

PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

JULY 28, 2014

**EVESHAM TOWNSHIP
984 TUCKERTON ROAD
MARLTON, NJ 08053**

&

*****VIA TELEPHONE CONFERENCE*****

Toll Free Number 1-866-921-5493

Participant Passcode 7269691#

2:00 PM

AGENDA AND REPORTS

In accordance with the Open Public Meetings Act, notice of this meeting was provided by:

- I. Sending sufficient notice to the Burlington County Times**
- II. Advance written notice of this meeting was filed with the Clerk/Administrator of each member municipalities and,**
- III. Posting this notice on the Public Bulletin Board of all member municipalities**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
MEETING: JULY 28, 2014
EVESHAM TOWNSHIP**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ROLL CALL OF 2014 COMMISSIONERS**
- APPROVAL OF MINUTES:** June 23, 2014 Open Minutes.....**Appendix I**
June 23, 2014 Closed Minutes..... **To be distributed**
- CORRESPONDENCE – NONE**

REPORTS

- EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA Risk Management Services**
.Executive Director's Report **Page 1**
- ATTORNEY – William J. Kearns, Esquire**
- TREASURER – Thomas Tontarski**
.July 2014 Voucher List - Resolution No. 14-17 **Page 12**
.Treasurers Reports **Page 14**
- UNDERWRITING MANAGER – Conner Strong & Buckelew Companies, Inc.**
.Monthly Certificate Holding Report..... **Page 20**
- SAFETY DIRECTOR – J.A. Montgomery Risk Control**
.Monthly Report..... **Page 22**
- MANAGED CARE – Qual Care**
.Monthly Report..... **Page 44**
- CLAIMS SERVICE – Qual Lynx**
- RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSE:
PERSONNEL - SAFETY - PUBLIC PROPERTY - LITIGATION**
- OLD BUSINESS**
- NEW BUSINESS**
- PUBLIC COMMENT**
- MEETING ADJOURNED**

Professional Municipal Management Joint Insurance Fund

9 Campus Drive – Suite 16

Parsippany, NJ 07054

Date: July 28, 2014

Memo to: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

- ❑ **2015 Renewal Applications – Online Underwriting Database:** As previously reported, the MEL contracted with Exigis to develop an online underwriting database for members and/or their risk managers to add/amend schedules online thereby eliminating the annual paper Renewal Application process. Currently, the MEL's underwriting data is being uploaded to the online database and will be reviewed for accuracy.

Seminars have been scheduled throughout the state to training Risk Management Consultants and Fund Commissioners on the new program. This seminar was combined with the Underwriting Managers review of the 2014 property program and reporting requirement changes that will be implemented for the 2015 property program.

- ❑ **Membership Renewals** – Willingboro's membership is up for renewal at the end of the year. Renewal documents will be sent out in August.
- ❑ **2015 RFQ for Professional Services** – RFQ's were advertised and were received by the Fund office on July 15th. A report will be made at the meeting.
- ❑ **2014 Coverage Manuals:** The fund office has started to distribute the 2014 Coverage Manuals to all Fund Commissioners and Risk Managers via email.
- ❑ **Regulatory Affairs** - PERMA filed the 2013 Year End Audit, Certification of the Audit adopted by the Executive Committee, Actuarial Valuation and Actuarial Certification with the Departments of Insurance and Community Affairs. In addition, the Synopsis of Audit was published in the Fund's official newspaper.
- ❑ **Safety Expo** – For the ninth year, the MEL is working with the New Jersey Utility Authorities Joint Insurance Fund (NJUA) to conduct its Annual Safety Expo which includes MEL member town's water & sewer employees. The Safety Expos will be held on September 26th at the Camden County Emergency Services Training Center and November 7th at the Middlesex County Fire Academy. A notice will be mailed to all members with additional information.

- ❑ **August Meeting Cancellation** - Historically, the JIF has voted to cancel the August meeting and to process any necessary claim payments and professional fees for the month. Should the Commissioners wish to follow past procedures, **Resolution 14-16** authorizing this action is part of the agenda. **(Page 11)**

Due Diligence Reports:

- ❑ **Financial Fast Track Reports** **Page 3**
- ❑ **Interest Rate Summary Comparison Report** **Page 4**
- ❑ **Expected Loss Ratio Analysis** **Page 5**
- ❑ **Claim Activity Report** **Page 6**
- ❑ **Lost Time Accident Frequency Report** **Page 7**
- ❑ **2014 EPL/POL Status** **Page 8**
- ❑ **Regulatory Affairs Checklist** **Page 9 and 10**

