 2020 and registration information is sent out by email prior to each training.

Lastly, Mr. Saville stated the results for "What's Wrong with This Picture" JSO Picture challenge has been compiled and will be sent out Wednesday. He noted only twelve (12) members participated in the challenge. He also noted that completion of two installments will count as a JSO towards their SIP Enhanced Program Award and reminded everyone again that the Safety Directors office remains open and available to help with any safety-related issues.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses

Mr. Roselli presented the *Lessons Learned from Losses* for June which reviewed *Police Vehicle Safety*. He then highlighted the following to consider for the safety of your Officers:

- Make sure Officers are wearing seatbelts at all times
- Limit the time the Officer is sitting on the side of the road in a police car
- Limit equipment in the car, as anything not tied down can become a projectile.

He then presented an example of a claim where the officer suffered severe injuries, and though no fault of the officers, had he not been on the side of the road, sitting in his vehicle doing paperwork, could have been avoided.

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

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer referenced her report in the agenda packet, noting that events for June have been postponed due to the pandemic and social distancing.

Ms. Schiffer noted she is still sending out the weekly emails: "A note from your Wellness Director" in an effort to provide words of positivity and to remind everyone to take care of yourself first, as well as weekly Zoom meetings featuring short workouts, meditation and breathing and stretching exercises.

Ms. Schiffer noted as we start to transition back to dealing with the public face to face, we have to be particularly conscious of how your employees concerns are addressed. Health and well-being, financial stability, and job security are top concerns for employees right now and acknowledging, addressing and supporting those fears in meaningful ways will leave a lasting mark.

Ms. Schiffer noted she has recently completed her Health & Wellness Coaching Certification through NBHWC and she is hoping to explore the possibility of offering either individual or group health & wellness coaching for municipal employees (via phone, video, or person). This would be an opportunity for her to help people discover a way of living more consciously, which can enhance their overall well-being and resilience. Details will be proposed and discussed with Mr. Forlenza and Mr. Miola. Once a plan is formulated, she will present her idea to the Committee for review.

June Targeting Wellness Newsletter

The Newsletter focused on some of the transiting concerns and ways to manage stress.

Exercise of the Month:

Ms. Schiffer noted her "Exercise of the Month" included in the agenda packet depicts simple exercises you can do throughout the day to reduce the strain on your neck. Articles included in the packet further explain the concern that arises from these two postural conditions. Two note-worthy take-aways:

1. Neck muscles in the proper position, are designed to support the weight of your head, which can range from 10 to 12 pounds. For every inch you drop your head forward, you double the load on those muscles.
2. FHP results in loss of vital capacity of the lungs by as much as 30%

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 May 2020.

Lost Time v. Medical Only Cases

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

	<i>May</i>	<i>YTD</i>
<i>Lost Time</i>	3	16

<i>Medical Only</i>	7	40
<i>Report Only</i>	96	251
<i>Total Intakes</i>	106	309
<i>Report Only % of Total</i>	91%	81%
<i>Medical Only/Lost Time Ratio</i>	70:30	71:29
<i>Average Days to Report</i>	1.5	3.6

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report:

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	1,054
<i>Transitional Duty Days Worked</i>	667
<i>% of Transitional Duty Days Worked</i>	63%
<i>\$ Saved by Accommodating</i>	\$77,515
<i>Transitional Duty Days Not Accommodated</i>	387
<i>% of Transitional Duty Days Not Accommodated</i>	37%
<i>Cost of Days Not Accommodated</i>	\$38,984

Ms. Beatty presented a new report that depicts the number of cases related to COVID-19 from January 2020 to present by town and month. The highlights of this report are as follows:

Total Cases in the BURLCOJIF:233

Indemnity: 9

Medical Only: 5

Report Only: 219

Ms. Beatty noted there have only been nine (9) semi-serious COVID-19 cases reported with none being placed on ventilators. She noted if anyone would like details on their town's cases, please contact her.

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>May</i>
<i>Bill Count</i>	147
<i>Original Provider Charges</i>	\$128,204
<i>Re-priced Bill Amount</i>	\$46,114
<i>Savings</i>	\$82,090
<i>% of Savings</i>	64%
<i>Participating Provider Penetration Rate - Bill Count</i>	94%
<i>Participating Provider Penetration Rate – Provider Charges</i>	96%
<i>EPO Provider Penetration Rate - Bill Count</i>	96%
<i>EPO Provider Penetration Rate – Provider</i>	94%

Ms. Beatty noted her office is still fully operation with the majority of employees working from home.

Ms. Beatty noted most medical facilities are starting to schedule procedures/surgeries that had been postponed due to the pandemic

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Romero noted there are still seven (7) members who still have not completed last year's basic Cyber Security course, and he will be following up with those members; and eight (8) members are below 70% in regards to the latest Cyber Hygiene training course titled *Best Practices for Work and Home*. He had asked that all members complete this training by May 29, 2020, so please consider this a reminder.

Mr. Romero noted in regards to the phishing emails for the month of May, there were 653 phishing emails issued with 12 clicked, or 1.8%, which is great and lower than where we were at the beginning of the year. He then noted he is in the process of updating the "fake" emails and you will see them coming out from different sources, challenging your employees. Mr. Romero noted; however, there are some firewalls that are blocking the phishing email exercises, so he noted he will be notifying the members of the source used so they can please go to their IT department and ask them to allow access from those sources.

In regards to the MEL Cyber Risk Management Compliance, 21 of our 28 members are certified in Tier 1, and 18 of the 28 are completely certified. He noted that Bordentown Township is just about to become Tier 2 certified, so congratulations to them.

PivotPoint Security continues to do the Vulnerability Scanning of your firewalls and gateways, and included in the agenda is their most recent activity report. Mr. Romero asked that the members please review the report and be sure the person listed to receive these reports is still the proper person to receive these reports on a monthly basis.

He reminded the members to be aware of the numerous Covid-19 email scams that are circulating noting a big increase in COVID-19 related domain names. Please be sure emails received are coming from a trusted source. If you have any question regarding this, Mr. Romero had previously provided a link to all members, where if you type in the questionable email address, it will show you where the email originated.

In regards to Zoom, which a lot of towns are using for their meetings, they have released Version 5, however, there is now a malicious email in regards to downloading the latest Zoom version, and if clicked, will steal information from your computer. Mr. Romero noted to please only download from trusted sources, or original websites

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

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for the month of **May 2020**, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski reports are valued as of May 31, 2020 for Closed Fund Years 1991 to 2015, and Fund Years 2016, 2017, 2018, 2019 and 2020.

Investment Interest

Interest received or accrued for the reporting period totaled \$22,281.12. This generated an average annual yield of 1.46%. However, after including an unrealized net loss of \$9,638.67 in the asset portfolio, the yield is adjusted to .83% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized gain of \$103,363.15 as it relates to current market value of \$14,485,875.16 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end is \$14,557,349.13.

The Fund's asset portfolio with Wilmington/Trust consists of 4 obligations with maturities greater than one year and 6 obligations with maturities less than one year.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$5,250.00	\$54,782.17
Salvage Receipts	\$0	
Overpayment Reimbursements	\$0	
FY '20 Appropriation Refunds	\$875.00	

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

Delran Township	\$30,994.00
Chesterfield Township	\$1,106.00
Bordentown City	\$69,943.00
Bordentown Township	\$43,901.00
Westampton	\$10,356.00

Cash Activity for the Period

During the reporting period the Fund's "Cash Position" changed from an opening balance of \$18,410,378.52 to a closing balance of \$18,150,030.45 showing a decrease in the Fund of \$260,348.07.

Loss Run Payment Register – May 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 \$125,755.69. The claim detail shows 265 claim payments issued.

Bill List – June 2020

For the Executive Committee's consideration, Mr. Tontarski presented the June Bill List in the amount of \$668,842.01 which was included in the agenda packet. He explained an amount of \$3,400.00 for Westhampton's SIP payment was included on the Bill List presented, however the Bill List total was not updated, so the amended amount of \$668,842.01 is the total for consideration inclusive of that payment.

Chair Jack entertained a motion to approve the May 2020 Loss Run Payment Register and approve the June 2020 Bill List in the amount of \$668,842.01 as presented

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 *May 2020 Loss Run Payment Register and approve the June 2020 Bill List* as presented.

ROLL CALL **Yeas:** Doug Cramer, **Tabernacle Twp.**
James Ingling, **Wrightstown Borough**
Jerry Mascia, **Mt. Laurel Twp.**
Rich Wolbert, **Beverly City**
Glenn McMahon, **Chesterfield Twp.**
Meghan Jack, **Riverside Twp.**
Paula Kosko, **Hainesport Twp.**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

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

COMMITTEE REPORTS

Finance Committee Meeting Minutes – May 27, 2020 – In the absence of Mr. Hatcher, Mr. Forlenza presented the Finance Committee Report, noting the detailed minutes were included in the agenda packet, along with the Interim Financials, and then highlighted the following:

Mr. Forlenza stated the main purpose of the meeting was to review the 12/31/19 Audit and noted there is great detail in the minutes of the Auditors findings and financial position of the Fund. He noted the Funds overall Net position decreased by approximately \$500,000, however, the Fund remains in a very healthy position overall. There were no findings or recommendations in the Audit.

Also reviewed were both the MEL and RCF financials positions as of 12/31/19 and the Interim Financials valued as of 3/31/20, which are included as an attachment to the minutes. The Net Current surplus position at 12/31/19 was \$10,691,400 with \$7,200,000 in the Closed Year account which is eligible to be returned to the members over time as a Surplus Distribution.

In regards to Surplus Distribution, three (3) different distribution scenarios were reviewed and discussed and the Committee will make a recommendation at the next meeting in regards to this year's release.

Mr. Forlenza noted a discussion on the Retrospective candidates was held on those currently participating in the program, and the Committee also reviewed the Loss Ratios as of March 31, 2020 for the JIF, MEL and EPL as well as the renewing members as we have 10 members up for renewal effective 1/1/2021.

The Committee reviewed several JIF Policies, one of which is up for approval tonight, as well as a Resolution that would authorize an intra-fund transfer from the Deductible line to the Property line in the 2019 Fund Year. As many are aware, the Property Line has been a tricky line of coverage as of late as we have had escalating claims within this line.

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

Mr. Forlenza then presented two (2) Resolutions for consideration and adoption:

Resolution 2020-26 Accepting the Annual Audit Report for the Period Ending December 31, 2019.

Motion by Mr. McMahon, seconded by Mr. Ingling to approve Resolution 2020-26 as presented.

ROLL CALL	Yeas:	Doug Cramer, Tabernacle Twp. James Ingling, Wrightstown Borough Jerry Mascia, Mt. Laurel Twp. Rich Wolbert, Beverly City Glenn McMahon, Chesterfield Twp. Meghan Jack, Riverside Twp. Paula Kosko, Hainesport Twp.
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Nays:	None
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Abstain:	None
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All in favor. Motion carried by unanimous vote.

Resolution 2020-27 Authorizing an Intra-Fund Transfer for the 2019 Fund Year of \$120,000 from the Deductible Line to the Property Line

Motion by Ms. Kosko, seconded by Mr. McMaohon to approve Resolution 2020-27 as presented.

ROLL CALL **Yeas:** Doug Cramer, **Tabernacle Twp.**
James Ingling, **Wrightstown Borough**
Jerry Mascia, **Mt. Laurel Twp.**
Rich Wolbert, **Beverly City**
Glenn McMahon, **Chesterfield Twp.**
Meghan Jack, **Riverside Twp.**
Paula Kosko, **Hainesport Twp.**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Lastly, Chair Jack asked for a Motion to accept ***Estimating Assessments by Department Policy*** as detailed in the agenda.

Motion by Mr. McMahon, seconded by Mr. Wolbert to accept *Estimating Assessments by Department Policy* as presented. All in favor. Motion carried.

Strategic Planning Committee Meeting – June 16, 2020 – Mr. McMahon noted the Committee met earlier today and the minutes would be included in next month's agenda. He then highlighted the following from the meeting:

Mr. McMahon stated the Committee reviewed and discussed Membership Renewals, Membership growth, the Fund Commissioner Orientation, Elected Officials Trainings, Cyber Liability and a possible increase in the Cyber Liability premiums. Also discussed was the December Dinner Meeting; however, we do not have a location for this meeting as of yet. In regards for the 2021 meetings, it was decided to keep meeting in Hainesport on the third Tuesday of each month at 3:30 PM, and in regards to the Executive Committee voting format, we have decided to leave it as a full vote of the members present at each meeting. Lastly, the Committee decided to cancel the Retreat this year due to Social Distancing restrictions; however, all members we will still be granted credit for ½ day attendance for the SIP program.

