

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

**JANUARY 26, 2015**

**THE SENSATIONAL HOST**

**3030 Route 73 North  
Maple Shade Township**

**12:00 PM**

**AGENDA AND REPORTS**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
MEETING: JANUARY 26, 2015 – 12 NOON  
THE SENSATIONAL HOST  
3030 Route 73 North  
Maple Shade Township**

**SINE DIE MEETING**

- ☐ **MEETING OF FUND COMMISSIONERS CALL TO ORDER**
- ☐ **ROLL CALL OF 2014 COMMISSIONERS**
- ☐ **APPROVAL OF MINUTES:**
  - November 24, 2014, Open Session ..... **Appendix I**
  - November 24, 2014, Closed Session ..... **To be distributed**
- ☐ **CORRESPONDENCE** ..... **None**
- ☐ **ADJOURN SINE DIE MEETING**
  - Chairs vacated - Chair asks Executive Director to run meeting
- ☐ **EXECUTIVE DIRECTOR CALLS MEETING TO ORDER**
- ☐ **ROLL CALL OF 2015 FUND COMMISSIONERS**
- ☐ **ELECTION OF CHAIR AND SECRETARY**
- ☐ **ATTORNEY SWEARS IN COMMISSIONERS**
  
- ☐ **APPOINTMENT - FUND PROFESSIONALS – (Resolution 15 -1) ..... Page 3**
  - .Appointment of Fund Professionals
  
- ☐ **ORGANIZATIONAL RESOLUTION – (Resolutions 15-2 – 15-5) ..... Page 6**
  - .Establishment of Public Meeting Procedures
  - .Establishment of Fund Records Program
  - .Appointing Fund Defense Panel
  - .Approval of the 2015 Risk Management Plan

**REPORTS**

- ☐ **EXECUTIVE DIRECTOR/ADMINISTRATOR - PERMA**
    - .Executive Director's Report ..... **Page 1**
  
  - ☐ **ATTORNEY - William J. Kearns, Esquire**
  
  - ☐ **TREASURER - Thomas Tontarski**
    - .December 2014 Voucher List Resolution 14-23 ..... **Page 46**
    - .January 2015 Voucher List Resolution 15-6..... **Page 48**
    - .Treasurer Reports..... **Page 50**
  
  - ☐ **UNDERWRITING MANAGER – Conner Strong & Buckelew**
    - .Monthly Reports ..... **Page 59**
  
  - ☐ **SAFETY DIRECTOR – J.A. Montgomery Risk Control**
    - .Monthly Reports ..... **Page 67**
-

☐ **MANAGED CARE – QualCare**

.Monthly Report..... **Page 80**

☐ **CLAIMS SERVICE – Qual Lynx**

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED  
PURPOSES - PERSONNEL - SAFETY & PROPERTY OF  
PUBLIC LITIGATION**

☐ **OLD BUSINESS**

☐ **NEW BUSINESS**

☐ **PUBLIC COMMENT**

☐ **MEETING ADJOURNED**

☐ **NEXT MEETING: February 23, 2015 - Moorestown Township Town Hall**

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# Professional Municipal Management Joint Insurance Fund

9 Campus Drive – Suite 16  
Parsippany, NJ 07054

Date: January 26, 2015

Memo to: Fund Commissioners  
Professional Municipal Management Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

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## ☐ 2015 Reorganization Resolutions

**Fund Professionals & Professional Service Agreements:** In August, the board authorized the advertisement of RFQ's for professional positions in accordance with a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. Seq. for fund years 2015, 2016 and 2017. Enclosed with the reorganization resolutions is Resolution 15-1 reflecting appointments and establishing compensation for Fund Year 2015. **(Page 3)**

### ☐ Motion to adopt Resolution 15-1

<b>.Resolution 15-2</b> Establishment of Public Meeting Procedures	Page 6
<b>.Resolution 15-3</b> Establishment of a Fiscal Management Plan	Page 9
<b>.Resolution 15-4</b> Appointing Defense Panel Attorneys	Page 15
<b>.Resolution 15-5</b> 2015 Risk Management Plan	Page 17

### ☐ Motion to adopt Resolutions 15-2 through 15-5.

- ☐ **Residual Claims Fund 2015 Reorganization Meeting:** The Residual Claims Fund's 2015 Reorganization meeting was held on January 7, 2015 at the Forsgate Country Club. Enclosed is a copy of Commissioner Carew's report on the meeting. **(Appendix II)**
- ☐ **E-JIF 2015 Reorganization Meeting:** The E-JIF 2015 Reorganization meeting was held on January 7, 2015 at the Forsgate Country Club. Enclosed is a copy of Commissioner Carew's report on the meeting. **(Appendix II)**
- ☐ **MEL 2015 Reorganization Meeting:** The MEL 2015 Reorganization meeting was held on January 7, 2015 at the Forsgate Country Club. Enclosed is a copy of Commissioner Carew's report on the meeting. **(Appendix II)**
- ☐ **2015 Assessments:** The 2015 Assessments were mailed to all member towns in mid December. First Installment payments were due to the Treasurer by January 15, 2015.

- ❑ **Special Fund Commissioner:** With the Fund’s membership at four, the bylaws require the appointment of a Special Fund Commissioner in an effort to avoid tying votes. For 2015, Evesham has this privilege and they are appointing \_\_\_\_\_.
- ❑ **Elected Officials Training:** This year, the MEL will reduce each member’s 2015 liability claims premium by \$250 for each municipal elected official who completes the course by May 31. The Fund along with Mr. Kearns office will be scheduling sessions in the coming months. The MEL is making available an on-line training program for elected officials to earn the training credit. The Fund office will be sending out instructions on this training option.
- ❑ **Due Diligence Reports:**
  - ❑ **Financial Fast Track Report** **Page 34&35**
  - ❑ **Interest Rate Summary Comparison Report** **Page 36&37**
  - ❑ **Expected Loss Ratio Analysis** **Page 38&39**
  - ❑ **Claim Activity Report** **Page 40&41**
  - ❑ **Lost Time Accident Frequency Report** **Page 42&43**
  - ❑ **Regulatory Affairs Checklist** **Page 44**
  - ❑ **2014 EPL/POL Status** **Page 45**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

**RE-APPOINTING CERTAIN PROFESSIONAL AND SERVICE ORGANIZATIONS**

**Whereas**, the Professional Municipal Management Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund and is subject to certain requirements of the *Local Public Contracts Law*, and

**Whereas**, the Commissioners of the Professional Municipal Management Joint Insurance Fund have determined that it is in the best interest of the Professional Municipal Management Joint Insurance Fund to have the terms of appointment and contracts with its professionals begin as of February 1st each year, so that the terms begin after the annual reorganization meeting of the Professional Municipal Management Joint Insurance Fund,

**Whereas**, the Professional Municipal Management Joint Insurance Fund is desirous to appoint Fund Professionals – noted below – to three year terms commencing on February 1, 2015 and ending on January 30, 2018, in accordance with a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. Seq.;

**Now, THEREFORE, BE IT RESOLVED** by the Commissioners of the Professional Municipal Management Joint Insurance Fund, assembled in a public session on January 26, 2015, that the following be re-appointed:

1. **PERMA Risk Management Services** is hereby re-appointed as **Administrator, with Bradford C. Stokes as Executive Director and David N. Grubb as Deputy Executive Director** and both as agent for process of service.
2. **Mr. William John Kearns, Jr** of the law firm of **Kearns, Reale & Kearns,** is re-appointed as the **Fund Attorney** and shall receive a retainer for administrative services, legal research and legal opinions. In addition, **Kearns, Reale & Kearns** shall provide **litigation management services** for the Fund.
3. **Thomas Tontarski** is re-appointed as **Treasurer** for the Fund.
4. **The Actuarial Advantage** is re-appointed as **Actuary** for the Fund.
5. **J.A. Montgomery Risk Control** is re-appointed as **Safety Director Coordinator** for the Fund.
6. **Bowman & Company** is re-appointed as **Auditor** for the Fund.
7. **Conner Strong & Buckelew** is re-appointed as **Underwriting Manager** for the Fund.
8. **Qual-Lynx** is re-appointed as **Claims Administrator** for the Fund.

9. **TD Bank** is re-appointed as **Asset Manager** with a “30 – day cancellation clause”.
10. **QualCare** is re-appointed as **Workers’ Compensation Managed Care Organization** for the Fund.
11. **Russo & Associates** is re-appointed as **Internal Auditor** for the Fund.

**Be It Further Resolved**, that the Commissioners of the Professional Municipal Management Joint Insurance Fund find and determine that the appointments herein specified require either professional services for which the individuals designated are licensed to practice a profession or for extraordinary and unspecifiable services that cannot be adequately described in specifications that would make solicitation of bids for those services meaningful or advisable, and

**Be It Further Resolved**, that the compensation for the services shall be in accordance with the amounts budgeted for the services and contracts hereby authorized and approved by the Commissioners of the Professional Municipal Management Joint Insurance Fund, and

**Be It Further Resolved**, that the Chairman and Secretary of the Professional Municipal Management Joint Insurance Fund are hereby authorized to execute Agreements with the individuals, partnerships and corporations hereby appointed for the performance of professional or for extraordinary and unspecifiable services and providing for compensation, as follows

1. PERMA as Administrator for the Professional Municipal Management Joint Insurance Fund for calendar year 2015 in the amount of \$111,267.51 as set forth specifically in the Agreement.
2. The law firm of Kearns, Reale & Kearns, with William John Kearns, Jr., Esquire, an Attorney at Law of the State of New Jersey and a Partner in the firm, as the designated attorney, as the Attorney (Solicitor) for the Professional Municipal Management Joint Insurance Fund for calendar year 2015 in the amount of \$19,089.89 for general legal services and the sum of \$16,260.89 for litigation management, plus expenses, as set forth specifically in the Agreement.
3. Thomas Tontarski as Treasurer for the Professional Municipal Management Joint Insurance Fund for calendar year 2015 in the amount of \$16,501.00 as set forth specifically in the Agreement.
4. The Actuarial Advantage, with Dennis R. Henry, FCAS, as its designated representative, as Actuary for the Professional Municipal Management Joint Insurance Fund for calendar year 2015 at a rate not to exceed \$36,300.00 without the specific approval of the Commissioners, as set forth specifically in the Agreement.
5. J.A. Montgomery Risk Control, with Joanne Hall and Glenn Prince as its designated representatives, as Safety Director for the Professional Municipal Management Joint Insurance Fund for calendar year 2014 with a basic fee in the amount of \$16,684.00 as Safety Director and reimbursement of expenses for postage not to exceed \$500.00 as set forth specifically in the Agreement.

6. Bowman & Company with James Miles as its designated representative, as Auditor for the Professional Municipal Management Joint Insurance Fund for calendar year 2015 on the basis of an hourly fee schedule attached to the Agreement, but not to exceed \$22,364.67 without the specific approval of the Commissioners, as set forth specifically in the Agreement.
7. TD Bank as Asset Manager for the Professional Municipal Management Joint Insurance Fund for a Contract term to be one year with a “30 – day cancellation clause” and shall be .08% of the market value of the FUND’s invested assets.
8. Qual Lynx as Claims Service Company for the Professional Municipal Management Joint Insurance Fund for calendar year 2015 in accordance with the fee schedule set forth in the Agreement in the amount of \$127,959.00 plus the actual cost of a performance bond as set forth specifically in the Agreement.
9. Conner Strong & Buckelew as Underwriting Manager for the Professional Municipal Management Joint Insurance Fund for calendar year 2014 in the amount of \$5,520.40 as set forth specifically in the Agreement.
10. QualCare as Workers’ Compensation Managed Care Organization for calendar year 2014 in the amount of \$79,923.00 as set forth specifically in the Agreement.
11. Russo & Associates as Internal Auditor for calendar year 2015 in the amount of \$3,967.85.00 as set forth specifically in the Agreement.

**Be It Further Resolved**, that all of the Agreements set forth above are subject to specific approval by the Commissioners of the Professional Municipal Management Joint Insurance Fund, and

**Be It Further Resolved**, that notice of the appointments and the Agreements for professional shall be published as required by law, and

This resolution was duly adopted by the Professional Municipal Management Joint Insurance Fund at a public meeting held on January 26, 2015.

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**CHAIRMAN**

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**SECRETARY**



## RESOLUTION NO. 15-2

### PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND ADOPTING PROCEDURES IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT

**Whereas**, the Professional Municipal Management Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund and is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq., and

**Whereas**, the participating Municipalities have made their respective designations of Commissioners who will collectively serve as the Board of Fund Commissioners of the Professional Municipal Management Joint Insurance Fund, and

**Whereas**, the Open Public Meetings Act provides that upon the adoption by a public body of a schedule of meetings to be held during the calendar year that no further notice of those meetings will be necessary, and

**Whereas**, it is necessary for the Commissioners of the Professional Municipal Management Joint Insurance Fund to make certain administrative and organizational determinations for the proper operation of the Professional Municipal Management Joint Insurance Fund,

**Now, THEREFORE, BE IT RESOLVED** by the Commissioners of the Professional Municipal Management Joint Insurance Fund, assembled in public session on this 26th day of January 2015, that:

1. The Professional Municipal Management Joint Insurance Fund hereby designates the Fourth Monday (unless otherwise noted) of each Month, in the Municipal Buildings of the member municipalities set forth for each date, specifically

February 23, 2015	Moorestown Town Hall	1:00 PM
March 23, 2015	“ “	1:00 PM
April 27, 2015	“ “	1:00 PM
May 18, 2015*	“ “	1:00 PM
June 22, 2015	“ “	1:00 PM
July 27, 2015	“ “	1:00 PM
September 28, 2015	“ “	1:00 PM
October 26, 2015	“ “	1:00 PM
November 23, 2015	“ “	1:00 PM
January 25, 2016	The Sensational Host	12:00PM

as the dates and places of its regular meetings and the meeting of January 25, 2016, shall serve as the 2016 Reorganization Meeting; unless otherwise modified by Resolution all meetings shall begin at 1:00 PM. (\* Third Monday)

2. A copy of all advance notices of special meetings of the Professional Municipal Management Joint Insurance Fund shall, at least forty-eight (48) hours in advance of the special meeting be mailed to the newspaper designated in this Resolution;

be filed with the Clerk of each of the municipalities which are members of the Professional Municipal Management Joint Insurance Fund and be posted in the Municipal Buildings of each of the member municipalities in the same manner as notices of other public meetings are posted.

3. Any person may request, in writing, that the Professional Municipal Management Joint Insurance Fund mail to him or her a copy of the schedule of meetings and/or advance written notice of regular, special or re-scheduled meetings of the Professional Municipal Management Joint Insurance Fund. Upon prepayment by such person of the applicable fee set forth in this Resolution, the schedule and/or advance notice shall be mailed to that person. All requests made pursuant to this paragraph shall terminate at midnight, December 31st of the current year, subject to renewal thereafter upon filing of a new written request to the Board together with the prepayment of the applicable fee. Notices requested by news media shall be mailed to one representative of such media free of charge.
4. The following schedule of mailing fees is hereby established:
  - a. For a copy of the schedule of meetings and revisions thereto, the sum of \$10.00 per year.
  - b. For advance written notice of a particular meeting designated in the request, the sum of \$3.00.
  - c. For advance written notice of all regular, special or re-scheduled meetings during the calendar year, the sum of \$10.00.
5. The following newspapers are hereby designated as the official newspapers for transmittal of all notices of the Professional Municipal Management Joint Insurance Fund required pursuant to the Open Public Meetings Act:

Burlington County Times and/or  
Maple Shade Progress

In addition, the Fund's webpage is designated for official notices [www.pmmjif.org](http://www.pmmjif.org)

6. Upon the affirmative vote of three-fourths of the Commissioners present, the Professional Municipal Management Joint Insurance Fund may hold a meeting without compliance with the notice requirements of this Resolution if such a meeting is required to deal with matters of such urgency and importance that delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest, and

**Be It Further Resolved,** that copies of this Resolution shall be provided, within seven (7) days of its adoption, to the newspapers designated above to receive notice of meetings and to the Clerks of the municipalities participating in the Professional Municipal Management Joint Insurance Fund for posting as required by law and to the Administrator and Treasurer of the Professional Municipal Management Joint Insurance Fund for their information and attention.

This resolution was duly adopted by the Professional Municipal Management Joint Insurance Fund at a public meeting held on January 26, 2015.

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**CHAIRMAN**

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**SECRETARY**

## RESOLUTION NO. 15-3

### PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

#### ADOPTING FISCAL POLICIES AND PROCEDURES

**Whereas**, the Professional Municipal Management Joint Insurance Fund has been organized in accordance with the provisions of *N.J.S.A. 40A:10-36 et seq.*, and

**Whereas**, the participating Municipalities have made their respective designations of Commissioners who will collectively serve as the Governing Body of the Professional Municipal Management Joint Insurance Fund, and

**Whereas**, the Commissioners of the Professional Municipal Management Joint Insurance Fund find that it is necessary and appropriate to make decisions regarding the operations of the Professional Municipal Management Joint Insurance Fund,

**Now, Therefore, Be It Resolved** by the Commissioners of the Professional Municipal Management Joint Insurance Fund, meeting in public session on January 26, 2015, that:

1. There is hereby established an interest rate to be charged on all delinquent assessments for the year 2015 of ten (10%) per cent per annum from the due date for any such assessments, except that no interest shall be charged prior to January 15, 2015.
2. Bradford C. Stokes, Executive Director and/or the Account Manager so designated by the Executive Director is designated as the person authorized to accept service of process on behalf of the Professional Municipal Management Joint Insurance Fund at 9 Campus Drive Parsippany NJ 07054 and at 401 Route 73 N, Marlton NJ 08053.
3. The Executive Director of the Professional Municipal Management Joint Insurance Fund is hereby designated as the custodian of the records which shall be maintained at the office of the Administrator located at 401 Route 73 N, Marlton NJ 08053
4. TD Bank, having principal offices within the State of New Jersey, and organized under the laws of the United States or of the State of New Jersey is hereby designated as the primary depository of the Professional Municipal Management Joint Insurance Fund and any Bank, Trust Company, Savings Bank or Savings and Loan Association, having its principal place of business in the State of New Jersey and organized under the laws of the United States of the State of New Jersey is hereby designated as an investment depository of the Professional Municipal Management Joint Insurance Fund for the term ending December 31, 2015 with a "30 – day cancellation clause", provided that prior to the deposit of any funds in any depository authorized herein, the designated institution shall file with the Treasurer of the Professional Municipal Management Joint Insurance Fund a statement certifying that the institution is covered under the provisions of the Government Units Deposit Protection Act, N.J.S.A. 17:9-41, et seq.

5. The State of New Jersey Cash Management Fund is hereby designated as a legal depository for the Professional Municipal Management Joint Insurance Fund for the term ending December 31, 2015.
6. The following officials of the Professional Municipal Management Joint Insurance Fund are hereby authorized to sign checks or withdrawal slips where any two (2) of the following signatures are required:

_____	CHAIR
_____	SECRETARY
_____	COMMISSIONER
<u><b>Thomas Tontarski</b></u>	TREASURER

7. The Professional Municipal Management Joint Insurance Fund has determined that idle funds of the Professional Municipal Management Joint Insurance Fund should be invested in legal investment vehicles at all times and that it is occasionally necessary to transfer funds for the purpose of meeting claims, expenses of the Professional Municipal Management Joint Insurance Fund or to effect investments. The Professional Municipal Management Joint Insurance Fund hereby authorizes the Treasurer to request bids and to place orders for the investment of idle funds solely in legally authorized investment vehicles and the Treasurer is hereby authorized to transfer funds by wire solely for the following purposes and subject to pertinent laws and regulations:
  - A. To and from checking or savings accounts of the Professional Municipal Management Joint Insurance Fund to other accounts of the Professional Municipal Management Joint Insurance Fund.
  - B. To or from checking or savings accounts of the Professional Municipal Management Joint Insurance Fund to or from accounts specified as authorized depositories of the Professional Municipal Management Joint Insurance Fund or the State of New Jersey Cash Management Funds solely for the purpose of investing for the account of the Professional Municipal Management Joint Insurance Fund.
8. All funds of the Professional Municipal Management Joint Insurance Fund for claims payments shall be withdrawn from the official named depositories by check which shall bear the signatures of at least two (2) of the following persons who are duly authorized pursuant to this Resolution to sign claim payment checks on behalf of the Professional Municipal Management Joint Insurance Fund:

Ann L. Noble	Qual-Lynx
David S. Ruber	Qual-Lynx
Alice Lihou	Qual-Lynx
Joy DiPatri	Qual-Lynx
Janet Buggle	Qual-Lynx
John McSorley	Qual-Lynx

This resolution was duly adopted by the Professional Municipal Management Joint Insurance Fund at a public meeting held on January 26, 2015.

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**CHAIR**

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**SECRETARY**

## **PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND 2015 CASH MANAGEMENT AND INVESTMENT POLICY**

### **1.) Cash Management and Investment Objectives**

The Professional Municipal Management Joint Insurance Fund (hereinafter referred to as the FUND) objectives in this area are:

- a.) Preservation of capital.
- b.) Adequate safekeeping of assets.
- c.) Maintenance of liquidity to meet operating needs, claims settlements and dividends.
- d.) Diversification of the FUND's portfolio to minimize risks associated with individual investments.
- e.) Maximization of total return, consistent with risk levels specified herein.
- f.) Investment of assets in accordance with State and Federal Laws and Regulations.
- g.) Accurate and timely reporting of interest earnings, gains and losses by line of coverage in each Fund year.
- h.) Where legally permissible, cooperation with other local municipal joint insurance funds, and the New Jersey Division of Investment in the planning and execution of investments in order to achieve economies of scale.
- i.) Stability in the value of the FUND's economic surplus.

### **2.) Permissible Investments**

Investments shall be limited to the following:

- a.) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America.
- b.) Government money market mutual funds
- c.) Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors.
- d.) Bonds or other obligations of the local unit or bonds or other obligations of school districts of which the local unit is a part or within which the school district is located; or
- e.) Bonds or other obligations, having a maturity date not exceeding 397 days, approved by the Division of Investment of the Department of Treasury for investment by local units.
- f.) Debt obligations of federal agencies or government corporations with maturities not greater than five (5) years from the date of purchase, excluding mortgage backed obligations, providing that such investments are purchased through the New Jersey Division of Investment and are consistent the Division's own investment guidelines, and providing that the investment a fixed rate of interest not dependent on any index or external factors.
- g.) Repurchase agreements of fully collateralized securities, subject to rules and conditions establish by the N.J. Department of Community Affairs.
- h.) Local Government Investment Pools

No investment or deposit shall have a maturity longer than five (5) years from date of purchase.

3.) **Authorized Depositories**

In addition to the above, the FUND is authorized to deposit funds in certificates of deposit and other time deposits in banks covered by the Governmental Unit Depository Protection Act, NJSA 17:9-14 et seq. (GUDPA). Specifically authorized depositories are as follows:

TD Bank  
TD Bank Asset Management  
Wells Fargo Bank

The FUND is also authorized to invest its assets in the New Jersey Cash Management Fund.

4.) **Authority for Investment Management**

The Treasurer is authorized and directed to make investments, with a maturity of three months or longer, through asset managers that may be selected by the Executive Board. Such asset managers shall be discretionary trustees of the FUND.

Their actions and decisions shall be consistent with this plan and all appropriate regulatory constraints.

In executing investments, asset managers shall minimize transaction costs by querying prices from at least three (3) dealers and purchasing securities on a competitive basis. When possible, federal securities shall be purchased directly from the US Treasury. Transactions shall not be processed through brokerages which are organizationally affiliated with the asset manager. Transactions may also be processed through the New Jersey Division of Investment by the Fund's asset managers.

5.) **Preservation of Capital**

Securities shall be purchased with the ability to hold until maturity.

6.) **Safekeeping**

Securities purchased on behalf of the FUND shall be delivered electronically or physically to the FUND's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the FUND.

7.) **Selection of Asset Managers, Custodial Banks and Operating Banks**

Asset managers, custodial banks and operating banks shall be retained for contract periods of one (1) year. Additionally, the FUND shall maintain the ability to change asset managers and/or custodial banks more frequently based upon performance appraisals and upon reasonable notice, and based upon changes in policy or procedures.

8.) **Reporting**

Asset managers will submit written statements to the treasurer and executive director describing the proposed investment strategy for achieving the objectives identified herein. Asset managers shall also submit revisions to strategy when justified as a result of changing market conditions or other factors. Such statements shall be provided to the Treasurer and Executive Director. The statements shall also include confirmation that all investments are made in accordance with this plan.



Additionally, the Investment Manager shall include a statement that verifies the Investment Manager has reconciled and determined the appropriate fair value of the Funds portfolio based on valuation guidelines that shall be kept on file in the Executive Director's office.

The Treasurer shall report to the Executive Committee at all regular meetings on all investments. This report shall include information on the balances in all bank and investment accounts, and purchases, sales, and redemptions occurring in the prior month.

9.) **Audit**

This plan, and all matters pertaining to the implementation of it, shall be subject to the FUND's annual audit.

10.) **Cash Flow Projections**

Asset maturity decisions shall be guided by cash flow factors payout factors supplied by the Fund Actuary and reviewed by the Executive Director and the Treasurer.

11.) **Cash Management**

All moneys turned over to the Treasurer shall be deposited within forty-eight (48) hours in accordance with NJSA 40A:5-15.

In the event a check is made payable to the Treasurer rather than the Fund, the following procedure is to be followed:

- a.) The Treasurer endorses the check to the Fund and deposits it into the Fund account.
- b.) The Treasurer notifies the payer and requests that in the future any check be made payable to the Fund.

Cash may be withdrawn from investment pools under the discretion of asset managers only to fund operations, claims imprest accounts, or approved dividend payments.

The Treasurer shall escheat to the State of New Jersey checks which remain outstanding for twelve or more months after the date of issuance. However, prior to implementing such procedures, the Treasurer, with the assistance of the claims agent, as needed, shall confirm that the outstanding check continues to represent a valid claim against the FUND.

TD Bank shall retain compensating balances for the purpose of offsetting account expenses.

## RESOLUTION NO. 15-4

### PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

#### APPOINTING DEFENSE ATTORNEYS

**Whereas**, the Professional Municipal Management Joint Insurance Fund has been organized pursuant to *N.J.S.A. 40A:10-36 et seq.*, and

**Whereas**, the Professional Municipal Management Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund and is subject to certain requirements of *the Local Public Contracts Law*, and

**Whereas**, the Executive Committee of the Professional Municipal Management Joint Insurance Fund finds that it is necessary and appropriate to obtain certain professional services and, therefore, to appoint and designate defense attorneys so that the claims filed against the member municipalities of the Professional Municipal Management Joint Insurance Fund and for which the Professional Municipal Management Joint Insurance Fund is obligated to provide a defense may be properly defended, and

**Whereas**, the Professional Municipal Management Joint Insurance Fund is in the process of reviewing litigation management procedures and developing a litigation management policy,

**Now, THEREFORE, BE IT RESOLVED** by the Executive Committee of the Professional Municipal Management Joint Insurance Fund, assembled in a public session on January 26, 2015, that the following law firms and attorneys are hereby designated as approved defense attorneys for the Professional Municipal Management Joint Insurance Fund:.