PROFESSIONAL MUNICIPAL MANAGEMENT FUND						
FINANCIAL FAST TRACK REPORT						
		AS OF	May 31, 2014			
		THIS	YTD	PRIOR	FUND	
		MONTH	CHANGE	YEAR END	BALANCE	
1.	UNDERWRITING INCOME	305,141	1,705,900	62,012,306	63,718,206	
2.	CLAIM EXPENSES					
	Paid Claims	200,017	984,608	29,656,120	30,640,729	
	Case Reserves	(51,093)	638,243	1,648,948	2,287,191	
	IBNR	102,135	352,378	888,662	1,241,040	
	Recoveries	(21,305)	(92,468)	(180,811)	(273,280)	
	TOTAL CLAIMS	229,754	1,882,760	32,012,919	33,895,679	
3.	EXPENSES					
	Excess Premiums	101,659	508,295	16,084,473	16,592,768	
	Administrative	39,652	193,754	8,535,983	8,729,737	
	TOTAL EXPENSES	141,311	702,048	24,620,456	25,322,504	
4.	UNDERWRITING PROFIT (1-2-3)	(65,924)	(878,909)	5,378,931	4,500,022	
5.	INVESTMENT INCOME	1,839	9,944	4,802,688	4,812,632	
6.	DIVIDEND INCOME	0	0	1,488,263	1,488,263	
7.	STATUTORY PROFIT (4+5+6)	(64,085)	(868,964)	11,669,882	10,800,918	
8.	DIVIDEND	0	0	10,791,242	10,791,242	
9.	STATUTORY SURPLUS (7-8)	(64,085)	(868,964)	878,640	9,676	
SURPLUS (DEFICITS) BY FUND YEAR						
	Closed	30	197	46,475	46,672	
	2010	(19,115)	83,644	34,712	118,356	
	2011	6,440	22,044	(233,620)	(211,576)	
	2012	27,506	49,224	686,242	735,466	
	2013	526	(630,368)	344,831	(285,537)	
	2014	(79,471)	(393,704)		(393,704)	
	TOTAL SURPLUS (DEFICITS)	(64,085)	(868,964)	878,640	9,676	
CLAIM ANALYSIS BY FUND YEAR						
	TOTAL CLOSED YEAR CLAIMS	0	0	25,275,141	25,275,141	
	FUND YEAR 2010					
	Paid Claims	31,531	64,763	1,544,746	1,609,509	
	Case Reserves	(9,750)	(141,919)	280,669	138,750	
	IBNR	(2,510)	(5,599)	38,003	32,404	
	Recoveries	0	0	(67,406)	(67,406)	
	TOTAL FY 2010 CLAIMS	19,270	(82,756)	1,796,012	1,713,256	
	FUND YEAR 2011					
	Paid Claims	62,944	189,472	1,639,269	1,828,741	
	Case Reserves	(62,953)	(131,416)	446,418	315,002	
	IBNR	(5,859)	(33,782)	94,838	61,056	
	Recoveries	(375)	(45,078)	(45,566)	(90,644)	
	TOTAL FY 2011 CLAIMS	(6,242)	(20,804)	2,134,959	2,114,155	
	FUND YEAR 2012					
	Paid Claims	8,218	81,822	613,665	695,487	
	Case Reserves	(6,461)	(58,936)	445,776	386,840	
	IBNR	(12,612)	(52,854)	192,595	139,741	
	Recoveries	(16,094)	(16,094)	(34,229)	(50,323)	
	TOTAL FY 2012 CLAIMS	(26,950)	(46,062)	1,217,807	1,171,745	
	FUND YEAR 2013					
	Paid Claims	20,894	255,296	583,300	838,596	
	Case Reserves	(24,709)	554,974	476,085	1,031,059	
	IBNR	3,815	29,817	563,226	593,043	
	Recoveries	0	(26,086)	(33,611)	(59,697)	
	TOTAL FY 2013 CLAIMS	(0)	814,001	1,589,000	2,403,001	
	FUND YEAR 2014					
	Paid Claims	76,431	393,256		393,256	
	Case Reserves	52,780	415,541		415,541	
	IBNR	119,301	414,795		414,795	
	Recoveries	(4,836)	(5,211)		(5,211)	
	TOTAL FY 2014 CLAIMS	243,676	1,218,382		1,218,382	
	COMBINED TOTAL CLAIMS	229,754	1,882,760	32,012,919	33,895,679	

PROFESSIONAL MUNICIPAL MGMT JIF						
Fixed Income Portfolio Summary and Rate Comparison						
				For Month End	5/31/2014	
		2011	2012	2013	Last Month	This Month
PROFESSIONAL MUNICIPAL MGMT JIF						
Total Cash Balance (millions)		3.17	3.29	3.69	3.77	5.27
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	2.66	2.58
Unrealized gain/(loss) (%)		0.20	0.08	-0.23	-0.09	-0.06
Purchase 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 Book Yield		1.80	0.28	0.57	0.71	0.74
M E L PORTFOLIO						
Total Cash Balance (millions)		80.73	73.43	64.22	72.75	70.78
Fixed Income Portfolio Wells Fargo 2013-2014						
Investments (millions), Book Value		70.17	56.97	50.13	43.54	44.60
Avg maturity (years) ***		3.35	2.61	2.04	1.96	1.89
Unrealized gain/(loss) (%)		0.63	0.63	-0.30	-0.13	0.06
Purchase yield (%)		1.30	0.80	0.65	0.67	0.66
Realized gain/(loss) (%)		0.00	0.00	0.00	0.00	0.00
Total Book Yield		1.93	1.43	0.35	0.54	0.72
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 **	0.01
Treasury Issues						
1 year bills		0.18	0.17	0.13	0.11	0.10
3 year notes		0.75	0.38	0.54	0.88	0.83
5 year notes		1.52	0.76	1.17	1.70	1.59
Merrill Lynch US Govt 1-3 years ^		1.55	0.51	0.37	1.63	2.17