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

MEL/RCF/EJIF REPORTS

Chair Jack stated both the MEL and EJIF met via teleconference on June 3, 2020 and reports were included in the agenda packet and are self-explanatory. She then noted the MEL adopted their Rate Table which will stay flat which is good for all JIF members, and both entities had adopted their Audit Reports.

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

Mr. Matchett stated the RCF also met via teleconference on June 3 2020 and the report was included in the agenda packet and was self-explanatory. He then noted the RCF Adopted their Audit, which only had one recommendation, which is the same every year, to watch the Surplus amounts.

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

MISCELLANEOUS BUSINESS

Mr. Forlenza noted that due to the current situation and uncertainty of COVID-19, and what the social distancing guidelines will be in the next couple of weeks, he would like to ask for a Motion, after consultation with the Fund Chair, Secretary, & Solicitor to re-advertise the July Executive Committee Meeting to a conference call, if needed. He noted although he would very much like to have a face to face meeting, he would prefer to have authorization to re-advertise, as it is an uncertainty right now.

Chair Jack asked for a Motion to re-advertise the July Executive Committee Meeting as outlined by Mr. Forlenza.

Motion by Mr. Ingling, seconded by Mr. Mascia to re-advertise the July 2020 Executive Committee Meeting. All in Favor. Motion carried.

Next Meeting

Chair Jack noted that the next meeting of the BURLCO JIF will more than likely be a conference call on Tuesday, July 21, 2020 at 3:30 PM unless otherwise noted.

PUBLIC COMMENT

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

EXECUTIVE SESSION MEETING – Resolution #2020-28

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

Motion by Mr. McMahon seconded by Ms. Kosko to Adopt ***Resolution #2020-28***.

ROLL CALL	<i>Yeas:</i>	Doug Cramer, Tabernacle Twp. James Ingling, Wrightstown Borough Jerry Mascia, Mt. Laurel Twp. Rich Wolbert, Beverly City Glenn McMahon, Chesterfield Twp. Meghan Jack, Riverside Twp. Paula Kosko, Hainesport Twp.
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<i>Nays:</i>	None
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<i>Abstain:</i>	None
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All in favor. 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.

<i>Workers Compensation</i>
<i>2018143570</i>

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:*** Doug Cramer, **Tabernacle Twp.**
James Ingling, **Wrightstown Borough**
Jerry Mascia, **Mt. Laurel Twp.**
Rich Wolbert, **Beverly City**
Glenn McMahon, **Chesterfield Twp.**
Meghan Jack, **Riverside Twp.**
Paula Kosko, **Hainesport Twp.**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

There were none (0) abandonment of Subrogation claim(s) presented in Closed Session:

MOTION TO ADJOURN

Chair Jack entertained a motion to adjourn the June 16, 2020 meeting of the BURLCO JIF.

Motion by Mr. McMahon, seconded by Mr. Wolbert, to adjourn the June 16, 2020 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:23 PM.

Kris Kristie,
Recording Secretary for

Glenn McMahon,
Fund Secretary



To: Fund Commissioners
From: Paul A. Forlenza, MGA, RMC, Executive Director
Date: July 21, 2020
Re: **Executive Director's Report**

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A. Lost Time Accident Frequency Report – (pgs. 17-18)

The May 2020 Lost Time Accident Frequency Summary and the Statewide Recap for May 2020 are attached for your review.

B. Certificates of Insurance (pgs. 19-20)

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

C. Financial Fast Track Report (pg. 21)

The Financial Fast Track Report as of May 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 May 31, 2020 was **\$10,817,664**

D. Regulatory Filing Checklists (pgs. 22-23)

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 (pg. 24)

Revised announcement letters including instructions on how to collect your 2019 Safety Incentive Program Awards was emailed to all members on or about April 14, 2020. A report detailing the reward amounts for each member is included in the agenda. 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. 25)

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. 26)

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. 27)

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. 28)

A report regarding each member's compliance status with the MEL EPL/POL Risk Management Plan is included for your review. Each member should review this report carefully to insure its accuracy. If you believe the report to be inaccurate regarding your town, please contact PERMA directly.

J. Statutory Bond Status (pgs. 29-30)

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

K. Skateboard Park Approval Status (pg. 31)

The MEL has established a process, outlined in MEL Coverage Bulletin **2020-09**, which must be followed by all members who wish to construct a skateboard park and have the BURLCO JIF and MEL provide the facility with coverage. Any member with a park currently under construction or in the review process should review the enclosed spreadsheet to be sure that it accurately depicts the status of your facility. All members considering construction of a skateboard park should contact the Executive Director's office prior to moving forward.

L. Capehart & Scatchard Updates (pgs. 32-36)

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

M. Police Command Staff Training

Due to the COVID-19 pandemic, and the required social distancing guidelines, the JIF has had to cancel the April 1, 2020 Police Command Staff training. It is our goal to reschedule this training date for either later this year or early next year once the pandemic restrictions have been lifted. A notice will be sent to all members once a decision regarding the rescheduling of these sessions has been made. If you or any officers have registered for the September 22nd or October 15th Police Command Staff training sessions a decision will be made no later than the first week of September as to whether these sessions will be held. A notice will be sent to all members once a decision is made regarding these sessions. Please do not try and register for these sessions until a decision is announced as to whether these sessions will be held. Finally, over the past few weeks, several members have suggested that we make this training available online. Due to the sensitive nature of this training and the subject matter to be discussed, the preference is hold this training in person. Again, we will notify you should this change.

N. Managerial & Supervisory Trainings

Due to the COVID-19 pandemic, and the required social distancing guidelines, the JIF has had to cancel the June 24, 2020 training sessions. It is our goal to reschedule these training dates for either later this year or early next year once the pandemic restrictions have been lifted. A notice will be sent to all members once a decision regarding the rescheduling of these sessions has been made. If you or any of your employees have registered for September 24th or September 29th Managerial & Supervisory training sessions, a decision will be made no later than the first week of September as to whether these sessions will be held. A notice will be sent to all members once a decision is made regarding these sessions. Please do not try and register for these sessions until a decision is announced as to whether these sessions will be held. Finally, over the past few weeks, several members have suggested that we make this training available online. Due to the sensitive nature of this training and the subject matter to be discussed, the preference is to hold this training in person. Again, we will notify you should this change.

O. Land Use Training Certification (pg. 37)

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.

P. Financial Disclosure Statement Filing (pgs. 38-43)

In 2014, the Division of Local Government Services implemented a new "on line" process for completion and submission of Financial Disclosure Statements (FDS). Each Fund Commissioner has a unique PIN # for which to file for their position of Fund Commissioner with the JIF. Newly assigned Fund Commissioners receive their Filing PIN # from the Executive Director's office once we are notified of their assignment and have 30 days from their day of assignment in which to file. On March 30, 2020, Kris Kristie notified all Fund Commissioners, and Fund Professionals required to complete the FDS process, via email of their responsibility to include their role with the JIF on their FDS which originally had to be submitted by April 30, 2020 has been extended until July 31, 2020. Any newly appointed Fund Commissioner that has not yet received their PIN# from the Executive Director's office should contact Kris Kristie at 856-446-9136.

Q. Renewing Members

Renewal letters were emailed on or about June 3, 2020 to the ten (10) members whose membership in the JIF is up for renewal on January 1, 2021. These members are: Bass River, Beverly, Florence, Hainesport, Mt. Laurel, North Hanover, Palmyra, Shamong, Springfield, and Woodland. Included in the mailing was a *Resolution for Renewal of Membership in the Burlington County Municipal JIF*, a *Certification* required under the Local Public Contracts Law, and an *Agreement to Renew Membership in the Burlington County Municipal JIF*. Please have the Resolution placed on your governing body's agenda and return both the Resolution and the Agreement to our office by August 14, 2020

R. Renewing Member Visitation Program

Last month, the Executive Director's office sent a request to each of the renewing members regarding the current and anticipated format of their governing body meetings. The purpose of this request is to determine the process by which the Executive Director's office can provide each of the governing bodies with information pertaining to their renewal in the JIF. Based upon the response to this request,

the Executive Director's office will participate in these meetings either in person, via conference call, or through video conferencing. Each renewing member is asked to respond to this email as soon as possible, if you have not done so already.

S. 2021 Exposure Renewal Process

On or about July 8, 2020, all members and their risk managers received a notification that the 2021 Exposure Renewal Process will begin on or about July 13, 2020. As occurred last year, members will receive an email from Origami containing a link to the Origami renewal site. Included in the July 13th correspondence was important information pertaining to your property and equipment schedules, employee payroll information/counts, and other exposure data. In addition, the July 13th correspondence included important information regarding coverage exclusions and limits. All members and risk managers are urged to carefully review this information prior to starting the renewal process. Anyone with questions regarding the exposure renewal process should contact Jodi Palmeri (Jodi_Palmeri@riskprogramadministrators.com) or Tracy Forlenza (Tracy_Forlenza@riskprogramadministrators.com). Members are asked to complete the 2021 exposure renewal process no later than Friday, August 28, 2020

T. 2020 Property Reports

On or about July 13, 2020, members that received a physical appraisal this year should have received a copy of their appraisal report via email. The reports were emailed to the Municipal Clerk and copied to their RMC and Fund Commissioner. Members are encouraged to review the report and notify the Property Appraisal if any properties were missed during the appraisal process. Any questions regarding the report can be addressed to Mel Ngayan at AssetWORKS at Melvin.ngayan@assetworks.com or 215-354-1078.

U. Quarterly Attendance (pg. 44)

A report detailing attendance records through the second quarter of the 2020 Fund year is attached for your review.

V. Website (WWW.BURLCOJIF.ORG)

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

W. New Member Activity

Nothing to Report.

**Burlington County Municipal Joint Insurance Fund
2019 Safety Incentive Program**

Member Municipality	T-Size	Opening Balance	Jan 2020	Feb 2020	March 2020	April 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Paid in 2021	Total Paid	Remaining Balance	Date Encumber	Lunch \$10PP
Bass River	S	3,100.00				3,100.00										3,100.00	0.00		NA
Beverly	M	3,150.00														0.00	3,150.00		NA
Bordentown City	M	3,400.00														0.00	3,400.00		NA
Bordentown Twp	L	3,450.00														0.00	3,450.00		NA
Chesterfield	S	2,850.00					2,850.00									2,850.00	0.00		NA
Delanco	S	2,850.00					2,850.00									2,850.00	0.00		NA
Delran	L	3,450.00														0.00	3,450.00		NA
Edgewater	M	2,400.00					2,400.00									2,400.00	0.00		NA
Fieldsboro Boro	S	2,850.00				2,850.00										2,850.00	0.00		NA
Florence	L	3,450.00				3,450.00										3,450.00	0.00		NA
Hainesport	S	3,100.00				3,100.00										3,100.00	0.00		NA
Lumberton	L	3,200.00					3,200.00									3,200.00	0.00		NA
Mansfield	M	2,900.00					2,900.00									2,900.00	0.00		NA
Medford	XL	4,000.00				4,000.00										4,000.00	0.00		NA
Mount Laurel	XL	3,500.00					3,500.00									3,500.00	0.00		NA
New Hanover (new)		0.00	New Member January 1, 2020														0.00		NA
North Hanover	M	2,900.00				2,900.00										2,900.00	0.00		NA
Palmyra	M	2,650.00					2,650.00									2,650.00	0.00		NA
Pemberton Boro.	S	2,100.00					2,100.00									2,100.00	0.00		NA
Pemberton Twp.	XL	3,500.00				3,500.00										3,500.00	0.00		NA
Riverside	M	2,900.00														0.00	2,900.00		NA
Shamong	S	3,100.00					3,100.00									3,100.00	0.00		NA
Southampton	M	2,650.00					2,650.00									2,650.00	0.00		NA
Springfield	S	2,600.00														0.00	2,600.00		NA
Tabernacle	S	3,100.00					3,100.00									3,100.00	0.00		NA
Westampton	M	3,400.00						3,400.00								3,400.00	0.00		NA
Woodland	S	2,350.00					2,350.00									2,350.00	0.00		NA
Wrightstown	S	2,850.00					2,850.00									2,850.00	0.00		NA
Total By Line		\$81,750.00	\$0.00	\$0.00	\$0.00	\$22,900.00	\$36,500.00	\$3,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$62,800.00	\$18,950.00		NA