#### **Workers Compensation Claims:**

John Geaney - Capehart Scatchard

Michael Huber & William Freeman – Freeman, Barton, Huber & Sacks

Christopher Saracino – Pietras, Saracino, Smith & Meeks

#### **General Liability Claims:**

Betsy Ramos - Capehart Scatchard

John Gillespie – Parker McCay

Allen Zeller – Zeller & Wieliczko LLP

Michael Armstrong – Michael Armstrong & Associates

Louis Cappelli, Jr. – Florio, Perrucci, Steinhardt & Fader

#### **Subrogation Litigation**

Douglas Heinhold – Raymond, Coleman, Heinhold & Norman

**Be It Further Resolved,** that assignment of specific claims for defense shall be made by the Fund Attorney for the Professional Municipal Management Joint Insurance Fund who shall supervise and coordinate the defense of matters in cooperation with the Claims Administrator and in accordance with the policies determined by the Professional Municipal Management Joint Insurance Fund, and

**Be It Further Resolved,** that the compensation for the services shall be in accordance with the amounts budgeted and authorized and approved by the Commissioners of the Professional Municipal Management Joint Insurance Fund, and

This resolution was duly adopted by the Professional Municipal Management Joint Insurance Fund at a public meeting held on January 26, 2015.

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**CHAIRMAN**

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**SECRETARY**

**Professional Municipal Management Joint Insurance Fund**

(hereinafter the "Fund")

**ESTABLISHING THE 2015 PLAN OF RISK MANAGEMENT**

**BE IT RESOLVED** by the Fund's governing body that the **2015** Plan of Risk Management shall be:

1.) **The perils or liability to be insured against.**

a.) The Fund insures the following perils or liability:

- **Workers' Compensation** including Employer's Liability, USL&H and Harbor Marine/Jones Act.
- **General Liability** including Police Professional Liability, Employee Benefits Liability, Quasi Municipal Organization Liability, Garage Keeper's Liability, Failure to Supply (water and electricity), Riot, Civil Commotion or Mob Action, Good Samaritan, Disinfecting Agents Release Hazard, and Skateboard Facility.
- **Automobile Liability** including PIP and uninsured/Underinsured Motorists Coverage.
- **Blanket Crime** including public employee dishonesty; forgery or alteration; theft, disappearance and destruction; robbery and safe burglary; and computer fraud with funds transfer. Excludes Statutory Positions.
- **Property** including Boiler and Machinery
- **Public Officials and Employment Practices Liability**
- **Volunteer Directors & Officers Liability**
- **Cyber Liability**
- **Optional Tenant Users Liability Insurance (TULIP) – Coverage includes general liability and liquor liability at the limit of liability as established by the TULIP program. The policy is written in the tenant/users name with the member entity as an additional insured. Coverage goes into effect upon the member entity subscription to the program and program setup for the member entity by the TULIP program administrator.**

b.) The following coverages are provided to the Fund's member local units by their membership in the Municipal Excess Liability Joint Insurance Fund (MEL).

- **Excess Workers' Compensation**
- **Excess General Liability**
- **Non-Owned Aircraft Liability**
- **Excess Auto Liability**
- **Optional Excess Public Officials & Employments Practices Liability**
- **Optional Excess Liability**
- **Excess Property including Boiler and Machinery**
- **Crime** including (1) **excess public employee coverage**, (2) **excess public officials coverage** where the Statutory Positions coverage is insured commercially for primary coverage and (3) coverage for **Statutory Positions** insured on a primary basis with MEL (where approved).
- c.) **Environmental Impairment Liability** Coverage is provided to the Fund's member local units by the Fund's membership in the New Jersey Municipal Environmental Risk Management Fund (i.e. E-JIF.)

2.) **The limits of coverage.**

- a.) **Workers' Compensation** limits.
  - The Fund covers \$250,000 CSL.
  - The MEL covers excess claims to the following limits.
    - Workers' Compensation - statutory
    - Employer's Liability - \$6,750,000 in excess of the Fund's \$250,000
    - USL&H – Included in workers Compensation
    - Harbor Marine/Jones Act - Included in employers liability
    - Incidental Foreign Workers Compensation - included
    - Communicable Disease Coverage - included
- b.) **General Liability** limits.
  - The Fund covers \$250,000 CSL.
  - The MEL covers excess liability claims as follows:

- General Liability - \$4,750,000 CSL excess the Fund's \$250,000 the \$3,250,000 excess \$1,750,000 layer is subject to a \$3,250,000 per member local unit annual aggregate limit.
- Police Professional - included in the MEL's excess General Liability limits.
- Employee Benefits Liability - included in the MEL's excess General Liability limits.
- Good Samaritan Liability - included in the MEL's excess General Liability limits.
- Quasi Municipal Organization Liability. (Non-profit organizations included by a member local unit in the town's insurance program.)
  - Emergency Service Units and Auxiliaries - included in the MEL's excess General Liability limits.
  - Other - \$4,750,000 CSL excess of the Fund's \$250,000. The \$3,250,000 excess \$1,750,000 layer is included in the MEL's excess General Liability \$3,250,000 excess \$1,750,000 per member local unit annual aggregate limit.
- Garage Keeper's Liability - \$1,750,000 CSL excess of the Fund's \$250,000. The \$250,000 layer excess of \$1,750,000 is included in the MEL's excess General Liability \$3,250,000 excess \$1,750,000 per member local unit annual aggregate limit.
- Failure to Supply Liability - \$4,750,000 CSL excess of the Fund's \$250,000. The \$3,250,000 excess of the \$1,750,000 layer is included in the MEL's General Liability \$3,250,000 excess of \$1,750,000 per member local unit annual aggregate limit.
- Riot, Civil Commotion or Mob Action - \$4,750,000 CSL excess of the Fund's \$250,000. The \$3,250,000 excess of the \$1,750,000 layer is included in the MEL's General Liability \$3,250,000 excess of \$1,750,000 per member local unit annual aggregate limit.
- Dams (Class III and IV – Low Hazard) - \$4,750,000 CSL excess of the Fund's \$250,000. The \$3,250,000 excess of the \$1,750,000 layer is included in the MEL's General Liability \$3,250,000 excess of \$1,750,000 per member local unit annual aggregate limit.
- Dams (Class I and II – High Hazard) - \$750,000 CSL excess of the Fund's \$250,000.

- Subsidence Property Damage Liability- \$3,500,000 CSL excess of the Fund's \$250,000. The \$2,000,000 layer excess of \$1,750,000 layer is included in the MEL's General Liability and is subject to a \$2,000,000 “all members” annual aggregate limit excess of the \$1,750,000 each occurrence. There is no bodily injury liability sub-limit for subsidence.
- Sewer Back Up - \$3,500,000 CSL excess of the Fund's \$250,000. The \$2,000,000 layer excess of \$1,750,000 layer is included in the MEL's General Liability and is subject to a \$2,000,000 “all members” annual aggregate limit excess of the \$1,750,000 each occurrence. There is no bodily injury liability sub-limit for sewer back-up.
- Disinfecting Agents Release Hazard - \$750,000 CSL excess of the Fund's \$250,000.
- Skateboard Facilities - \$4,750,000 CSL excess of the Fund's \$250,000. The \$3,250,000 excess of the \$1,750,000 layer is included in the MEL's General Liability \$3,250,000 excess of the \$1,750,000 each occurrence. (Note: requires Fund approval). Skateboard liability coverage is subject to 20% member coinsurance of the first \$100,000.

c.) **Automobile Liability** limits.

- The Fund covers \$250,000 CSL for Bodily Injury Liability, Property Damage Liability and PIP.
- The Fund covers \$15,000/\$30,000/5,000 for underinsured/Uninsured Motorists Liability.
- The MEL covers Automobile Bodily Injury and Property Damage Liability claims excess of the Fund's \$250,000 CSL limit in the MEL's excess General Liability limit except that Automobile Liability claims which penetrate the excess of \$1,750,000 layer are not subject to the aggregate limitation.
- The JIF provides PIP limits of \$250,000.
- The MEL does not provide excess PIP or Uninsured/Underinsured Motorist Coverage.

d.) **Non-Owned Aircraft.** The MEL covers \$5,000,000 CSL for Bodily Injury and Property Damage Liability, and \$5,000 medical expense for each passenger.

**e.) Public Officials Liability. (POL)**

- The JIF, 100% commercially insured with XL Insurance, covers \$2,000,000 in the aggregate on a claims made basis per member municipality for each Fund year subject to a deductible and coinsurance as outlined below. There is a combined POL/EPL \$2,000,000 per member local unit annual aggregate.
- \$20,000 deductible per occurrence, except that a \$75,000 deductible per occurrence applies for member local units with unfavorable loss experience.
- 20% coinsurance of the first \$250,000 of the loss

NOTE: Member local units that qualify based on certain criteria have options to purchase a lower deductible and coinsurance contribution. New members with adverse loss experience may be subject to higher deductibles and coinsurance as proved by XL

**f.) Employment Practices Liability (EPL)**

- The JIF, 100% commercially insured with XL Insurance, covers \$2,000,000 in the aggregate on a claims made basis per member municipality for each Fund year subject to a deductible and coinsurance as outlined below. There is a combined POL/EPL \$2,000,000 per member local unit annual aggregate.
- For member local units with approved EPL Loss Control/Risk Management Programs:
  - \$20,000 deductible per occurrence, except that a \$75,000 deductible per occurrence applies for member local units with unfavorable loss experience.
  - 20% coinsurance of the first \$250,000 of the loss
- For member local units without approved EPL Loss Control/Risk Management Programs:
  - \$100,000 deductible per occurrence, except that a \$150,000 deductible per occurrence applies for member local units with unfavorable loss experience.
  - 20% coinsurance (no cap) 1<sup>st</sup> \$2 million (not imposed against optional limits).



NOTE: Member local units that qualify based on certain criteria have options to purchase a lower deductible and coinsurance contribution. New members with adverse loss experience may be subject to higher deductibles and coinsurance as proved by XL

g.) **Optional Directors and Officers Liability (D & O)** - Fire Companies and Emergency Service Units.

- The JIF, 100% commercially insured with XL Insurance, provides optional \$1 million or \$2 million annual aggregate limits for Fire Companies or Emergency Service Units subject to optional deductibles of \$1,000, \$2,000 or a \$5,000 deductible.

h.) **Property** (effective 12:01 A.M. December 31, 2014) –

The Fund covers \$50,000 per occurrence (Property & Time Element combined) less applicable member deductibles:

- Flood for locations wholly or partially within 100-year flood zone
- Boiler and Machinery
- Named Storm (Flood & Wind)

The MEL retains and provides excess property coverage at limits of \$200,000 excess \$50,000 per occurrence Property ( & Time Element combined) except for the following:

- Flood for locations wholly or partially within 100-year flood zone
- Boiler and Machinery
- Named Storm(Flood & Wind)

The MEL serves as the lead agency for the purchase of additional excess property at the following MEL statewide limits and sub-limits:

- Policy limit - \$125 million per occurrence for all coverage despite number of locations involved in an occurrence state-wide.
- Named Storm - \$125 million per occurrence (Property and Time Element combined - (120 Hours)
- Earth Movement - \$75 million annual aggregate (168 hours)
- Flood - \$75 million (annual aggregate) except;
- Flood for locations wholly or partially within 100-year flood zone (SFHA) –
  - \$2.5 million per location building & contents
  - \$1 million all outdoor property
  - \$2.5 million for pumping stations

- Definition of Flood includes Storm Surge
- Asbestos Cleanup - \$50,000 per occurrence
- Equipment Breakdown - \$125 million
  - Ammonia Contamination - \$5 million
  - Spoilage - \$5 million
- Time Element – included in the policy limit.
  - Time element sub-limits include:
  - Business Interruption – Included (12 Months)
  - Extra Expense - \$10 million
  - Tenant Relocation - \$750,000
  - Leasehold Interest - \$15 million
  - Tenant Prohibited Access- \$1 million (24 Hours)
  - Service Interruption - \$10 million
  - Loss of Rents - \$15 million
  - Delay in Completion -60 days
  - Extended Period of Liability – 365 days
- Utilities Member Owned – Property Damage and Time Element Combined - \$125 million
  - Time Element Pass Through Utilities – Per Policy Sub-limit
  - Time Element Power Generation Utilities – **NOT COVERED**
- Valuable Paper and Records (incl. EDP Media/Software - \$10 million)
- Accounts Receivable - \$10 million
- Increased Construction Cost - \$25 million (Incl. Demolition)
- Transit - \$1 million per occurrence
- Fine Arts - \$2.5 million
- Land and Water Contamination Cleanup (limited) - \$250,000 (annual aggregate) Including removal & disposal
- Decontamination Costs - \$250,000
- **Miscellaneous Unnamed Locations - \$10 million**
- New Construction & Additions - \$25 million
  - Including soft costs - \$5 million sub-limit
  - 15 Days Delay in Completion
- Computer Systems Damage - \$2.5 million (24 Hours)
- Newly Acquired Locations – \$25 million per location
  - 90 Day Period
- Ingress/Egress - \$5 million (within 1 mile-30 Day Period)
- Debris Removal - \$25 million
- Expediting Expense - \$10 million
- Civil Authority -\$5 million(within 5 miles-30 Day Period)
- Professional Fees including Architects/Engineering Fees - \$1,250,000
- Errors & Omissions - \$10 million
- Miscellaneous Personal Property - \$10 million
  - **Includes Outdoor Property - \$10 million (Named Perils Only)**
- Watercraft - \$1 million - 32' or less – ACV in not scheduled
- Vehicles - \$15 million (Property Damage only)
- Bridges and Dams \$10 million. (Property & TE combined). Excluded for the Perils of Flood, Named Storm & Earth Movement.

- Piers, Wharfs, Docks, Boardwalks, Bulkheads, Crossovers - \$10 million - Named Peril Only
- Transmission and Distribution Lines - \$10 million (within a 1 mile radius of an insured Location for overhead lines & 5 mile radius for underground lines)
- Clogging/Blocking of pipes - \$1 million
- Off Premises Storage Under Construction - \$250,000
- Fire Department Service Charge - \$250,000
- Deferred Payments - \$1 million
- Land Improvements - \$10 million
  - Off Premises Services Interruption - \$10 million  
Excluding Utilities 24 hour qualifying period
- Protection & Preservation of Property-\$10 million(48 Hrs BI)
- Research & Development - \$10 million (12 Hours)
  - Impounded Water - \$250,000 (30 days)
- Tenant Prohibited Access - \$1 million
- Soft Costs - \$5 million
- Wind Turbine \$1 million per occurrence

**FLOOD AGGREGATE NOTE:** In no event shall the Zurich primary program aggregate for Flood and/or Surface Water exceed \$50,000,000 in any one policy year. The MEL has an excess flood and earth movement policy on a quota share basis with several insurers that provide a combined limit of \$25,000,000 excess of \$50,000,000. As respects to flood, the limit is excess of the \$50 million Zurich program flood aggregate. It does not drop down over any SFHA sub-limits contained in the Zurich policy such as the \$2.5 million per location sub-limit. The underlying SFHA sub-limits are the maximum amount of limit for those respective locations with loss or damage. This additional limit does not augment or add to any underlying SFHA sub-limits. Please note, however, that loss or damage from flood up to the underlying SFHA sub-limits for that respective location will be part of the \$50 million attachment point.

The total statewide program annual aggregate for the peril of flood (for locations outside & wholly or partially within areas of 100-Year flooding) is \$75,000,000.

- The standard member local unit deductible is \$2,500 per occurrence except for:
  - Flood for locations wholly or partially within 100-year flood zone
  - Equipment Breakdown
  - Named Storm (Flood & Wind)
- Equipment Breakdown coverage is subject to a member local unit \$5,000 deductible per occurrence (Property & Time Element Combined).

- Flood loss and/or surface water for locations with any part of the legal description within a SFHA (wholly or partially within the 100-year flood zone) as defined by the Federal Emergency Management Agency is subject to separate deductibles of \$500,000 each for building damage for municipal buildings, and \$500,000 each building for municipal contents damage and \$250,000 each building damage for housing authority buildings, and \$100,000 each building for housing authorities contents damage or the National Flood Insurance Plans (NFIP) maximum available limits for municipalities and housing authorities respectively, whichever is greater, regardless of whether National Flood Insurance Program coverage is purchased. Vehicles, mobile equipment, pistol ranges and pumping stations are subject to the standard member local unit deductible unless they are not at a Location then the deductible is \$250,000 per occurrence. “Pumping Stations” include “lift stations” and also include “wet wells” that are an integral part of the “pumping station”. The flood loss deductible outside of the SFHA (100-year flood zone) is the standard member local unit deductible. All other property not eligible for NFIP is either defined as Outdoor or addressed elsewhere in the policy.
- Named Storm” (Wind and Flood)

**Locations:** As respects to covered property in **Atlantic, Ocean, Monmouth, and Burlington Counties** located east of the Garden State Parkway and any covered property in **Cape May County**.

**Property Damage** 1% of the scheduled location value on file with the Company, per the property insured as of the date of loss, for the Location where the direct physical loss or damage occurred, per occurrence.

**Locations:** As respects to covered property in **Atlantic, Ocean, Monmouth, and Burlington Counties** located east of the Garden State Parkway and any covered property in **Cape May County**.

**Time Element** 1% of the full 12 months Gross Earnings or Gross Profit values that would have been earned following an occurrence by use of facilities at the Location where the direct physical loss or damage occurred and all other Locations where Time Element loss ensues, per occurrence.

**The above Named Storm deductibles are subject to a minimum deductible of \$250,000 for Property Damage and Time Element Combined per Location and maximum deductible of \$1,000,000 per occurrence.**

**Locations:** As respects to covered property in **Atlantic, Ocean, Monmouth, and Burlington Counties** located west of the Garden State Parkway and any covered property located in the remaining counties, except **Cape May County** as noted above. **SEE PAGE 8** (JIF Retention \$50,000; MELJIF Retention \$200,000 XS \$50,000).

- **The definitions of “Named Storm” and “Location” are per the definitions in the MEL policy form with Zurich.** **Named Storm** is defined as any storm or weather disturbance that is named by the U.S. Oceanic and Atmospheric Administration (NOAA) or the U.S. National Weather Service or the National Hurricane Center of the Center or any comparable worldwide equivalent. **Named Storm** includes Storm Surge. **Location** is defined as: (1) as specified in the Schedule of Locations. If not specified in the schedule of locations then : (2) A Location is a building(s) bounded on all sides by public streets, clear land space or open waterways, each not less than fifty feet wide; (3) A site tract of land occupied or available for occupancy with tangible property.
- As respects to the perils of Flood, Earth Movement and Named Storm, if there is an event or series of related events in which more than one of these perils causes direct physical damage to insured property, a single deductible shall apply to these perils involved. The single deductible will not exceed the largest applicable for the perils of Flood, Earth Movement and Named Storm. In the event of a **Joint Loss** (Property and Equipment Breakdown), the higher deductible applies.
- **Piers, wharfs, docks,** floating docks, boardwalks, buildings, bulkheads, crossovers and/or structures thereon are covered for the perils of fire, lightning, explosion, smoke, windstorm, hail, riot, civil commotion, aircraft, vehicles, vandalism, sprinkler leakage, sinkhole collapse, and volcanic action, watercraft and malicious intent.
- **Buildings constructed on pilings** that are located wholly or partially within the Special Flood Zone Hazard (SFHA) designated zones V, VE, V1-30 are excluded except fire, lightning, explosion, smoke, windstorm, hail, riot, civil commotion, aircraft, vehicles, vandalism, sprinkler leakage, sinkhole collapse, and volcanic action, watercraft and malicious intent.
- **Bridges and Dams and Equipment relating thereto** are not covered for loss caused by or resulting from Flood, Earth Movement or Named Storm regardless of any other cause or event, whether or not insured under this Policy, contributing concurrently or is any other sequence to the loss.

- i.) **Blanket Crime** - The JIF provides a limit of \$50,000 less the member entity deductible of \$2,500. Coverage includes Public Employee Dishonesty, Forgery and Alteration, Theft, Disappearance and Destruction, Robbery and Safe Burglary, Computer Fraud with Funds Transfer. The MEL provides it's member JIF's **excess public employees coverage** at limits of \$1,000,000 less the member JIF's retention of \$50,000 for Public Employee Dishonesty.
- j.) **Excess Public Officials Crime Coverage** - The MEL provides excess employee dishonesty for those employed positions which are required by law to be individually bonded and where they have not applied and have not been approved for coverage under the MELJIF Statutory Position Program at a limit of \$1,000,000 less a member local units' deductible which is the higher of the following:
- 1) The amount said persons are required by Law to be individually bonded whether or not such individual Bond is in place, or
  - 2) The amount of the individual Bond in place.

**Each member local unit that has not applied for coverage under the MELJIF Statutory Position Bond is required to continue to purchase via the commercial market individual bonds providing primary coverage up to "at least the minimum limit required by law" for those employed positions required by law to be individually bonded.**

- k.) **Crime Statutory Position Coverage** - The MEL provides employee dishonesty and faithful performance coverage for those employed positions which are required by law to be individually bonded and where they have applied and have been approved for coverage at a limit of \$1,000,000 per occurrence per position less a member local units' deductible of \$1,000.
- l.) **Optional Excess Liability** - The MEL offers Optional Excess General Liability, including Police Professional Liability, Employee Benefits Liability, Quasi Municipal Organization Liability (Emergency Service Units and Auxiliaries only), and Automobile Liability (not including PIP or Underinsured/Uninsured Motorist Coverage) as follows:
- o \$2 million CSL and per member local unit annual aggregate excess of \$5 million (auto liability not aggregated).
  - o \$5 million CSL and per member local unit annual aggregate excess of \$5 million (auto liability not aggregated).
  - o \$5 million CSL and per member local unit annual aggregate excess of \$10 million (auto liability not aggregated).
  - o \$10 million CSL and per member local unit annual aggregate excess of \$10 million (auto liability not aggregated).

- m.) **Optional Excess POL/EPL** – The MEL offers optional excess POL/EPL as follows:
- \$1 million CSL and per member local unit annual aggregate excess of \$2 million
  - \$2 million CSL and per member local unit annual aggregate excess of \$2 million
  - \$3 million CSL and per member local unit annual aggregate excess of \$2 million
  - \$4 million CSL and per member local unit annual aggregate excess of \$2 million
  - \$4 million CSL and per member local unit annual aggregate excess of \$6 million
- n.) **Environmental Impairment Liability** - The limits of liability as established in the E-JIF's Plan of Risk Management and coverage documents.
- o.) **Cyber Liability** – The JIF, 100% commercially insured with XL Insurance, provides Third Party coverage including Media Communication, Network Security Liability and Privacy Liability and First Party coverage including Extortion Threat, Crisis Management Expenses and Privacy Notification Costs. The JIF limits of liability are \$3,000,000 each/\$6,000,000 policy aggregate. The limits are JIF wide and shared amongst member local units of the JIF. There is a \$500,000 sub-limit each for (1) Privacy Notification Costs, (2) Regulatory Fines/Claims Expenses for Privacy Liability, (3) Extortion Damages for Extortion Threat and (4) Crisis Management Expenses. There is a \$10,000 policy deductible. There are options available at limits of \$3 million each/\$6 million policy aggregate at a \$10,000 deductible. There is a \$1,000,000 sub-limit each for (1) Privacy Notification Costs, (2) Regulatory Fines/Claims Expenses for Privacy Liability, (3) Extortion Damages for Extortion Threat and (4) Crisis Management Expenses. There is a \$10,000 policy deductible. There is also an option at limits of \$5 million each/\$8 million Aggregate and a \$25,000 deductible. There is a \$1,500,000 sub-limit each for (1) Privacy Notification Costs, (2) Regulatory Fines/Claims Expenses for Privacy Liability, (3) Extortion Damages for Extortion Threat and (4) Crisis Management Expenses.
- n.) **Optional Tenant Users Liability Insurance (TULIP)** – Optional coverage includes general liability and liquor liability at the limit of liability as established by the TULIP program. The policy is written in the tenant/users name with the member entity as an additional insured. Coverage goes into effect upon the member entity subscription to the program and program setup for the member entity by the TULIP program administrator.

**NOTICE:** The above description is a general discussion of the coverage and limits provided by the FUND. However, the actual terms and conditions are defined in the policy documents and all issues shall be decided on the policy documents.

3.) **The amount of risk to be retained by the Fund.**

- a.) Workers' Compensation (all coverages) - \$250,000 CSL
- b.) General Liability (all coverages) - \$250,000 CSL
- c.) Employment Practices Liability – none 100% commercially insured with XL Insurance.
- d.) Non-Owned Aircraft - none
- e.) Automobile Liability
  - o PD & BI - \$250,000 CSL
  - o Underinsured/Uninsured - \$15,000/\$30,000 CSL
  - o PIP - \$250,000 CSL
- f.) Public Officials Liability – none 100% commercially insured with XL Insurance.
- g.) Optional Directors and Officials Liability – none 100% commercially insured with XL Insurance.
- h.) Property - \$50,000 per occurrence less member deductibles.
- i.) JIF Blanket Crime - \$50,000 less member deductible
- j.) Optional Excess Liability – none provided by MEL
- k.) Environmental Impairment Liability - none other than the risk of a E-JIF assessment.
- l.) Residual Claims Liability - none other than the risk of a RCF assessment.
- m.) MEL Crime Policy – none provided by MEL
- n.) Optional Excess POL\EPL – none provided by MEL
- o.) Cyber Liability – none 100% commercially insured with XL Insurance
- p.) Tenant Users Liability Insurance - none

4.) **The amount of unpaid claims to be established.**

- a.) The general reserving philosophy is to set reserves based upon the probable total cost of the claim at the time of conclusion. Historically, on claims aged eighteen (18) months, the Fund expects the claims servicing company to set reserves at 85% accuracy. The Fund also establishes reserves recommended by the Fund's actuary for claims that have been incurred but not yet reported so that the Fund



has adequate reserves to pay all claims and allocated loss adjusted expense liability.

- b.) Claims reserves are subject to regular review by the Fund's Executive Director/Administrator, Attorney, Executive Committee and claims servicing company. Reserves on large or unusual claims are also subject to review by the claims departments of the commercial insurance companies or reinsurance companies providing primary or excess coverages to the Fund.