**Professional Municipal Mgmt Joint Insurance Fund
CLAIMS MANAGEMENT REPORT
EXPECTED LOSS RATIO ANALYSIS**

AS OF **June 30, 2014**

FUND YEAR 2010 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	54	MONTH	53	MONTH	42	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Jun-14		31-May-14		29-Jun-13	
PROPERTY	103,335	140,560	136.02%	100.00%	136.02%	100.00%	135.11%	100.00%
GEN LIABILITY	327,043	397,879	121.66%	96.73%	118.30%	96.63%	102.14%	93.46%
AUTO LIABILITY	114,465	11,203	9.79%	94.56%	9.79%	94.26%	9.79%	90.21%
WORKER'S COMP	1,235,210	1,142,185	92.47%	99.70%	92.47%	99.66%	100.36%	98.92%
TOTAL ALL LINES	1,780,053	1,691,827	95.04%	98.84%	94.43%	98.78%	96.88%	97.42%
NET PAYOUT %	\$1,543,876		86.73%					

FUND YEAR 2011 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	42	MONTH	41	MONTH	30	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Jun-14		31-May-14		29-Jun-13	
PROPERTY	113,000	340,677	301.48%	100.00%	301.48%	100.00%	323.61%	100.00%
GEN LIABILITY	389,824	361,984	92.86%	93.46%	92.14%	92.99%	46.87%	85.57%
AUTO LIABILITY	114,480	27,824	24.30%	90.21%	24.30%	89.77%	24.30%	82.91%
WORKER'S COMP	1,236,000	1,325,501	107.24%	98.92%	107.23%	98.81%	106.16%	96.57%
TOTAL ALL LINES	1,853,305	2,055,986	110.94%	97.30%	110.78%	97.10%	101.89%	93.62%
NET PAYOUT %	\$1,762,301		95.09%					

FUND YEAR 2012 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	30	MONTH	29	MONTH	18	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Jun-14		31-May-14		29-Jun-13	
PROPERTY	128,985	136,713	105.99%	100.00%	105.99%	100.00%	134.42%	97.09%
GEN LIABILITY	430,777	303,012	70.34%	85.57%	70.34%	84.65%	43.53%	71.16%
AUTO LIABILITY	100,941	9,647	9.56%	82.91%	9.56%	82.02%	10.64%	66.43%
WORKER'S COMP	1,214,370	804,864	66.28%	96.57%	47.98%	96.21%	46.13%	86.31%
TOTAL ALL LINES	1,875,073	1,254,236	66.89%	93.54%	55.04%	93.05%	49.69%	82.50%
NET PAYOUT %	\$650,105		34.67%					

FUND YEAR 2013 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	18	MONTH	17	MONTH	6	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Jun-14		31-May-14		29-Jun-13	
PROPERTY	143,096	111,235	77.73%	97.09%	77.73%	96.87%	100.67%	45.00%
GEN LIABILITY	471,295	306,391	65.01%	71.16%	65.01%	69.55%	8.49%	19.00%
AUTO LIABILITY	89,158	47,913	53.74%	66.43%	53.63%	64.31%	15.56%	20.00%
WORKER'S COMP	1,209,207	1,358,388	112.34%	86.31%	111.19%	84.23%	32.22%	14.00%
TOTAL ALL LINES	1,912,756	1,823,927	95.36%	82.46%	94.63%	80.63%	30.72%	17.83%
NET PAYOUT %	\$795,190		41.57%					

FUND YEAR 2014 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	6	MONTH	5	MONTH	-6	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Jun-14		31-May-14		29-Jun-13	
PROPERTY	184,000	132,125	71.81%	45.00%	60.95%	37.00%	N/A	N/A
GEN LIABILITY	473,408	54,649	11.54%	19.00%	9.79%	14.00%	N/A	N/A
AUTO LIABILITY	89,385	19,645	21.98%	20.00%	22.67%	15.00%	N/A	N/A
WORKER'S COMP	1,210,000	662,699	54.77%	14.00%	51.64%	9.00%	N/A	N/A
TOTAL ALL LINES	1,956,793	869,118	44.42%	18.40%	41.07%	13.12%	N/A	N/A
NET PAYOUT %	\$509,502		26.04%					