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 Optional Safety Budget**

Member Municipality	Opening Balance	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	Paid 2021	Total Paid	Remaining Balance	Date Encumbered
Bass River	995.00														0.00	995.00	
Beverly Ctiy	1,595.00														0.00	1,595.00	
Bordentown City	1,595.00														0.00	1,595.00	
Bordentown Twp.	2,660.00														0.00	2,660.00	
Chesterfield	995.00														0.00	995.00	
Delanco	1,595.00														0.00	1,595.00	
Delran	2,660.00														0.00	2,660.00	
Edgewater Park	1,595.00														0.00	1,595.00	
Fieldsboro	750.00														0.00	750.00	
Florence	2,660.00														0.00	2,660.00	
Hainesport	995.00														0.00	995.00	
Lumberton	2,660.00														0.00	2,660.00	
Mansfield	1,595.00														0.00	1,595.00	
Medford	4,645.00														0.00	4,645.00	
Mount Laurel	4,645.00														0.00	4,645.00	
New Hanover (new)	750.00														0.00	750.00	
North Hanover	1,595.00														0.00	1,595.00	
Palmyra	1,595.00														0.00	1,595.00	
Pemberton Boro	995.00														0.00	995.00	
Pemberton Twp.	4,645.00														0.00	4,645.00	
Riverside	2,660.00														0.00	2,660.00	
Shamong	995.00														0.00	995.00	
Southampton	1,595.00														0.00	1,595.00	
Springfield	995.00														0.00	995.00	
Tabernacle	995.00														0.00	995.00	
Westampton	1,595.00							420.00							420.00	1,175.00	
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	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	420.00	51,625.00	

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

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

Member Municipality	Opening Balance	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	Paid 2021	Total Paid	Remaining Balance	Date of Encumber
Bass River	500.00														0.00	500.00	
Beverly	750.00														0.00	750.00	
Bordentown City	750.00														0.00	750.00	
Bordentown Twp.	1,000.00							174.63							174.63	825.37	
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	\$174.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	174.63	21,575.37	

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

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

Member Municipality	Opening Balance	January 2020	Feb 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	Paid in 2021	Total Paid	Remaining Balance	Date Encumbered
Bass River	500.00														0.00	500.00	
Beverly	500.00														0.00	500.00	
Bordentown City	500.00														0.00	500.00	
Bordentown Twp.	500.00														0.00	500.00	
Chesterfield	500.00														0.00	500.00	
Delanco	500.00														0.00	500.00	
Delran	500.00														0.00	500.00	
Edgewater Park	500.00														0.00	500.00	
Fieldsboro	500.00														0.00	500.00	
Florence	500.00														0.00	500.00	
Hainesport	500.00														0.00	500.00	
Lumberton	500.00														0.00	500.00	
Mansfield	500.00														0.00	500.00	
Medford	500.00														0.00	500.00	
Mt. Laurel	500.00														0.00	500.00	
New Hanover (new)	500.00														0.00	500.00	
North Hanover	500.00														0.00	500.00	
Palmyra	500.00														0.00	500.00	
Pemberton Boro	500.00														0.00	500.00	
Pemberton Twp.	500.00														0.00	500.00	
Riverside	500.00														0.00	500.00	
Shamong	500.00														0.00	500.00	
Southampton	500.00														0.00	500.00	
Springfield	500.00														0.00	500.00	
Tabernacle	500.00														0.00	500.00	
Westampton	500.00					500.00									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	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$13,500.00	

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

2020 BURLCO Meeting Attendance

Municipality	Name	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	# FC Attended	#ALT Attended	# Meetings	% FC Attended	%ALT Attended	Combined Attendance
(Mtg Occurred=Y)		Y	Y	Y	Y	Y	Y									6			
Bass River	Somes/Ireton	N/A	FC	N/A	N/A	FC	N/A							2	0	6	33%	0%	33%
Beverly City	Wolbert/Midgett	N/A	FC	FC	N/A	N/A	FC							3	0	6	50%	0%	50%
Bordentown City	Archer/Wright	FC	FC	FC	FC	FC	N/A							5	0	6	83%	0%	83%
Bordentown Twp.	Theokas/Elsasser	FC	Alt	FC	FC	FC	FC							5	1	6	83%	17%	100%
Chesterfield Township	McMahon/Hoyer	FC	FC	N/A	FC	FC	FC							5	0	6	83%	0%	83%
Delanco Township	Provanzano/Browne	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
Delran Township	Hatcher/Eggers	FC	FC	FC	FC	FC	Alt							5	1	6	83%	17%	100%
Edgewater Park Twp.	Pullion/Treusch	FC	N/A	FC	Alt	FC	N/A							3	1	6	50%	17%	67%
Fieldsboro	Hansell, P./Lewis.C	N/A	FC	FC	FC	FC	FC							5	0	6	83%	0%	83%
Florence Township	/Sahol	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
Hainesport Township	Kosko/Kilburn	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
Lumberton Township	Umba/Dellorco	FC	FC	FC	FC	FC	N/A							5	0	6	83%	0%	83%
Mansfield Township	Fitzpatrick/Magee	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
Medford Township	Burger/Meder	Alt	FC	FC	FC	FC	FC							5	1	6	83%	17%	100%
Mt. Laurel	Mascia/Ridings	FC	Alt	FC	FC	Alt	Alt							3	3	6	50%	50%	100%
New Hanover	Tuliano/Gianaris	FC	FC	N/A	N/A	N/A	FC							3	0	6	50%	0%	50%
North Hanover	Picariello/Kocubinski	FC	FC	N/A	FC	N/A	FC							4	0	6	67%	0%	67%
Palmyra Borough	Gural/Pearlman	FC	N/A	FC	FC	FC	N/A							4	0	6	67%	0%	67%
Pemberton Borough	Mull/Vallari	Alt	N/A	N/A	FC	N/A	FC							2	1	6	33%	17%	50%
Pemberton Twp.	Hornickel/Brown	Alt	N/A	FC	FC	FC	FC							4	1	6	67%	17%	83%
Riverside Township	Jack/Mansdoerfer	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
Shamong Township	Matchett	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
Southampton Township	Hoffman	N/A	N/A	N/A	N/A	N/A	N/A							0	0	6	0%	0%	0%
Springfield Township	Keller/Sobotka	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
Tabernacle Township	Cramer/Barber	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
Westampton Township	Ent/Farnsworth	FC	Alt	N/A	FC	FC	FC							4	1	6	67%	17%	83%
Woodland Township	Brown/Seeland	N/A	N/A	N/A	N/A	N/A	N/A							0	0	6	0%	0%	0%
Wrightstown	Ingling	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
28		23	22	20	23	22	21	28	28	28	28	28	28	121	10	168	72%	6%	78%
		82%	79%	71%	82%	79%	75%	100%	100%	100%	100%	100%	100%						

N/A	No representation for this municipality
FC	Fund Commissioner in attendance
ALT	Alt. Fund Commissioner in attendance

BURLINGTON COUNTY MUNICIPAL
JOINT INSURANCE FUND

JULY 2020
CLOSED CASES

1.) **Pierson v. City of Bordentown**-This matter involved the Plaintiff's allegations in a Superior Court of New Jersey, Burlington County Complaint arising from an incident which occurred on July 14, 2018. The Plaintiff, Richelle Pierson, alleged that she was a lawful pedestrian walking along Crosswick Street, at or near its intersection with Lafayette Street, in the City of Bordentown, when she was caused to trip and fall as she stepped off of the sidewalk into a hole. The Plaintiff alleged that she twisted her right knee causing a contusion and a sprain to that knee, and that she also sprained her right shoulder and back as a result of the fall. The Plaintiff further alleged that the City of Bordentown was negligent in allowing the dangerous condition of the area to exist. The case was assigned to Douglas Heinold, Esquire on March 5, 2020. Defense Counsel accepted the Assignment and he filed an Answer on behalf on the insured. Defense Counsel proceeded with the filing of a Motion for Summary Judgment on behalf of the insured on April 2, 2020 alleging that the Plaintiff failed to comply with the Notice requirements of the New Jersey Tort Claims Act. On June 26, 2020, Judge Harrington entered an Order granting the Motion. Judge Harrington found the Plaintiff's visit to the Police Station to orally report the fall was insufficient notice since the Tort Claims Act requires the notice to be in writing; that the Police Officer generating a one paragraph report does not convert it to a written notice as the Police Officer is not her agent; that if the Plaintiff had submitted that paragraph in writing to the Clerk's office, the Judge would have found substantial compliance; and that the mailing of a Tort Claims Act notice form to Plaintiff's counsel over a year after the incident asking that it be submitted within 20 days did not act as a waiver.

SAFETY DIRECTOR REPORT

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

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

FROM: Robert Garish, Senior Risk Control Consultant

DATE: July 6, 2020

J. A. MONTGOMERY CONSULTING SERVICE TEAM & LOSS CONTROL ACTIVITIES

Keith Hummel Associate Director Public Sector Risk Control khummel@jamontgomery.com Office: 856-552-6862 Fax: 856-552-6863	Mailing Address: TRIAD 1828 CENTRE Cooper Street, 18 th Floor Camden, NJ 08102 P.O. Box 99106 Camden NJ 08101	John Saville Senior Consultant jsaville@jamontgomery.com Office: 732-736-5009 Cell: 609-330-4092
Lauren Gershman Administrative Assistant lgershman@jamontgomery.com Office: 856-446-9279		Robert Garish Senior Consultant rgarish@jamontgomery.com Office: 856-552-4650 Cell: 609-947-9719

LOSS CONTROL SURVEYS

- Delanco- Conducted a Loss Control Survey on June 18, 2020
- Chesterfield- Conducted a Loss Control Survey on June 22, 2020
- Township of Bordentown- Conducted a Loss Control Survey on June 30, 2020

LAW ENFORCEMENT LOSS CONTROL SURVEYS

- Palmyra Police Department- Conducted a Law Enforcement Consult on June 16, 2020

MEETINGS ATTENDED

- Executive Fund Commissioner Meeting (Telephonic) – June 16, 2020
- Claims Meeting – (Telephonic) - June 16, 2020

UPCOMING MEETING SCHEDULE

DATE	TOPIC	LOCATION
July 21	Claims Meeting	Telephonic
July 21	Executive Fund Commissioner Meeting	Telephonic

SAFETY DIRECTOR'S BULLETINS AND NOTICES

Training announcements and bulletins are distributed by email to Fund Commissioners, Safety Coordinators, and Risk Consultants. Please access the JIF website to verify contact information is correct. If you find a discrepancy, please let us know.

The following Safety Director Bulletins and alerts were distributed by email. 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.

- Law Enforcement Bulletin- Disinfection Software for Ford SUV's on June 2, 2020
- Reopening Outdoor Activities Bulletin on June 4, 2020
- MEL-Sponsored Webinar: Communication in a Crisis on June 11, 2020
- Live Safety Training Webinars- July Registration Now Open! On June 11, 2020
- Live Safety Training Webinars- July Registration Now Open! Update on June 15, 2020
- Latest Reopening Schedule Bulletin on June 16, 2020
- Model Waiver Form for Summer Camps on June 22, 2020
- Reminder- MEL Webinar Facing and Embracing Crisis for Your Municipality on June 23, 2020
- Hurricane Season and COVID Bulletin on June 24, 2020
- Expanding Outdoor Dining Areas on June 26, 2020
- Reopening Playgrounds on June 30, 2020

MEL MEDIA LIBRARY

The new MEL Video Library (856-552-4900) is available for borrowing 560+ safety videos in 45 different categories. To view the full video catalog and rent videos, please visit www.njmel.org or email the video library at melvideolibrary@jamontgomery.com.

June	
Municipality	Number of Videos
---	-0-

MEL SAFETY INSTITUTE (MSI)

Streaming safety videos have been added to the Learning Management System. Under this new service, called MSI Now, about 130 titles are now available by logging into the LMS and selecting the MSI NOW & Online Training College at the bottom right of the Home page. Once the College is opened, the list of videos will show on the right side of the page, under one of ten categories. Select the desired category and a list of videos that can be streamed right to your workplace.

MSI in-classroom training programs will continue to be suspended until further notice. We will be announcing future training opportunities soon.