5.) **The method of assessing contributions to be paid by each member of the Fund.**

- a.) By November 15th of each year, the actuary computes the probable net cost for the upcoming Fund year by line of coverage and for each prior Fund year. The actuary includes all budget items in these computations. The annual assessment of each participating municipality is its pro rata share of the probable net cost of the upcoming Fund year for each line of coverage as computed by the actuary.
- b.) The calculation of pro rata shares is based on each municipality's experience modified manual premium for that line of coverage. The Fund's governing body also adopts a capping formula which limits the increase of any member's assessment from the preceding year to the Fund wide average increase plus a percentage selected by the governing body. The total amount of each member's annual assessment is certified by majority vote of the Fund's governing body at least one (1) month prior to the beginning of the next fiscal year.
- c.) The treasurer deposits each member's assessment into the appropriate accounts, including the administrative account, and the claim or loss retention trust fund account by Fund year for each type of coverage in which the member participates.
- d.) If a local unit becomes a member of the Fund or elects to participate in a line of coverage after the start of the Fund year, such participant's assessments and supplement assessments are reduced in proportion to that part of the year which had elapsed.
- e.) The Fund's governing body may by majority vote levy upon the participating municipalities additional assessments wherever needed or so ordered by the Commissioner of Insurance to supplement the Fund's claim, loss retention or administrative accounts to assure the payment of the Fund's obligations. All supplemental assessments are charged to the participating municipalities by applicable Fund year, and shall be apportioned by the year's assessments for that line of coverage.
- f.) Should any member fail or refuse to pay its assessments or supplemental assessments, or should the Fund fail to assess funds required to meet its obligations, the chairman or in the event by his or her failure to do so, the custodian of the Fund's assets, shall notify the Commissioner of Insurance and the

Director of Community Affairs. Past due assessments shall bear interest at the rate established annually by the Fund's governing body.

- g.) Fund has also adopted a loss sensitive retrospective rating plan and has filed the endorsement with the Department of Banking and Insurance and the Department of Community Affairs.

6.) **Procedures governing loss adjustment and legal expenses.**

- a.) The Fund engages a claims service company to handle all claims, except for the JIF's POL/EPL Volunteer D&O and Cyber Liability insurance which is handled by Summit Risk Services representing XL Insurance. The performance of the claims adjusters is monitored and periodically audited by the Executive Director's office, the Fund attorney, the MEL's attorney's office, as well as the claims department of the MEL's three major liability insurers/re-insurers [i.e. General Re and Munich Re for excess liability, and Safety National for workers' compensation]. Every three years, the MEL's internal auditors also conduct an audit.
- b.) Each member local unit is provided with claims reporting procedure and appropriate forms.
- c.) In order to control workers' compensation medical costs, the Fund has engaged a managed care organization (MCO) whose procedures are integrated into the Fund's claims process.
- d.) To provide for quality defense and control costs, the Fund has established an approved defense attorney panel with firms which specialize in Title 59 matters. The performance of the defense attorneys is overseen by the Fund attorney, as well as the various firms which audit the claims adjusters.

7.) **Coverage to be purchased from a commercial insurer, if any.**

The Fund does purchases commercial insurance for the POL/EPL, Volunteer D&O, and Cyber Liability coverage which is purchased from XL Insurance.

8.) **Reinsurance to be purchased.**

The Fund does not purchase reinsurance.

9.) **Procedures for the closure of Fund years, including the maintenance of all relevant accounting records.**

- a.) The Fund utilizes the Municipal Excess Liability Residual Claims Fund (RCF) to facilitate the closure of Fund years.

- b.) Upon the transfer of outstanding liabilities of a Fund year to the RCF, the Fund adopts a resolution closing that year and transfers all remaining assets to the closed Fund year account. This amount is allocated by member local units using the same procedure as is used to calculate a dividend. Each month, interest is credited to the closed Fund year account by member.
  - c.) Each year, the Fund's governing body will determine if a dividend is appropriate from the closed Fund year account, and will make application to the Department of Insurance as appropriate. Further, in the event an open Fund year incurs a deficit, the Fund's governing body will consider an inter-year transfer from the closed Fund year account to offset the deficit. In either case, the dividend or inter-Fund year transfer will be calculated on a member by member basis.
  - d.) A member may apply to the Fund's governing body for a return of that member's remaining share of the closed Fund year account when five (5) years have passed since the last Fund year in which the member participated has been closed. The Fund's governing body will decide on the former member's request after evaluating the likelihood of any additional assessments from the RCF.
  - e.) All dividends from the RCF will be deposited in the closed Fund year account on a member by member basis.
  - f.) The Fund will retain all records in accordance with the Fund's record retention program.
- 10.) **Assumptions and Methodology used for the calculation of appropriate reserves requirements to be established and administered in accordance with sound actuarial principles.**
- a.) The general approach in estimating the loss reserves of the Fund is to project ultimate losses for each Fund year using paid and incurred loss data. Two traditional actuarial methodologies are used: the paid loss development method and the incurred loss development method. From the two different indications resulting from these methods the Fund Actuary chooses a "select" estimate of ultimate losses. Subtraction of the paid losses from the select ultimate losses yields the loss reserve liability or funding requirement.
  - b.) The following is an overview of the two actuarial methods used to project the ultimate losses.
    - o **Paid Loss Development Method** - This method uses historical accident year paid loss patterns to project ultimate losses for each accident year. Because this method does not use case reserve data, estimates from it are not affected by changes in case reserving practices. However, the results of this method are sensitive to changes in the rate of which claims are settled and losses are paid, and may underestimate ultimate losses if provisions are not included for very large open claims.

- Case Incurred Loss Development Method - This method is similar to the paid loss development method except it uses historical case incurred loss patterns (paid plus case outstanding reserves) to estimate ultimate losses. Because the data used includes case reserve estimates, the results from this method may be affected by changes in case reserve adequacy.

11.) **The maximum amount a certifying and approving officer may approve pursuant to N.J.A.C. 11:15-2.22.**

- \$10,000
- With the advance approval of the Fund Attorney, the certifying and approving officer may also pay provider bills if waiting until after the next regularly scheduled FUND meeting would result in the loss of a discount on such bills. When the certifying and approving officer utilizes this authority, a report shall be made to the Commissioners at their next meeting.
- \$50,000 Emergency Court House Authority upon the joint authorization of the Fund Attorney and Executive Director. Whenever this procedure is used, the claim shall be reported to the Commissioners at their next meeting.

**ADOPTED:**    *this 26<sup>th</sup> day of January, 2015 by the Governing Body:*

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

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Chairman

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Secretary

PROFESSIONAL MUNICIPAL MANAGEMENT FUND						
FINANCIAL FAST TRACK REPORT						
			AS OF	October 31, 2014		
			THIS	YTD	PRIOR	FUND
			MONTH	CHANGE	YEAR END	BALANCE
1.	UNDERWRITING INCOME		305,141	3,252,305	62,012,306	65,264,611
2.	CLAIM EXPENSES					
	Paid Claims		127,764	1,624,743	29,656,120	31,398,344
	Case Reserves		(76,935)	1,033,958	1,648,948	2,534,956
	IBNR		74,043	381,768	888,662	1,233,494
	Recoveries		(198)	(100,620)	(180,811)	(214,026)
	TOTAL CLAIMS		124,675	2,939,850	32,012,919	34,952,769
3.	EXPENSES					
	Excess Premiums		101,659	1,016,589	16,084,473	17,101,062
	Administrative		34,946	387,568	8,535,983	8,923,551
	TOTAL EXPENSES		136,605	1,404,157	24,620,456	26,024,613
4.	UNDERWRITING PROFIT (1-2-3)		43,861	(1,091,702)	5,378,931	4,287,229
5.	INVESTMENT INCOME		5,928	17,958	4,802,688	4,820,646
6.	DIVIDEND INCOME		0	0	1,488,263	1,488,263
7.	STATUTORY PROFIT (4+5+6)		49,789	(1,073,744)	11,669,882	10,596,138
8.	DIVIDEND		0	0	10,791,242	10,791,242
9.	STATUTORY SURPLUS (7-8)		49,789	(1,073,744)	878,640	(195,104)
SURPLUS (DEFICITS) BY FUND YEAR						
	Closed		499	69,001	81,187	150,188
	2011		(89)	(137,244)	(233,620)	(370,864)
	2012		4,382	(139,770)	686,242	546,472
	2013		14,294	(513,833)	344,831	(169,002)
	2014		30,703	(351,898)		(351,898)
	TOTAL SURPLUS (DEFICITS)		49,789	(1,073,744)	878,640	(195,104)
CLAIM ANALYSIS BY FUND YEAR						
	TOTAL CLOSED YEAR CLAIMS		0	(67,250)	27,071,153	27,003,903
	FUND YEAR 2011					
	Paid Claims		9,577	286,618	1,639,269	1,925,887
	Case Reserves		(12,835)	(68,654)	446,418	377,764
	IBNR		3,734	(33,867)	94,838	60,971
	Recoveries		0	(45,078)	(45,566)	(90,644)
	TOTAL FY 2011 CLAIMS		476	139,019	2,134,959	2,273,978
	FUND YEAR 2012					
	Paid Claims		41,793	175,978	613,665	789,643
	Case Reserves		(43,192)	78,134	445,776	523,910
	IBNR		(1,433)	(72,297)	192,595	120,298
	Recoveries		0	(16,094)	(34,229)	(50,323)
	TOTAL FY 2012 CLAIMS		(2,832)	165,722	1,217,807	1,383,529
	FUND YEAR 2013					
	Paid Claims		43,867	410,986	583,300	994,286
	Case Reserves		(57,091)	429,598	476,085	905,683
	IBNR		3,516	(111,684)	563,226	451,542
	Recoveries		(198)	(26,572)	(33,611)	(60,183)
	TOTAL FY 2013 CLAIMS		(9,906)	702,328	1,589,000	2,291,328
	FUND YEAR 2014					
	Paid Claims		32,527	684,626		684,626
	Case Reserves		36,183	727,598		727,598
	IBNR		68,226	600,683		600,683
	Recoveries		0	(12,876)		(12,876)
	TOTAL FY 2014 CLAIMS		136,936	2,000,031		2,000,031
	COMBINED TOTAL CLAIMS		124,675	2,939,850	32,012,919	34,952,769

PROFESSIONAL MUNICIPAL MANAGEMENT FUND						
FINANCIAL FAST TRACK REPORT						
			AS OF	November 30, 2014		
			THIS	YTD	PRIOR	FUND
			MONTH	CHANGE	YEAR END	BALANCE
1.	UNDERWRITING INCOME		305,141	3,557,445	62,012,306	65,569,751
2.	CLAIM EXPENSES					
	Paid Claims		87,169	1,711,912	29,656,120	31,485,513
	Case Reserves		166,496	1,200,454	1,648,948	2,701,452
	IBNR		(105,157)	276,611	888,662	1,128,337
	Recoveries		(2,499)	(103,118)	(180,811)	(216,524)
	<b>TOTAL CLAIMS</b>		<b>146,009</b>	<b>3,085,859</b>	<b>32,012,919</b>	<b>35,098,778</b>
3.	EXPENSES					
	Excess Premiums		101,659	1,118,248	16,084,473	17,202,721
	Administrative		37,929	425,497	8,535,983	8,961,480
	<b>TOTAL EXPENSES</b>		<b>139,588</b>	<b>1,543,745</b>	<b>24,620,456</b>	<b>26,164,201</b>
4.	UNDERWRITING PROFIT (1-2-3)		19,544	(1,072,158)	5,378,931	4,306,773
5.	INVESTMENT INCOME		1,321	19,279	4,802,688	4,821,967
6.	DIVIDEND INCOME		19,684	19,684	1,488,263	1,507,947
7.	STATUTORY PROFIT (4+5+6)		40,549	(1,033,195)	11,669,882	10,636,687
8.	DIVIDEND		19,684	19,684	10,791,242	10,810,926
9.	STATUTORY SURPLUS (7-8)		20,865	(1,052,879)	878,640	(174,239)
<b>SURPLUS (DEFICITS) BY FUND YEAR</b>						
	Closed		98	69,099	81,187	150,286
	2011		(630)	(137,874)	(233,620)	(371,494)
	2012		(5,268)	(145,038)	686,242	541,204
	2013		(16,259)	(530,092)	344,831	(185,261)
	2014		42,923	(308,975)		(308,975)
	<b>TOTAL SURPLUS (DEFICITS)</b>		<b>20,865</b>	<b>(1,052,879)</b>	<b>878,640</b>	<b>(174,239)</b>
<b>CLAIM ANALYSIS BY FUND YEAR</b>						
	<b>TOTAL CLOSED YEAR CLAIMS</b>		<b>0</b>	<b>(67,250)</b>	<b>27,071,153</b>	<b>27,003,903</b>
	<b>FUND YEAR 2011</b>					
	Paid Claims		15,273	301,890	1,639,269	1,941,159
	Case Reserves		(9,172)	(77,826)	446,418	368,592
	IBNR		(5,383)	(39,250)	94,838	55,588
	Recoveries		0	(45,078)	(45,566)	(90,644)
	<b>TOTAL FY 2011 CLAIMS</b>		<b>718</b>	<b>139,737</b>	<b>2,134,959</b>	<b>2,274,696</b>
	<b>FUND YEAR 2012</b>					
	Paid Claims		9,148	185,126	613,665	798,791
	Case Reserves		32,441	110,575	445,776	556,351
	IBNR		(35,971)	(108,267)	192,595	84,328
	Recoveries		0	(16,094)	(34,229)	(50,323)
	<b>TOTAL FY 2012 CLAIMS</b>		<b>5,618</b>	<b>171,340</b>	<b>1,217,807</b>	<b>1,389,147</b>
	<b>FUND YEAR 2013</b>					
	Paid Claims		14,958	425,944	583,300	1,009,244
	Case Reserves		123,701	553,299	476,085	1,029,384
	IBNR		(119,598)	(231,282)	563,226	331,944
	Recoveries		(2,499)	(29,070)	(33,611)	(62,681)
	<b>TOTAL FY 2013 CLAIMS</b>		<b>16,562</b>	<b>718,891</b>	<b>1,589,000</b>	<b>2,307,891</b>
	<b>FUND YEAR 2014</b>					
	Paid Claims		47,791	732,416		732,416
	Case Reserves		19,526	747,125		747,125
	IBNR		55,794	656,477		656,477
	Recoveries		0	(12,876)		(12,876)
	<b>TOTAL FY 2014 CLAIMS</b>		<b>123,111</b>	<b>2,123,142</b>		<b>2,123,142</b>
	<b>COMBINED TOTAL CLAIMS</b>		<b>146,009</b>	<b>3,085,859</b>	<b>32,012,919</b>	<b>35,098,778</b>

PROFESSIONAL MUNICIPAL MGMT JIF						
Fixed Income Portfolio Summary and Rate Comparison						
				For Month End	10/31/2014	
					Last Month	This Month
		2011	2012	2013		
PROFESSIONAL MUNICIPAL MGMT JIF						
Total Cash Balance (millions)		3.17	3.29	3.69	4.32	3.99
Fixed Income Portfolio TD						
Investments (millions), Book Value		2.00	1.50	2.00	2.00	2.00
Avg maturity (years)		1.90	1.84	2.99	2.24	2.16
Unrealized gain/(loss) (%)		0.20	0.08	-0.23	-0.20	0.04
Purchase/Book yield (%)		1.60	0.20	0.80	0.80	0.80
Realized gain/(loss) (%)		0.00	0.00	0.00	0.00	0.00
Total Yield (Market)		1.80	0.28	0.57	0.60	0.84
M E L PORTFOLIO						
Total Cash Balance (millions)		80.73	73.43	64.22	65.58	65.08
Fixed Income Portfolio Wells Fargo 2013-2014						
Investments (millions), Book Value		70.17	56.97	50.13	50.06	51.78
Avg maturity (years) ***		3.35	2.61	2.04	1.92	1.92
Unrealized gain/(loss) (%)		0.63	0.63	-0.30	-0.23	0.01
Purchase/Book yield (%)		1.30	0.80	0.65	0.72	0.75
Realized gain/(loss) (%)		0.00	0.00	0.00	0.00	0.00
Total Yield (Market)		1.93	1.43	0.35	0.49	0.76
COMPARATIVE RATES (%)						
Cash & Cash Equivalents						
NJ Cash Mgmt Fund *		0.11	0.06	0.06	0.05	0.06
TD Money Market		0.03	0.05	0.01	0.01	0.01
TD Bank Deposits		0.23	Unavailable **	Unavailable **	Unavailable **	Unavailable **
Treasury Issues						
1 year bills		0.18	0.17	0.13	0.11	0.10
3 year notes		0.75	0.38	0.54	1.05	0.88
5 year notes		1.52	0.76	1.17	1.77	1.55
Merrill Lynch US Govt 1-3 years ^		1.55	0.51	0.37	-0.62	0.32

PROFESSIONAL MUNICIPAL MGMT JIF							
Fixed Income Portfolio Summary and Rate Comparison							
				For Month End		11/30/2014	
			2011	2012	2013	Last Month	This Month
PROFESSIONAL MUNICIPAL MGMT JIF							
Total Cash Balance (millions)			3.17	3.29	3.69	3.99	3.87
Fixed Income Portfolio TD							
Investments (millions), Book Value			2.00	1.50	2.00	2.00	2.00
Avg maturity (years)			1.90	1.84	2.99	2.16	2.16
Unrealized gain/(loss) (%)			0.20	0.08	-0.23	0.04	0.05
Purchase/Book yield (%)			1.60	0.20	0.80	0.80	0.80
Realized gain/(loss) (%)			0.00	0.00	0.00	0.00	0.00
Total Yield (Market)			1.80	0.28	0.57	0.84	0.85
M E L PORTFOLIO							
Total Cash Balance (millions)			80.73	73.43	64.22	65.08	63.90
Fixed Income Portfolio Wells Fargo 2013-2014							
Investments (millions), Book Value			70.17	56.97	50.13	51.78	51.33
Avg maturity (years) ***			3.35	2.61	2.04	1.92	1.96
Unrealized gain/(loss) (%)			0.63	0.63	-0.30	0.01	0.17
Purchase/Book yield (%)			1.30	0.80	0.65	0.75	0.81
Realized gain/(loss) (%)			0.00	0.00	0.00	0.00	0.00
Total Yield (Market)			1.93	1.43	0.35	0.76	0.98
COMPARATIVE RATES (%)							
Cash & Cash Equivalents							
NJ Cash Mgmt Fund *			0.11	0.06	0.06	0.06	0.06
TD Money Market			0.03	0.05	0.01	0.01	0.01
TD Bank Deposits			0.23	Unavailable **	Unavailable **	Unavailable **	Unavailable **
Treasury Issues							
1 year bills			0.18	0.17	0.13	0.10	0.13
3 year notes			0.75	0.38	0.54	0.88	0.96
5 year notes			1.52	0.76	1.17	1.55	1.62
Merrill Lynch US Govt 1-3 years ^			1.55	0.51	0.37	0.32	1.79



## Professional Municipal Mgmt Joint Insurance Fund

## CLAIMS MANAGEMENT REPORT

## EXPECTED LOSS RATIO ANALYSIS

AS OF November 30, 2014

**FUND YEAR 2010 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited Incurred	59 Actual	MONTH TARGETED	58 Actual	MONTH TARGETED	47 Actual	MONTH TARGETED
		Current	30-Nov-14		31-Oct-14		29-Nov-13	
PROPERTY	103,335	142,310	137.72%	100.00%	137.72%	100.00%	134.33%	100.00%
GEN LIABILITY	327,043	420,743	128.65%	97.06%	128.65%	97.02%	112.34%	95.40%
AUTO LIABILITY	114,465	11,203	9.79%	95.94%	9.79%	95.69%	9.79%	92.21%
WORKER'S COMP	1,235,210	988,983	80.07%	99.86%	80.07%	99.83%	100.44%	99.34%
TOTAL ALL LINES	1,780,053	1,563,240	87.82%	99.10%	87.82%	99.06%	98.76%	98.20%
NET PAYOUT %	\$1,470,389		82.60%					

**FUND YEAR 2011 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited Incurred	47 Actual	MONTH TARGETED	46 Actual	MONTH TARGETED	35 Actual	MONTH TARGETED
		Current	30-Nov-14		31-Oct-14		29-Nov-13	
PROPERTY	113,000	340,677	301.48%	100.00%	301.48%	100.00%	323.61%	100.00%
GEN LIABILITY	389,824	522,025	133.91%	95.40%	134.35%	95.07%	81.69%	89.48%
AUTO LIABILITY	114,480	27,824	24.30%	92.21%	24.30%	91.84%	24.30%	86.58%
WORKER'S COMP	1,236,000	1,328,581	107.49%	99.34%	106.86%	99.28%	108.32%	97.90%
TOTAL ALL LINES	1,853,305	2,219,107	119.74%	98.11%	119.41%	97.97%	110.66%	95.56%
NET PAYOUT %	\$1,850,515		99.85%					

**FUND YEAR 2012 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited Incurred	35 Actual	MONTH TARGETED	34 Actual	MONTH TARGETED	23 Actual	MONTH TARGETED
		Current	30-Nov-14		31-Oct-14		29-Nov-13	
PROPERTY	128,985	136,713	105.99%	100.00%	105.99%	100.00%	126.09%	99.33%
GEN LIABILITY	430,777	410,811	95.37%	89.48%	82.27%	88.77%	58.90%	78.18%
AUTO LIABILITY	100,941	9,647	9.56%	86.58%	9.56%	85.94%	9.56%	75.06%
WORKER'S COMP	1,214,370	747,648	61.57%	97.90%	62.79%	97.68%	49.83%	92.71%
TOTAL ALL LINES	1,875,073	1,304,819	69.59%	95.50%	67.37%	95.16%	54.99%	88.88%
NET PAYOUT %	\$748,468		39.92%					

**FUND YEAR 2013 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited Incurred	23 Actual	MONTH TARGETED	22 Actual	MONTH TARGETED	11 Actual	MONTH TARGETED
		Current	30-Nov-14		31-Oct-14		29-Nov-13	
PROPERTY	143,096	111,235	77.73%	99.33%	77.73%	98.69%	98.72%	86.00%
GEN LIABILITY	471,295	393,577	83.51%	78.18%	73.92%	76.91%	28.26%	49.00%
AUTO LIABILITY	89,158	47,813	53.63%	75.06%	53.63%	73.57%	19.65%	45.00%
WORKER'S COMP	1,209,207	1,423,322	117.71%	92.71%	110.18%	91.80%	60.02%	52.00%
TOTAL ALL LINES	1,912,756	1,975,947	103.30%	88.80%	96.19%	87.80%	53.21%	53.48%
NET PAYOUT %	\$946,563		49.49%					

**FUND YEAR 2014 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited Incurred	11 Actual	MONTH TARGETED	10 Actual	MONTH TARGETED	-1 Actual	MONTH TARGETED
		Current	30-Nov-14		31-Oct-14		29-Nov-13	
PROPERTY	184,000	199,520	108.43%	86.00%	79.29%	76.00%	N/A	N/A
GEN LIABILITY	473,408	143,044	30.22%	49.00%	27.81%	42.00%	N/A	N/A
AUTO LIABILITY	89,385	18,264	20.43%	45.00%	20.71%	40.00%	N/A	N/A
WORKER'S COMP	1,210,000	1,105,838	91.39%	52.00%	91.18%	42.00%	N/A	N/A
TOTAL ALL LINES	1,956,793	1,466,665	74.95%	54.15%	71.51%	45.11%	N/A	N/A
NET PAYOUT %	\$719,540		36.77%					

## Professional Municipal Mgmt Joint Insurance Fund

## CLAIMS MANAGEMENT REPORT

## EXPECTED LOSS RATIO ANALYSIS

AS OF December 31, 2014

## FUND YEAR 2010 -- LOSSES CAPPED AT RETENTION

	Budget	Limited Incurred	60 Actual	MONTH TARGETED	59 Actual	MONTH TARGETED	48 Actual	MONTH TARGETED
		Current	31-Dec-14		30-Nov-14		30-Dec-13	
PROPERTY	103,335	142,310	137.72%	100.00%	137.72%	100.00%	134.33%	100.00%
GEN LIABILITY	327,043	407,423	124.58%	97.10%	128.65%	97.06%	112.34%	95.70%
AUTO LIABILITY	114,465	11,203	9.79%	96.17%	9.79%	95.94%	9.79%	92.58%
WORKER'S COMP	1,235,210	988,987	80.07%	99.88%	80.07%	99.86%	100.44%	99.40%
TOTAL ALL LINES	1,780,053	1,549,923	87.07%	99.14%	87.82%	99.10%	98.76%	98.32%
NET PAYOUT %	\$1,471,954		82.69%					

## FUND YEAR 2011 -- LOSSES CAPPED AT RETENTION

	Budget	Limited Incurred	48 Actual	MONTH TARGETED	47 Actual	MONTH TARGETED	36 Actual	MONTH TARGETED
		Current	31-Dec-14		30-Nov-14		30-Dec-13	
PROPERTY	113,000	340,677	301.48%	100.00%	301.48%	100.00%	323.61%	100.00%
GEN LIABILITY	389,824	517,051	132.64%	95.70%	133.91%	95.40%	81.70%	90.15%
AUTO LIABILITY	114,480	27,824	24.30%	92.58%	24.30%	92.21%	24.30%	87.18%
WORKER'S COMP	1,236,000	1,325,169	107.21%	99.40%	107.49%	99.34%	107.26%	98.10%
TOTAL ALL LINES	1,853,305	2,210,721	119.29%	98.24%	119.74%	98.11%	109.95%	95.87%
NET PAYOUT %	\$1,879,098		101.39%					

## FUND YEAR 2012 -- LOSSES CAPPED AT RETENTION

	Budget	Limited Incurred	36 Actual	MONTH TARGETED	35 Actual	MONTH TARGETED	24 Actual	MONTH TARGETED
		Current	31-Dec-14		30-Nov-14		30-Dec-13	
PROPERTY	128,985	136,713	105.99%	100.00%	105.99%	100.00%	128.66%	100.00%
GEN LIABILITY	430,777	402,372	93.41%	90.15%	95.37%	89.48%	60.24%	79.39%
AUTO LIABILITY	100,941	9,647	9.56%	87.18%	9.56%	86.58%	9.56%	76.44%
WORKER'S COMP	1,214,370	747,768	61.58%	98.10%	61.57%	97.90%	49.84%	93.51%
TOTAL ALL LINES	1,875,073	1,296,500	69.14%	95.81%	69.59%	95.50%	55.48%	89.79%
NET PAYOUT %	\$760,566		40.56%					

## FUND YEAR 2013 -- LOSSES CAPPED AT RETENTION

	Budget	Limited Incurred	24 Actual	MONTH TARGETED	23 Actual	MONTH TARGETED	12 Actual	MONTH TARGETED
		Current	31-Dec-14		30-Nov-14		30-Dec-13	
PROPERTY	143,096	111,235	77.73%	100.00%	77.73%	99.33%	93.16%	95.24%
GEN LIABILITY	471,295	391,496	83.07%	79.39%	83.51%	78.18%	29.12%	60.18%
AUTO LIABILITY	89,158	47,813	53.63%	76.44%	53.63%	75.06%	21.01%	51.17%
WORKER'S COMP	1,209,207	1,435,291	118.70%	93.51%	117.71%	92.71%	60.91%	64.07%
TOTAL ALL LINES	1,912,756	1,985,834	103.82%	89.72%	103.30%	88.80%	53.63%	64.84%
NET PAYOUT %	\$976,990		51.08%					