**Professional Municipal Mgmt Joint Insurance Fund
CLAIM ACTIVITY REPORT**

June 30, 2014						
COVERAGE LINE - PROPERTY						
CLAIM COUNT - OPEN CLAIMS						
Year	2010	2011	2012	2013	2014	TOTAL
May-14	1	0	1	0	8	10
June-14	0	0	1	0	9	10
NET CHGE	-1	0	0	0	1	0
Limited Reserves						\$3,477
Year	2010	2011	2012	2013	2014	TOTAL
May-14	\$1,750	\$0	\$0	\$0	\$64,736	\$66,486
June-14	\$0	\$0	\$0	\$0	\$34,770	\$34,770
NET CHGE	(\$1,750)	\$0	\$0	\$0	(\$29,966)	(\$31,716)
Ltd Incurred	\$140,560	\$340,677	\$136,713	\$111,235	\$132,125	\$861,310
COVERAGE LINE - GENERAL LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2010	2011	2012	2013	2014	TOTAL
May-14	3	4	11	17	21	56
June-14	3	4	11	17	25	60
NET CHGE	0	0	0	0	4	4
Limited Reserves						\$12,281
Year	2010	2011	2012	2013	2014	TOTAL
May-14	\$54,663	\$128,168	\$214,180	\$287,288	\$46,034	\$730,332
June-14	\$65,613	\$119,730	\$210,152	\$287,064	\$54,314	\$736,874
NET CHGE	\$10,951	(\$8,437)	(\$4,028)	(\$224)	\$8,281	\$6,542
Ltd Incurred	\$397,879	\$361,984	\$303,012	\$306,391	\$54,649	\$1,423,916
COVERAGE LINE - AUTO LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2010	2011	2012	2013	2014	TOTAL
May-14	0	0	0	1	8	9
June-14	0	0	0	2	4	6
NET CHGE	0	0	0	1	-4	-3
Limited Reserves						\$4,031
Year	2010	2011	2012	2013	2014	TOTAL
May-14	\$0	\$0	\$0	\$15,982	\$11,395	\$27,377
June-14	\$0	\$0	\$0	\$16,082	\$8,105	\$24,187
NET CHGE	\$0	\$0	\$0	\$100	(\$3,290)	(\$3,190)
Ltd Incurred	\$11,203	\$27,824	\$9,647	\$47,913	\$19,645	\$116,232
COVERAGE LINE - WORKERS COMP.						
CLAIM COUNT - OPEN CLAIMS						
Year	2010	2011	2012	2013	2014	TOTAL
May-14	5	11	15	30	24	85
June-14	5	11	15	30	29	90
NET CHGE	0	0	0	0	5	5
Limited Reserves						\$18,203
Year	2010	2011	2012	2013	2014	TOTAL
May-14	\$82,337	\$186,833	\$172,659	\$727,790	\$293,377	\$1,462,997
June-14	\$82,337	\$173,954	\$393,979	\$725,591	\$262,427	\$1,638,288
NET CHGE	\$0	(\$12,879)	\$221,320	(\$2,198)	(\$30,950)	\$175,292
Ltd Incurred	\$1,142,185	\$1,325,501	\$804,864	\$1,358,388	\$662,699	\$5,293,636
TOTAL ALL LINES COMBIED						
CLAIM COUNT - OPEN CLAIMS						
Year	2010	2011	2012	2013	2014	TOTAL
May-14	9	15	27	48	61	160
June-14	8	15	27	49	67	166
NET CHGE	-1	0	0	1	6	6
Limited Reserves						\$14,663
Year	2010	2011	2012	2013	2014	TOTAL
May-14	\$138,750	\$315,001	\$386,840	\$1,031,059	\$415,541	\$2,287,191
June-14	\$147,951	\$293,684	\$604,131	\$1,028,737	\$359,616	\$2,434,119
NET CHGE	\$9,201	(\$21,317)	\$217,292	(\$2,322)	(\$55,925)	\$146,926
Ltd Incurred	\$1,691,827	\$2,055,986	\$1,254,236	\$1,823,927	\$669,118	\$7,695,094

2014 LOST TIME ACCIDENT FREQUENCY ALL JIFs				
		June 30, 2014		
FUND	2014 LOST TIME FREQUENCY	2013 LOST TIME FREQUENCY	2012 LOST TIME FREQUENCY	TOTAL RATE * 2014 - 2012
TRI-COUNTY	1.08	1.89	2.19	1.85
MORRIS	1.35	1.48	1.74	1.56
BURLINGTON	1.43	1.69	1.88	1.71
CENTRAL	1.47	2.29	2.69	2.26
SUBURBAN MUNICIPAL	1.70	1.85	1.74	1.78
CAMDEN	1.86	1.91	2.86	2.28
SUBURBAN ESSEX	1.99	2.41	2.31	2.29
OCEAN	2.00	2.24	2.91	2.45
NJ PUBLIC HOUSING	2.01	2.19	2.61	2.34
ATLANTIC	2.19	2.56	2.74	2.56
BERGEN	2.32	1.83	2.00	2.00
MONMOUTH	2.40	1.46	1.84	1.80
PROF MUN MGMT	2.48	2.65	1.81	2.28
SOUTH BERGEN	2.61	2.51	2.47	2.51
N.J.U.A.	3.04	2.20	1.95	2.26
AVERAGE	2.00	2.08	2.25	2.13

Professional Municipal Mgmt Joint Insurance Fund									
2014 LOST TIME ACCIDENT FREQUENCY									
DATA VALUED AS OF June 30, 2014									
MEMBER_ID	MEMBER	**	# CLAIMS FOR	Y.T.D. LOST TIME ACCIDENTS	2014 LOST TIME FREQUENCY	2013 LOST TIME FREQUENCY	2012 LOST TIME FREQUENCY	MEMBER	TOTAL RATE 2014 - 2012
1	305 EVESHAM TOWNSHIP FIRE			0	0	0.00	0.00	1 EVESHAM TOWNSHIP I	0.61
2	306 MAPLE SHADE			0	0	0.00	5.09	2 MAPLE SHADE	2.86
3	307 MOORESTOWN			0	2	2.71	3.00	3 MOORESTOWN	2.81
4	308 WILLINGBORO			1	5	3.07	3.03	4 WILLINGBORO	2.31
5	304 EVESHAM	*		0	4	4.69	1.55	5 EVESHAM	2.55
Totals:				1	11	2.48	2.65		2.40