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

July Webinar Training Schedule

Date	Webinar Topic	Time
7/1/20	BBP	9:00 - 10:00 am
7/2/20	HazCom w/GHS	1:00 - 2:30 pm
7/7/20	Fire Safety	1:00 - 2:00 pm
7/8/20	Fall Protection Awareness	9:00 - 11:00 am
7/9/20	CDL-Drivers Safety Regulations	1:00 - 3:00 pm
7/10/20	Driving Safety Awareness	9:00 - 10:30 am
7/13/20	Dealing with Difficult People	9:00 - 11:00 am
7/13/20	MSI Learning Management System - Administrator Overview	1:00 - 2:30 pm
7/14/20	Hearing Conservation	9:00 - 10:00 am
7/15/20	Asbestos, Lead, Silica, Lead Overview	9:00 - 10:00 am
7/16/20	BBP	1:00 - 2:00 pm
7/17/20	Protecting Children from Abuse	9:00 - 11:00 am
7/17/20	PPE	1:00 - 3:00 pm
7/20/20	Fire Extinguisher	1:00 - 2:00 pm
7/21/20	Dealing with Difficult People	9:00 - 11:00 am
7/22/20	HazCom w/GHS	9:00 - 10:30 am
7/23/20	Fire Safety	9:00 - 10:00 am
7/24/20	Protecting Children from Abuse	9:00 - 11:00 am
7/27/20	CDL-Drivers Safety Regulations	9:00 - 11:00 am
7/28/20	PPE	9:00 - 11:00 am
7/29/20	Mower Safety	9:00 - 10:00 am
7/30/20	Fire Extinguisher	9:00 - 10:00 am
7/31/20	MSI Learning Management System - Administrator Overview	10:00 - 11:30 am

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

LESSONS LEARNED FROM LOSSES

MONTHLY NEWSLETTER – JULY 2020

PROMPT REPORTING



- For all lines of coverage, please report the claim as soon as possible to our office.
- The sooner we get any claim the sooner we can begin to help you through the claim process, provide an immediate defense if needed or assist an employee with medical needs.
- In Workers' Compensation, late reporting can lead to injuries becoming worse and it makes it more difficult for us to determine whether the injury occurred on the job.
- In Liability, late reporting can jeopardize the best possible defense being provided to your town.
- With Property claims, late reporting can cause coverage issues and delays in getting repairs completed.
- Delays can also cost us the ability to secure restitution from negligent parties.

Example: As a claims organization, we have many examples of employees with underlying conditions who would have benefitted from the claim being reported earlier so there would be earlier involvement of a nurse case manager since we are allowed to direct medical treatment in a Workers' Compensation claim in New Jersey. These case managers are registered nurses that can recognize the need for specific medical treatment for a claimant. Please report any injury to us as soon as you can so that all proper medical care can be administered.

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: July 21, 2020 via Teleconference
Contact Information: debby_schiffer@targetingwellness.com 856-322-1220

JULY ACTIVITIES

- Continuing with emails: "A note from your Wellness Director"
- Reminder of NJWELL Program for your employees. A step-by-step guide is included in your packet
- Continuing with weekly Zoom meetings featuring short workouts, meditation, breathing exercises or stretching ideas. I am happy to entertain any changes to the day, time and/or topic based on the needs and interests of your employees.
- Conducted a group coaching session with Delanco on Stress Awareness
- Some towns are planning for the future months. Looking to rescheduling pre-COVID-19 events where possible

Other Wellness Ideas and Usage of Funds:

- Offset Employee Assistance Program Fee
- Cost for extra PPE supplies required due to COVID-19
- "Stress Kit" ideas
- Fresh Produce and Healthy snacks for office
- Challenges for self-care (bingo water, exercise)
- Gratitude board and Random acts of kindness
- Outdoor picnic areas
- Recipe swap (plan to make it into an employee "Healthy cookbook")
- Garden – construction and planting supplies



Photo: Delanco Township

New Idea Proposed For All Municipalities:

Each Municipality is encouraged to ask their employees to work as a team (whether it's a small town working together as one unit or one department working together) on the following:

- *Task:* to identify a stress management initiative that they will, can and/or did implement for all staff or for the department. (Examples may be: they developed and use a quiet room, they started each meeting with a meditation or positive affirmation, they do lunch time yoga class, they conduct walking meetings, etc.). It can be something done as a group keeping in mind all social distancing requirements, or something that can be offered for each employee to do independently while at work.
- *Objective:* get employees to identify and implement positive stress reducers into their work environment on a daily basis. Especially important as transitioning back to public interaction continues AND in preparation for the potential "Fall phase" of COVID-19.
- Teams/Departments should state *why they chose this particular "activity" and how it has helped in dealing with stress.*
- Ideas/photos will be shared among all towns in order to spark ideas and continue offering ways to build resiliency and adaptability skills with your employees.
- Questions, ideas, photos can be sent to debby_schiffer@targetingwellness.com

July's Targeting Wellness Newsletter offers you the following:

- Importance of hydration and the healthiest beverages to consume
- Benefits of all the available fruits and how adding spices can boost your immune system
- A bit of surprising information on oils
- Steps to keep your grilling safe
- plus some healthy recipes to share at your summer picnics

The Exercise of the Month is some short cardio workouts that can add to your current workout routine, or to be used as a stand alone to get your heart pumping!

I have included some ideas on "challenges" to keep employee self-care on the forefront of their minds.

New Resources: I have been exploring new resources that may offer services, skills, expertise on addressing and managing stress in the workplace.



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

Intake	June-20	June-19	2020 June YTD	2019 June YTD
# of New Claims Reported	88	21	402	112
# of Report Only	71	9	327	38
% Report Only	81%	43%	81%	34%
# of Medical Only	14	11	53	63
# of Lost Time	3	1	22	11
Medical Only to Lost Time Ratio	82:18	92:08	71:29	85:15
Occupational, Claim Petition Cancer Presumption	0		1	
COVID-19	70		313	
Average # of Days to Report a Claim	2	2.4	3.8	1.5

Nurse Case Management	June-20	June-19
# of Cases Assigned to Case Management	19	10
# of Cases >90 days	12	9

Savings	June-20	June-19	2020 June YTD	2019 June YTD
Bill Count	173	141	852	1012
Provider Charges	\$113,684	\$114,520	\$1,608,171	\$1,154,043
Repriced Amount	\$34,994	\$61,054	\$430,117	\$450,901
Savings \$	\$78,689	\$53,466	\$1,178,055	\$703,143
% Savings	69%	47%	73%	61%

Participating Provider Penetration Rate	June-20	June-19	2020 June YTD	2019 June YTD
Bill Count	99%	99%	96%	96%
Provider Charges	96%	99%	98%	95%

Exclusive Provider Panel Penetration Rate	June-20	June-19	2020 June YTD	2019 June YTD
Bill Count	98%	97%	96%	97%
Provider Charges	99%	99%	99%	99%

Transitional Duty Summary		2020 June YTD	2019 June YTD
% of Transitional Duty Days Worked		67%	55%
\$ Saved By Accommodating		\$1,112,025.3	
% of Transitional Duty Days Not Accommodated		33%	45%
Cost Of Days Not Accommodated		\$49,013.63	

Cyber Risk Management Monthly Executive Report July 6, 2020



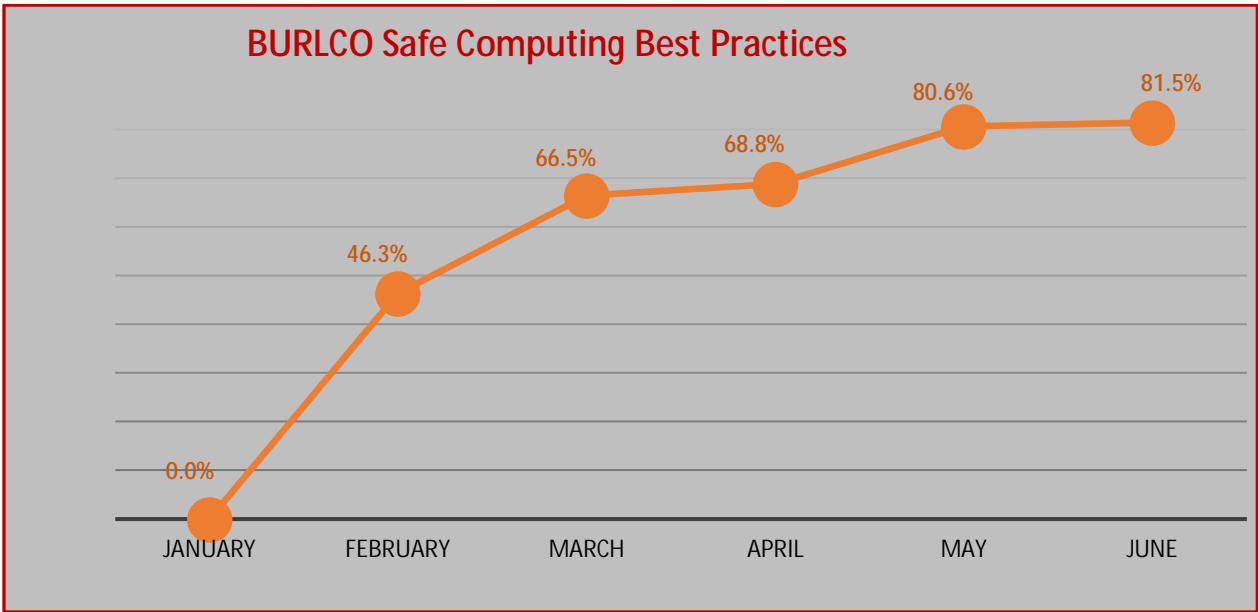
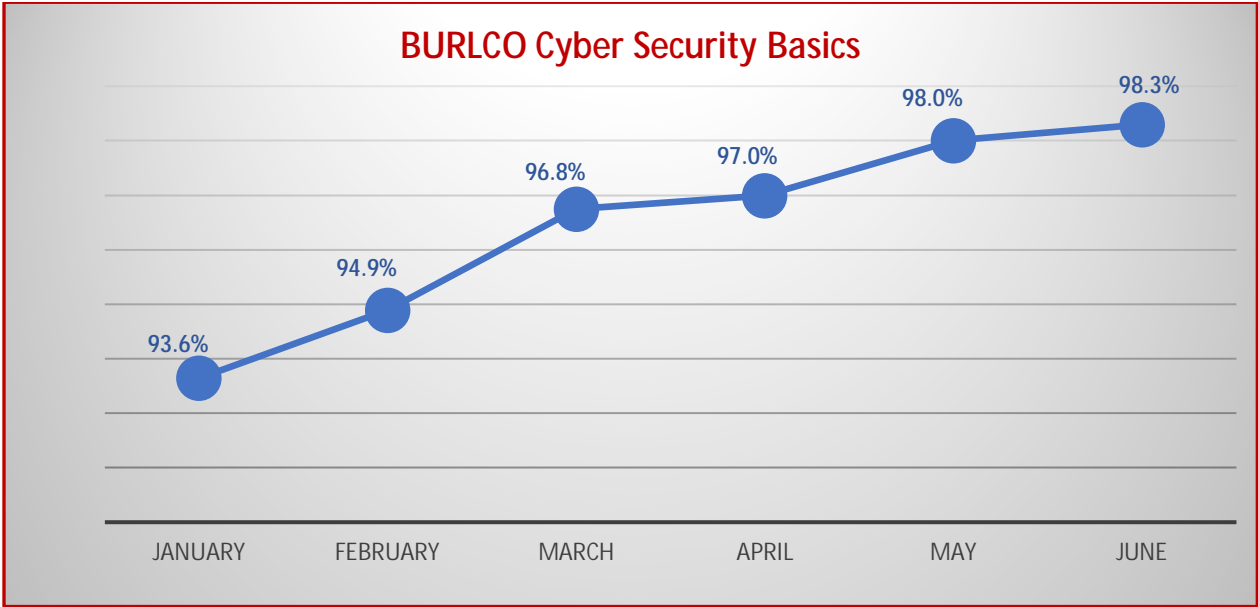
Media Pro Training