## FUND YEAR 2014 -- LOSSES CAPPED AT RETENTION

	Budget	Limited Incurred	12 Actual	MONTH TARGETED	11 Actual	MONTH TARGETED	0 Actual	MONTH TARGETED
		Current	31-Dec-14		30-Nov-14		30-Dec-13	
PROPERTY	184,000	219,620	119.36%	95.24%	108.43%	86.00%	N/A	N/A
GEN LIABILITY	473,408	224,944	47.52%	60.18%	30.22%	49.00%	N/A	N/A
AUTO LIABILITY	89,385	21,537	24.10%	51.17%	20.43%	45.00%	N/A	N/A
WORKER'S COMP	1,210,000	1,329,623	109.89%	64.07%	91.39%	52.00%	N/A	N/A
TOTAL ALL LINES	1,956,793	1,795,724	91.77%	65.47%	74.95%	54.15%	N/A	N/A
NET PAYOUT %	\$811,195		41.46%					

Professional Municipal Mgmt Joint Insurance Fund						
CLAIM ACTIVITY REPORT						
November 30, 2014						
<b>COVERAGE LINE - PROPERTY</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2010	2011	2012	2013	2014	TOTAL
October-14	0	0	1	0	9	10
November-14	0	0	1	0	5	6
NET CHGE	0	0	0	0	-4	-4
Limited Reserves						\$14,715
Year	2010	2011	2012	2013	2014	TOTAL
October-14	\$0	\$0	\$0	\$0	\$41,270	\$41,270
November-14	\$0	\$0	\$0	\$0	\$88,289	\$88,289
NET CHGE	\$0	\$0	\$0	\$0	\$47,019	\$47,019
Ltd Incurred	\$142,310	\$340,677	\$136,713	\$111,235	\$199,520	\$930,455
<b>COVERAGE LINE - GENERAL LIABILITY</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2010	2011	2012	2013	2014	TOTAL
October-14	1	4	9	10	18	42
November-14	1	4	9	11	18	43
NET CHGE	0	0	0	1	0	1
Limited Reserves						\$23,269
Year	2010	2011	2012	2013	2014	TOTAL
October-14	\$16,265	\$243,235	\$213,855	\$325,143	\$126,152	\$924,650
November-14	\$13,320	\$230,434	\$261,116	\$370,252	\$125,465	\$1,000,587
NET CHGE	(\$2,944)	(\$12,802)	\$47,261	\$45,109	(\$687)	\$75,937
Ltd Incurred	\$420,743	\$522,025	\$410,811	\$393,577	\$143,044	\$1,890,201
<b>COVERAGE LINE - AUTO LIABILITY</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2010	2011	2012	2013	2014	TOTAL
October-14	0	0	0	1	4	5
November-14	0	0	0	1	2	3
NET CHGE	0	0	0	0	-2	-2
Limited Reserves						\$6,240
Year	2010	2011	2012	2013	2014	TOTAL
October-14	\$0	\$0	\$0	\$15,972	\$4,647	\$20,619
November-14	\$0	\$0	\$0	\$15,972	\$2,746	\$18,719
NET CHGE	\$0	\$0	\$0	\$0	(\$1,900)	(\$1,900)
Ltd Incurred	\$11,203	\$27,824	\$9,647	\$47,813	\$18,264	\$114,750
<b>COVERAGE LINE - WORKERS COMP.</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2010	2011	2012	2013	2014	TOTAL
October-14	5	9	11	28	43	96
November-14	5	9	10	27	43	94
NET CHGE	0	0	-1	-1	0	-2
Limited Reserves						\$17,944
Year	2010	2011	2012	2013	2014	TOTAL
October-14	\$79,530	\$134,528	\$310,056	\$564,568	\$555,530	\$1,644,211
November-14	\$79,530	\$138,158	\$295,235	\$643,159	\$530,625	\$1,686,708
NET CHGE	(\$0)	\$3,630	(\$14,820)	\$78,591	(\$24,905)	\$42,496
Ltd Incurred	\$988,983	\$1,328,581	\$747,648	\$1,423,322	\$1,105,838	\$5,594,372
<b>TOTAL ALL LINES COMBINED</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2010	2011	2012	2013	2014	TOTAL
October-14	6	13	21	39	74	153
November-14	6	13	20	39	68	146
NET CHGE	0	0	-1	0	-6	-7
Limited Reserves						\$19,139
Year	2010	2011	2012	2013	2014	TOTAL
October-14	\$95,795	\$377,763	\$523,911	\$905,683	\$727,598	\$2,630,751
November-14	\$92,851	\$368,591	\$556,351	\$1,029,384	\$747,125	\$2,794,302
NET CHGE	(\$2,944)	(\$9,172)	\$32,441	\$123,701	\$19,526	\$163,552
Ltd Incurred	\$1,563,240	\$2,219,107	\$1,304,819	\$1,975,947	\$1,466,665	\$8,529,778

Professional Municipal Mgmt Joint Insurance Fund						
CLAIM ACTIVITY REPORT						
December 31, 2014						
COVERAGE LINE - PROPERTY						
CLAIM COUNT - OPEN CLAIMS						
Year	2010	2011	2012	2013	2014	TOTAL
November-14	0	0	1	0	5	6
December-14	1	0	1	0	7	9
NET CHGE	1	0	0	0	2	3
Limited Reserves						\$3,922
Year	2010	2011	2012	2013	2014	TOTAL
November-14	\$0	\$0	\$0	\$0	\$88,289	\$88,289
December-14	\$0	\$0	\$0	\$0	\$35,295	\$35,295
NET CHGE	\$0	\$0	\$0	\$0	(\$52,994)	(\$52,994)
Ltd Incurred	\$142,310	\$340,677	\$136,713	\$111,235	\$219,620	\$950,555
COVERAGE LINE - GENERAL LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2010	2011	2012	2013	2014	TOTAL
November-14	1	4	9	11	18	43
December-14	0	4	6	11	20	41
NET CHGE	-1	0	-3	0	2	-2
Limited Reserves						\$24,842
Year	2010	2011	2012	2013	2014	TOTAL
November-14	\$13,320	\$230,434	\$261,116	\$370,252	\$125,465	\$1,000,587
December-14	\$0	\$206,789	\$240,718	\$365,659	\$205,362	\$1,018,508
NET CHGE	(\$13,320)	(\$23,664)	(\$20,398)	(\$4,594)	\$79,898	\$17,921
Ltd Incurred	\$407,423	\$517,051	\$402,372	\$391,496	\$224,944	\$1,943,285
COVERAGE LINE - AUTO LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2010	2011	2012	2013	2014	TOTAL
November-14	0	0	0	1	2	3
December-14	0	0	0	1	4	5
NET CHGE	0	0	0	0	2	2
Limited Reserves						\$4,297
Year	2010	2011	2012	2013	2014	TOTAL
November-14	\$0	\$0	\$0	\$15,972	\$2,746	\$18,719
December-14	\$0	\$0	\$0	\$15,972	\$5,511	\$21,483
NET CHGE	\$0	\$0	\$0	\$0	\$2,765	\$2,765
Ltd Incurred	\$11,203	\$27,824	\$9,647	\$47,813	\$21,537	\$118,024
COVERAGE LINE - WORKERS COMP.						
CLAIM COUNT - OPEN CLAIMS						
Year	2010	2011	2012	2013	2014	TOTAL
November-14	5	9	10	27	43	94
December-14	5	8	10	27	40	90
NET CHGE	0	-1	0	0	-3	-4
Limited Reserves						\$20,707
Year	2010	2011	2012	2013	2014	TOTAL
November-14	\$79,530	\$138,158	\$295,235	\$643,159	\$530,625	\$1,686,708
December-14	\$77,969	\$124,854	\$295,215	\$627,213	\$738,361	\$1,863,613
NET CHGE	(\$1,561)	(\$13,304)	(\$20)	(\$15,946)	\$207,737	\$176,906
Ltd Incurred	\$988,987	\$1,325,169	\$747,768	\$1,435,291	\$1,329,623	\$5,826,839
TOTAL ALL LINES COMBIED						
CLAIM COUNT - OPEN CLAIMS						
Year	2010	2011	2012	2013	2014	TOTAL
November-14	6	13	20	39	68	146
December-14	6	12	17	39	71	145
NET CHGE	0	-1	-3	0	3	-1
Limited Reserves						\$20,268
Year	2010	2011	2012	2013	2014	TOTAL
November-14	\$92,851	\$368,591	\$556,351	\$1,029,384	\$747,125	\$2,794,302
December-14	\$77,969	\$331,623	\$535,933	\$1,008,844	\$984,530	\$2,938,899
NET CHGE	(\$14,882)	(\$36,968)	(\$20,418)	(\$20,539)	\$237,405	\$144,597
Ltd Incurred	\$1,549,923	\$2,210,721	\$1,296,500	\$1,985,834	\$1,795,724	\$8,838,703

<b>2014 LOST TIME ACCIDENT FREQUENCY ALL JIFs</b>				
		<b>November 30, 2014</b>		
	<b>2014</b>	2013	2012	<b>TOTAL</b>
	<b>LOST TIME</b>	LOST TIME	LOST TIME	<b>RATE *</b>
<b>FUND</b>	<b>FREQUENCY</b>	<b>FREQUENCY</b>	<b>FREQUENCY</b>	<b>2014 - 2012</b>
TRI-COUNTY	1.48	1.99	2.26	1.92
BURLINGTON	1.55	1.64	1.88	1.69
SUBURBAN MUNICIPAL	1.66	1.91	1.74	1.77
MORRIS	1.77	1.50	1.78	1.68
CAMDEN	1.83	1.95	2.86	2.22
PROF MUN MGMT	1.84	2.88	1.81	2.19
CENTRAL	1.92	2.41	2.69	2.34
SUBURBAN ESSEX	2.17	2.49	2.35	2.34
BERGEN	2.22	1.98	2.05	2.08
NJ PUBLIC HOUSING	2.25	2.34	2.70	2.45
OCEAN	2.27	2.22	2.94	2.48
MONMOUTH	2.28	1.42	1.86	1.84
ATLANTIC	2.44	2.61	2.77	2.61
SOUTH BERGEN	2.49	2.56	2.47	2.51
N.J.U.A.	2.57	2.25	1.95	2.24
AVERAGE	2.05	2.14	2.27	2.16
<b>2014 LOST TIME ACCIDENT FREQUENCY ALL JIFs</b>				
		<b>December 31, 2014</b>		
	<b>2014</b>	2013	2012	<b>TOTAL</b>
	<b>LOST TIME</b>	LOST TIME	LOST TIME	<b>RATE *</b>
<b>FUND</b>	<b>FREQUENCY</b>	<b>FREQUENCY</b>	<b>FREQUENCY</b>	<b>2014 - 2012</b>
BURLINGTON	1.47	1.59	1.88	1.64
SUBURBAN MUNICIPAL	1.58	1.91	1.74	1.75
TRI-COUNTY	1.65	1.99	2.35	2.00
MORRIS	1.72	1.50	1.78	1.67
CAMDEN	1.82	1.95	2.90	2.22
PROF MUN MGMT	1.92	2.88	1.81	2.20
CENTRAL	2.02	2.44	2.69	2.37
SUBURBAN ESSEX	2.06	2.49	2.35	2.30
MONMOUTH	2.17	1.42	1.86	1.82
OCEAN	2.22	2.24	2.94	2.46
BERGEN	2.23	1.98	2.04	2.08
SOUTH BERGEN	2.35	2.56	2.47	2.46
NJ PUBLIC HOUSING	2.47	2.34	2.70	2.51
ATLANTIC	2.47	2.62	2.77	2.62
N.J.U.A.	2.62	2.25	1.95	2.26
AVERAGE	2.05	2.14	2.28	2.16

Professional Municipal Mgmt Joint Insurance Fund										
2014 LOST TIME ACCIDENT FREQUENCY										
DATA VALUED AS OF November 30, 2014										
			# CLAIMS	Y.T.D.	2014	2013	2012			TOTAL
		**	FOR	LOST TIME	LOST TIME	LOST TIME	LOST TIME			RATE
MEMBER_ID	MEMBER	*	11/30/2014	ACCIDENTS	FREQUENCY	FREQUENCY	FREQUENCY	MEMBER		2014 - 2012
1	306 MAPLE SHADE		0	0	0.00	5.09	2.06	1 MAPLE SHADE		2.46
2	305 EVESHAM TOWNSHIP FIRE		1	1	1.00	0.00	---	2 EVESHAM TOWNSHIP I		0.96
3	307 MOORESTOWN		0	2	1.48	3.75	2.69	3 MOORESTOWN		2.64
4	308 WILLINGBORO		0	7	2.35	3.33	1.21	4 WILLINGBORO		2.29
5	304 EVESHAM		0	5	3.20	1.55	2.60	5 EVESHAM		2.40
Totals:			1	15	1.84	2.88	2.08			2.29

Professional Municipal Mgmt Joint Insurance Fund										
2014 LOST TIME ACCIDENT FREQUENCY										
DATA VALUED AS OF December 31, 2014										
		**	# CLAIMS	Y.T.D.	2014	2013	2012			TOTAL
		*	FOR	LOST TIME	LOST TIME	LOST TIME	LOST TIME			RATE
MEMBER_ID	MEMBER	*	12/31/2014	ACCIDENTS	FREQUENCY	FREQUENCY	FREQUENCY	MEMBER		2014 - 2012
1	306 MAPLE SHADE		0	0	0.00	5.09	2.06	1 MAPLE SHADE		2.40
2	307 MOORESTOWN		0	2	1.36	3.75	2.69	2 MOORESTOWN		2.56
3	305 EVESHAM TOWNSHIP FIRE		1	2	1.83	0.00	---	3 EVESHAM TOWNSHIP I		1.37
4	308 WILLINGBORO		0	7	2.15	3.33	1.21	4 WILLINGBORO		2.23
5	304 EVESHAM		1	6	3.52	1.55	2.60	5 EVESHAM		2.52
Totals:			2	17	1.92	2.88	2.08			2.30

**Professional Municipal Management Joint Insurance Fund**  
**Annual Regulatory Filing Check List**  
**Year 2014 as of December 31, 2014**

	<b><u>Item</u></b>	<b><u>Filing Status</u></b>
<input type="checkbox"/>	<b>2014 Budget</b>	<b>Filed 3/7</b>
<input type="checkbox"/>	<b>Assessments</b>	<b>Filed 3/7</b>
<input type="checkbox"/>	<b>Actuarial Certification</b>	<b>Filed 7/10</b>
<input type="checkbox"/>	<b>Reinsurance Policies</b>	<b>Filed 6/7</b>
<input type="checkbox"/>	<b>Fund Commissioners</b>	<b>Filed 3/7</b>
<input type="checkbox"/>	<b>Fund Officers</b>	<b>Filed 3/7</b>
<input type="checkbox"/>	<b>Renewal Resolutions</b>	<b>Filed</b>
<input type="checkbox"/>	<b>New Members</b>	<b>None</b>
<input type="checkbox"/>	<b>Withdrawals</b>	<b>None</b>
<input type="checkbox"/>	<b>Risk Management Plan</b>	<b>Filed 7/21</b>
<input type="checkbox"/>	<b>Certification of Professional Fees</b>	<b>Filed 3/7</b>
<input type="checkbox"/>	<b>Unaudited Financials</b>	<b>Filed 3/6</b>
<input type="checkbox"/>	<b>Annual Audit</b>	<b>Filed 7/10</b>
<input type="checkbox"/>	<b>State Comptroller Audit Filing</b>	<b>File 7/1</b>
<input type="checkbox"/>	<b>Ethics Filing</b>	<b>On Line Filing</b>

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND								
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Professional Municipal Mgmt Joint Insurance Fund								
Data Valued As of :		January 23, 2014						
Total Participating Members		5						
					Compliant			
Complaint					4			
Percent Compliant					80.00%			
						01/01/13	2013	



## RESOLUTION NO. 14-23

### PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND DECEMBER 2014 BILLS LIST

**WHEREAS**, the Treasurer has certified that funding is available to pay the following bills:

**BE IT RESOLVED** that the Professional Municipal Management Joint Insurance Fund's Executive Board, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and

**FURTHER**, that this authorization shall be made a permanent part of the records of the Fund.

#### **FUND YEAR 2014**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
<b>004743</b>			
004743	MUNICIPAL EXCESS LIABILITY JIF	FAITHFUL PERFORMANCE BOND 4TH QTR 2014	884.50
			<b>884.50</b>
<b>004744</b>			
004744	MUNICIPAL EXCESS LIABILITY	MEL PROPERTY 4TH QTR 2014	52,662.18
004744	MUNICIPAL EXCESS LIABILITY	MEL 4TH QTR 2014	161,294.28
			<b>213,956.46</b>
<b>004745</b>			
004745	QUAL-LYNX	CLAIMS ADMIN - 12/2014	10,454.15
			<b>10,454.15</b>
<b>004746</b>			
004746	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 12/2014	1,363.08
			<b>1,363.08</b>
<b>004747</b>			
004747	PERMA	POSTAGE FEE 11/2014	1.82
004747	PERMA	EXECUTIVE DIRECTOR 12/2014	8,573.00
			<b>8,574.82</b>
<b>004748</b>			
004748	THE ACTUARIAL ADVANTAGE	ACTUARY MONTHLY FEE 12/2014	2,965.67
			<b>2,965.67</b>
<b>004749</b>			
004749	KEARNS, REALE & KEARNS	LITIGATION MANAGEMENT - 12/2014	1,328.50
004749	KEARNS, REALE & KEARNS	ATTORNEY FEE 12/2014	1,559.58
			<b>2,888.08</b>
<b>004750</b>			
004750	QUALCARE, INC.	COST CONTAINMENT - 10/2014	91.20
004750	QUALCARE, INC.	MANAGED CARE SERVICES - 12/2014	6,898.33
			<b>6,989.53</b>
<b>004751</b>			
004751	THOMAS TONTARSKI	TREASURER FEE 12/2014	1,348.08
			<b>1,348.08</b>
<b>004752</b>			
004752	MUNICIPAL EXCESS LIABILITY JIF	MSI 4TH QTR 2014	1,378.46
			<b>1,378.46</b>

<b>004753</b>			
004753	PAUL'S COSTOM AWARDS & TROPHIE	CLOCK W/ENGRAVING 12/09/14	110.00
			<b>110.00</b>
<b>004754</b>			
004754	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 12/2014	1,353.00
			<b>1,353.00</b>
<b>004755</b>			
004755	SENSATIONAL HOST CATERERS INC	DEPOSIT REORGANIZATIONAL MTG 1/26/15	500.00
			<b>500.00</b>
<b>004756</b>			
004756	COURIER TIMES INC.	ADV NO 2-012012000 - 11/13/2014 - BUDGET	45.30
			<b>45.30</b>
		Total Payments FY 2014	252,811.13

**TOTAL PAYMENTS ALL FUND YEARS \$ 252,811.13**

\_\_\_\_\_  
Chairperson

Attest:

\_\_\_\_\_  
Secretary

Dated:\_\_\_\_\_

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

\_\_\_\_\_  
Treasurer

## RESOLUTION NO. 15-6

### PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND JANUARY 2015 BILLS LIST

**WHEREAS**, the Treasurer has certified that funding is available to pay the following bills:

**BE IT RESOLVED** that the Professional Municipal Management Joint Insurance Fund's Executive Board, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and

**FURTHER**, that this authorization shall be made a permanent part of the records of the Fund.

#### **FUND YEAR 2014**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
<b>004757</b>			
004757	PERMA	POSTAGE FEE 12/2014	41.77
			<b>41.77</b>
<b>004758</b>			
004758	QUALCARE, INC.	COST CONTAINMENT - 11/2014	65.70
			<b>65.70</b>
<b>004759</b>			
004759	CONNELL CONSULTING LLC	PROACTIVE POL TRNG STIPEND - 12/14	200.00
			<b>200.00</b>
<b>004760</b>			
004760	ALLSTATE INFORMATION MANAGEMNT	DEPT: 413 - ACT & STOR 12/31/2014	30.24
004760	ALLSTATE INFORMATION MANAGEMNT	DEPT: 413 - ACT & STOR 11/30/14	30.24
			<b>60.48</b>
Total Payments FY 2014			367.95

#### **FUND YEAR 2015**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
<b>004761</b>			
004761	MUNICIPAL EXCESS LIABILITY JIF	FAITHFUL PERFORMANCE BOND 1ST QTR 2015	894.01
			<b>894.01</b>
<b>004762</b>			
004762	MUNICIPAL EXCESS LIABILITY	MEL PROPERTY 1ST QTR 2015	56,395.21
004762	MUNICIPAL EXCESS LIABILITY	MEL 1ST QTR 2015	165,371.24
			<b>221,766.45</b>
<b>004763</b>			
004763	N.J. MUNICIPAL ENVIRONMENTAL	EJIF 1ST INSTALLMENT 2015	60,284.53
			<b>60,284.53</b>
<b>004764</b>			
004764	QUAL-LYNX	CLAIMS ADMIN - 01/2015	10,663.25
			<b>10,663.25</b>
<b>004765</b>			
004765	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 01/2015	1,390.35
			<b>1,390.35</b>
<b>004766</b>			
004766	PERMA	EXECUTIVE DIRECTOR - 01/2015	9,272.29
			<b>9,272.29</b>
<b>004767</b>			

004767	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 01/2015	3,025.00
			<b>3,025.00</b>
<b>004768</b>			
004768	KEARNS, REALE & KEARNS	LITIGATION MANAGEMENT - 01/2015	1,355.07
004768	KEARNS, REALE & KEARNS	ATTORNEY FEE 01/2015	1,590.81
			<b>2,945.88</b>
<b>004769</b>			
004769	QUALCARE, INC.	MANAGED CARE - 01/2015	6,660.25
			<b>6,660.25</b>
<b>004770</b>			
004770	THOMAS TONTARSKI	TREASURER FEE 01/2015	1,375.13
			<b>1,375.13</b>
<b>004771</b>			
004771	MUNICIPAL EXCESS LIABILITY JIF	MSI 1ST QTR 2015	3,667.50
			<b>3,667.50</b>
<b>004772</b>			
004772	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 01/2015	460.03
			<b>460.03</b>
<b>004773</b>			
004773	SENSATIONAL HOST CATERERS INC	BALANCE DUE REORG MTG - 1/26/15	553.51
			<b>553.51</b>
<b>004774</b>			
004774	CONNER STRONG & BUCKELEW	AUTOMOBILE ID CARDS - 2015 - RENEWAL	66.24
			<b>66.24</b>
		Total Payments FY 2015	323,024.42

**TOTAL PAYMENTS ALL FUND YEARS \$ 323,392.37**

\_\_\_\_\_  
Chairperson

Attest:

\_\_\_\_\_ Dated: \_\_\_\_\_

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

\_\_\_\_\_  
Treasurer

January 17, 2015

To the Members of the  
Executive Board of the  
Professional Municipal Management  
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 two month period ending December 31, 2014 for Closed Fund Years 1987 to 2009, and Fund Years 2010, 2011, 2012, 2013 and 2014. 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:

Interest received or accrued for the period totaled \$ 2,272.81. This generated an average annual yield of .36%. However, we have an unrealized net loss of \$2,440.00 adjusting the reported yield to -.39% for the period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$2,680.00 as it relates to the market value of \$1,997,320.00 vs. the amount we have invested.

Our asset portfolio with TD Wealth Management consists of 2 obligations with a maturity greater than two years.

#### RECEIPT ACTIVITY FOR THE PERIOD:

Subrogation Receipts \$3,263.65 w/YTD of \$ 103,883.19 (detailed in my report)  
Overpayment Reimbursements \$ 143.50

#### CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 209 claim payments issued during the period for claims paid by the fund and claims payable by the Fund at period end in the amount of \$ 255,368.05.

Loss Payments	\$ 195,054.07
Expense Payments	\$ 4,198.19

Legal Payments                      \$    56,115.79

**CASH ACTIVITY FOR THE PERIOD:**

The enclosed report shows that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$ 3,986,323.17 to a closing balance of \$3,454,888.69 showing a decrease in the fund of \$ 531,424.48.

**BILL LIST FOR THE PERIOD:**

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

The information contained in this summary of the document provided in this report. Other detailed information is contained in the attached documents or a more specific explanation on any question can be obtained by contacting me at 609-744-3597.