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND						
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Professional Municipal Mgmt Joint Insurance Fund						
Data Valued As of :		July 21, 2014				
Total Participating Members		5				
Complaint		4				
Percent Compliant		80.00%				
		01/01/14		2014		
		EPL		POL		
		Deductible		Deductible		
Member Name		2014 Checklist Submitted	2014 Compliant	Co-Insurance		
				01/01/14		
EVESHAM		Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
EVESHAM TOWNSHIP FIRE DISTRI		No	No	\$ 100,000	\$ 20,000	20% of 1st 2Mil/20% of 1st 250K POL
MAPLE SHADE		Yes	Yes	\$ 10,000	\$ 10,000	0%
MOORESTOWN		Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
WILLINGBORO		Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K

Professional Municipal Management Joint Insurance Fund
Monthly Regulatory Filing Check List
Year 2014 as of July 21, 2014

<u>Item</u>	<u>Filing Status</u>
<input type="checkbox"/> Unaudited Financials	Filed 3/6
<input type="checkbox"/> Annual Audit	Filed 7/10
<input type="checkbox"/> State Comptroller Audit Filing	Filed 7/1
<input type="checkbox"/> Ethics Filings	On Line Filing
<input type="checkbox"/> Budget Changes	Filed
<input type="checkbox"/> Transfers	None
<input type="checkbox"/> Dividends	Filed
<input type="checkbox"/> Additional Assessments/Credits	Billed on 2 nd installment
<input type="checkbox"/> Professional Changes	None
<input type="checkbox"/> Officer Changes	Filed 3/7
<input type="checkbox"/> Risk Management Plan Changes	Revised in June
<input type="checkbox"/> Bylaw Amendments	None
<input type="checkbox"/> New Members (list)	None
<input type="checkbox"/> Withdrawals	None

Professional Municipal Management Joint Insurance Fund
Annual Regulatory Filing Check List
Year 2014 as of July 21, 2014

<u>Item</u>	<u>Filing Status</u>
<input type="checkbox"/> 2014 Budget	Filed 3/7
<input type="checkbox"/> Assessments	Filed 3/7
<input type="checkbox"/> Actuarial Certification	Filed 7/10
<input type="checkbox"/> Reinsurance Policies	Filed 6/7
<input type="checkbox"/> Fund Commissioners	Filed 3/7
<input type="checkbox"/> Fund Officers	Filed 3/7
<input type="checkbox"/> Renewal Resolutions	Received Moorestown, Maple Shade & Evesham
<input type="checkbox"/> Indemnity and Trust	None
<input type="checkbox"/> Withdrawals	None
<input type="checkbox"/> Risk Management Plan	Filed 7/21
<input type="checkbox"/> Certification of Professional Fees	Filed 3/7

RESOLUTION NO. 14-16

PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

RESOLUTION AUTHORIZING THE CANCELATION OF THE AUGUST MEETING AND FOR THE CONTINUANCE OF CONTRACTUAL PAYMENTS AND AUTHORIZATION FOR ALL PROFESSIONALS TO CONTINUE SERVICES UNTIL THE SEPTEMBER 22, 2014 MEETING

WHEREAS, the Professional Municipal Management JIF has, in recent years, canceled its regular meeting schedule for the month of August; and

WHEREAS, by way of this resolution, the August 25, 2014 meeting is hereby canceled and the Treasurer is directed to continue to make, during the months of July and August, all contractual payments which customarily become due and the professionals are directed to continue to perform their services, with the understanding that any and all actions that they take shall be confirmed at the September 22, 2014 meeting, except in the case of emergency or a matter which would be deemed by General Counsel to be extraordinary, authorization shall be sought from the Chairman and/or Secretary of the Professional Municipal Management JIF.

BE IT RESOLVED, by the Commissioners of the Professional Municipal Management Joint Insurance Fund as follows:

The regular scheduled meeting for August 25, 2014 is hereby canceled.

The Treasurer is authorized to make payment for all contracted services for August and September as same are usually paid for notwithstanding that there will not be a meeting in August to confirm those payments.

All professionals are directed to proceed in the normal course to take any and all steps necessary to resolve cases which are outstanding for which the JIF will confirm their actions at the September 22, 2014 meeting, the only exception being if there is an item which is deemed to be extraordinary by General Counsel, authorization shall be sought either by the Chairman, Vice Chairman or the Secretary of the Fund before that action is take by the professional.

Professional Municipal Management Joint Insurance Fund

Chairman

Secretary

Date

RESOLUTION NO. 14-17

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
JULY 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 2013

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
004692			
004692	NEW JERSEY UTILITY AUTH JIF	REIMBURSE CLAIM PAYMENT SENT IN ERROR	954.73
			954.73
		Total Payments FY 2013	954.73

FUND YEAR 2014

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
004693			
004693	N.J. MUNICIPAL ENVIRONMENTAL	EJIF 2ND INSTALLMENT 2014	59,468.48
			59,468.48
004694			
004694	QUAL-LYNX	CLAIMS ADMIN - 07/2014	10,454.15
			10,454.15
004695			
004695	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 07/2014	1,363.08
			1,363.08
004696			
004696	PERMA	POSTAGE FEE 06/2014	5.47
004696	PERMA	EXECUTIVE DIRECTOR 07/2014	8,573.00
			8,578.47
004697			
004697	THE ACTUARIAL ADVANTAGE	ACTUARY MONTHLY FEE 07/2014	2,965.67
			2,965.67
004698			
004698	KEARNS, REALE & KEARNS	LITIGATION MANAGEMENT - 07/2014	1,328.50
004698	KEARNS, REALE & KEARNS	ATTORNEY FEE 07/14	1,559.58
			2,888.08
004699			
004699	QUALCARE, INC.	MANAGED CARE SERVICES - 07/2014	6,898.33
			6,898.33
004700			
004700	THOMAS TONTARSKI	TREASURER FEE 07/2014	1,348.08
			1,348.08