BURLCO JIF Municipality	Cyber Security Basics			Safe Computing Practices Work & Home		
	Total Users	Total Completed	% Completed	Total Users	Total Completed	% Completed
Bass River Twp	3	3	100%	3	3	100%
Beverly City	12	12	100%	12	4	33%
Bordentown City	7	7	100%	7	7	100%
Bordentown Twp	19	19	100%	19	19	100%
Chesterfield Twp	16	14	88%	16	6	38%
Delanco Twp	16	16	100%	16	16	100%
Delran Twp	21	21	100%	21	21	100%
Edgewater Park Twp.	17	17	100%	17	17	100%
Fieldsboro Borough	3	3	100%	3	1	33%
Florence Twp	30	30	100%	30	27	90%
Hainesport Twp	8	8	100%	8	8	100%
Lumberton Twp	22	18	82%	22	12	55%
Mansfield Twp	48	45	94%	48	38	79%
Medford Twp	105	105	100%	105	105	100%
Mount Laurel Twp	40	39	98%	40	31	78%
New Hanover Twp	1	1	100%	7	3	43%
North Hanover Twp	10	10	100%	10	10	100%
Palmyra Borough	30	30	100%	30	29	97%
Pumberton Borough	4	4	100%	4	4	100%
Pemberton Twp	53	53	100%	53	53	100%
Riverside Twp	2	2	100%	2	1	50%
Shamong Twp	10	10	100%	10	10	100%
Southampton Twp	16	15	94%	16	9	56%
Springfield Twp	6	6	100%	6	3	50%
Tabernacle Twp	13	13	100%	13	13	100%
Westampton Twp	50	49	98%	50	47	94%
Woodland Twp	7	7	100%	7	6	86%
Wrightstown Borough	4	4	100%	4	4	100%

JIF Completion % 98%

JIF Completion % 81%

Monthly Training Progress

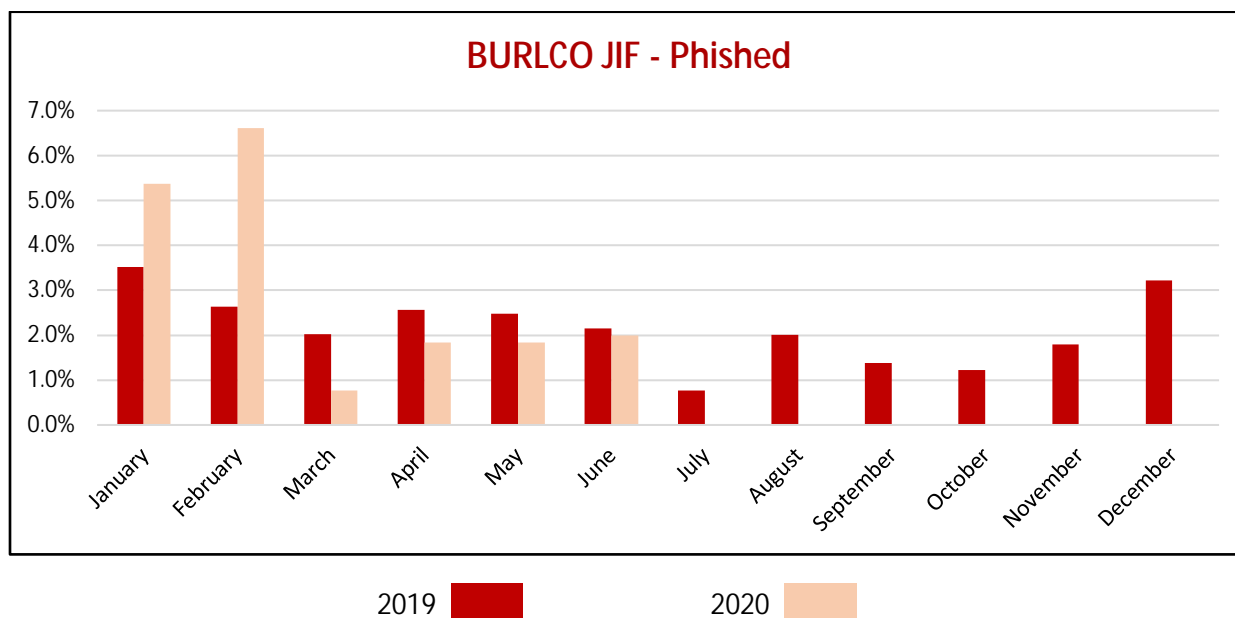


Phishing Report

Month	2019			2020		
	# Emails	# Clicked	%	# Emails	# Clicked	%
January	454	16	3.5%	633	34	5.4%
February	494	13	2.6%	650	43	6.6%
March	546	11	2.0%	653	5	0.8%
April	665	17	2.6%	653	12	1.8%
May	765	19	2.5%	653	12	1.8%
June	653	14	2.1%	1306	26	2.0%
July	653	5	0.8%			
August	648	13	2.0%			
September	577	8	1.4%			
October	654	8	1.2%			
November	614	11	1.8%			
December	653	21	3.2%			

Year to Date Avg 2.1%

Year to Date Avg 3.1%



Phishing by Municipality

Municipality	Total Email	# of Positive Clicks	Count of False Positive	% of Positiver Clicks
Bass River Twp	6	1	0	16.7%
Beverly City	26	0	0	0.0%
Bordentown City	8	0	0	0.0%
Bordentown Twp	26	0	0	0.0%
Chesterfield Twp	16	0	0	0.0%
Delanco Twp	34	0	0	0.0%
Delran Twp	94	0	0	0.0%
Edgewater Park Twp.	34	1	0	2.9%
Fieldsboro Borough	8	0	0	0.0%
Florence Twp	66	4	0	6.1%
Hainesport Twp	16	0	0	0.0%
Lumberton Twp	34	1	0	2.9%
Mansfield Twp	102	3	0	2.9%
Medford Twp	280	8	0	2.9%
Mount Laurel Twp	140	1	0	0.7%
North Hanover Twp	14	1	0	7.1%
Palmyra Borough	88	1	0	1.1%
Pemberton Twp	86	1	0	1.2%
Pumberton Borough	8	1	0	12.5%
Riverside Twp	4	0	0	0.0%
Shamong Twp	14	0	0	0.0%
Southampton Twp	32	2	0	6.3%
Springfield Twp	14	0	0	0.0%
Tabernacle Twp	24	0	0	0.0%
Westampton Twp	110	0	0	0.0%
Woodland Twp	14	1	0	7.1%
Wrightstown Borough	8	0	0	0.0%

Grand Total 1306 26 2.0%

Phishing Template Utilization

Phishing Template	Count of Phishing Template	% of Template Used	Count of Date Clicked	% of Click
amazon_order	49	4%	3	6%
Amex_Income_Verification	102	8%	0	0%
apple	38	3%	0	0%
BackgroundReport_Text	108	8%	1	1%
Continual_Municipal_Training	48	4%	2	4%
cyber_acuity	21	2%	0	0%
Edmonds_Govtech_Events	8	1%	0	0%
Edmonds_Tax_Form	6	0%	0	0%
Facebook Reactivation	109	8%	3	3%
facebook_page_insights	34	3%	0	0%
hp_order_survey	23	2%	0	0%
linkedin_who_looking	50	4%	0	0%
Microsoft_Office365_Password_Change	96	7%	1	1%
microsoft_planner	57	4%	0	0%
Municipal_Course_Catalog	7	1%	1	14%
Netflix_Account	83	6%	0	0%
Office_File_Deletion_Alert	43	3%	0	0%
UPS Package Redirect	115	9%	5	4%
workstation_updates	68	5%	1	1%
Zendesk_Password_Change	116	9%	4	3%
Zendesk_Ticket_Update	125	10%	5	4%

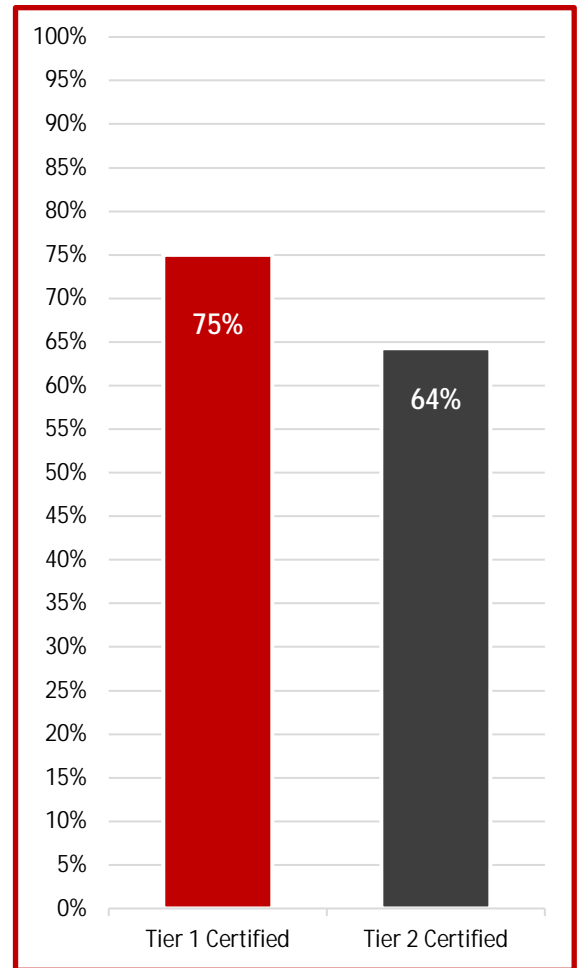
Grand Total

1306

26

MEL's Cyber Risk Management 7/6/2020

Municipality +B2:D30	Tier 1 Certification Approved	Tier 2 Certification Approved
Bass River Township	8/27/2019	8/27/2019
Beverly City		
Bordentown City		
Bordentown Township	6/3/2020	
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	
New Hanover Township		
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	11/1/2019	11/1/2019
Riverside Township	12/18/2019	12/18/2019
Shamong Township	10/21/2019	10/21/2019
Southampton Township	1/6/2020	1/6/2020
Springfield Township	11/22/2019	11/22/2019
Tabernacle Township	11/8/2019	11/8/2019
Westampton Township		
Woodland Township	11/26/2019	11/26/2019
Wrightstown Borough		

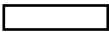





Total # of Municipalities	28	
Tier 1 Certified	21	75%
Tier 2 Certified	18	64%

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	2020-06-17 13:15:08
Burlington	Bordentown City	0.0	Grace Archer	btownch@cityofbordentown.com	2020-06-05 13:15:13
Burlington	Bordentown Township	2.6	Michael Theokas	m.theokas@bordentowntwp.org	2020-06-21 13:15:15
Burlington	Chesterfield Township	5.0	Glenn McMahon	glenn@chesterfieldtwp.com	2020-06-06 13:15:09
Burlington	Delanco Township	2.6	Mike Templeton	42mtempy55@gmail.com	2020-06-21 13:15:15
Burlington	Delran Township	5.0	Jeffrey Hatcher	jhatcher@delrantownship.org	2020-06-13 13:15:10
Burlington	Edgewater Park Township	2.6	Tom Pullion	tpullion@edgewaterpark-nj.com	2020-06-23 06:09:28
Burlington	Florence Township	4.0	Richard Brook	rbrook@florence-nj.gov	2020-06-23 06:09:28
Burlington	Hainesport Township	0.0	Paula Kosko	pkosko@hainesporttownship.com	2020-06-23 14:56:51
Burlington	Lumberton Township	7.5	Brandon Umba	bumba@lumbertontwp.com	2020-06-23 14:15:06
Burlington	Mansfield Township	0.0	Michael Fitzpatrick	administrator@mansfieldtwp-nj.com	2020-06-08 13:15:12
Burlington	Medford Township	5.0	Kathy Burger	kburger@medfordtownship.com	2020-06-24 14:15:13
Burlington	Mount Laurel Township	10.0	Jerry Mascia	jmascia@mountlaurel.com	2020-06-24 14:15:13
Burlington	North Hanover Township	4.8	Mary Picariello	clerk@northhanovertwp.com	2020-06-09 13:10:06
Burlington	Palmyra Borough	0.0	John Gural	jgural@boroughofpalmyra.com	2020-06-25 14:15:09
Burlington	Pemberton Borough	0.0	Donna Mull	dmull@pemberton.comcastbiz.net	2020-06-25 14:15:10
Burlington	Pemberton Township	0.0	Daniel Hornickel	DHornickel@pemberton-twp.com	2020-06-09 13:10:06
Burlington	Riverside Township	0.0	Meghan Jack	mjack@riversidetwp.org	2020-06-25 14:15:10
Burlington	Shamong Township	5.0	David Matchett	dmatchettd@aol.com	2020-06-25 14:15:10
Burlington	Southampton Township	4.8	Kathleen Hoffman	khoffman@southamptonnj.org	2020-06-12 13:15:11
Burlington	Springfield Township	0.0	Paul Keller	mqr@springfieldtownshipnj.org	2020-06-12 13:15:11
Burlington	Tabernacle Township	5.0	Douglas Cramer	dcramer@townshipoftabernacle-nj.gov	2020-06-26 14:15:07
Burlington	Westampton Township	6.8	Steve Ent	ent@wtpd.us	2020-06-18 13:15:15
Burlington	Wrightstown Borough	0.0	James Ingling	wrightstownfirebureau@comcast.net	2020-06-10 13:15:12