Respectfully Submitted,

Thomas J. Tontarski  
Treasurer

**PROFESSIONAL MUNICIPAL MANAGEMENT JIF  
SUBROGATION REPORT 2014**

DATE REC'D	CREDITED TO:	FILE NUMBER	CLAIMANT NAME	COV. TYPE	FUND YEAR	AMOUNT RECEIVED	RECEIVED Y.T.D.
1/2	MAPLE SHADE TWP.	X09544	MAPLE SHADE TWP.	PR	2011	40,000.00	
1/6	EVESHAM TWP.	X56908	EVESHAM TWP.	PR	2013	15,912.50	
1/16	WILLINGBORO TWP.	X55035	JAIME JIMENEZ	WC	2013	50.00	
1/22	WILLINGBORO TWP.	X72743	WILLINGBORO TWP.	PR	2013	6,389.28	
TOTAL-JAN						62,351.78	
TOTAL-YTD							62,351.78
2/3	WILLINGBORO TWP.	X81065	WILLINGBORO TWP.	PR	2013	3,535.78	
2/7	MAPLE SHADE TWP.	W85800	BRIAN DAVIS	WC	2011	2,290.82	
2/7	MAPLE SHADE TWP.	W85799	JOSEPH SAENZ	WC	2011	2,412.21	
2/14	WILLINGBORO TWP.	X55035	JAIME JIMENEZ	WC	2013	98.00	
TOTAL-FEB						8,336.81	
TOTAL-YTD							70,688.59
3/24	MOORESTOWN TWP.	X83347	MOORESTOWN TWP.	PR	2014	375.00	
TOTAL-MAR						375.00	
TOTAL-YTD							71,063.59
4/14	WILLINGBORO TWP.	X55035	JAIME JIMENEZ	WC	2013	100.00	
TOTAL-APR						100.00	
TOTAL-YTD							71,163.59
5/1	EVESHAM TWP.	X82471	EVESHAM TWP.	PR	2014	4,196.61	
5/7	MAPLE SHADE TWP.	X10584	NICHOLAS GIANINI	WC	2011	375.00	
5/8	EVESHAM TWP.	X89051	EVESHAM TWP.	PR	2014	638.94	
5/14	MOORESTOWN TWP.	X45057	MOORESTOWN TWP.	PR	2012	16,094.14	
TOTAL-MAY						21,304.69	
TOTAL-YTD							92,468.28
TOTAL-JUN						0.00	
TOTAL-YTD							92,468.28
7/17	EVESHAM TWP.	X87752	EVESHAM TWP.	PR	2014	1,027.76	
7/22	WILLINGBORO TWP.	X55035	JAIME JIMENEZ	WC	2013	150.00	
TOTAL-JUL						1,177.76	
TOTAL-YTD							93,646.04
TOTAL-AUG						0.00	
TOTAL-YTD							93,646.04
9/15	MOORESTOWN TWP.	X83347	MOORESTOWN TWP.	PR	2014	6,637.50	
9/16	WILLINGBORO TWP.	X55035	JAIME JIMENEZ	WC	2013	138.00	
TOTAL-SEP						6,775.50	
TOTAL-YTD							100,421.54
10/15	EVESHAM TWP.	X71495	MICHAEL CARLIN	WC	2013	88.00	
10/15	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	25.00	
10/27	EVESHAM TWP.	X71495	MICHAEL CARLIN	WC	2013	85.00	
TOTAL-OCT						198.00	
TOTAL-YTD							100,619.54
11/3	MAPLE SHADE TWP.	X52144	PATRICK LYONS	WC	2013	2,498.65	
TOTAL-NOV						2,498.65	
TOTAL-YTD							103,118.19
12/1	WILLINGBORO TWP.	X55035	JAIME JIMENEZ	WC	2013	65.00	
12/1	EVESHAM TWP.	X71495	DANIEL BURDETTE	WC	2013	300.00	
12/5	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	25.00	
12/12	MAPLE SHADE TWP.	X10584	NICHOLAS GIANNINI	WC	2011	375.00	
TOTAL-DEC						765.00	
TOTAL-2014							103,883.19

**PROFESSIONAL MUNICIPAL MANAGMENT JOINT INSURANCE FUND  
SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED**

Current Fund Year: 2014 Month Ending: November										
	Prop	Liab	Auto	WC	0	POL/EPL	EJIF	Future	Admin	TOTAL
OPEN BALANCE	(260,949.76)	1,296,882.78	417,004.62	2,115,338.28	10.37	(635.63)	(20,444.65)	327,420.28	111,696.88	3,986,323.17
RECEIPTS										
Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	0.00	0.00	0.00	2,642.15	0.00	0.00	0.00	0.00	0.00	2,642.15
Invest Pymnts	0.40	21.18	6.68	33.91	0.00	0.00	0.01	5.25	3.66	71.09
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Invest	0.40	21.18	6.68	33.91	0.00	0.00	0.01	5.25	3.66	71.09
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0.40	21.18	6.68	2,676.06	0.00	0.00	0.01	5.25	3.66	2,713.24
EXPENSES										
Claims Transfers	6,607.09	32,408.92	1,652.30	46,644.32	0.00	0.00	0.00	0.00	0.00	87,312.63
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,973.87	34,973.87
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	6,607.09	32,408.92	1,652.30	46,644.32	0.00	0.00	0.00	0.00	34,973.87	122,286.50
END BALANCE	(267,556.45)	1,264,495.04	415,359.00	2,071,370.02	10.37	(635.63)	(20,444.64)	327,425.53	76,726.67	3,866,749.91



SUMMARY OF CASH AND INVESTMENT INSTRUMENTS								
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND								
ALL FUND YEARS COMBINED								
CURRENT MONTH	November							
CURRENT FUND YEAR	2014							
Description:		Instrument #1	Instr #2	Instr #3	Instr #4	Instr #5	Instr #6	
ID Number:		OPERATING	CASH MGMT	INVEST ACCT	ASSET MGR	TD CLAIMS	EXPENSE	
Maturity (Yrs)		0	0	0	0	0	0	0
Purchase Yield:		0	0	0	0	0	0	0
TOTAL for All								
Accts & instruments								
Opening Cash & Investment Balance	\$3,986,323.11	1750771.65	2558.75	181732.31	2000760	50000	500.4	
Opening Interest Accrual Balance	\$5,166.66	0	0	0	5166.66	0	0	
1 Interest Accrued and/or Interest Cost	\$1,250.00	\$0.00	\$0.00	\$0.00	\$1,250.00	\$0.00	\$0.00	
2 Interest Accrued - discounted Instr.s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3 (Amortization and/or Interest Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4 Accretion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5 Interest Paid - Cash Instr.s	(\$88.89)	\$2.69	\$0.12	(\$91.70)	\$0.00	\$0.00	\$0.00	
6 Interest Paid - Term Instr.s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
7 Unrealized Gain (Loss)	\$160.00	\$0.00	\$0.00	\$0.00	\$160.00	\$0.00	\$0.00	
8 Net Investment Income	\$1,321.11	\$2.69	\$0.12	(\$91.70)	\$1,410.00	\$0.00	\$0.00	
9 Deposits - Purchases	\$124,928.65	\$2,642.15	\$0.00	\$0.00	\$0.00	\$87,312.63	\$34,973.87	
10 (Withdrawals - Sales)	(\$244,573.00)	(\$122,286.10)	\$0.00	\$0.00	\$0.00	(\$87,312.63)	(\$34,974.27)	
Ending Cash & Investment Balance	\$3,866,749.87	\$1,631,130.39	\$2,558.87	\$181,640.61	\$2,000,920.00	\$50,000.00	\$500.00	
Ending Interest Accrual Balance	\$6,416.66	\$0.00	\$0.00	\$0.00	\$6,416.66	\$0.00	\$0.00	
Plus Outstanding Checks	\$56,352.36	\$0.00	\$0.00	\$0.00	\$0.00	\$45,950.64	\$10,401.72	
(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Balance per Bank	\$3,923,102.23	\$1,631,130.39	\$2,558.87	\$181,640.61	\$2,000,920.00	\$95,950.64	\$10,901.72	

CERTIFICATION AND RECONCILIATION OF CLAIMS PAYMENTS AND RECOVERIES									
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND									
Month		November							
Current Fund Year		2014							
		1.	2.	3.	4.	5.	6.	7.	8.
		Calc. Net	Monthly	Monthly	Calc. Net	TPA Net	Variance	Delinquent	Change
Policy		Paid Thru	Net Paid	Recoveries	Paid Thru	Paid Thru	To Be	Unreconciled	This
Year	Coverage	Last Month	November	November	November	November	Reconciled	Variance From	Month
2014	Prop	104,623.94	6,607.09	0.00	111,231.03	111,231.03	0.00	0.00	0.00
	Liab	5,501.40	12,077.37	0.00	17,578.77	17,578.77	0.00	0.00	0.00
	Auto	13,864.97	1,652.30	0.00	15,517.27	15,517.27	(0.00)	0.00	(0.00)
	WC	547,759.51	27,453.87	0.00	575,213.38	575,213.38	0.00	0.00	0.00
	<b>Total</b>	<b>671,749.82</b>	<b>47,790.63</b>	<b>0.00</b>	<b>719,540.45</b>	<b>719,540.45</b>	<b>0.00</b>	<b>0.00</b>	<b>(0.00)</b>
2013	Prop	111,234.84	0.00	0.00	111,234.84	111,234.84	0.00	0.00	0.00
	Liab	23,234.06	90.81	0.00	23,324.87	23,324.87	0.00	0.00	0.00
	Auto	31,840.75	0.00	0.00	31,840.75	31,840.75	0.00	0.00	0.00
	WC	767,794.33	15,010.63	2,642.15	780,162.81	780,162.81	0.00	0.00	(0.00)
	<b>Total</b>	<b>934,103.98</b>	<b>15,101.44</b>	<b>2,642.15</b>	<b>946,563.27</b>	<b>946,563.27</b>	<b>0.00</b>	<b>0.00</b>	<b>(0.00)</b>
2012	Prop	136,713.45	0.00	0.00	136,713.45	136,713.45	(0.00)	(0.00)	0.00
	Liab	140,556.16	9,138.81	0.00	149,694.97	149,694.97	0.00	0.00	0.00
	Auto	9,646.72	0.00	0.00	9,646.72	9,646.72	0.00	0.00	0.00
	WC	452,403.40	9.20	0.00	452,412.60	452,412.60	0.00	0.00	0.00
	<b>Total</b>	<b>739,319.73</b>	<b>9,148.01</b>	<b>0.00</b>	<b>748,467.74</b>	<b>748,467.74</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2011	Prop	340,676.64	0.00	0.00	340,676.64	340,676.64	0.00	0.00	0.00
	Liab	280,490.00	11,101.93	0.00	291,591.93	291,591.93	0.00	0.00	0.00
	Auto	27,824.08	0.00	0.00	27,824.08	27,824.08	0.00	0.00	0.00
	WC	1,186,252.18	4,170.62	0.00	1,190,422.80	1,190,422.80	(0.00)	(0.00)	0.00
	<b>Total</b>	<b>1,835,242.90</b>	<b>15,272.55</b>	<b>0.00</b>	<b>1,850,515.45</b>	<b>1,850,515.45</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>0.00</b>
2010	Prop	142,310.40	0.00	0.00	142,310.40	142,310.40	(0.00)	(0.00)	0.00
	Liab	354,478.69	0.00	0.00	354,478.69	354,478.69	0.00	0.00	0.00
	Auto	11,202.57	0.00	0.00	11,202.57	11,202.57	0.00	0.00	0.00
	WC	1,061,707.96	0.00	0.00	1,061,707.96	1,061,707.96	(0.00)	(0.00)	0.00
	<b>Total</b>	<b>1,569,699.62</b>	<b>0.00</b>	<b>0.00</b>	<b>1,569,699.62</b>	<b>1,569,699.62</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>0.00</b>
	<b>TOTAL</b>	<b>5,750,116.05</b>	<b>87,312.63</b>	<b>2,642.15</b>	<b>5,834,786.53</b>	<b>5,834,786.53</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>(0.00)</b>

**PROFESSIONAL MUNICIPAL MANAGMENT JOINT INSURANCE FUND  
SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED**

Current Fund Year: 2014 Month Ending: December										
	Prop	Liab	Auto	WC	0	POL/EPL	EJIF	Future	Admin	TOTAL
OPEN BALANCE	(267,556.45)	1,264,495.04	415,359.00	2,071,370.02	10.37	(635.63)	(20,444.64)	327,425.53	76,726.67	3,866,749.91
RECEIPTS										
Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	0.00	0.00	0.00	765.00	0.00	0.00	0.00	0.00	0.00	765.00
Invest Pymnts	38.02	991.09	275.29	1,697.22	(0.01)	0.00	21.17	285.53	403.97	3,712.28
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Invest	38.02	991.09	275.29	1,697.22	(0.01)	0.00	21.17	285.53	403.97	3,712.28
Other *	99,372.49	1,274.03	219.17	2,430.93	0.00	686.35	20,922.28	(111,506.86)	(13,398.39)	(0.00)
TOTAL	99,410.51	2,265.12	494.46	4,893.15	(0.01)	686.35	20,943.45	(111,221.33)	(12,994.42)	4,477.28
EXPENSES										
Claims Transfers	73,094.23	35,162.91	509.20	54,761.03	0.00	0.00	0.00	0.00	0.00	163,527.37
Expenses	884.50	0.00	0.00	0.00	0.00	0.00	0.00	213,956.46	37,970.17	252,811.13
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	73,978.73	35,162.91	509.20	54,761.03	0.00	0.00	0.00	213,956.46	37,970.17	416,338.50
END BALANCE	(242,124.67)	1,231,597.25	415,344.26	2,021,502.14	10.36	50.72	498.81	2,247.74	25,762.08	3,454,888.69
Report Month: December										
		Balance Differences								
Opening Balances:		Opening Balances are equal				\$0.00				
Imprest Transfers:		Imprest Totals are equal				\$0.00				
Investment Balances:		Investment Payment Balances are equal				\$0.00				
		Investment Adjustment Balances are equal				\$0.00				
Ending Balances:		Ending Balances are equal				\$0.00				
Accural Balances:		Accural Balances are equal				\$0.00				

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS							
PROFESSIONAL MUNICIPAL MANAGMENT JOINT INSURANCE FUND							
ALL FUND YEARS COMBINED							
CURRENT MONTH	December						
CURRENT FUND YEAR	2014						
Description: Instrument #1 Instr #2 Instr #3 Instr #4 Instr #5 Instr #6							
ID Number: OPERATING CASH MGMN INVEST ACCT ASSET MGR TD CLAIMS EXPENSE							
Maturity (Yrs) 0 0 0 0 0 0							
Purchase Yield: 0 0 0 0 0 0							
TOTAL for All Accts & instruments							
Opening Cash & Investment Balance	\$3,866,749.87	1631130.39	2558.87	181640.61	2000920	50000	500
Opening Interest Accrual Balance	\$6,416.66	0	0	0	6416.66	0	0
1 Interest Accrued and/or Interest Cost	\$1,250.00	\$0.00	\$0.00	\$0.00	\$1,250.00	\$0.00	\$0.00
2 Interest Accrued - discounted Instr.s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 (Amortization and/or Interest Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Accretion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5 Interest Paid - Cash Instr.s	(\$187.72)	(\$96.16)	\$0.15	(\$91.71)	\$0.00	\$0.00	\$0.00
6 Interest Paid - Term Instr.s	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00
7 Unrealized Gain (Loss)	(\$3,600.00)	\$0.00	\$0.00	\$0.00	(\$3,600.00)	\$0.00	\$0.00
8 Net Investment Income	(\$2,537.72)	(\$96.16)	\$0.15	(\$91.71)	(\$2,350.00)	\$0.00	\$0.00
9 Deposits - Purchases	\$424,603.50	\$765.00	\$0.00	\$7,500.00	\$0.00	\$163,527.37	\$252,811.13
10 (Withdrawals - Sales)	(\$840,177.00)	(\$416,338.50)	\$0.00	\$0.00	(\$7,500.00)	(\$163,527.37)	(\$252,811.13)
Ending Cash & Investment Balance	\$3,454,888.65	\$1,215,460.73	\$2,559.02	\$189,048.90	\$1,997,320.00	\$50,000.00	\$500.00
Ending Interest Accrual Balance	\$166.66	\$0.00	\$0.00	\$0.00	\$166.66	\$0.00	\$0.00
Plus Outstanding Checks	\$40,386.53	\$0.00	\$0.00	\$0.00	\$0.00	\$37,364.38	\$3,022.15
(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance per Bank	\$3,495,275.18	\$1,215,460.73	\$2,559.02	\$189,048.90	\$1,997,320.00	\$87,364.38	\$3,522.15

CERTIFICATION AND RECONCILIATION OF CLAIMS PAYMENTS AND RECOVERIES									
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND									
Month		December							
Current Fund Year		2014							
		1.	2.	3.	4.	5.	6.	7.	8.
Policy		Calc. Net	Monthly	Monthly	Calc. Net	TPA Net	Variance	Delinquent	Change
Year	Coverage	Paid Thru	Net Paid	Recoveries	Paid Thru	Paid Thru	To Be	Unreconciled	This
		Last Month	December	December	December	December	Reconciled	Variance From	Month
2014	Prop	111,231.03	73,094.23	0.00	184,325.26	184,325.26	0.00	0.00	(0.00)
	Liab	17,578.77	2,002.44	0.00	19,581.21	19,581.21	0.00	0.00	0.00
	Auto	15,517.27	509.20	0.00	16,026.47	16,026.47	0.00	(0.00)	0.00
	WC	575,213.38	16,048.54	0.00	591,261.92	591,261.92	0.00	0.00	0.00
	<b>Total</b>	<b>719,540.45</b>	<b>91,654.41</b>	<b>0.00</b>	<b>811,194.86</b>	<b>811,194.86</b>	<b>0.00</b>	<b>0.00</b>	<b>(0.00)</b>
2013	Prop	111,234.84	0.00	0.00	111,234.84	111,234.84	0.00	0.00	0.00
	Liab	23,324.87	2,512.11	0.00	25,836.98	25,836.98	0.00	0.00	0.00
	Auto	31,840.75	0.00	0.00	31,840.75	31,840.75	0.00	0.00	0.00
	WC	780,162.81	28,304.44	390.00	808,077.25	808,077.25	0.00	0.00	0.00
	<b>Total</b>	<b>946,563.27</b>	<b>30,816.55</b>	<b>390.00</b>	<b>976,989.82</b>	<b>976,989.82</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2012	Prop	136,713.45	0.00	0.00	136,713.45	136,713.45	(0.00)	(0.00)	0.00
	Liab	149,694.97	11,958.56	0.00	161,653.53	161,653.53	0.00	0.00	0.00
	Auto	9,646.72	0.00	0.00	9,646.72	9,646.72	0.00	0.00	0.00
	WC	452,412.60	140.15	0.00	452,552.75	452,552.75	0.00	0.00	0.00
	<b>Total</b>	<b>748,467.74</b>	<b>12,098.71</b>	<b>0.00</b>	<b>760,566.45</b>	<b>760,566.45</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2011	Prop	340,676.64	0.00	0.00	340,676.64	340,676.64	0.00	0.00	0.00
	Liab	291,591.93	18,689.80	0.00	310,281.73	310,281.73	0.00	0.00	0.00
	Auto	27,824.08	0.00	0.00	27,824.08	27,824.08	0.00	0.00	0.00
	WC	1,190,422.80	10,267.90	375.00	1,200,315.70	1,200,315.70	(0.00)	(0.00)	0.00
	<b>Total</b>	<b>1,850,515.45</b>	<b>28,957.70</b>	<b>375.00</b>	<b>1,879,098.15</b>	<b>1,879,098.15</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>0.00</b>
2010	Prop	142,310.40	0.00	0.00	142,310.40	142,310.40	(0.00)	(0.00)	0.00
	Liab	354,478.69	0.00	0.00	354,478.69	354,478.69	0.00	0.00	0.00
	Auto	11,202.57	0.00	0.00	11,202.57	11,202.57	0.00	0.00	0.00
	WC	1,061,707.96	0.00	0.00	1,061,707.96	1,061,707.96	(0.00)	(0.00)	0.00
	<b>Total</b>	<b>1,569,699.62</b>	<b>0.00</b>	<b>0.00</b>	<b>1,569,699.62</b>	<b>1,569,699.62</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>0.00</b>
	<b>TOTAL</b>	<b>5,834,786.53</b>	<b>163,527.37</b>	<b>765.00</b>	<b>5,997,548.90</b>	<b>5,997,548.90</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>(0.00)</b>

## ***Professional Municipal Management Joint Insurance Fund Certificate of Insurance Monthly Report***

From 10/21/2014 To 11/20/2014

Holder (H) / Insured Name (I)	Holder / Insured Address	Holder Code	Description of Operations	Issue Date	Coverage
<b><u>PMM JIF</u></b>					
H- Rutgers University - Camden I- Township of Evesham	301 Linden St. Camden, NJ 08102 984 Tuckerton Road Marlton, NJ 08053	4817	Evidence of insurance as respects to a Golf Outing to take Place on November 9th at our Indian Springs Country Club Located at 115 S. Elmwood Road, Marlton, NJ 08053 at noon.	10/21/2014	GL EX AU WC
H- Burlington County Bd. of Chosen Freeholders I- Township of Maple Shade	Att; Insurance & Risk Management Div. 49 Rancocas Road, PO Box 6000 Mt. Holly, NJ 08060-6000 PO Box 368 Maple Shade, NJ 08052	5101	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) Holiday Festival on Main St. (CR537), December 5, 2014.	10/21/2014	GL EX AU WC
H- Golf Cart Services, Inc. I- Township of Evesham	4296 York Rd. New Oxford, PA 17350 984 Tuckerton Road Marlton, NJ 08053	19397	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability & as "Mortgagee/Loss Payee" ATIMA, for Property pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty and Property Insurance Policies (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) lease of 75 – 2015 E-Z-Go TXT 48 V electric golf cars (\$4,950 ea.)	11/20/2014	GL EX PR

***Total # of Holders =*** 3



# Professional Municipal Management Joint Insurance Fund

## Certificate Of Insurance Monthly Report

Tuesday, January 06, 2015

From 9/1/2014 To 12/31/2014

Holder (H) / Insured Name (I)	Holder / Insured Address	Holder Code	Description of Operations	Issue Date	Coverage
<b><u>PMM JIF</u></b>					
H- Sterling High School I- Township of Willingboro	501 So. Warwick Road Somerdale, NJ 08083 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	1623	Evidence of Insurance as respects to Sport Events for Delaware Valley 8th Grade Spring Football League.	12/29/2014	GL EX AU WC
H- State of New Jersey I- Township of Willingboro	Department of Health & Senior Services Office of EMS PO Box 360 Trenton, NJ 08625 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	1633	Evidence of insurance as respects to all Willingboro Township Emergency Services Vehicles. Malpractice & Professional Liability is included in the General Liability and Excess Liability coverage.	12/29/2014	GL EX AU WC
H- Haddonfield Board of Education I- Township of Willingboro	1 Lincoln Avenue Haddonfield, NJ 08033 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	1637	Evidence of insurance as respects to Sport Events for Willingboro Panthers Football Team's League.	12/29/2014	GL EX AU WC
H- PSE&G I- Township of Willingboro	PO Box 570 Newark, NJ 07101 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	1666	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) File A2832 covering portion of PSE&G's Camden I Burlington Right of Way in & under license to the Twp. for the construction, operation & maintenance of a black top bicycle path.	12/29/2014	GL EX AU WC
H- Department of Community Affairs I- Township of Willingboro	363 West State Street Trenton, NJ 08625 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	1880	Evidence of Insurance.	12/29/2014	GL EX AU WC
H- PSE&G	PO Box 570 Newark, NJ 07101	2392	Certificate Holder is amended to be included as "additional	12/29/2014	GL EX AU WC

<div> <div></div> <div>I- Township of Willingboro</div> </div>	Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046		insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) File A2832. This includes any occurrence on or within 50 feet of the Railroad Right of Way.	
<div> <div>H- Township of Evesham</div> <div>I- Township of Evesham</div> </div>	984 Tuckerton Road Marlton, NJ 08053 984 Tuckerton Road Marlton, NJ 08053	5053	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded). MEL Crime Policy – Evidence of Statutory Bond coverage – Coverage O applies to Statutory Court positions such as Magistrate, Court Clerk, Court Administrator and the position of Fire District Treasurer.	9/9/2014 CRIME
<div> <div>H- Township of Evesham</div> <div>I- Township of Evesham</div> </div>	984 Tuckerton Road Marlton,NJ 08053 984 Tuckerton Road Marlton, NJ 08053	5054	Evidence of insurance as respects to Statutory Bond Coverage for Thomas S. Shanahan, Treasurer and Kathie Sanders,Tax Collector; effective 1/1/15.	BOND
<div> <div>H- Township of Maple Shade</div> <div>I- Township of Maple Shade</div> </div>	200 Stiles Avenue Maple Shade, NJ 08052 PO Box 368 Maple Shade, NJ 08052	5056	Evidence of insurance as respects to Statutory Bond Coverage for Michele Adams - Tax Collector and Adriane McKendry - Treasurer, effective 01/01/15.	BOND
<div> <div>H- Township of Maple Shade</div> <div>I- Township of Maple Shade</div> </div>	200 Stiles Avenue Maple Shade, NJ 08052 PO Box 368 Maple Shade, NJ 08052	5058	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded). MEL Crime Policy – Evidence of Statutory Bond coverage – Coverage O applies to Statutory Court positions such as Magistrate, Court Clerk, Court Administrator and the position of Fire District Treasurer.	9/9/2014 CRIME



<p>H- Township of Willingboro</p> <p>I- Township of Willingboro</p>	<p>1 Salem Road Willingboro, NJ 08046</p> <p>Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive</p> <p>Willingboro, NJ 08046</p>	5059	<p>JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees &amp; Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all “Statutory” positions (those positions required by law to be individually bonded). MEL Crime Policy – Evidence of Statutory Bond coverage – Coverage O applies to Statutory Court positions such as Magistrate, Court Clerk, Court Administrator and the position of Fire District Treasurer.</p>	9/9/2014	CRIME
<p>H- Willingboro Township BOE</p> <p>I- Township of Willingboro</p>	<p>440 Beverly - Rancocas Road Willingboro, NJ 08046</p> <p>Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive</p> <p>Willingboro, NJ 08046</p>	5102	<p>Evidence of insurance as respects the use of facilities.</p>	12/29/2014	GL EX AU WC
<p>H- Burlington Meeting House</p> <p>I- Township of Willingboro</p>	<p>340 High Street P.O. Box 246 Burlington, NJ 08016</p> <p>Attn: Barbara L. Hayes</p> <p>Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive</p> <p>Willingboro, NJ 08046</p>	5103	<p>Certificate Holder is amended to be included as “additional insured” the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability &amp; Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) use of facilities for Teen Dance.</p>	12/29/2014	GL EX AU WC
<p>H- County of Burlington</p> <p>I- Township of Willingboro</p>	<p>Office of the Fire Marshall 49 Rancocas Road Mt. Holly, NJ 08060</p> <p>Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive</p> <p>Willingboro, NJ 08046</p>	5104	<p>Evidence of insurance as respects the use of facilities by Willingboro Township Fire Department, Police Department &amp; Emergency Squad for training purposes.</p>	12/29/2014	GL EX AU WC
<p>H- Burlington County Board</p> <p>I- Township of Willingboro</p>	<p>of Chosen Freeholders 49 Rancocas Rd. PO Box 6000 Mt. Holly, NJ 08060</p> <p>Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive</p> <p>Willingboro, NJ 08046</p>	5105	<p>Evidence of insurance as respects to agreement between Willingboro Township and the Board of Chosen Freeholders in connection with the receipt of funds from the County.</p>	12/29/2014	GL EX AU WC
<p>H- Burlington County</p>	<p>Board of Chosen Freeholders 49 Rancocas Road Mt.</p>	5106	<p>Certificate Holder is amended to be included as “additional</p>	12/29/2014	GL EX AU WC

<p>I- Township of Willingboro</p>	<p>Holly, NJ 08060 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046</p>		<p>insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability &amp; Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) Jazz Festival.</p>	
<p>H- Grapevine Wrestling League I- Township of Willingboro</p>	<p>230 Hewlings Avenue Riverside, NJ 08073 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046</p>	5108	<p>Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability &amp; Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) ) participation in various tournaments.</p>	12/29/2014 GL EX AU WC
<p>H- NJ Committee for the Humanities I- Township of Willingboro</p>	<p>73 Easton Avenue New Brunswick, NJ 08901 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046</p>	5109	<p>Evidence of insurance as respects grant application for Willingboro Free Public Library.</p>	12/29/2014 GL EX AU WC
<p>H- State of NJ-Dept. of Environmental Protection I- Township of Willingboro</p>	<p>Division of Watershed Management 401 E. State St P.O. Box 418 Trenton, NJ 08625-0418 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046</p>	5110	<p>The State of New Jersey-Dept. of Environmental Protection, Division of Watershed Management is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability &amp; Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) grant application requirements.</p>	12/29/2014 GL EX AU WC
<p>H- Verizon I- Township of Willingboro</p>	<p>540 Broad Street Newark, NJ 07102 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046</p>	5112	<p>Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability &amp; Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy</p>	12/29/2014 GL EX AU WC

(but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) lease agreement.