004701				
004701	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGEMENT - 07/2014		451.00
				451.00
004702				
004702	COURIER TIMES INC.	ACCT 2-012012000 - RFQ AD - 06/27/14		77.96
004702	COURIER TIMES INC.	ACCT 2-012012000 MEETING CANCELLATION AD		34.72
				112.68
004703				
004703	RICHARD A. BREVOGEL	PRIMA CONFERENCE REIMBURSEMENT 06/14		1,993.88
				1,993.88
		Total Payments FY 2014		96,521.90

TOTAL PAYMENTS ALL FUND YEARS \$ 97,476.63

WILLIAM CROMIE, CHAIRMAN

Attest:

RICHARD BREVOGEL, SECRETARY

Dated: _____

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

Treasurer

July 11, 2014

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 one month period ending June 30, 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 \$ 1,209.02. This generated an average annual yield of .29%. However, we have an unrealized loss of \$1,360.00 adjusting the reported yield to -.04% for the period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$ 2,520.00 as it relates to the market value of \$1,997,840.00 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 \$.00 w/YTD of \$ 92,468.28 (detailed in my report)
Overpayment Reimbursements \$ 268.02

CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 113 claim payments during the period for claims paid by the fund and claims payable by the Fund at period end in the amount of \$ 198,196.95.

Loss Payments	\$ 172,975.84
Expense Payments	\$ 9,158.83
Legal Payments	\$ 16,062.38

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 \$ 5,266,567.98 to a closing balance of \$4,849,685.80 showing a decrease in the fund of \$ 416,882.18.

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 - MAY**

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

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

Current Fund Year: 2014 Month Ending: June		Prop	Liab	Auto	WC	0	POL/EPL	EJIF	Future	Admin	TOTAL
OPEN BALANCE	(214,575.24)	1,426,988.94	421,185.73	2,564,049.90	0.00	(669.81)	39,053.45	540,939.07	489,595.94	5,266,567.98	
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	268.02	0.00	0.00	0.00	0.00	0.00	268.02	
Invest Pymnts	30.14	1,700.50	531.85	3,159.87	10.37	34.18	(9.20)	208.77	431.54	6,098.02	
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Subtotal Invest	30.14	1,700.50	531.85	3,159.87	10.37	34.18	(9.20)	208.77	431.54	6,098.02	
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	30.14	1,700.50	531.85	3,427.89	10.37	34.18	(9.20)	208.77	431.54	6,366.04	
EXPENSES											
Claims Transfers	51,689.54	15,521.63	2,671.27	99,052.01	0.00	0.00	0.00	0.00	0.00	168,934.45	
Expenses	884.50	0.00	0.00	0.00	0.00	0.00	0.00	213,956.46	39,472.81	254,313.77	
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	52,574.04	15,521.63	2,671.27	99,052.01	0.00	0.00	0.00	213,956.46	39,472.81	423,248.22	
END BALANCE	(267,119.14)	1,413,167.81	419,046.31	2,468,425.78	10.37	(635.63)	39,044.25	327,191.38	450,554.67	4,849,685.80	

Report Mont June		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
Accrual Balances:	Accrual Balances are equal	\$0.00
Claims Transaction Status:		
Allocation variance 1:	Daily transactions add to monthly totals	0.00
Allocation variance 2:	Monthly transactions and allocation totals	0.00
Allocation variance 3:	Treasurer/TPA net payments N Max/Min	0.00 / (0.00)
Pre-existing variance:	Prior period unreconciled varia Max/Min	0.00 / (0.00)

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS								
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND								
ALL FUND YEARS COMBINED								
CURRENT MONTH	June							
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	ID 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	\$5,266,568.01	3039979.85	2558.18	174689.98	1998840	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	(\$41.98)	\$49.52	\$0.11	(\$91.61)	\$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)	(\$1,360.00)	\$0.00	\$0.00	\$0.00	(\$1,360.00)	\$0.00	\$0.00
8	Net Investment Income	(\$151.98)	\$49.52	\$0.11	(\$91.61)	(\$110.00)	\$0.00	\$0.00
9	Deposits - Purchases	\$431,016.24	\$268.02	\$0.00	\$7,500.00	\$0.00	\$168,934.45	\$254,313.77
10	(Withdrawals - Sales)	(\$853,996.44)	(\$423,248.22)	\$0.00	\$0.00	(\$7,500.00)	(\$168,934.45)	(\$254,313.77)
	Ending Cash & Investment Balance	\$4,849,685.83	\$2,617,049.17	\$2,558.29	\$182,098.37	\$1,997,480.00	\$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	\$113,393.31	\$0.00	\$0.00	\$0.00	\$0.00	\$102,575.40	\$10,817.91
	(Less Deposits in Transit)	(\$263.38)	(\$263.38)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Balance per Bank	\$4,962,815.76	\$2,616,785.79	\$2,558.29	\$182,098.37	\$1,997,480.00	\$152,575.40	\$11,317.91