Sample of Monthly Detail Report

Sample 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-3 Protocol Detection	7.5	High	73.198.60.103:222/tcp
OpenSSH X11 Forwarding Security Bypass Vulnerability (Windows)	7.5	High	73.198.60.103:222/tcp
SSL/TLS: OpenSSL CCS Man in the Middle Security Bypass Vulnerability	6.8	Medium	50.239.106.115:443/tcp 73.198.60.103:8080/tcp
SSL/TLS: Report Vulnerable Cipher Suites for HTTPS	5.0	Medium	50.239.106.115:8080/tcp 50.239.106.115:443/tcp 73.198.60.103:8080/tcp
OpenSSH 'sftp-server' Security Bypass Vulnerability (Windows)	5.0	Medium	73.198.60.103:222/tcp
OpenSSH User Enumeration Vulnerability-Aug18 (Windows)	5.0	Medium	73.198.60.103:222/tcp
SSL/TLS: Report Weak Cipher Suites	4.3	Medium	173.161.251.118:3389/tcp 50.239.106.115:9000/tcp 50.239.106.115:5389/tcp 50.239.106.115:4006/tcp 50.239.106.115:3389/tcp 73.198.60.103:8080/tcp 73.198.60.103:3389/tcp
jQuery < 1.9.0 XSS Vulnerability	4.3	Medium	50.239.106.115:15672/tcp
SSL/TLS: SSLv3 Protocol CBC Cipher Suites Information Disclosure Vulnerability (POODLE)	4.3	Medium	50.239.106.115:443/tcp 73.198.60.103:8080/tcp
SSL/TLS: Deprecated SSLv2 and SSLv3 Protocol Detection	4.3	Medium	50.239.106.115:443/tcp 73.198.60.103:8080/tcp
SSH Weak Encryption Algorithms Supported	4.3	Medium	50.239.106.115:5022/tcp 73.198.60.103:222/tcp
Apache HTTP Server 'httpOnly' Cookie Information Disclosure Vulnerability	4.3	Medium	50.239.106.115:443/tcp
SSL/TLS: Certificate Signed Using A Weak Signature Algorithm	4.0	Medium	173.161.251.118:3389/tcp 50.239.106.115:9000/tcp 50.239.106.115:5389/tcp 50.239.106.115:4006/tcp 50.239.106.115:3389/tcp 50.239.106.115:443/tcp

NJCCIC Alert

New Lucifer Variant Used for Cryptocurrency Mining and DDoS

Original Release Date: 6/26/2020

Summary

A new variant of the Lucifer malware is capable of cryptocurrency mining and using infected machines to launch distributed denial-of-service (DDoS) attacks. Lucifer v.2 is part of a large campaign targeting vulnerable Windows devices. The malware scans for ports 135 and 1433 to find targets and initiates a credential stuffing attack to gain access to the system. The malware exploits a number of known vulnerabilities, including [CVE-2014-6287](#), [CVE-2018-1000861](#), [CVE-2017-10271](#), [CVE-2018-20062](#), [CVE-2018-7600](#), [CVE-2017-9791](#), [CVE-2019-9081](#), [CVE-2017-0144](#), [CVE-2017-0145](#), and [CVE-2017-8464](#). When engaging in cryptocurrency mining, the malware uses XMRig to mine Monero. Lucifer exploits vulnerabilities and uses brute-force attacks to spread to other devices on the network.

Recommendations

The NJCCIC recommends users and administrators ensure all devices are updated with the latest patch levels to prevent the exploitation of the above-mentioned vulnerabilities. More information and a list of indicators of compromise can be found in the Unit 42 [post](#).

IcedID Campaign Uses COVID-19 Phishing Emails; Employs New Tactics

Original Release Date: 6/26/2020

Summary



A new version of the IcedID banking trojan has been spotted proliferating via COVID-19-themed and Family and Medical Leave Act (FMLA)-themed phishing emails. The emails contain an attachment comprised of malicious macros that, if enabled, begin executing the malware download in stages. To evade detection, the trojan is injected into msiexec.exe, a legitimate installer file used to install applications in Windows. During the second and third stages of infection, the main module of IcedID is downloaded as a PNG file, decrypted, and executes another binary embedded within the image – a change in tactic also known as steganography. The trojan then injects financial forms into the browser, targeting retailers and financial institutions such as Amazon, E-Trade, and Bank of America in order to collect banking credentials and payment card data.

Recommendations

The NJCCIC reminds users to avoid clicking on links, opening attachments, or enabling macros delivered in emails from unknown senders and exercise caution with emails from known senders. If you are unsure of an email's legitimacy, contact the sender via a separate means of communication. Technical details can be found in the Juniper Threat Research [blog post](#).

COVID-19 Sample Phishing Email

[EXTERNAL] Redeem SBSA-COVID-19-Financial Relief
ibsupport@standardbank.co.za
To: [REDACTED]

 SBSA-COVID-19-Financial Relief.html (2 KB)  View Forensics



Dear User

Standard Bank has announced a second wave of relief to help its customer base navigate financial commitments as Covid-19 continues. Please Download attached SBSA COVID-19 Financial Relief to receive your R7,500.00 government issued financial relief.

To view this file, you will need to have Adobe PDF Reader installed. To install it, simply:

Copy and paste this URL into your browser: www.get.adobe.com/reader/?promoid=BUIGO
Go to the website
Click the "Download" button and follow the easy steps. Done!

[EXTERNAL] Urgent Order / Covid-19 Medical Equipment
buyer@gov.com
To: [REDACTED]

 P.0 Covid-19 Medical Equipment.html (9 KB) 

FYI

Find the attached of our purchase order catalogue over Covid 19, pharmaceutical products, equipment and medical devices e.t.c we need immediately.

kindly note that we have go true your latest catalog from our partner. Also,inform us about the minimum order quantity,Delivery time or FOB,and payment terms warranty.

If you need any other additional information, please contact me




[EXTERNAL] Re: UN COVID-19 Stimulus
noreply@messagecentre.com
To: [REDACTED]

Note that you have been chosen as one of the beneficiaries of

RE: Coronavirus disease (COVID-19) outbreak prevention and cure update.

TedrosAdhanom@who.int

To: [REDACTED]

 tedros-adhanom-who-director-general.jpg (50 KB)  Coronavirus Disease (COVID-19) CURE.rar (1 MB)  Coronavirus Disease (COVID-19) CURE.zip (1 MB)

Please find the attached file with the instructions on common drugs to take for prevention and fast cure to this deadly virus called Coronavirus Disease (COVID-19).

This is an instruction from WHO (World Health Organization) to help fight against coronavirus.

NOTE : once received this mail review the attached file and follow the instructions .

please forward to your family members and friends to help us reach every one on how to fight this virus , and the instructions are very simple and affordable.

Thanks


Best regard

Director WHO (World Health Organization)

[EXTERNAL] Coronavirus today infected 34 people in your state

Clariss.Magelissen2081246@gmx.com

To: [REDACTED] nj.us

 covi19map.zip (1 KB)

logo

July 13, 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 June 30, 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 \$ 18,040.44. This generated an average annual yield of 1.22%. However, after including an unrealized net loss of \$ 5,380.15 in the asset portfolio, the yield is adjusted to .85% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized gain of \$97,983.00 as it relates to current market value of \$ 11,491,247.01 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end is \$11,547,033.33.

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

RECEIPT ACTIVITY FOR THE PERIOD

Subrogation Receipts \$ 3,759.45 w/YTD Total \$ 58,541.62 (detailed in my report)
Salvage Receipts \$ 0.00
Overpayment Reimbursements \$ 191.00

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 \$ 126,361.00. The claims detail shows 276 claim payments issued.

A.E.L.C.F. PARTICIPANT BALANCES AT PERIOD END: (\$248. Interest Allocated)

Delran Township	\$31,025.00
Chesterfield Township	\$ 1,107.00
Bordentown City	\$70,014.00
Bordentown Township	\$43,946.00
Westampton Township	\$10,366.00
E-JIF Dividend Members	\$83,276.02

CASH ACTIVITY FOR THE PERIOD:

The enclosed reconciliation report details that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$ 18,150,030.45 to a closing balance of \$ 17,391,346.26 showing a decrease in the fund of \$ 758,684.19. 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

FY 2019 EJIF Dividend
AELCF Member Allocation

**BURLINGTON COUNTY MUNICIPAL
JOINT INSURANCE FUND
E-JIF AELCF MEMBER DATA FY 2020**

	FY 2020 2nd Qtr Interest	FY 2020 30-Jun Balance
Bass River Township	0.79	744.02
Beverly City	1.39	1308.84
Bordentown City	0.28	261.57
Chesterfield Township	1.37	1286.68
Delanco Township	1.70	1592.75
Delran Township	8.15	7645.62
Edgewater Park Township	4.12	3869.12
Florence Township	5.64	5288.71
Hainseport Township	2.16	2029.70
Lumberton Township	5.48	5146.75
Mansfield Township	2.67	2504.91
Medford Township	11.67	10950.93
Mount Laurel Township	21.09	19792.62
Riverside Township	4.15	3893.28
Shamong Township	3.39	3179.47
Southampton Township	5.45	5112.51
Springfield Township	1.69	1587.72
Tabernacle Township	3.76	3528.82
Westampton Township	3.78	3551.98
ALLOCATION TOTALS	88.73	83,276.02

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

BILL LIST - July 2020

	Payee	FY 2020	FY 2019	JIF Appropriation	Description
1	Actuarial Advantage	4,851.00		Prof Services/Actuary	June 2020 Fees
2	Arthur J. Gallagher Risk Management Services, Inc.	30,810.00		Prof Services/Administration	July 2020 Fee
3	Arthur J. Gallagher Risk Management Services, Inc.	24.89		Misc/Postage/Copies/Faxes	July fees postage/copies expenses
4	The DeWeese Law Firm, P.C.	6,074.00		Prof Services/Attorney	July 2020 Fees
5	Qual-Lynx	17,669.00		Prof Services/Claims Admin.	July 2020 Fees
6	Joyce Media	375.00		Misc/JIF Website	July 2020 Fees
7	Bowman & Company LLP	5,616.00		Prof Services/Payroll Auditor	WC payroll audit #90814
8	Kris Kristie	375.00		Misc/Recording Secretary	July 2020 Fees
9	J. A. Montgomery Risk Control Services	11,593.00		Prof Services/Safety Director	July 2020 Fees
10	Pivot Point Security		732.00	EPL/CYBER/Technology Risk Management Service	Contract Fees 9/1-8/31/2020
11	Secure Data Consulting Services, LLC	4,675.00		Prof Services/Technology Risk Serv Dir	July 2020 Fees
12	Tom Tontarski	949.00		Prof Services/Treasurer	July 2020 Fees
13	Tom Tontarski	13.17		Misc/Postage/Copies/Faxes	Priority mail fees
14	Conner Strong & Buckelew	705.00		Prof Services/Underwriting Mgr	July 2020 Fees
15	Debby Schiffer	2,538.00		Wellness Program	July 2020 Fees
16	NJ Municipal EJIF	128,083.00		EJIF	2nd installment
17	Courier Times	433.06		Misc/Legal Notices	Ad#7351278 synp, #7351929 budg amend, #7348142 june mtg, may mtg
18	Courier Post	307.60		Misc/Legal Notices	Ad#4218815 June mtg, #10590008 JIF synopsis
19	Iron Mountain	75.76		Misc/Record Retention Service	Inv#CTWX396 Storage 7/1-31/2020; Service 5/27- 8/23/2020
20	William Walsh	200.00		Training/Training	Speaker at safety breakfast - public safety and training
21	Bordentown Township	174.63		Wellness Program	Supplies for employee gratitude board, cookbook
22	Westampton Township	420.00		Optional Safety Budget	safety supplies
	TOTAL	\$215,962.11	\$732.00		

JIF Bill List Total	\$216,694.11
RMC Bill List Total	\$140,071.00
Grand Total	\$356,765.11

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**RMC BILL LIST (2nd installments) - July 2020**

	Payable to:	FY 2020	Appropriation	Description
1	CBIZ Benefits & Insurance	12,010.00	Risk Management Consultants	2nd installment- Bordentown Twp
2	Connor Strong & Buckelew	1,827.00	Risk Management Consultants	2nd installment payment -Bass River Township
3	EJA/Capacity Insurance	47,779.00	Risk Management Consultants	Florence, Mt. Laurel, North Hanover, Pemberton Boro, Springfield, Woodland, Wrightstown
4	Hardenbergh Insurance Group	55,496.00	Risk Management Consultants	2nd installment payment -Beverly, Medford, New Hanover, Palmyra, Pemberton Twp, Southampton, Westampton
5	Insurance Agency Management	22,959.00	Risk Management Consultants	2nd installment payment - Edgewater Pk, Hainesport, Lumberton, Mansfield Twp, Shamong, Tabenacle
	RMC BILL LIST TOTAL	\$ 140,071.00		