H- Verizon	7-13 Brainerd Street, Floor 1 Mt. Holly, NJ 08060	5113	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) to hanging of banners on utility poles for Township-sponsored events.	12/29/2014 GL EX AU WC
I- Township of Willingboro	Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046			
H- John F. Kennedy Center	429 John F. Kennedy Way Willingboro, NJ 08040	5118	Evidence of insurance as respects to Sport Events Youth Basketball.	12/29/2014 GL EX AU WC
I- Township of Willingboro	Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046			
H- Burlington County Bridge Commission	1300 Route 73 North PO Box 6 Palmyra, NJ 08065	5120	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability & as "Mortgagee/Loss Payee" ATIMA, for Property pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty and Property Insurance Policies (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) Governmental Leasing Program Series 2003 - Property Limit per Fund - \$2,502,250.	12/29/2014 GL EX PR
I- Township of Willingboro	Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046			
H- Colliers Mills Firearms Range	One Range Roda Jackson, NJ 08527	9476	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) use of property by the Willingboro Twp. Police Dept. for Training in 2015.	12/29/2014 GL EX AU WC
I- Township of Willingboro	Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046			

<div>H- Evesham Residents and Businesses</div> <div>I- Township of Evesham</div>	Main Street Marlton, NJ 08053 984 Tuckerton Road Marlton, NJ 08053	10082	Evidence of insurance as respects the Evesham Harvest Fest to be held on September 27, 2014 from 7:00am to 6:00pm along Main Street, Cooper Ave. & South Locust Ave. in Marlton, NJ 08053.	9/2/2014 GL EX AU WC
<div>H- Metropolitan Asset Management, Inc.</div> <div>I- Township of Willingboro</div>	7704 Richmond Highway, Suite 210 Alexandria, VA 22308 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	12686	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability & as "Mortgagee/Loss Payee" ATIMA, for Property pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty and Property Insurance Policies (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) leased property located at One Salem Road, Willingboro, NJ 08046.	12/29/2014 GL EX PR
<div>H- Triton High School</div> <div>I- Township of Willingboro</div>	250 Schubert Avenue Runnemede, NJ 08078 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	13368	Evidence of Insurance as respects to Sport Events for Delaware Valley 8th Grade Spring Football League.	12/29/2014 GL EX AU WC
<div>H- Township of Moorestown</div> <div>I- Township of Moorestown</div>	2 Executive Drive, Suite 9A Moorestown, NJ 08057 111 W. Second St. Moorestown, NJ 08057	17704	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded). MEL Crime Policy – Evidence of Statutory Bond coverage – Coverage O applies to Statutory Court positions such as Magistrate, Court Clerk, Court Administrator and the position of Fire District Treasurer.	9/9/2014 CRIME
<div>H- Township of Willingboro</div> <div>I- Township of Willingboro</div>	One Salem Rd Willingboro, NJ 08046 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	18130	Evidence of insurance as respects to Statutory Bond coverage for Parthenia Cogdell, Library Treasurer, Barbara Lightfoot, Tax Collector, effective 01/01/15.	9/15/2014 BOND

H- Riverside Township I- Township of Willingboro	1 W. Scott Street Riverside, New Jersey, 08075 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	18471	Evidence of Insurance as respects to shared services animal control.	12/29/2014 GL EX AU WC
H- South Jersey Independent I- Township of Willingboro	Youth Football Association 6 Surrey Lane Burlington, NJ 08016 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	19002	Evidence of insurance as respects to Sports Events for Panthers Football League.	12/29/2014 GL EX AU WC
H- Paul VI High School I- Township of Willingboro	901 Hopkins Road, Ste. B Haddonfield, NJ 08033-0803 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	19283	Evidence of Insurance as respects to Sport Events for Delaware Valley 8th Grade Spring Football League.	12/29/2014 GL EX AU WC
H- First Student I- Township of Willingboro	835 Watson-New Freedom Rd Berlin, NJ 08009 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	19459	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability & as "Mortgagee/Loss Payee" ATIMA, for Property pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty and Property Insurance Policies (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) 2003 International Harvester bus with a value of \$13,500.00 and occupants. Vin # 1DBRABP73A959355.	12/29/2014 GL EX AU OTH
H- Pennsauken Youth Athletic Field I- Township of Willingboro	4429 Burwood Ave. Pennsauken, NJ Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	19978	Evidence of Insurance as respects to Sport Events for Delaware Valley 8th Grade Spring Football League.	12/29/2014 GL EX AU WC
H- Cherry Hill Youth Field I- Township of Willingboro	Marlborough Ave. Cherry Hill, NJ Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	19979	Evidence of Insurance as respects to Sport Events for Delaware Valley 8th Grade Spring Football League.	12/29/2014 GL EX AU WC
H- Camden Field, Stockton Park I- Township of Willingboro	590 Dudley Street Camden, NJ 08002 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	19980	Evidence of Insurance as respects to Sport Events for Delaware Valley 8th Grade Spring Football League.	12/29/2014 GL EX AU WC

**Total # of Holders =** 36

**PMM JOINT INSURANCE FUND**  
**SAFETY DIRECTOR'S REPORT**

**TO:** Municipal Fund Commissioners  
**FROM:** J. A. Montgomery Risk Control, JIF Safety Director  
**DATE:** January 2, 2015

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**Service Team:**

Joanne Hall, Safety Director <a href="mailto:jhall@jamontgomery.com">jhall@jamontgomery.com</a> Office: 732-736-5286 Cell: 908-278-2792	Melissa Wade <a href="mailto:mwade@jamontgomery.com">mwade@jamontgomery.com</a> Office: 856-552-6850 Fax: 856-552-6851
John Saville, Consultant <a href="mailto:jsaville@jamontgomery.com">jsaville@jamontgomery.com</a> Office: 732-736-5009 Cell: 609-330-4092	Glenn Prince <a href="mailto:gprince@jamontgomery.com">gprince@jamontgomery.com</a> Office: 856-552-4744 Cell: 609-238-3949

**NOVEMBER & DECEMBER 2014 ACTIVITIES**

**LOSS CONTROL SERVICES**

- Township of Evesham – Conducted a Loss Control Visit of Playgrounds – November 26

**JIF MEETINGS ATTENDED**

- Fund Commissioner Meeting – November 24

**UPCOMING JIF MEETINGS**

- PMM JIF 2015 Reorganization Meeting at Sensational Host in Maple Shade– January 26, 2015 at 12pm.

**SAFETY DIRECTOR'S BULLETINS & SAFETY ANNOUNCEMENTS**

- Mobile Work Zone SD Bulletin – November 4
- NJPEOSH Top 10 Citations – November 17
- FD Open Houses & Parades – November 24
- Best Practices for Snow Emergencies – December 22
- Managing Slip & Falls during Winter Months – December 8

- The 2015 MSI classes are now available for enrollment through the MSI Learning Management System! – December 12

### **MEL VIDEO LIBRARY**

There were no members who utilized the MEL Video Library during November & December.

The new MEL Video Catalog is now available on line. Please visit [www.njmel.org](http://www.njmel.org) or email the video library at [melvideolibrary@jamontgomery.com](mailto:melvideolibrary@jamontgomery.com). The new MEL Video Library phone number is 856-552-4900.

Listed below are upcoming MSI training programs scheduled for January, February & March 2015. ***Enrollment is required for all MSI classes.***

MSI classes are subject to cancellation or rescheduling at any time. ***Members are reminded to log on to the [www.njmel.org](http://www.njmel.org) website, then click on the MSI logo to access the Learning Management System where you can enroll your employees and verify classes. Enrolling your staff ensures you will be notified of any schedule changes.***

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

Date	Territory	Location	Topic	Time
1/6/15	5	Township of Mantua #2 (Fire Dept.)	HazMat Awareness w/HazCom GHS	10:00 - 1:00 pm
1/6/15	5	Township of Mantua #2 (Fire Dept.)	BBP	1:30 - 2:30 pm
1/6/15	5	Township of Mantua #2 (Fire Dept.)	HazMat Awareness w/HazCom GHS-Evening	6:00 - 9:00 pm
1/6/15	5	Township of Mantua #2 (Fire Dept.)	BBP-Evening	9:15 - 10:15 pm
1/7/15	5	Township of Burlington #3	HazCom w/GHS	8:00 - 9:30 am
1/7/15	5	Township of Burlington #3	BBP	9:45 - 10:45 am
1/7/15	5	Township of Pemberton	Hearing Conservation	12:30 - 1:30 pm
1/9/15	5	Borough of Somerdale	Fire Safety	1:00 - 2:00 pm
1/9/15	5	Borough of Somerdale	Fire Extinguisher	2:00 - 3:00 pm
1/12/15	5	Borough of Glassboro #1 (Fire Dept.)	HazMat Awareness w/HazCom GHS-Evening	7:00 - 10:00 pm
1/14/15	5	Pennsauken SA #3	Fire Safety	8:30 - 9:30 am
1/14/15	5	Pennsauken SA #3	Fire Extinguisher	9:45 - 10:45 am
1/14/15	5	Pennsauken SA #3	Hearing Conservation	11:00 - 12:00 pm
1/14/15	5	Township of Moorestown	DDC-6	8:30 - 3:00 pm w/lunch brk
1/15/15	5	Township of Cherry Hill #6	CSE-Permit Required w/Classroom Demo	8:00 - 12:00 pm
1/16/15	5	Franklin Township #2 (Gloucester)	Heavy Equipment Safety	9:00 - 12:00 pm
1/20/15	5	Pine Hill Fire District #1	Traffic Control for Emergency Responders-Evening	6:00 - 7:30 pm
1/20/15	5	Pine Hill Fire District #1	Employee Conduct & Violence Prevention-Evening	7:45 - 9:15 pm
1/21/15	5	Borough of Pitman	Sanitation / Recycling Safety	12:30 - 2:30 pm
1/23/15	5	Borough of Lindenwold #1	Seasonal (Autumn/Winter) PW Operations	8:00 - 11:00 am

1/23/15	5	Borough of Lindenwold #1	Hearing Conservation	11:15 - 12:15 pm
1/26/15	5	Borough of Magnolia	Back Safety / Material Handling	10:00 - 11:00 am
1/26/15	5	Borough of Glassboro #1 (Fire Dept.)	BBP-Evening	7:00 - 8:00 pm
1/27/15	5	Borough of Pitman (Police)	CEVO-Police	9:00 - 1:00 pm
1/27/15	5	Borough of Pitman (Police)	Fire Extinguisher	1:30 - 2:30 pm
1/27/15	5	Township of Mantua #2 (Fire Dept.)	HazMat Awareness w/HazCom GHS-Evening	6:00 - 9:00 pm
1/27/15	5	Township of Mantua #2 (Fire Dept.)	BBP-Evening	9:15 - 10:15 pm
1/29/15	5	Township of Cherry Hill #6	CDL-Supervisors Reasonable Suspicion	8:00 - 10:00 am
1/30/15	5	Borough of Runnemede	CDL-Drivers Safety Regulations	8:00 - 10:00 am
1/30/15	5	Borough of Runnemede	Sanitation / Recycling Safety	10:15 - 12:15 pm
1/30/15	5	Borough of Somerdale	BBP	2:00 - 3:00 pm
2/4/15	5	Evesham Twp. MUA	Safety Committee Best Practices	9:00 - 10:30 am
2/6/15	5	Borough of Lindenwold #1	CDL-Drivers Safety Regulation	8:00 - 10:00 am
2/6/15	5	Borough of Lindenwold #1	CDL-Supervisors Reasonable Suspicion	10:15 - 12:15 pm
2/10/15	5	Township of Mantua #2 (Fire Dept.)	LOTO-Evening	6:00 - 8:00 pm
2/11/15	5	Township of Burlington #3	PPE	8:00 - 10:00 am
2/11/15	5	Borough of Pitman	CDL-Drivers Safety Regulations	12:30 - 2:30 pm
2/12/15	5	Deptford Twp. MUA	Employee Conduct & Violence Prevention	8:30 - 10:00 am
2/12/15	5	Deptford Twp. MUA	Fall Protection Awareness	10:15 - 12:15 pm
2/13/15	5	Borough of Collingswood	DDC-6	8:00 - 2:30 pm w/lunch brk
2/13/15	5	Franklin Township #2 (Gloucester)	Landscape Safety	9:00 - 12:00 pm
2/18/15	5	Camden Parking Authority	Employee Conduct & Violence Prevention	9:00 - 10:30 am
2/18/15	5	Camden Parking Authority	Back Safety / Material Handling	10:45 - 11:45 am
2/18/15	5	Camden Parking Authority	Fire Safety	12:00 - 1:00 pm
2/20/15	5	Borough of Lindenwold #1	Landscape Safety	8:00 - 11:00 am
2/20/15	5	Borough of Lindenwold #1	Fire Extinguisher	11:15 - 12:15 pm
2/23/15	5	Borough of Glassboro #1	Driving Safety Awareness	12:30 - 2:00 pm
2/24/15	5	City of Burlington #2	Office Safety	9:00 - 11:00 am
2/24/15	5	Township of Westampton	LOTO	1:00 - 3:00 pm
2/24/15	5	Pine Hill Fire District #1	CEVO-Fire-Evening	6:00 - 10:00 pm
2/25/15	5	Pemberton BOE	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
2/25/15	5	Pennsauken SA #3	HazCom w/GHS	8:30 - 10:00 am
2/25/15	5	Pennsauken SA #3	Employee Conduct & Violence Prevention	10:15 - 11:45 am
2/27/15	5	Township of Cherry Hill #6	Hoists, Cranes, Rigging Safety	8:30 - 10:30 am
3/2/15	5	Township of Voorhees #3	Leaf Collection Safety	1:00 - 2:30 pm
3/3/15	5	Township of Voorhees #1	HazCom w/GHS	9:00 - 10:30 am
3/3/15	5	Township of Voorhees #1	Driving Safety Awareness	10:45 - 12:15 pm
3/4/15	5	Township of Moorestown	Back Safety / Patient Handling for Responders	8:30 - 10:00 am
3/4/15	5	Township of Moorestown	Employee Conduct & Violence Prevention	10:15 - 11:45 am
3/4/15	5	Township of Moorestown	BBP	12:00 - 1:00 pm
3/5/15	5	Deptford Twp. MUA	Fire Safety	8:30 - 9:30 am
3/5/15	5	Deptford Twp. MUA	Fire Extinguisher	9:45 - 10:45 am
3/5/15	5	Deptford Twp. MUA	Respiratory Protection	11:00 - 12:00 pm
3/9/15	5	Borough of Glassboro #1	HazMat Awareness w/HazCom GHS	8:00 - 11:00 am
3/9/15	5	Township of Voorhees #3	PPE	1:00 - 3:00 pm
3/10/15	5	Township of Winslow	Fall Protection Awareness	8:00 - 10:00 am
3/10/15	5	Township of Winslow	Hearing Conservation	10:15 - 11:15 am
3/10/15	5	Township of Winslow	Back Safety / Material Handling	11:30 - 12:30 pm
3/11/15	5	Pennsauken SA #3	BBP	8:30 - 9:30 am
3/11/15	5	Evesham Twp. MUA	Fall Protection Awareness	8:15 - 10:15 am
3/11/15	5	Evesham Twp. MUA	Hearing Conservation	10:30 - 11:30 am



3/12/15	5	Township of Cherry Hill #4 (Town Hall)	Driving Safety Awareness	9:30 - 11:00 am
3/12/15	5	Township of Cherry Hill #5 (Library)	Office Safety	12:00 - 2:00 pm
3/13/15	5	Borough of Somerdale	HazMat Awareness w/HazCom GHS	12:00 - 3:00 pm
3/14/15	5	Pine Hill Fire District #1	DDC-6	9:00 - 3:30 pm w/lunch brk
3/16/15	5	Borough of Magnolia	Landscape Safety	9:00 - 12:00 pm
3/16/15	5	Township of Voorhees #3	LOTO	1:00 - 3:00 pm
3/17/15	5	Township of Voorhees #1	Fire Safety	9:30 - 10:30 am
3/17/15	5	Township of Voorhees #1	Fire Extinguisher	10:45 - 11:45 am
3/18/15	5	Camden Parking Authority	Accident Investigation	9:00 - 11:00 am
3/20/15	5	Borough of Collingwood	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
3/23/15	5	Borough of Glassboro #1	Flagger / Work Zone Safety	8:00 - 12:00 pm
3/23/15	5	Township of Voorhees #3	Sanitation / Recycling Safety	1:00 - 3:00 pm
3/24/15	5	Logan Twp. MUA #1	Driving Safety Awareness	8:30 - 10:00 am
3/24/15	5	Logan Twp. MUA #1	Hoists, Cranes, Rigging Safety	10:30 - 12:30 pm
3/25/15	5	Deptford Twp. MUA	Flagger / Work Zone Safety	8:00 - 12:00 pm
3/25/15	5	Borough of Pitman	CMVO	11:00 - 2:30 pm w/lunch brk
3/26/15	5	Township of Burlington #3	Fire Safety	8:00 - 9:00 am
3/26/15	5	Township of Burlington #3	Fire Extinguisher	9:15 - 10:15 am
3/26/15	5	City of Burlington #2	CDL-Drivers Safety Regulations	11:00 - 1:00 pm
3/27/15	5	Franklin Township #2 (Gloucester)	PPE	9:00 - 11:00 am
3/30/15	5	Township of Voorhees #3	Confined Space Awareness	2:00 - 3:00 pm
3/31/15	5	Township of Winslow	Landscape Safety	8:00 - 11:00 am

CEU's for Certified Publics Works Managers			
MSI Course	CEUs/Cat.	MSI Course	CEUs/Cat.
Accident Investigation	2 / M	Haz Com with Globally Harmonized System	1 / T, G
Advanced Safety Leadership	10 / M	Hazardous Materials Awareness w/ Haz Com Refresher	3 / T
Asbestos, Lead & Silica Industrial Health Overview	1 / T, G	Hazardous Materials Awareness w/ Haz Com & GHS	3 / T
Back Safety / Material Handling	1 / T	Hazard Identification/Making Your Observations Count	1 / T, M
Bloodborne Pathogens Training (Initial)	2 / G	Hearing Conservation	1 / T, G
Bloodborne Pathogens Training (Refresher)	1 / G	Heavy Equipment Safety w/ Optional Modules	1 / G - 2 / T
Bloodborne Pathogens Train- the- Trainer	1 / T	Housing Authority Safety Awareness	3 / T
BOE Safety Awareness	3 / T	Jetter Safety	2 / T
CDL – Supervisors Reasonable Suspicion	2 / M	Landscape Safety w/ Optional Modules	2 / T
CDL - Controlled Substances and Safety Regulations	1 / G	Leaf Vac Safety Awareness	2 / T
Coaching the Maintenance Vehicle Operator	2 / T, M	Lockout Tagout	2 / T
Confined Space Entry – Permit Required	3.5 / T	Management of Special Events	2 / M
Confined Space Awareness	1 / T, G	Personal Protective Equipment (PPE)	2 / T
Effective Safety Committees	2 / M	Playground Safety	2 / T
Employee Conduct and Violence in the Work Place	1.5 / E	Respiratory Protection	1 / T
Excavation Trenching & Shoring	2 / T, M	Respiratory Protection for Law Enforcement	1 / T
Fast Track to Safety- Fall	4 / T	Sanitation and Recycling Safety	2 / T
Fast Track to Safety- Spring	4 / T	Shop and Tool Safety	1 / T
Raggar / Workzone Safety	2 / T, M	Seasonal Public Works Operations	3 / T
Haz Com / RTK (Initial)	2 / T	Toolbox Talks	1 / M
CEU's for Registered Municipal Clerks			
MSI Course	CEUs/Cat.	MSI Course	CEUs/Cat.
Asbestos, Lead & Silica Industrial Health Overview	1 / P	Effective Safety Committees	2 / P
Bloodborne Pathogens Training (Refresher)	1 / P	Hazard Identification - Making your Observations Count	2 / P
Employee Conduct and Violence in the Work Place	1.5 / E	Management of Special Events	2 / P
TCH's For Water/ Wastewater			
MSI Course	TCH's/Cat.	MSI Course	TCH's/Cat.
Accident Investigation	1.5 / S	Haz Com / RTK (Refresher)	1 / S
Advanced Safety Leadership	10 / S	Haz Com with Globally Harmonized System	2 / S
Asbestos, Lead & Silica Industrial Health Overview	1 / S	Hazardous Materials Awareness w/ Haz Com Refresher	3 / S
Back Safety / Material Handling	1 / S	Hazardous Materials Awareness w/ Haz Com & GHS	3 / S
Bloodborne Pathogens Training (Initial)	2 / S	Heavy Equipment Safety w/ Optional Modules	3 / S
Bloodborne Pathogens Training (Refresher)	1 / S	Housing Authority Safety Awareness	3 / S
Bloodborne Pathogens Train- the- Trainer	2.5 / S	Hazard Identification - Making your Observations Count	1.5 / S
BOE Safety Awareness	3 / S	Hearing Conservation	1 / S
CDL – Supervisors Reasonable Suspicion	1.5 / S	Jetter Safety	2 / S
CDL - Controlled Substances and Safety Regulations	1 / S	Ladder Safety/Walking Working Surfaces	2 / S
Confined Space Awareness	1 / S	Landscape Safety w/ Optional Modules	2 / S
Confined Space Entry - Permit Required	3.5 / S	Leaf Vac Safety	2 / S
Defensive Driving-6 Hour	5.5 / S	Lockout Tagout	2 / S
Effective Safety Committees	1.5 / S	Shop and Tool Safety	1 / S
Excavation Trenching & Shoring	4 / S	Management of Special Events	2 / S
Fall Protection Awareness	2 / S	Office Safety	2 / S
Fast Track to Safety- Fall	5 / S	Personal Protective Equipment (PPE)	2 / S
Fast Track to Safety- Spring	5 / S	Respiratory Protection	1 / S
Fire Extinguisher	1 / S	Seasonal Public Works Operations	3 / S
Fire Safety	1 / S	Snow Plow Safety	2 / S
Raggar / Workzone Safety	2 / S	Toolbox Talks	1 / S
Haz Com / RTK (Initial)	2 / S		
***Category			
E- Ethics			
T- Technical			
G- Governmental			
S- Safety			
P- Professional Development			
M- Management			



**The 2015 MSI classes are now available for enrollment through the MSI Learning Management System!**

**We are excited to announce that the 2015 MSI classes are now available in the MSI Learning Management System and you may begin enrolling employees for classes.**

**Some of the 2015 class highlights are as follows:**

- Fast Track to Safety 2015 – The MEL Safety Institute encourages you to take advantage of this full day of regulatory training and includes Bloodborne Pathogens, Fire Safety, HazCom, Personal Protective Equipment and Driving Safety Awareness. These sessions are scheduled throughout the State to better meet the needs of our members. Please see the attached Fast Track schedule for dates, times and locations.
- Hoist / Cranes & Rigging, Bloodborne Pathogens Train-the-Trainer, and Safety Coordinator Skills Training classes have been scheduled throughout the year. See schedule for details and be sure to register in advance because these classes fill up quickly.
- Two new classes have been added for 2015: Driving Safety Awareness & Safety Coordinator Skills Training.
- Ten classes have been updated for 2015.

**To access the MSI Learning Management System:**

Click here [NJMEL.org](http://NJMEL.org), then click on the MSI logo at the top of the MEL homepage to log in. If you need assistance with log in, please call the MSI helpline at 866-661-5120.

**To enroll your employees for classes:**

To learn how to enroll your employees for classes, please click on the following MSI Tutorial Link and choose 'Class Enrollment' on the left side menu for step by step instructions. Advance enrollment for classes is required for both host towns and visiting members to ensure seating availability and notification in the event of scheduling changes. If registration assistance is needed, please call the MSI helpline at 866-661-5120.

[http://firstnetcampus.com/courses/MEL\\_Tutorial/player.html](http://firstnetcampus.com/courses/MEL_Tutorial/player.html)

# Fast Track to Safety

## 2015 “Fast Track to Safety” Training Scheduled Dates & Open Enrollment Available On-Line

Registration is now available to all individuals who would like to attend one of the scheduled 2015 “Fast Track to Safety” venues listed below. The MEL Safety Institute encourages you taking advantage of one of these full days of regulatory training. To attend one of the scheduled dates, log onto NJMEL.org and access the Learning Management System by clicking on the MSI Logo followed by MSI Login to enroll your employees. If assistance is needed, contact the MSI Help Line at 866-661-5120.

### Full Day Sessions Includes:

- ❖ Hazard Communication w/GHS
  - ❖ Bloodborne Pathogens
  - ❖ Fire Safety
- ❖ Personal Protective Equipment
- ❖ Driving Safety Awareness

### Venues & Dates

Fast Track run time is 5 hours plus a 1 hour lunch break  
Check website for times & locations

#### January

- ❖ Deal (Monmouth) – 1/16/15
- ❖ Upper Deerfield (Atlantic) – 1/23/15

#### February

- ❖ Mahwah (Bergen) – 2/13/15

#### March

- ❖ Barnegat (Ocean) – 3/10/15
- ❖ Lower Township (Atlantic) – 3/13/15
- ❖ Wharton (Morris) – 3/19/14
- ❖ Collingswood (Camden) – 3/20/15
- ❖ Bergenfield (Bergen) – 3/25/15

#### April

- ❖ Union Beach (Monmouth) – 4/9/15
- ❖ Brigantine (Atlantic) – 4/16/15
- ❖ Clementon (Camden) – 4/17/15
- ❖ Pitman (TRICO) – 4/22/15

#### May

- ❖ Elmwood Park (S. Bergen) – 5/8/15
- ❖ Westampton (BURLCO) – 5/12/15
- ❖ Jackson (Ocean) – 5/22/15

#### June

- ❖ Robbinsville (Mid-Jersey) – 6/10/15
- ❖ Stone Harbor (Atlantic) – 6/11/15
- ❖ Lincoln Park (Morris) – 6/12/15
- ❖ Manalapan (Monmouth) – 6/26/15

#### August

- ❖ Hanover (Morris) – 8/28/15

#### September

- ❖ Ocean City (Atlantic) – 9/11/15
- ❖ Ridgefield (PAIC) – 9/18/15
- ❖ Perth Amboy H.A. (NJPHA) – 9/22/15
- ❖ Washington Twp. (TRICO) – 9/24/15

#### October

- ❖ Sparta (Morris) – 10/2/15
- ❖ Middletown (Monmouth) – 10/28/15

#### November

- ❖ Beach Haven (Ocean) – 11/4/15
- ❖ Hillsborough (Central) – 11/16/15





## Safety Director Bulletin

One in a series of safety bulletins from your Joint Insurance Fund

December 2014

### **Best Practices for Snow Emergencies**

The following suggestions are offered as guidelines when planning for emergency operations presented by winter storms. Every storm event is different and municipal needs and resources will vary. This document addresses best practices that have been identified by member towns regarding hours of operation, rest breaks, and rotating schedules for before, during and after snow events.

Municipal emergency planners are also encouraged to refer to federal CDL driving limitations and other standards or regulations that may apply.