**CERTIFICATION AND RECONCILIATION OF CLAIMS PAYMENTS AND RECOVERIES
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

Month		June							
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	June	June	June	June	Reconciled	Variance From	Month
2014	Prop	47,415.57	49,939.54	0.00	97,355.11	97,355.11	0.00	0.00	0.00
	Liab	325.61	9.20	0.00	334.81	334.81	0.00	0.00	0.00
	Auto	8,868.77	2,671.27	0.00	11,540.04	11,540.04	0.00	0.00	0.00
	WC	331,435.76	69,099.68	263.38	400,272.06	400,272.06	(0.00)	(0.00)	0.00
	Total	388,045.71	121,719.69	263.38	509,502.02	509,502.02	(0.00)	(0.00)	0.00
2013	Prop	111,234.84	0.00	0.00	111,234.84	111,234.84	0.00	0.00	0.00
	Liab	19,103.76	224.03	0.00	19,327.79	19,327.79	0.00	0.00	(0.00)
	Auto	31,831.55	0.00	0.00	31,831.55	31,831.55	0.00	0.00	0.00
	WC	616,728.50	16,072.27	4.64	632,796.13	632,796.13	0.00	0.00	0.00
	Total	778,898.65	16,296.30	4.64	795,190.31	795,190.31	0.00	0.00	(0.00)
2012	Prop	151,885.45	0.00	0.00	151,885.45	151,885.45	(0.00)	(0.00)	0.00
	Liab	88,831.66	4,028.00	0.00	92,859.66	92,859.66	(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	409,972.22	913.18	0.00	410,885.40	410,885.40	0.00	0.00	(0.00)
	Total	660,336.05	4,941.18	0.00	665,277.23	665,277.23	(0.00)	(0.00)	(0.00)
2011	Prop	340,676.64	0.00	0.00	340,676.64	340,676.64	0.00	0.00	0.00
	Liab	231,015.89	11,237.91	0.00	242,253.80	242,253.80	(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	1,138,579.94	12,966.88	0.00	1,151,546.82	1,151,546.82	(0.00)	(0.00)	(0.00)
	Total	1,738,096.55	24,204.79	0.00	1,762,301.34	1,762,301.34	(0.00)	(0.00)	(0.00)
2010	Prop	138,810.40	1,750.00	0.00	140,560.40	140,560.40	(0.00)	(0.00)	0.00
	Liab	332,243.15	22.49	0.00	332,265.64	332,265.64	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	1,059,847.56	0.00	0.00	1,059,847.56	1,059,847.56	(0.00)	(0.00)	0.00
	Total	1,542,103.68	1,772.49	0.00	1,543,876.17	1,543,876.17	(0.00)	(0.00)	0.00
	TOTAL	5,107,480.64	168,934.45	268.02	5,276,147.07	5,276,147.07	(0.00)	(0.00)	(0.00)

Professional Municipal Management Joint Insurance Fund Certificate Of Insurance Monthly Report

Thursday, June 19, 2014

From 5/20/2014 to 6/18/2014

Holder (H) / Insured Name (I)	Holder / Insured Address	Holder Code	Description of Operations	Issue Date	Coverage
<u>PMM JIF</u>					
H- Lenape Regional High School District I- Township of Evesham	Board of Education 93 Willow Grove Road Shamong, NJ 08088 984 Tuckerton Road Marlton, NJ 08053	1406	Certificate holder is included as "additional insured", ATIMA, for General Liability and Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only as respects to the sole negligence of the Insured) use of the parking lot during fireworks display on 07/04/14, rain date 07/05/14 located at Cherokee High School, Tomlinson Mill Rd, Marlton, NJ 08053.	6/6/2014	GL EX AU WC
H- TD Bank, NA I- Township of Evesham	6000 Atrium Way Mt. Laurel, NJ 08054 984 Tuckerton Road Marlton, NJ 08053	2417	Certificate holder is included as "additional insured", ATIMA, for General Liability and Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only as respects to the sole negligence of the Insured) participation in the July 4, 2014 Evesham Twp. parade from 7:00AM to 3PM.	6/5/2014	GL EX AU WC
H- Babe Ruth League I- Township of Willingboro	International Headquarters 1770 Brunswick Pike P.O. 2994 Box 5000 Trenton, NJ 08638 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046		Evidence of insurance as respects to BCYAA Baseball League.	6/5/2014	GL EX AU WC
H- Jesco, Inc. I- Township of Willingboro	1260 Centennial Ave Piscataway, NJ Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	4919	Certificate holder is included as "additional insured", ATIMA, for General, Auto Liability and Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy and as loss payee/ lender (but only as respects to the sole negligence of the Insured) BACKHOE RENTAL - Model 310K, VIN# 260528, Year 2014, Valued at \$110,000.00	6/5/2014	GL EX PR
H- Evesham Township BOE I- Township of Evesham	25 So. Maple Avenue Marlton, NJ 08053 984 Tuckerton Road Marlton, NJ 08053	5062	Certificate holder is included as "additional insured", ATIMA, for General Liability and Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty	6/6/2014	GL EX AU WC

Insurance Policy (but only as respects to the sole negligence of the Insured) fireworks display on 07/04/14 rain date 07/05/14 located at Marlton Middle School, Tomlinson Mill Road, Marlton, NJ 08053.