BUDGET HEARING NOTICE

Notice is hereby given that the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) will conduct a public hearing on its proposed 2020 Budget Amendment. The hearing will be held as part of the BURLCO JIF's regularly scheduled July Executive Committee meeting. The meeting will be held on Tuesday, July 21, 2020 at 3:30 PM at the Hainesport Township Municipal Building, 1 Hainesport Centre, Rte 537, Hainesport, New Jersey. The proposed 2020 Budget Amendment is as follows:

	ADOPTED 2020 Budget	New Hanover Twp 1/1/2020	Pemberton Twp Sewage 1/1/2020	Southampton Paid EMS 1/1/2020	Operating Exp	Cyber Adj	MEL Adj	RMC ADJ	PROPOSED AMENDMENT JULY 2020
PROPERTY (\$100K SIR)	274,030	5,814	16,543						296,387
GENERAL LIABILITY	465,402	17,289	3,392						486,083
AUTO LIABILITY	123,372	1,989	2,729						128,090
WORKERS' COMPENSATION	1,920,078	4,284	15,506						1,939,868
DEDUCTIBLE	491,097	5,184	6,735						503,016
LOSS FUND CONTINGENCY	49,148	511	0						49,659
TOTAL LOSS FUNDS	3,323,127	35,071	44,905						3,403,103
Operating Budget/Member Benefits	1,344,949	24,841	457						1,370,247
SUBTOTAL	4,668,076	59,912	45,362						4,773,350
MEL Excess WC & Liability	1,422,738	26,753	13,213	(1,067)		3,809	2,727		1,468,173
MEL Excess Property	534,866	5,053	20,856						560,775
EPL/POL Premium	623,730	14,238	2,508			(3,619)			636,857
EPL/POL Commission – AJG	20,349	461	83			(95)			20,798
EPL/POL Commission – Conner Strong	20,349	461	83			(95)			20,798
EPL Surcharge	248								248
Environmental JIF	241,861	7,154							249,015
Risk Management Consultants	253,855	7,279		(65)				19,145	280,214
TOTAL JIF BUDGET	7,786,072	121,311	82,105	(1,132)			2,727	19,145	8,010,228

Minutes shall be kept and provided as required by statute and shall be available to the public pursuant to the requirements of said law. BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Arthur J. Gallagher Risk Management Services, Inc., Executive Director/Administrator

<p align="center">BURLCO JIF - 2020 Amended Budget Assessment Certification</p>
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Bass River Township	61,679
Beverly City	204,938
Bordentown City	317,491
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	422,359
Hainesport Township	121,329
Lumberton Township	325,208
Mansfield Township	263,637
Medford Township	802,054
Mount Laurel Township	1,038,281
New Hanover Township	121,311
North Hanover Township	171,130
Palmyra Borough	290,723
Pemberton Borough	112,172
Pemberton Township	997,987
Riverside Township	257,008
Shamong Township	79,356
Southampton Township	186,170
Springfield Township	100,176
Tabernacle Township	130,203
Westampton Township	328,756
Woodland Township	70,860
Wrightstown Borough	42,256
28	8,010,228



***Strategic Planning Committee Meeting Minutes
June 16, 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 June 16, 2020 at 2:00pm via conference call. The meeting was called to order at 2:02 pm. Those in attendance were:

Glenn McMahon, *Chair*, **Chesterfield Township**
Mike Theokas, **Bordentown Township**
Kathy Burger, **Medford Township**
Daniel Hornickel, **Pemberton Township**
Dave Matchett, **Shamong Borough**
Doug Cramer, **Tabernacle Township**
Paul Forlenza, Executive Director, **Arthur J. Gallagher Risk Management Svcs.**
Paul J. Miola, CPCU, ARM, Deputy Executive Director, **Arthur J. Gallagher Risk Mgmt. Svcs.**
Sheila Ortiz, Account Representative, **Arthur J. Gallagher Risk Management Svcs.**
Lou Romero, **Technology Risk Services Director**

Those unable to attend:

Brandon Umba, **Lumberton Township**
John Gural, **Palmyra Borough**

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

I. 2020 MEMBERSHIP RENEWALS

Mr. Miola noted that ten (10) member's towns are up for renewal effective January 1, 2021. He mentioned that the *Renewing Member Surveys* will be reviewed at the next Executive Safety Committee Meeting scheduled for July 21, 2020. He noted that the Renewal Resolutions and Agreements were emailed to the ten (10) renewing members on June 3, 2020.

Membership Visitation Program

Mr. Miola noted that a representative from his office normally visits those towns that are up for renewal each summer to make a renewal presentation; however, since the outbreak of COVID-19, municipalities are not holding in person meetings at the present time. He stated that his office has been reaching out to those towns that are up for renewal to discuss how members are holding their meetings and how his office can participate. Many of the members have indicated that they are holding meetings via teleconference, Zoom, or WebEx.

Mr. Miola stated that he and Mr. Miola have started scheduling renewal presentation visits in various towns assuming they will be held via teleconference. He stated that the renewal presentation will be emailed to the members 3-5 days ahead of the meeting and someone from his office will contact the

member a day or two before the meeting to confirm the time of the meeting and how the meeting will be conducted. His hope is that as we move into the summer, the social distancing guidelines will be relaxed to allow for in person meetings.

Member Updates

Mr. Miola mentioned that the Member Updates will be emailed to non-renewing members in the fall.

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

II. MEMBERSHIP GROWTH

Mr. Miola indicated that there are no prospects for 2021; however, there are few towns in Burlington County that will be up for renewal in 2022. Those towns are Mt. Holly, Eastampton and Cinnaminson. Mr. Forlenza commented that these towns may be interested in seeking membership in the Fund in January 1, 2022.

III. 2019 CONFERENCES

Mr. Miola stated that the 2020 PRIMA Conference was to be held in Nashville, TN on June 14-17, 2020; however, it was cancelled due to COVID-19.

The AGRiP Fall conference will be held on October 4-7, 2020 in Dallas, Texas. Currently, no one has registered to attend the conference. He noted that so far there is no current indication that the conference will be cancelled. A reminder e-mail will be sent at the end of July.

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

IV. FUND COMMISSIONER ORIENTATION

Mr. Forlenza indicated that he held the BURLCO JIF Fund Commissioner Orientation on May 19, 2020 via WebEx. He added that he received positive feedback from those Fund Commissioners that attended. Mr. Forlenza provided a "JIF 101" presentation followed by a live demonstration of the JIF website and an overview of the monthly Agenda Packet.

V. FUND COMMISSIONER ATTENDANCE

Mr. Miola referred the Committee to page 1-2 of the agenda packet to review the 2019 attendance sheet and the 2020 attendance sheet through May. He noted that we continue to have non-attendance from Southampton and Woodland Township. Mr. Miola commented that he thought attendance would have improved with the meetings being held via conference call. However, that is not the case. These two (2) towns continue to have attendance issues.

Mr. Forlenza stated that he has reached out to these towns in the past to address the concerns of the Committee. He noted that last year he had conversations with their Governing Body in regards to poor attendance at the monthly meeting. Mr. Forlenza indicated that he was assured that there would be better attendance. So far, attendance has not improved.

Mr. Forlenza noted that Woodland Township is up for renewal this year and will address their attendance concerns.

VI. ELECTED OFFICIALS TRAINING

Mr. Miola mentioned that the 2019-2020 Elected Officials Program is complete. Credits for completing the training will be applied to the third installment billing. He noted that the sign in sheets through May 15, 2020 are posted to the Website.

Mr. Forlenza mentioned that he will be contacting the MSI for an updated listing through May 31st, which will be posted to the JIF website.

VII. MELEPL PLAN OF RISK MANAGEMENT

Mr. Miola reported that the updated Model Policies and Handbook will be released to the members by June 30, 2020. He noted that members will have approximately a year to update their policies and complete training for Managers & Supervisors and Police Command Staff.

Mr. Miola mentioned that there was a memorandum issued in February that outlined all of the programs and the compliance dates. He then referred the Committee to a copy of the memorandum. At the last meeting, the Committee asked our office to develop an outline of all of the compliance dates.

Mr. Forlenza stated that some trainings will be postponed until next year due to the pandemic.

Mr. Miola asked the Committee if there were any questions.

Mr. Hornickel asked if the JIF has given any thought to develop guidelines for members in regards to competitive contracting for IT departments. He noted that many members within the JIF outsource IT Services through RFP. Mr. Miola commented that there are tools that can be provided to members. He then asked Mr. Romero to respond on what types of criteria should be asked on an RFP.

Mr. Romero explained that he currently is developing a qualifying tool for third-party assessments for municipalities that outsource their IT Department. The tool will have certain questions that would generate a risk score that will focus on the different types of risks and categories. He noted that the final touches are being completed. Mr. Romero will keep the Committee informed once complete.

VIII. TECHNOLOGY RISK MANAGEMENT

Mr. Romero referred the Committee to his report to review the BURLCO JIF members monthly progress. He mentioned that he has been in contact with many of the members. Mr. Romero reported there are six (6) members that have not completed last year's Cyber Security Basics. He stated that he will continue to ensure the members are in compliance.

Mr. Forlenza mentioned that the JIF is entering year three of the contract for both Media Pro, Pivot Point and Police One's contract are up for renewal in August. The contract renewal would be from September 1, 2020 through August 31, 2021. The JIF is looking to renew our third year of the contract with Media Pro, Pivot Point and Police One. He noted that there is no price difference between year two and year three. Mr. Forlenza then shared the pricing as follows:

- Media Pro - \$5,428
- Pivot Point - \$8,784
- Police One Usage - \$9,500

Mr. Forlenza asked the Committee if they were comfortable recommending a contract renewal for these professionals at the July Executive Committee Meeting. The Committee agreed to renew these contracts.

Mr. Forlenza noted that he will have discussions with Mr. Romero and Mr. Miola in regards to the trainings that have been completed, programs already put into place and any additional trainings that need to be released.

Mr. Romero reported that Pivot Points network intrusion testing was complete. The members currently receive a monthly report showing their status. He indicated that some IP addresses may need to be corrected.

Mr. Romero then went on to report on the Phishing results to date. He noted that in May the phishing rate was 1/8%; which is very low. He then mentioned that he will be contacting each members to ensure they are “white” listing the IP Address that Pivot Point utilizes. Mr. Romero indicated that currently the spam filter is tagging the phishing emails being sent from Pivot Point. As a result, it is not allowing the members to participate in the phishing exercise.

Mr. Romero congratulated Bordentown Township, as they became Tier 1 certified on June 3, 2020. He noted that once the pandemic is over he is eager to go out to visit the each member.

MEL Cyber Task Force

Mr. Forlenza reported that he attended the MEL Cyber Task Force meeting on May 15th to review the revised Cyber Risk Management program. Mr. Romero indicated that he is working with Mr. Cooney on revisions to the member security plan guidelines. Once they are complete, they will be sent out to the members.

IX. CYBER LIABILITY COVERAGE

Mr. Miola noted that he is already looking ahead to the 2021 renewal of the Cyber Liability Coverage. He noted that he has read that most of the insurance companies are being hit hard with Cyber Liability Claims. Mr. Miola anticipates that we may see increased premiums, deductibles, and co-pays based on this coverage.

Mr. Miola stated that what they are trying to demonstrate to the insurance companies is efforts we are making to mitigate the risks associated with cyber-attacks. He mentioned that he will keep this Committee informed.

X. DECEMBER DINNER MEETING

Mr. Miola indicated that he placed the December Dinner Meeting discussion on today’s agenda as our next meeting is scheduled for November. He stated that the December Dinner Meeting is scheduled for December 15, 2020 (third Tuesday) at the Hainesport Municipal Building.

Mr. Miola asked the Committee whether they would prefer to hold the meeting at Ramblewood or look at other venue options. Mr. Forlenza commented that he felt the room for the reception was small for our event. He noted that his office will look into other options in Burlington County then prepare a matrix to provide to the Committee for review. Once the Committee makes a decision then our office will reserve assuming we can hold a dinner due to the pandemic. The Committee agreed with this approach.

Mr. Miola asked the Committee to forward any potential locations they may have to our office.