### **Pre-planning issues**

- **Chain of command**
  - Pre-determine who will hold command staff positions. Plan for at least two persons for each command staff position to man the command center around the clock for the first day or two
  - Develop a written snow plan with defined roles and hierarchy
  - Verify emergency contact information
- **Staffing**
  - Supplement crews with back ups, including contractors, utilities, fire department and per diem drivers
  - Consider developing a list of retired CDL drivers you might call upon.
  - Consider areas that may require the use of contractors with specialized equipment i.e. cul-de-sacs.
  - Coordinate with departments to clear their own lots if possible; i.e. fire departments and utilities
- **Shift work planning**
  - Remind workers of need to prepare their homes and families for their absence during the emergency
  - Consider sending workers home early in anticipation of call back e.g. sending a crew home if storm predicted to begin during the night. May be treated as "excused absence."
  - Consider shifts of 12 hours of continuous operation (with allowances for meal breaks and periodic rest periods); followed by 6 hours of downtime. Under extreme conditions, entities may need to extend to, but not exceed, 18 hours.
- **Plan for rest breaks / sleeping accommodations**
  - Entities may need to encourage drivers to stay at municipal facilities. Provide sleeping arrangements at fire and EMS stations, Senior Centers or municipal complex
  - Ensure quiet time at these locations
  - Plan for possible power interruptions at these locations
- **Plan for Health and Welfare**
  - Consider needs for food and hydration for drivers and managers
  - Educate workers on appropriate winter and protective apparel
  - Remind workers to pack personal items such as medications, special dietary needs, etc.
  - Remind supervisors and employees that employees on transitional duty may not work beyond their medical restrictions

*This bulletin is intended for general information purposes only. It should not be construed as legal advice or legal opinion regarding any specific or factual situation. Always follow your organization's policies and procedures as presented by your manager or supervisor. For further information regarding this bulletin, contact your Safety Director at 877.398.3046.*



## Operations during storm

- **Establish priority routes and areas**
  - Clear parking lots and access routes of emergency response agencies (i.e. police, fire, and EMS) first
  - Consider providing sand / salt for occupants to use until clearing occurs
- **Communication plans / telephone or radio contact**
  - Establish who will operate as Base (part of incident command )
  - Determine who takes calls from residents, both emergency and non-emergency (complaints)
  - Establish liaison with other towns or agencies, news agencies, etc.
  - Ensure operators remain in constant contact with Base
  - Establish procedures for reporting accidents / incidents
- **Deteriorating Storm Conditions “When to temporarily halt operations”**
  - Who makes the final call
  - Include criteria for “temporary halting of operations” in plan, i.e., discontinuing operations until conditions improve
  - Encourage all involved to report status of conditions for the safety of the entire crew
- **Rest breaks/Fatigue**
  - Inform drivers that they have the personal authority / responsibility to pull themselves from driving if they feel overly fatigued or diminished, without consequences
- **Rotations**
  - Incorporate travel distance to and from work into shift planning.

## Post-Storm Operations

- **Return to normal operations**
  - As conditions normalize, transition back to normal 8-hour shifts
  - Consider the impact of fatigue from the extended shifts during the emergency phase of the event as transitioning back to normal operations.
  - Inspect, repair and perform routine maintenance on equipment
- **Conduct after-incident debriefing**
  - Review with all stakeholders what worked and what challenges were encountered
  - Update Snow Emergency Plan with lessons learned from the event

### Liability issues – Recommendations to limit liability

- Maintain a record of weather conditions
- Document actions taken, date, time, crews, equipment employed, and materials (salt etc.) used
- Record *all* complaints with date and time received
- Document specific actions taken and time of action in response to complaints
- Take photographs to record weather conditions and incidents
- Preserve newspaper articles on storm severity and clean up activities
- Work with police to have their accident reports supplemented with photographs showing conditions
- Be aware that “Maggie’s Law” addresses penalties for sleep-deprived drivers.

Snow events are difficult. Proper planning can ease the strain on employees, managers, and the community.



## Safety Director Bulletin

One in a series of safety bulletins from your Joint Insurance Fund

December 2014

### Managing Slip & Fall Risks during Winter Months



Winter is here and that means increased potential for slip and fall accidents due to weather conditions such as freezing rain, snow and ice. Public agencies in New Jersey must plan to protect their workers and visitors from slipping on icy surfaces. This bulletin offers suggestions for a comprehensive program to minimize the hazards to employees, residents, and visitors.

A sound Snow and Ice Management Plan looks to remove snow and ice from all potential walking surfaces and incorporates continuous monitoring and removal before opening, at shift change, or when melting and refreezing occurs. Plans should be in writing and reviewed at the conclusion of every snow season. Pay special attention to common trouble spots; parking areas, sidewalks, and stairs & ramps. About one third of all slips on icy surfaces occur in parking areas.

If contractors are used for certain areas, verify they have the proper levels of insurance. Work with your Risk Manager so that the necessary Certificates of Insurance and Hold Harmless certificates are on file. Agencies should walk the areas to be cleared with contractors to identify features such as curb lines and speed bumps, drainage, etc. and plan how and where snow and ice will be controlled.

Investigate pre-treatments and anti-icing agents. The science of chemical agents and delivery methods is always evolving. Evaluate guidance on anti-icing product effectiveness, temperature use, advantages and disadvantages, environmental impact, and cost per coverage area when making a determination.

The same planning will need to be conducted if snow and ice control will use agency employees. The Safety Director recommends diagramming the areas, marking curbs, fire hydrants, speed humps, and other items. This also facilitates updating your plans.

When possible, roof downspouts should be directed into underground drains versus being directed onto walkways, driveways, or other walking surfaces that could freeze.

Frequently inspect the parking area and sidewalks for:

- Lighting – well illuminated areas permit greater visibility to avoid icy areas
- Drainage – melt that cannot drain to sewers or grass will become ice when it refreezes
- Dislocated / damaged items – curbs, wheel blocks and similar items are frequently moved or damaged by plows, making new and unfamiliar hazards to users

Also inspect vehicles that step treads, running boards, grab bars, and lift gates are in good condition.

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**Consider these best practices:**

- Monitor weather forecasts. Do not be caught unaware of impending winter weather.
- When possible, parking lots should be barricaded and completely plowed and treated before permitting vehicles to park. This will prevent patches of ice between vehicle which present an ongoing slip and fall hazard to employees and visitors as they must climb over them when entering and exiting vehicles.
- Plan where to pile snow. Subsequent melting-refreezing cycles can create icy patches.
  - Do not block drains and downspouts
  - Pile on the low side of walkways so run-off does not flow across paths of travel
  - Do not create obstacles to pedestrian access areas such as bus stops, fire exits
  - Utilize grassy areas so run-off is absorbed into the ground
- Talk to employees often about your commitment to preventing slip and fall injuries. Encourage them to report icy conditions and other concerns. Publically acknowledge and thank those who do. Consider establishing a slip-trip-fall prevention committee during winter months to focus on these hazards.
- Discuss footwear with employees. Does your policy permit reasonable exceptions to office shoes for icy conditions? For employees who must work outside, there are many add-on devices to improve traction. Any employee clearing snow and ice should be encouraged to wear such devices. Consider them as personal protective devices. Inspect work boots to verify soles are in acceptable condition.
- Establish a monitoring system to spot black ice. Special attention should be given to walking surfaces during early morning hours, at shift change or prior to employee and visitor arrival.
- Provide salt / sand at entrances and expect employees to protect their welfare and the safety of visitors by using it, and not waiting for someone else.
- Do not overlook lobbies and other entrances. Provide a sufficient number of caution or wet floor signs for vulnerable areas. Entrances should have recessed gridding or mats to scrape / clean shoe bottoms. Entrances should be monitored throughout the day and dry moped as needed.
- Transitioning from outside to inside presents different hazards. Pedestrians need to adjust their gait as they move from outside walks to inside flooring. Remind workers to walk with short, deliberate steps where the mid-foot strikes the ground first (not the heel). Eyes must also adjust from outdoor light (and glare) conditions to interior lighting.
- Slips at the heel are the most common slip occurrence. When walking in slippery conditions, the body should be centered over the feet. Pay attention; do not become distracted with your phone, reaching for keys, etc. Avoid walking with your hands in your pockets or carrying large objects. Use railings whenever possible.
- Remind workers to look before getting out of vehicles. If the area is coated with ice, they may want to park in a different spot. Test potentially slippery surfaces by tapping with a foot before committing to them. Use the vehicle for support. Face the vehicle and use the 3-Points of Contact Rule. Always have both hands on the car as stepping into or out of the vehicle.



### ***Police Slipping on Ice - Shift Briefing***

Every year police departments in New Jersey experience significant losses from police officers slipping on ice or snow, often when getting out of their patrol vehicles. In 2011, The JIF / MEL system experienced over 100 police officer injuries from slips on ice, totaling over \$1.7M. Responses increase during inclement weather, which means the number of opportunities for a slip-trip and fall also increases. A fall which leads to a back injury can cause a lifetime of pain and limitations. Here are some tips to minimize slip-trip and fall injuries:

- **Use 3-Points of Contact when exiting / entering vehicles**

Much like climbing a ladder, officers should face the vehicle and hold on with both hands as stepping into or out of the vehicle. Only let go of the vehicle when both feet are firmly on the ground or in the vehicle.

- **Be aware when positioning vehicles on arrival**

Officers have many factors to consider as they approach a scene.

On non-emergency incidents, officers can take a few seconds to best position and park their vehicles. Note the location of potholes, loose surfaces, curbs, and other features that could cause you to lose your footing when exiting the vehicle. Available lighting is another consideration.

On motor vehicle stops, use the PA if necessary to direct the other vehicle to a safe location.

Emergency incidents such as motor vehicle crashes present additional challenges. Officers must make a quick evaluation of the scene as they approach and consider traffic, downed wires, etc. During cold weather, and to the extent possible, officers must also consider icy patches, snow, etc. in your size-up. You can not help if you are injured. Your safety has to be the initial priority and is worth a second or two of consideration as you arrive.

- **Shoe / boot selection during winter months**

Officers may wish to invest in a second pair of boots especially designed for icy conditions. Select a softer plastic sole with an aggressive lug pattern for better traction.

Whether you invest in a second pair or not, if your boots' soles are worn, replace them.

- **Have a plan for the police station lot and walkways**

Work with the local Public Works to make sure the parking lots and sidewalks used by officers are the top priority. Supply salt at the entrances and throughout the lot during winter months. Supervisors and officers must be willing to take immediate actions, such as spreading salt or shoveling sidewalks, to correct unsafe conditions for the officers before Public Works or similar agencies can arrive to take more comprehensive actions.

**Danger lies just outside your door**



**Watch your step**

**Maintain 3 points of contact**



**PMM JIF  
CUMULATIVE CLAIMS SUMMARY\***

**2014**

	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% OF SAVINGS
JANUARY	126	\$132,491.58	\$41,087.95	\$91,403.63	69.0%
FEBRUARY	104	\$100,347.27	\$35,379.91	\$64,967.36	64.7%
MARCH	192	\$343,498.32	\$233,905.30	\$109,593.02	31.9%
APRIL	116	\$112,079.62	\$51,407.16	\$60,672.46	54.1%
MAY	104	\$91,883.52	\$51,015.43	\$40,868.09	44.5%
JUNE	113	\$160,108.79	\$48,496.25	\$111,612.54	69.7%
JULY	104	\$48,047.89	\$17,328.32	\$30,719.57	63.9%
AUGUST	92	\$70,574.34	\$28,810.88	\$41,763.46	59.2%
SEPT	76	\$51,902.23	\$22,848.25	\$29,053.98	56.0%
OCTOBER	153	\$91,171.39	\$34,528.88	\$56,642.51	62.1%
NOVEMBER	126	\$107,756.49	\$39,654.81	\$68,101.68	63.2%
DECEMBER	113	\$92,887.22	\$37,811.89	\$55,075.33	59.3%
<b>TOTALS</b>	<b>1419</b>	<b>\$1,402,748.66</b>	<b>\$642,275.03</b>	<b>\$760,473.63</b>	<b>54.2%</b>

**2013**

	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% OF SAVINGS
JANUARY	57	\$72,245.58	\$19,144.49	\$53,101.09	73.5%
FEBRUARY	76	\$87,970.18	\$28,954.99	\$59,015.19	67.1%
MARCH	95	\$63,455.76	\$23,827.16	\$39,628.60	62.5%
APRIL	94	\$79,406.78	\$40,033.21	\$39,373.57	49.6%
MAY	142	\$110,071.03	\$34,603.07	\$75,467.96	68.6%
JUNE	115	\$98,588.37	\$40,942.28	\$57,646.09	58.5%
JULY	129	\$112,912.96	\$47,560.73	\$65,352.23	57.9%
AUGUST	142	\$121,839.26	\$37,850.43	\$83,988.83	68.9%
SEPT	115	\$104,897.14	\$37,730.01	\$67,167.13	64.0%
OCTOBER	90	\$61,055.21	\$26,500.59	\$34,554.62	56.6%
NOVEMBER	82	\$127,548.00	\$42,525.82	\$85,022.18	66.7%
DECEMBER	111	\$77,119.50	\$35,439.04	\$41,680.10	54.0%
<b>TOTALS</b>	<b>1248</b>	<b>\$1,117,109.77</b>	<b>\$415,111.82</b>	<b>\$701,997.59</b>	<b>62.8%</b>



<b>2012</b>					
	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% OF SAVINGS
JANUARY	127	\$69,316.76	\$27,378.34	\$41,938.42	60.5%
FEBRUARY	87	\$50,606.96	\$20,126.20	\$30,480.76	60.2%
MARCH	95	\$38,897.91	\$12,398.46	\$26,499.45	68.1%
APRIL	83	\$40,861.72	\$16,019.91	\$24,841.81	60.8%
MAY	132	\$76,396.28	\$32,852.49	\$43,543.79	57.0%
JUNE	84	\$86,813.62	\$24,799.79	\$62,013.83	71.4%
JULY	55	\$38,021.02	\$20,858.61	\$17,162.41	45.1%
AUGUST	75	\$45,691.73	\$21,256.72	\$24,435.01	53.5%
SEPT	65	\$63,104.21	\$39,852.92	\$23,251.29	36.8%
OCTOBER	24	\$35,205.50	\$21,339.37	\$13,866.13	39.4%
NOVEMBER	53	\$38,405.44	\$22,299.50	\$16,105.94	41.9%
DECEMBER	32	\$12,255.83	\$4,865.98	\$7,389.85	60.3%
<b>TOTALS</b>	<b>912</b>	<b>\$595,576.98</b>	<b>\$264,048.29</b>	<b>\$331,528.69</b>	<b>55.7%</b>
<b>2011</b>					
	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% OF SAVINGS
JANUARY	147	\$67,444.68	\$35,332.68	\$32,112.00	47.6%
FEBRUARY	101	\$166,674.27	\$90,519.52	\$76,154.75	45.7%
MARCH	106	\$77,773.26	\$33,158.25	\$44,615.01	57.0%
APRIL	120	\$155,824.97	\$51,501.26	\$104,323.71	66.9%
MAY	145	\$74,325.98	\$23,335.34	\$50,990.64	68.6%
JUNE	125	\$94,191.90	\$31,386.63	\$62,805.27	66.7%
JULY	135	\$188,201.81	\$66,497.69	\$121,704.12	64.7%
AUGUST	143	\$168,000.11	\$55,800.70	\$112,199.41	66.8%
SEPT	138	\$108,085.35	\$50,189.31	\$57,896.04	53.6%
OCTOBER	159	\$102,340.69	\$37,087.05	\$65,253.64	63.8%
NOVEMBER	145	\$170,821.16	\$74,669.36	\$96,151.80	56.3%
DECEMBER	122	\$163,945.55	\$73,087.31	\$90,858.24	55.4%
<b>TOTALS</b>	<b>1586</b>	<b>\$1,537,629.73</b>	<b>\$622,565.10</b>	<b>\$915,064.63</b>	<b>59.5%</b>



PMM JIF WORKERS' COMPENSATION Managed Care Caseload Recap	
2014	New Injuries Requiring Med Mgmt
January	11
February	3
March	7
April	6
May	6
June	7
July	11
August	7
September	11
October	4
November	6
December	4
Totals	83
2013	New Injuries Requiring Med Mgmt
January	10
February	7
March	8
April	5
May	10
June	11
July	10
August	15
September	10
October	10
November	7
December	6
Totals	109

2012	New Injuries Requiring Med Mgmt
January	7
February	5
March	8
April	8
May	12
June	5
July	10
August	7
September	1
October	11
November	7
December	3
Totals	84
2011	New Injuries Requiring Med Mgmt
January	9
February	10
March	10
April	9
May	8
June	11
July	12
August	14
September	14
October	7
November	7
December	1
Totals	112



**PMM JIF  
Intake Reporting & Injury Description  
December 2014**

<u>Claim Number</u>	<u>Date Of Incident</u>	<u>Date Employer Notified</u>	<u>Date Admin Notified</u>	<u>Department</u>	<u>Type Of Injury</u>	<u>Part Of Body Affected</u>	<u>Cause Of Injury</u>
1217197	12/8/2014	12/8/2014	12/8/2014	022-PUBLIC WORKS	52 - Strain or Tear	Ankle - 55	31 - Fall, Slip or Trip, NOC
1217390	12/10/2014	12/10/2014	12/10/2014	701-Public Works	10 - Contusion	Lower Leg - 54	09 - Contact With, NOC
1217683	12/15/2014	12/15/2014	12/15/2014	20-EMERGENCY SERVICES	43 - Puncture	Hand - 35	19 - Cut, Puncture, Scrape, NOC
1217847	12/15/2014	12/15/2014	12/17/2014	701-Fire Department	52 - Strain or Tear	Elbow - 32	31 - Fall, Slip or Trip, NOC



**PMM JIF**  
**Top 10 Providers By Charges**  
**PAR/NON-PAR/MCCI**  
**December 2014**

Provider Name	Charges	Approved	Savings	% of Savings	Specialty
<b>PARTICIPATING</b>					
MILLENNIUM SURGICALCENTER, LLC	\$ 35,916.88	\$ 12,013.30	\$ 23,903.58	67%	Ambulatory Surgical Center
VIRTUA HEALTH, INC.	\$ 18,374.70	\$ 9,950.67	\$ 8,424.03	46%	Hospital
NovaCare Rehabilitation	\$ 7,498.00	\$ 1,998.50	\$ 5,499.50	73%	Physical Therapy
HEARTLAND REHABILITATION SERVICES	\$ 6,850.00	\$ 1,386.00	\$ 5,464.00	80%	Physical Therapy
EMERGENCY PHYSICIAN, ASSOCIATES OF SOUTH JERSEY, P	\$ 3,537.00	\$ 1,076.43	\$ 2,460.57	70%	Emergency Medicine
ONE CALL MEDICAL, INC.	\$ 3,182.19	\$ 1,570.00	\$ 1,612.19	51%	MRI/Radiology
IVY REHAB NETWORK, INC	\$ 1,776.00	\$ 340.00	\$ 1,436.00	81%	Physical Therapy
BAYADA HOME HEALTH CARE, INC	\$ 1,680.00	\$ 1,440.00	\$ 240.00	14%	Home Health Care
AT HOME MEDICAL EQUIPMENT	\$ 1,640.82	\$ 1,162.70	\$ 478.12	29%	Durable Medical Equipment
ORTHOPEDIC & NEUROSURGICAL SPECIALIST, L L C	\$ 1,621.00	\$ 916.53	\$ 704.47	43%	Ortho/Neuro
<b>OUT OF NETWORK</b>					
MOORESTOWN FIRST AID & EMERGENCY SQUAD INC	\$ 720.00	\$ 715.00	\$ 5.00	1%	Ambulance
<b>MCCI NEGOTIATIONS</b>					
N/A					





**PMM JIF  
Top 10 Claimants by Charges  
December 2014**

Claim #	DOL	DOB	Mechanism of Injury	Body Part	Charges	Approved	Savings
001189561	10/31/2013	3/18/1958	Getting out of dump truck	Shoulder	\$ 39,506.88	\$ 12,769.30	\$ 26,737.58
001180530	8/7/2013	8/26/1964	Removing Feral cat	Finger	\$ 9,922.95	\$ 4,901.26	\$ 5,021.69
001205883	6/24/2014	8/22/1979	Checks on motorcycle	Ankle/Knee	\$ 6,942.82	\$ 2,207.68	\$ 4,735.14
001207022	7/9/2014	9/12/1976	Chasing a suspect	Shoulder/Knee	\$ 5,844.19	\$ 3,820.23	\$ 2,023.96
001192515	1/13/2014	5/3/1983	Slipped at MVA scene	Shoulder/Leg	\$ 4,685.00	\$ 1,355.00	\$ 3,330.00
001202935	5/15/2014	9/16/1975	Training at shooting range	Knee	\$ 4,202.38	\$ 1,543.35	\$ 2,659.03
001208055	7/24/2014	4/7/1989	Lifting desk into dumpster	Face	\$ 3,764.75	\$ 1,386.71	\$ 2,378.04
001160953	1/4/2013	4/3/1964	Wrestling suspect	Knee/Ankle	\$ 2,341.00	\$ 790.70	\$ 1,550.30
001216051	11/19/2014	3/9/1980	Climbing through a window	Shoulder	\$ 1,927.00	\$ 1,004.48	\$ 922.52
001192867	1/15/2014	1/10/1958	Getting out of truck	Upper Body	\$ 1,803.00	\$ 798.86	\$ 1,004.14



**PMM JIF**  
**Charges/Savings by Specialty**  
**December 2014**

<u>Specialty</u>	<u>Charges</u>	<u>Approved</u>	<u>Savings</u>	<u>% of Savings</u>
Ambulatory Surgical Center	\$ 35,916.88	\$ 12,013.30	\$ 23,903.58	67%
Hospital	\$ 18,374.70	\$ 9,950.67	\$ 8,424.03	46%
Physical Therapy/Occupational Therapy	\$ 16,124.00	\$ 3,724.50	\$ 12,399.50	77%
Ortho/Neuro	\$ 5,152.77	\$ 3,188.81	\$ 1,963.96	38%
Emergency Medicine	\$ 3,537.00	\$ 1,076.43	\$ 2,460.57	70%
Anesthesia/Pain Management	\$ 3,380.00	\$ 1,121.92	\$ 2,258.08	67%
MRI/Radiology	\$ 3,317.19	\$ 1,611.71	\$ 1,705.48	51%
Occ Med/Primary Care	\$ 2,329.48	\$ 1,460.31	\$ 869.17	37%
Durable Medical Equipment	\$ 2,232.20	\$ 1,416.99	\$ 815.21	37%
Home Health Care	\$ 1,680.00	\$ 1,440.00	\$ 240.00	14%
Ambulance	\$ 720.00	\$ 715.00	\$ 5.00	1%
Diagnostic Radiology	\$ 123.00	\$ 92.25	\$ 30.75	25%

## ***APPENDIX I -Minutes***

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
OPEN SESSION MINUTES  
MEETING – NOVEMBER 24, 2014  
984 TUCKERTON ROAD, MARLTON, NJ  
EVESHAM TOWNSHIP  
2:00 PM**

Meeting of Fund Commissioners called to order by Richard Brevogel. Open Public Meetings notice read into record.

**ROLL CALL OF 2014 FUND COMMISSIONERS:**

William Cromie, Chairman	Township of Evesham	Absent
Richard Brevogel, Secretary	Township of Willingboro	Present
Scott Carew	Township of Moorestown	Present
Jack Layne	Township of Maple Shade	Present

**ALTERNATE FUND COMMISSIONERS:**

Rosemary Flaherty	Township of Maple Shade	Absent
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**SPECIAL FUND COMMISSIONERS:**

Joanne Diggs	Township of Willingboro	Absent
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**APPOINTED OFFICIALS PRESENT:**

Executive Director/Administrator	PERMA Risk Management Services <b>Bradford C. Stokes, Karen A. Read Rachel Chwastek</b>
Treasurer	<b>Thomas Tontarski</b>
Attorney	Kearns, Reale & Kearns, Esquires <b>William Kearns, Esquire</b>
Claims Service	Qual Lynx <b>Kathy Kissane</b>
Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b>
Managed Care Organization	QualCare <b>Aubrie Vanduyne (phone)</b>

**ALSO PRESENT:**

**APPROVAL OF MINUTES:** October 27, 2014 - Open & Closed Minutes.

**MOTION TO APPROVE OPEN AND CLOSED MINUTES OF OCTOBER 27, 2014**

Moved: Commissioner Layne  
Second: Commissioner Brevogel  
Vote: 3 Ayes, 0 Nays,

**CORRESPONDENCE:** NONE

**EXECUTIVE DIRECTOR:**

**2015 Budget** – Executive Director reported at the October Fund Meeting, the Board of Fund Commissioners introduced a Budget for 2015 in the amount of \$3,748,591 – representing a budget based on an increase of 2.89%. In accordance with the regulations, the proposed budget has been advertised in the Fund’s official newspaper and sent to each member municipality.

**MOTION TO OPEN THE PUBLIC HEARING ON THE 2015 BUDGET**

Moved: Commissioner Carew  
Second: Commissioner Layne  
Vote: 3 Ayes, 0 Nays

**MOTION TO CLOSE THE PUBLIC HEARING ON THE 2015 BUDGET**

Moved: Commissioner Layne  
Second: Commissioner Carew  
Vote: 3 Ayes, 0 Nays

**MOTION TO ADOPT THE 2015 BUDGET & CERTIFY ASSESSMENTS**

Moved: Commissioner Carew  
Second: Commissioner Layne  
Vote: 3 Ayes, 0 Nays (Roll Call)

**Elected Officials Training** – Executive Director said this year’s elected officials training program will focus on Employment Practices. Sessions will be scheduled through Mr. Kearns office after the New Year. The on-line version will also be available.

**MEL, RCF & EJIF Representative** - The fund should elect its representative to the MEL, RCF & EJIF for the 2015 Fund Year.

**MOTION TO ELECT SCOTT CAREW AS PMM'S 2015 MELJIF, RCFJIF AND EJIF REPRESENTATIVE**

Moved: Commissioner Layne  
Second: Commissioner Brevogel  
Vote: 3 Ayes, 0 Nays

**December Meeting:** - The Executive Director advised that traditionally, the JIF has voted to cancel the December meeting and to process any necessary claim payments and professional fees for the month. Should the Commissioners wish to follow past procedures, Resolution 14-21 authorizing this action is part of the agenda

**MOTION TO APPROVE RESOLUTION 14-21 TO CANCEL DECEMBER'S MEETING**

Moved: Commissioner Layne  
Second: Commissioner Carew  
Vote: 3 Ayes, 0 Nays

**Risk Management Plan:** - The Executive Director reported an error had been discovered in the risk management plan. The self-insured retention was listed as \$300,000 when in fact it is \$250,000. There was a claim that exceeded the \$250,000 by approximately \$40,000 and that will be reimbursed by the MEL.

**MOTION TO APPROVE RESOLUTION 14-23 TO AMEND THE RISK MANAGEMENT PLAN**

Moved: Commissioner Layne  
Second: Commissioner Carew  
Vote: 3 Ayes, 0 Nays (Roll Call)

**Proactive Police Supervision:** - The Executive Director distributed a description of the Proactive Police Supervision. The program is a three day seminar designed for sergeants and lieutenants assigned as patrol supervisors. The cost is \$275 per student. The Executive Director commented other JIFs have contributed \$100 towards the cost of the class for their attending students, and proposed the PMM JIF contribute as well. The Commissioners agreed.

**MOTION TO SUBSIDIZE \$100 FOR ANY PMM JIF OFFICERS WHO ATTEND TRAINING**

Moved: Commissioner Layne  
Second: Commissioner Carew  
Vote: 3 Ayes, 0 Nays (Roll Call)

**Career Survival Training:** - The Executive Director reported the Camden JIF is offering training for their new officers, 1-5 years experience. The training is being held in Blackwood and information will be distributed to the Commissioners in case they want to send any officers.

This training is presented by Keith Hummel, a retired Police Chief. Mr. Hummel also provides Command Staff Training for Supervisors. The Executive Director and Safety Director discussed the training and confirmed this information will be distributed to the Commissioners.

**Due Diligence Reports:** Included in the agenda were the Financial Fast Track, Pure Loss Ratio Report, Claims Analysis by Fund Year, Claims Activity Report, Lost Time Frequency Report, Interest Rate Summary Comparison Report, and Regulatory Compliance Report.

The Executive Director reported there is a \$244,000 deficit, about \$40,000 will be returned to the JIF, due to the previously mentioned SIR correction. The deficit is attributable to the increase in required reserves due to the claims from the 2013-2014 winter.

Qual-Lynx's Claim Service representative Kathy Kissane discussed the details of the increase in required reserves with the Commissioners and to inform them the open cases are continuously reviewed.

The Executive Director then advised the Commissioners that the Loss Ratio is 71% and the targeted rate from the actuary was 40%. Last year around this time the JIF was trending around 50%. The JIF's accident frequency is 1.89, which is better than the state average.

The Executive Director advised his office was still working with Evesham Township Fire District regarding compliance for the Employment Practices to decrease their deductible to \$20,000 from \$100,000.

Executive Director's Report Made Part of Minutes.

**ATTORNEY:** The Fund Attorney distributed a revised litigation management plan to the Commissioners. He advised it had not been updated in years. The main revision is as the attorney's report on their ongoing cases they will distribute copies of the status to each town's Commissioner. The Fund Attorney asked if there were any questions, and asked for a motion to amend the policy.

**MOTION TO ADOPT THE REVISED LITIGATION MANAGEMENT POLICY**

Moved:	Commissioner Carew
Second:	Commissioner Layne
Vote:	3 Ayes, 0 Nays (Roll Call)

The Fund Attorney mentioned that during January's reorganization meeting there is typically a program. He has reached out to Jon-Henry Barr who is the president of the Municipal Prosecutor's Association. Mr. Barr is very involved in these Sovereign Citizen cases and will present a program on Sovereign Citizens at the January meeting. The Fund Attorney encouraged the commissioners to invite their Police Chiefs. A discussion ensued about Sovereign Citizens.

**TREASURER:**

**Payment of November 2014 Vouchers Resolution 14-22**

Fund Year 2014	\$ 34,973.87
<b>Total</b>	<b>\$ 34,973.87</b>

**MOTION TO APPROVE RESOLUTION 14-22 VOUCHER LIST FOR THE MONTH OF NOVEMBER AS SUBMITTED**

Moved: Commissioner Carew  
Second: Commissioner Layne  
Vote: 3 Ayes, 0 Nays (Roll Call)

The Executive Director advised that due to Mr. Cromie's imminent retirement the need may arise for another signer on the bank account. He suggested Commissioner Carew be added as a signer. The Treasurer advised he would get the forms and add Commissioner Carew. He noted that all of the Commissioners would need to sign again for authority.

**Confirmation of Claims Payments/Certification of Claims Transfers for the Month of October 2014:**

<b>2010</b>	0.00
<b>2011</b>	9,577.13
<b>2012</b>	41,792.89
<b>2013</b>	43,866.94
<b>2014</b>	35,527.34
<b>TOTAL</b>	<b>127,764.30</b>

Treasurer's Report Made Part of Minutes.

**UNDERWRITING MANAGER REPORT:** Underwriting Manager's report listed 4 certificates issued for the period 09/19/14 to 10/20/14 and was included in the agenda for review.

**SAFETY DIRECTOR:**

**REPORT:** Safety Director advised included in his report is all the risk control activities for the month of October. One item that did not make the Agenda is the Safety Director has a scheduled meeting with Lee Dawson of the Evesham Township DPW due to recent playground accidents. The Safety Director will report back at the next meeting.

Monthly Activity Report/Agenda Made Part of Minutes.

**MANAGED CARE:**



**REPORT:** October report included for information. Report indicated 153 bills during the month totaling \$91,171.39 of that amount \$34,528.88 was paid for a savings of \$56,642.51 which is a 62.1% savings. There were 4 new injuries in the month of October.

Monthly Activity Report Part of Minutes.

**CLAIMS ADMINISTRATOR:**

**REPORT:** Claims Manager said her report was for closed session only.

Report Part of Minutes.

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES:  
PERSONNEL - SAFETY & PROPERTY OF PUBLIC LITIGATION**

Moved: Commissioner Carew  
Second: Commissioner Layne  
Vote: 3 Ayes, 0 Nays

**MOTION TO RETURN TO OPEN SESSION:**

Moved: Commissioner Carew  
Second: Commissioner Layne  
Vote: 3 Ayes, 0 Nays

**MOTION TO APPROVE CLAIM PAYMENTS FOR NOVEMBER AS DISCUSSED IN  
EXECUTIVE SESSION**

Moved: Commissioner Carew  
Second: Commissioner Layne  
Vote: 3 Ayes, 0 Nays (Roll Call)

**OLD BUSINESS:**

NONE

**NEW BUSINESS:**

Commissioner Carew had a meeting with a property owner in his town who was interested in unloading 70 acres of open space. The property is not suitable for development. It contains a few houses and a barn and has wetlands issues. There is no benefit to the town purchasing the land. Commissioner Carew suggested there should be a JIF Policy to make a recommendation regarding members purchasing property, and specifically regarding open space purchases. The Executive Director will speak to the Underwriter regarding such a policy and specific underwriting guidelines.

Commissioner Brevogel mentioned the Safety Director put him in contact with Anthony Moriel regarding equipment operator training. They discussed the JIF's objectives and the goal to certify all operators.

**PUBLIC COMMENT:**

NONE

**MOTION TO ADJOURN MEETING:**

Moved:	Commissioner Carew
Second:	Commissioner Layne
Vote:	3 Ayes, 0 Nays

**MEETING ADJOURNED: 2:58pm**

**NEXT REGULAR MEETING: January 26, 2015**

**The Sensational Host 12:00pm**

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Rachel Chwastek, Assisting Secretary for  
**RICHARD BREVOGEL, SECRETARY**

## ***APPENDIX II***

### ***MEL, RCF & EJIF REPORTS***



## Municipal Excess Liability Residual Claims Fund

9 Campus Drive – Suite 16  
Parsippany, New Jersey 07054  
*Tel (201) 881-7632*  
*Fax (201) 881-7633*

January 7, 2015

Memo to: Fund Commissioners  
Professional Municipal Management Joint Insurance Fund

From: Commissioner Scott Carew

Re: Topics Discussed at the RCF Reorganization Meeting

**Reorganization:** The Residual Claims Fund reorganized on January 7, 2015. Although the RCF conducts its meetings as a Board of Commissioners, regulations require the election of an Executive Committee. Below is a listing of the Executive Committee.

2015 Executive Committee
David Matchett, Burlco JIF, Chairman
William Close, Morris JIF, Secretary
Brian Bigler, NJUA JIF
Tom Nolan, Monmouth JIF
William Cottman, MEL JIF
Paul Shives, Ocean JIF
Madeline Cook, NJPHA JIF

The Fund also elected the following alternates for the 2015 Fund Year:

2015 Alternate Executive Committee
Richard Hirsch, Atlantic JIF
Joseph Wolk, Camden JIF
Joseph Catenaro, Suburban Essex, JIF
James Gildea, Suburban Muni JIF
Scott Carew, PMM JIF
Robert Landolfi, Central JIF
Robert Law, Trico JIF
Patrick O'Hagan, Bergen JIF
Gregory Franz, South Bergen JIF

**Reorganizational Resolutions:** The Board adopted all resolutions necessary to undertake the reorganization process.

**Executive & Deputy Executive Directors:** Mr. Grubb announced that Joseph Hrubash would now serve as Executive Director and Cathleen Kiernan as Deputy Executive Director of the RCF. Mr. Grubb said the RCF fund has and continues to be a successful operation since 1995. Former Chairman Joe Giorgio, Chairman John Willadsen and current Chairman David Matchett as well as the Claims Committee Commissioners were acknowledged for their service.

**Fund Professionals & Professional Service Agreements:** The RCF board awarded professional service agreements in accordance with a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. seq. for fund years 2015, 2016 and 2017. In October 2014, the Board of Fund Commissioners accepted the recommendation to increase professional compensation for Fund year 2015; annual amounts were reflected in Resolution 1-15.

The Board of Fund Commissioners made the following appointments:

2015 Fund Professionals	
Administrator	Joseph Hrubash, PERMA Risk Mgmt Services
Deputy Administrator	Paul Miola, Arthur J. Gallagher Risk Mgmt Services
Attorney	Fred Semrau, Esq of Dorsey & Semrau
Excess Claims Supervisor	CB Claims LLC
Treasurer	Charles Cuccia
Actuary	The Actuarial Advantage
Auditor	Ferraioli, Wielkottz, Cerullo & Cuva, P.A.
Asset Manager	Wells Capital Management
Claims Data Consultant	Qual-Lynx

**Claims Committee:** The Claims Committee met at 9:00 am on the day of the Commissioners' meeting and the next meeting is scheduled for March 4, 2015 at 9:00 am.

**Inclement Weather Procedure:** A procedure has been instituted for Commissioners to confirm whether a meeting has been cancelled. The Executive Director will talk to the Chairman to determine if a meeting should be cancelled. In the case of an early morning or evening meeting, PERMA will leave a message which can be obtained by dialing the Fund's main number (201) 881-7632. For meetings that occur during normal business hours, meeting status can also be obtained by dialing the Fund office.

**Next Meeting:** The next meeting of the RCF will be March 4, 2015 at 10:30 AM at the Forsgate Country Club in Jamesburg, NJ.



**New Jersey Municipal Environmental  
Risk Management Fund**  
9 Campus Drive, Suite 16  
Parsippany, New Jersey 07054  
*Tel (201) 881-7632*  
*Fax (201) 881-7633*

DATE: January 7, 2015

TO: Executive Committee  
Professional Municipal Management Joint Insurance Fund

FROM: Commissioner Scott Carew

SUBJECT: Summary of Topics Discussed at E-JIF Meeting

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**2015 REORGANIZATION-** The election of the slate was confirmed. Below is a listing of the 2015 Executive Committee and the 2015 Fund Professionals.

Chairman:	Morris	Frank Wilpert
Secretary:	Ocean	Paul Shives
Executive Committee:	Burlco	Richard Brook
	Central	Robert Landolfi
	Sub Essex JIF	Joe Catenaro
	Monmouth	Thomas Nolan
	Camden	Joe Wolk
	Sub-Muni	Jim Gildea
Alternates:		
#1	PMM	Scott Carew
#2	Trico	Robert Law
#3	South Bergen	Greg Franz
#4	Bergen	Paul Tomasko
#5	NJUA	Tammy Fetherman

**FUND PROFESSIONALS & PROFESSIONAL SERVICE AGREEMENTS** – the EJIF board agreed to award professional service agreements in accordance with a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. Seq. for fund years 2015, 2016 and 2017; unless otherwise noted.

The Board of Fund Commissioners made the following appointments:

<b>Executive Director</b>	James Kickham, Perma Risk Management Services
<b>Fund Attorney</b>	Fred Semrau, Esquire
<b>Fund Treasurer</b>	Charles Cuccia
<b>Asset Manager</b>	Wells Capital Management
<b>Fund Auditor</b>	Nisivoccia LLP
<b>Underwriting Manager</b>	Danskin Insurance Agency and Conner Strong & Buckelew
<b>Actuary</b>	AON Worldwide, Inc.
<b>Environmental Engineer</b>	T&M Associates and First Environment ( <i>as per the agreed pricing as a result of the 2013 RFQ process for the 2015 fund year.</i> )
<b>Claims Administrator</b>	Peter King, Esquire
<b>Legislative Liaison</b>	Kevin Hagan, PPAG (1/1/15 – 12/31/15)

**REORGANIZATIONAL RESOLUTIONS** – The Resolutions necessary to undertake the 2015 Reorganization of the Fund were reviewed and adopted by the Board.

**2015 STANDING COMMITTEES** - Five standing committees were established for the 2015 Fund year. The five (5) committees are Coverage committee, Rules & Contracts committee, Budget & Finance committee, Nominating committee, and Claims committee.

**NEW ENVIRONMENTAL LEGAL LIABILITY POLICY** – Resolution #12-15 authorizing the implementation of a new environmental legal liability policy which will be in effect January 1, 2015 was adopted by the Executive Board. The fund professionals have researched and worked with the fund's excess insurer to rewrite the policy for a period of two years. The new policy will simplify the policy form, and change certain provisions to correctly express the intent of the Fund for coverage. It was noted that there may be additional changes based on input from the fund attorney and claims counsel. It was further noted that two informational sessions have been scheduled for Risk Management Consultants to review and discuss the new policy form.

**REINSURANCE** - The Underwriting Manager indicated that we are renewing our reinsurance coverage with Liberty IU. The Executive Committee authorized the fund's Underwriting Managers to purchase \$2,500,000 in increased limits for a total limit of \$7,500,000. A summary is as follows:

**REINSURANCE RENEWAL**

**COVERAGE:** Follow Form Excess Pollution Liability – Claims Made Coverage

**COMPANY:** Liberty Insurance Underwriters Inc., A, XV Best Rated

**REINSURANCE RENEWAL (cont'd)**

**LIMIT OF LIABILITY:** \$ 7,500,000 Pollution Incident Limit

\$ 7,500,000      Aggregate Limit

**SELF INSURED RETENTION:**    \$2,700,000 Aggregate of All Losses Incurred

**EXCESS LIMITS: INDIVIDUAL MEMBER LIMITS** – Coverage Committee recommended and the Executive Committee accepted the offering of excess limits for individual members, subject to application and underwriting.

**LAKEWOOD AIRPORT** – Coverage was approved for this exposure for a nominal additional premium. Airports are still excluded in the new policy form and coverage can only be approved on a case by case basis.

**2015 ABOVEGROUND STORAGE TANK WITH UNDERGROUND PIPING PROGRAM** – Program to continue through July 2015 with reimbursement up to \$400 per tank test. Complete program information can be found on the Fund website.

**2015 MEETING SCHEDULE:**

2015 Meeting Schedule		
March 4, 2015	Crowne Plaza	10:50 am
June 3, 2015	Forsgate Country Club	10:50 am
September 2, 2015	Forsgate Country Club	10:50 am
October 21, 2015	Forsgate Country Club	10:50 am
November 18, 2015	Sheraton Hotel-Atlantic City	12:00 pm





## Municipal Excess Liability Joint Insurance Fund

9 Campus Drive – Suite 16  
 Parsippany, NJ 07054  
*Tel (201) 881-7632*  
*Fax (201) 881-7633*

**Date:** January 7, 2015

**Memo to:** Fund Commissioners  
 Professional Municipal Management Joint Insurance Fund

**From:** Commissioner Scott Carew

**Subject:** MEL January Report

**2015 Reorganization -** The MEL conducted its 2015 Reorganization. The Board of Fund Commissioners held elections for officers and board members, noted below.

Chairman	1	Jon Rheinhardt	Morris Fund
Secretary	2	Robert Landolfi	Central Fund
	3	Richard Hirsh	Atlantic Fund
	4	Joseph Wolk	Camden Fund
	5	Roger Butler	First Responders JIF
	6	Andrew Brannen	Mid-Jersey Fund
	7	Thomas Nolan	Monmouth Fund
	1	William Cottman	NJPHA JIF
	2	Mauro Tucci	Suburban Essex JIF
	3	Paul Shives	Ocean Fund
	4	Charles Cuccia	South Bergen
	5	James Gildea	Suburban
	6	Robert Law	Trico JIF
	7	Carol Byrne	Bergen JIF
		Meghan Jack	Burlco JIF
		Cynthia Ege	PAIC
		Scott Carew	PMM JIF
		Reno Wilkins	NJUA JIF
		Joseph D'Arco	NJSI

## 2015 MEETING SCHEDULE:

2014 Meeting Schedule		
March 4, 2015	Forsgate Country Club	11:15 am
June 3, 2015	Forsgate Country Club	11:15 am
September 2, 2015	Forsgate Country Club	11:15 am
October 21, 2015	Forsgate Country Club	11:15 am
November 20, 2015	Convention Center	5:00 pm
January 6, 2016	Forsgate Country Club	11:15 am

### 2015 Standing Committees Chairpersons

As has been the Fund's practice, Chairman Rheinhardt named himself as the Strategic Planning Committee Chair and Robert Landolfi as the Coverage Committee Chair. All other chair from 2014 to continue to serve.

Chairman Rheinhardt suggested the MEL Board of Commissioners hold a retreat in the early part of 2015 to review the MEL operations as well as the sub-committee structures and charters.

Strategic Planning Committee	Jon Rheinhardt
Coverage Committee	Robert Landolfi
Investment Committee	Jon Rheinhardt
Legislative Committee	Richard Hirsch
Rules And Contracts Committee	Robert Landolfi
Nominating Committee	Charles Cuccia
Safety And Education Committee	Carol Byrne
Audit Committee	Christopher Marion
Police Accreditation Committee	Charles Cuccia
Claims Review Committee	Richard Hirsch

**2015 Fund Professionals & Professional Service Agreements** – The MEL board awarded professional service agreements in accordance with a fair and open process for Fund years 2015, 2016 & 2017. Resolution reflected professional fees and appointments as recommended by the MEL's Rules & Contracts Review Committee and Claims Review Committee.

**Purchase of Excess Insurance** – The Board of Fund Commissioners adopted a resolution confirming the placement of excess coverage. The MEL commercial carrier for excess workers' compensation is Safety National, Genesis is the excess liability and optional pol/epl carrier, Munich Reinsurance provides the optional excess liability; Caitlin provides the non-owned aircraft and the commercial carrier for excess property and boiler/machinery is Zurich. Underwriting Manager's memorandum on the renewal is attached to this report.

**Risk Management Plan** - The Board of Fund Commissioners adopted the 2015 MEL Risk Management Plan. The plan has been amended to reflect excess rates and carriers for 2015 as well as other changes - as noted in Underwriting Manager's renewal memorandum.

**Financial Update:** The Financial Fast Track as of September 30, 2014. Year to date the statutory surplus increased \$1,627,000 and now stands at \$17,366,000.

**Sandy Update:** Fund Attorney provided the Board with an update on outstanding Super Storm Sandy claims. Pursuant to the Dispute Resolution Procedure and agreement between the Super Storm Sandy Committee and Zurich Insurance, a meeting was held on January 5<sup>th</sup> with the Arbitrator, Judge Alexander Carver. Judge Carver set forth deadlines and timetables to move the process forward. Ninety-six of the 110 members with flood claims have completed their claims filing but can not complete their submissions with FEMA until the MEL resolves all the outstanding flood claims.

**Emergency Cleanup and Restoration Services:** In October, the Board adopted a Resolution authorizing the MEL to re-advertise to develop a list of vendors qualified to perform emergency cleanup and restoration services. The Board approved payment for Marc Pfeiffer, who worked with the MEL to prepare the RFQ. Revised RFQ expected to be available for distribution on or about January 7<sup>th</sup>.

**Claims Administrators Meeting:** A meeting of all JIF and MEL third party administrators has been scheduled for February 6<sup>th</sup> at the Forsgate Country Club. Primary purpose is to introduce the MEL's new excess TPA – Vanguard. Also invited: excess carriers and MEL/RCF Claims Review Committee.

**Qual-Lynx outstanding CAT losses:** Board of Fund Commissioners accepted the Claims Committee's recommendation to authorize Qual-Lynx to continue to adjust approximately 40 open catastrophic (CAT) losses rather than transfer same to the new MEL property third-party claims administrator which takes effect on January 1, 2015. Qual-Lynx proposal was for a flat amount of \$7,500 to handle all of these losses to conclusion.

**Coverage Committee:** Committee met on December 23<sup>rd</sup> and discussed New Jersey Housing & Mortgage Finance Agency Insurance Requirements; Employees as Additional Insureds Endorsement for Harding Township; Genesis Cyber Exclusionary Endorsement; Terrorism Risk Insurance Act (TRIA); Genesis Review of JIF Policy Document; Excess Flood & Quake Renewal; Parameters for Appraising Certain Outdoor Property. Enclosed are the minutes from the December 23<sup>rd</sup> and October 14<sup>th</sup> meetings for information.

Board accepted the Committee's recommendation and approved a Medical Payments Endorsement and Per Location Endorsement to the liability policies for Cooks Pond & Middletown Senior Housing (members of NJPHA) to meet these NJHMFA requirements.

**Reinsurance Committee:** Reinsurance Committee and Underwriting Manager submitted a memorandum outlining the 2015 excess renewals.

**EPL Compliance:** MEL members must update their employment practices risk control programs every two years to remain eligible for deductible incentives. The mid-year deadline is proving difficult for XL Insurance in issuing policies. The MEL, as lead agency for this incentive program, agreed to extend compliance time frame so deadline precedes effective date of coverage.

**Safety and Education Committee:** The committee met on December 19, 2014 and submitted minutes of its meeting to the Board.

**Elected Officials Seminars:** The Board of Fund Commissioners agreed to extend the MEL's Elected Officials Seminar credit to Elected Officials and Chief Operating Officers that complete the Online Elected Officials Seminar Training – which is expected to be available by February.

**Legislative Committee:** The committee met on November 19, 2014 and submitted minutes of its meeting to the Board.

**Residual Claims Fund** – The Board re-appointed William Cottman to serve as the MEL's representative to the Municipal Excess Liability Residual

**Claims Committee** – Claims Committee submitted the minutes of its December meeting. Committee will meet again following the MEL's reorganization.

**Date: December 29, 2014**  
**To: Board of Fund Commissioners**  
**Municipal Excess Liability Joint Insurance Fund**

**From: MEL Underwriting Manager**  
**Conner Strong & Buckelew Companies, Inc.**

**Re: MEL Reinsurance/Excess Insurance Renewal Status as of 12/29/14**

This memo will serve as update since our November Report on the renewal marketing for MEL's excess and reinsurance program for 2015:

### **Property/BM - Zurich**

The renewal for the excess **Property/BM** with Zurich was bound at a premium rate increase of 5%. The one change in coverage since our November Report is an increase in the sub-limit for Wind Turbines to \$1 million per occurrence. The original quoted sublimit was \$100,000. Based on our Underwriting Database, we have 5 member towns with wind turbines with a total value of \$866,000.

### **Excess Flood and Earthquake – Quota Share**

For 2014, the MEL purchased stand alone **excess flood and earthquake** coverage at limits of \$25 million excess of the \$50 million underlying annual aggregate flood limit under the Zurich program. We had previously reported that the renewal premium would be no more than the expiring \$500,000. The 2015 renewal premium for this coverage has been quoted for \$450,000. The 2015 Budget for Excess Flood and Earthquake is \$500,000. There is one "quota share" insurer change, Ace replaces Liberty and AWAC. The policy terms and conditions are as expiring. The coverage was bound on December 29, 2014.

As part of their marketing effort for the excess flood and earthquake insurance, the insurance intermediary utilized by Conner Strong & Buckelew, completed a CAT modeling analysis for prospective insurers. The results of the modeling have been submitted and it should be noted the Probable Maximum Loss (PML) for the perils of named storm and wind for the MEL portfolio based on the Risk Management Solutions (RMS) model and 250 year return period is \$91,473,221. The MEL currently purchases \$125 million limit per occurrence for named storm and wind which is sufficient to cover the MEL's PML based on the results of the study.

### **Excess Liability and Optional Excess POL/EPL (\$8 Million x \$2 Million) – Genesis**

The renewal for the **excess liability** and **optional excess POL/EPL** with Genesis was as previously reported at a rate and minimum premium increase of 6%. This is reflected in the 2015 budget. Since our November Report we were able to negotiate an increase in the reinsurance per occurrence aggregate as respects all member entities involved in one occurrence for "*other than an Act of Terrorism*" from \$25 million to \$35 million effective 1/1/15. Genesis would not agree to increase the per occurrence aggregate for "*losses resulting from an Act of Terrorism*". This per occurrence aggregate limit will remain at \$10,000,000.

### **Optional Excess Liability (\$15 Million x \$5 Million) – Munich Re**

The renewal for the “**optional**” **excess liability** was bound at the expiring rate and minimum premiums. This is reflected in the 2015 budget. The premium rate was adjusted to reflect the adjustment in the population as MEL transitions from the 2000 census to the 2010 census; this is the final year of transition. The coverage terms and conditions are as expiring. There were no changes in the coverage terms and conditions since our November Report.

### **Excess Workers Compensation – Safety National**

The 2014 renewal for the **excess workers compensation** with Safety National was a two year agreement with guaranteed rates for 2014 and 2015. Therefore 2015 is the 2<sup>nd</sup> year of a two year rate guarantee. As agreed upon the budgeted rate increase is 2.5%. The coverage terms and conditions are as expiring. There were no changes in the coverage terms and conditions since our November Report.

### **Non Owned Aircraft Liability - Catlin**

The **non-owned aircraft liability** was renewed 1/1/14 for 2 years with the same terms for the 2<sup>nd</sup> year. For year 2 (2015) there is an extension of coverage to include “drones” as covered non owned aircraft. The expiring program annual premium was **\$40,076**. The premium for 2015 will increase to **\$41,576** to reflect the additional coverage added.

### **Primary POL/EPL (JIF) – XL Insurance**

The **POL/EPL** is a member JIF program and for 2015 was renewed and bound with XL Insurance. The statewide average premium increase is 21.5%. The four (4) policy changes we reported on in November that XL is requiring for 2015 were reviewed with the MEL Coverage Committee and final wording is being negotiated with XL Insurance. All changes are being made to clarify intent of coverage.

### **Volunteer Directors & Officers Liability – XL Insurance**

The Volunteer Directors and Officers liability policy was bound with XL for 2015 at the expiring annual premiums, policy terms and conditions.

### **Cyber Liability– XL Insurance**

The **cyber liability** coverage is a member JIF program and for 2015. The coverage was bound at the expiring terms and conditions.

### **Terrorism Risk Insurance Act (TRIA) – Congress Inaction**

Congress chose to adjourn in December without reauthorizing the Terrorism Risk Insurance Act for 2015. Therefore, the federal terrorism insurance backstop expired on January 1, 2015. The law was enacted first in 2002 following the terrorist attack on 9/11. We have contacted all the insurers/re-insurers for the MELJIF Program to determine whether they will continue to provide terrorism coverage despite the “inaction” by Congress.

Zurich (Excess Property), Safety National (Excess Workers Compensation) and Genesis (Excess Liability) have agreed to continue to provide terrorism coverage at the expiring terms & conditions. In fact, Genesis will be amending the reinsurance agreement so that the agreement is not affected by actions of Congress with respect to TRIA.

Munich Re has agreed to extend terrorism coverage for the MEL for a period of 30 days effective January 1, 2015 to allow Congress to enact the legislation to extend TRIA. Terrorism coverage will be the same as expiring during the 30 day period. The expectation is that Congress will renew TRIA at their January session.

Please note that the POL/EPL policy with XL Insurance has an absolute exclusion for wrongful acts resulting from terrorism.