XI. EXECUTIVE COMMITTEE MEETING TIMES & LOCATIONS

Mr. Miola referred the Committee to page 17 of the agenda packet to review the 2021 Executive Committee meeting schedule. The meetings will be held at 3:30pm at the Hainesport Municipal Building the Third, Tuesday of each month (unless otherwise noted). He asked the Committee if they were comfortable with these proposed dates. The Committee approved the 2021 Executive Committee meeting schedule.

XII. EXECUTIVE COMMITTEE FORMAT

Mr. Miola mentioned that when we developed the JIF in 1991, there were ten (10) towns. At that time, all members would vote during the meeting. Now the BURLCO JIF has 27 members he asked the Committee if they would like to continue with the voting process or only have the Executive Committee members vote.

Mr. Matchett's opinion is that all members should be vote and it makes the members attend the Executive Committee Meeting. He noted that if there is an issue it gives the opportunity to vote. Therefore, Mr. Matchett suggested that all members should vote. Discussion ensued.

Following a brief discussion, the Committee agreed to continue with the current voting process. Mr. Miola stated we will keep the current voting process. He just wanted to ensure that we had a record of this discussion.

XIII. JOINT ANNUAL PLANNING RETREAT

Mr. Miola indicated that we were scheduled to have a Joint Annual Planning Retreat in conjunction with TRICO on July 30th and July 31st at Auletto Caterers. He noted that everything is tentative due to the indoor social distancing guidelines as per the Governor. Mr. Miola stated that his office is unsure if they are able to hold the retreat. He then asked the Committee for their feedback.

Mr. Theokas commented that in Bordentown Township they have looked at events that are in late summer and fall. Due to the uncertainty, they are putting a cap on 2020 events. If there is a real necessity for these events, the Township is looking into next year, to be very conservative.

Mr. McMahon commented that Chesterfield cancelled their Octoberfest that was scheduled in September. This was decided to the uncertainty of social distancing and heavy crowds.

Mr. Matchett stated that if the retreat is cancelled, will there be a "pass" under the *Safety Incentive Program* attendance requirement.

Ms. Burger agrees with Mr. Matchett to offer everyone a credit/pass for the *Safety Incentive Program*.

Mr. Cramer asked if the presentation is developed, maybe it could be shared with the Members. Mr. Miola responded that his office has been holding off the development of the retreat presentation due to our current situation. He noted that the catering facility is trying to accommodate our needs; however, it is dependent on the Governor's social distancing guidelines.

Ms. Ortiz explained that Auletto's can accommodate our group after the July 6th date. However, lunches would have to be split up between two (2) groups under separate tents outside with a bagged lunch. Mr. Forlenza mentioned that in previous years the weather has not been in our favor, it is either very hot or it has stormed. If you wanted a plated lunch, the venue would limit us to 100 people for lunch. Ms. Ortiz stated that currently they can hold up to 25% of capacity at a cap of 100 people.

Mr. Miola stated that some members have indicated to him that they are okay with the cancellation of the Planning Retreat for 2020. He then asked the Committee if they are opposed to cancelling the Planning Retreat this year. The Committee agreed to cancel the 2020 Annual Planning Retreat.

Mr. Miola indicated that he will make the recommendation to cancel the 2020 Annual Planning Retreat during today's Executive Committee Meeting under the Committee Meeting Report section of the meeting. He will also mention that members will receive a "credit/pass" under the *Safety Incentive Program*. Mr. Forlenza asked the Committee for clarification of the \$250 incentive. Currently, members only need to attend a ½-day session to qualify under the SIP. However, in order to qualify for the additional \$250 incentive; members need to attend the retreat all day. He asked the Committee if they are comfortable with only giving a "credit/pass" under the SIP and no additional incentive for full day. The

Committee agreed, members will only receive credit for the *Safety Incentive Program*; not the additional incentive.

XIV. NEXT MEETING

Mr. Miola stated that the next meeting is scheduled for November 24, 2020 at 2:00pm in Hainesport. The Committee Agreed.

There being no further business, the meeting adjourned at 2:39 pm

File: BURLCO/2020/Strategic Planning Committee
BURLCO/Gen/Strategic Planning Committee

Tab: 06/16/2020
Tab: 06/16/2020

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
RESOLUTION #2020-___**

**A RESOLUTION AUTHORIZING THE FUND CHAIR AND FUND SECRETARY TO EXECUTE
A CONTRACT WITH POLICE ONE ACADEMY TO PROVIDE ON LINE POLICE RELATED
TRAINING FOR A PERIOD OF ONE YEAR AT A COST NOT TO EXCEED \$9,500**

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

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

WHEREAS, the FUND members with police operations participate in a Police Ad Hoc Committee with members from the Atlantic County Municipal Joint Insurance Fund (ACM JIF) and the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF); and

WHEREAS, the Police Ad Hoc Committee meets on a regular basis to discuss exposures facing police operations and risk management techniques that can be utilized to mitigate these exposures; and

WHEREAS, at a Police Ad Hoc Committee meeting in Spring 2018, the Police Command Staff present recommended that the Funds seek police related on line training that can be made available to their rank and file officers; and

WHEREAS, the Police Command Staff believe that this type of training will allow their officers easy access to needed training that can be assigned, tracked, and documented effectively and efficiently; and

WHEREAS, on February 20, 2018, the FUND adopted Resolution 2018-20, authorizing an interlocal agreement with the ACM JIF and the TRICO JIF to provide online police related training; and

WHEREAS, the Executive Director's office issued a Request for Proposals (RFP) on April 11, 2018 with all proposals to be returned to the Executive Director's office by May 4, 2018; and

WHEREAS, proposals were received from Police One Academy, The Rodgers Group, and Relias; and

WHEREAS, each proposal was evaluated by a subcommittee which included a Fund Commissioner from each of the Funds involved in the interlocal agreement; and

WHEREAS, each proposal was reviewed and scored using the criteria included in the RFP that outlined the basis by which the proposals would be evaluated by the Funds; and

WHEREAS, following the evaluation and scoring process, each of the Funds determined that Police One Academy should be awarded a contract to provide online police related training in accordance with the terms and conditions outlined in the RFP and the proposal received from Police One Academy; and

WHEREAS, in accordance with this recommendation, the FUND approved Resolution 2018-34 on July 17, 2018 awarding a contract to Police One for a period of one year effective September 1, 2018 through August 31, 2019; and

WHEREAS, on July 16, 2019, the FUND approved Resolution 2019-31 authorizing an agreement with Police One Academy in accordance with Year 2 of their May 4, 2018 proposal to provide the above enumerated services for the period of September 1, 2019 through August 31, 2020; and

WHEREAS, it is the recommendation of the FUND's Executive Safety Committee that the FUND authorize an additional year of training in accordance with the Year 3 terms and conditions as outlined in Police One's original proposal dated May 4, 2018; and

WHEREAS, based upon the number of police personnel currently enrolled in the Police One program including sworn officers (full time, part time, and seasonal), Special Law Enforcement Officers, Resource Officers and other police personnel as recorded in the Police One Academy platform the total cost to the FUND to provide online police related training shall not exceed \$9,500 for one year access to the Police One Academy library; and

WHEREAS, funds to pay for this expense are available in the 2020-2021 FUND Operating Expense Budget;

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Burlington County Municipal Joint Insurance Fund that the FUND Chair and FUND Secretary are hereby authorized to execute a contract with Police One Academy to provide online police related training for the period of September 1, 2020 to August 31, 2021; and

BE IT FURTHER RESOLVED, that the total cost to the FUND shall not exceed \$9,500 for one year access to the Police One Academy library; and

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be provided to the ACM JIF, TRICO JIF, Executive Director's office, Fund Treasurer, and Safety Director for their information and knowledge; and

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

This Resolution was duly adopted by the Burlington County Municipal Joint Insurance Fund at a public meeting held on July 21, 2020.

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Attest: _____
Glenn McMahon, Secretary

By: _____
Meghan Jack, Chairperson

Date: July 21, 2020

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
RESOLUTION #2020-___**

**A RESOLUTION AUTHORIZING THE FUND CHAIR AND FUND SECRETARY TO EXECUTE
A CONTRACT WITH MEDIA PRO AND PIVOT POINT SECURITY TO PROVIDE
TECHNOLOGY RISK MANAGEMENT SERVICES FOR A PERIOD OF ONE YEAR AT A COST
NOT TO EXCEED \$14,212**

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

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

WHEREAS, the FUND members were recently subject to Technology Risk Assessments to determine each members greatest vulnerability from the use of technology in their governmental operations; and

WHEREAS, based upon the completed assessments it was determined that the FUND members all share similar exposures from the use of technology; and

WHEREAS, these vulnerabilities include the need for employee security awareness training; the timely distribution of security awareness notifications; the development of, and training therein, of security risk policies; the development of incident management plans; the completion of “phishing” assessments; the development of, and training therein, of third party risk management policies; and the completion of external vulnerability testing; and

WHEREAS, the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) and the Atlantic County Municipal Joint Insurance Fund (ACM JIF) completed the same Technology Risk Assessments with the same vulnerabilities identified; and

WHEREAS, on March 20, 2018, the FUND adopted Resolution 2018-23, authorizing an interlocal agreement with the TRICO JIF and the ACM JIF to seek qualified firms to provide services to address the vulnerabilities outlined above; and

WHEREAS, the Executive Director’s office issued a Request for Proposals (RFP) on April 30, 2018 with all proposals to be returned to the Executive Director’s office by May 24, 2018; and

WHEREAS, proposals were received from Media Pro, Pivot Point Security, and The Incendio Group; and

WHEREAS, each proposal was evaluated by a subcommittee which included a Fund Commissioner from each of the Funds involved in the interlocal agreement; and

WHEREAS, each proposal was reviewed and scored using the criteria included in the RFP that outlined the basis by which the proposals would be evaluated by the Funds; and

WHEREAS, following the evaluation and scoring process, each of the Funds determined that Media Pro should be awarded a contract to provide employee security awareness training and Pivot Point Security should be awarded a contract to provide the timely distribution of security awareness notifications; the development of, and training therein, of security risk policies; the development of incident management plans; the completion of “phishing” assessments; the development of, and training therein, of third party risk management policies; and the completion of external vulnerability testing in accordance with the terms and conditions outlined in the RFP and the proposal received from Media Pro and Pivot Point Security; and

WHEREAS, in accordance with the aforementioned recommendation, on July 17, 2018, the FUND approved resolution 2018-35 authorizing an agreement with Media Pro and Pivot Point Security to provide the above enumerated services for the period of September 1, 2018 through August 31, 2019; and

WHEREAS, it is in the FUND's best interest to execute an agreement with Media Pro and Pivot Point Security for the above enumerated services for the period of September 1, 2019 through August 31, 2020 in accordance with the terms and conditions as outlined in their proposals of May 24, 2018; and

WHEREAS, it is in the FUND's best interest to execute an agreement with Media Pro and Pivot Point Security for the above enumerated services in accordance with Year 3 of their May 24, 2018 proposals for the period of September 1, 2020 through August 31, 2021; and

WHEREAS, based upon the number of employees to be trained, the total cost to the FUND to provide employee security awareness training shall not exceed \$5,428 for one year access to the Media Pro library; and

WHEREAS, based upon the number of members to receive the following services; the timely distribution of security awareness notifications; the development of, and training therein, of security risk policies; the development of incident management plans; the completion of "phishing" assessments; the development of, and training therein, of third party risk management policies; and the completion of external vulnerability testing by Pivot Point Security the total cost of which to the FUND to provide these services shall not exceed \$8,784 for one year; and

WHEREAS, funds to pay for this expense are available in the 2019 & 2020 FUND Operating Expense Budget;

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Burlington County Municipal Joint Insurance Fund that the FUND Chair and FUND Secretary are hereby authorized to execute a contract with Media Pro and Pivot Point Security for the services outlined above and in accordance with the terms and conditions outlined in the RFP and the proposal received from Media Pro and Pivot Point Security; and

BE IT FURTHER RESOLVED, that the total cost to the FUND shall not exceed \$14,212 as noted above; and

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be provided to the TRICO JIF, ACM JIF, Executive Director's office, and Fund Treasurer, for their information and knowledge; and

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

This Resolution was duly adopted by the Burlington County
Municipal Joint Insurance Fund at a public meeting held on July 21, 2020.

**BURLINGTON COUNTY
MUNICIPAL JOINT INSURANCE FUND**

Attest: _____
Glenn McMahon, Secretary

By: _____
Meghan Jack, Chairperson