H- Evesham Township BOE I- Township of Evesham	25 S. Maple Ave. Marlton, NJ 08053 984 Tuckerton Road Marlton, NJ 08053	9170	Certificate holder is included as "additional insured", ATIMA, for General Liability and Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only as respects to the sole negligence of the Insured) use of parking lot at Marlton Middle & Elementary School, located on Tomlinson Mill Rd, & parking lot at Robert B. Jaggard School, 2 Wescott Rd., Marlton during fireworks display on 7/4/14 rain date 7/5/14	6/6/2014 GL EX AU WC
H- Evesham Residents and Businesses I- Township of Evesham	Main Street Marlton, NJ 08053 984 Tuckerton Road Marlton, NJ 08053	10082	Evidence of insurance as respects to a parade down Main St. Marlton, NJ to be held on July 4, 2014 from 6:00 AM to 2:00 PM.	6/5/2014 GL EX AU WC
H- Beneficial Mutual Savings Bank I- Township of Evesham	Commercial Loan Department ISAOA / ATIMA 1818 Walnut Street Philadelphia, PA 19106 984 Tuckerton Road Marlton, NJ 08053	14317	Certificate holder is included as "additional insured", ATIMA, for General Liability and Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only as respects to the sole negligence of the Insured) participation in the Independence Day celebrations on Friday, July 4, 2014.	6/5/2014 GL EX AU WC
H- Beneficial Mutual Savings Bank I- Township of Evesham	Commercial Loan Department ISAOA/ATIMA 520 Walnut Street Philadelphia, PA 19106 984 Tuckerton Road Marlton, NJ 08053	17764	Evidence of insurance as respects to the use of the parking Lot at Beneficial Savings Bank located at Main St. and Cooper Ave. for the Independence activities on July 4, 2014 from 6 AM to 2 PM.	6/5/2014 GL EX AU WC
H- Riverfront League I- Township of Willingboro	PO Box 30 Beverly, NJ 08010 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	19487	Evidence of insurance as respects to BCYAA Softball League.	6/5/2014 GL EX AU WC

Total # of Holders = 10

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

TO: Municipal Fund Commissioners
FROM: J. A. Montgomery Risk Control, JIF Safety Director
DATE: July 01, 2014

Service Team

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

JUNE 2014 ACTIVITIES

LOSS CONTROL SERVICES

- Township of Evesham – Attended a DPW Meeting– June 18

JIF MEETINGS ATTENDED

- Township of Evesham – Fund Commissioner Meeting– June 23

SAFETY DIRECTOR'S BULLETINS & SAFETY ANNOUNCEMENTS

- Training Summer Seasonal Employees– June 16

MEL VIDEO LIBRARY

There were no members who utilized the MEL Video Library during June.

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

Listed below are upcoming MSI training programs scheduled for July, August & September 2014. ***Enrollment is required for all MSI classes.***

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

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

Date	Territory	Location	Topic	Time
7/8/14	5	Cherry Hill Twp BOE #2	BBP	8:00 - 9:00 am
7/8/14	5	Cherry Hill Twp BOE #2	Asbestos, Lead & Silica Health Overview	9:00 - 10:00 am
7/8/14	5	Cherry Hill Twp BOE #2	Fire Extinguisher	10:15 - 11:15 am
7/8/14	5	Cherry Hill Twp BOE #2	Hearing Conservation	11:15 - 12:15 pm
7/11/14	5	Township of Bordentown	PPE	1:00 - 3:00 pm
7/18/14	5	Township of Monroe #3	Sanitation / Recycling Safety	8:00 - 10:00 am
7/18/14	5	Township of Monroe #3	Back Safety / Material Handling	10:15 - 11:15 am
7/18/14	5	Township of Monroe #3	Confined Space Awareness	11:30 - 12:30 pm
7/24/14	5	Harrison Township Fire District	BBP	8:30 - 9:30 am
7/24/14	5	Harrison Township Fire District	Confined Space Awareness	9:45 - 10:45 am
7/25/14	5	Borough of Medford Lakes #1	Flagger / Work Zone Safety	8:30 - 12:30 pm
7/28/14	5	Borough of Magnolia	Sanitation / Recycling Safety	10:00 - 12:00 pm
7/28/14	5	Township of Winslow	Fall Protection Awareness	1:15 - 3:15 pm
8/1/14	5	Township of Bordentown	Playground Safety Inspections	1:00 - 3:00 pm
8/5/14	5	Deptford Twp MUA #1	LOTO	8:00 - 10:00 am
8/5/14	5	Deptford Twp MUA #1	Fire Safety	10:15 - 11:15 am
8/5/14	5	Deptford Twp MUA #1	Fire Extinguisher	11:15 - 12:15 pm
8/15/14	5	Township of Evesham #4	Sanitation / Recycling Safety	8:00 - 10:00 am
8/19/14	5	Borough of Collingswood	Excavation/Trenching/Shoring	8:00 - 12:00 pm
8/22/14	5	Monroe Twp. MUA #1	BBP	8:00 - 9:00 am
8/22/14	5	Monroe Twp. MUA #1	Fire Safety	9:15 - 10:15 am
8/22/14	5	Monroe Twp. MUA #1	Fire Extinguisher	10:30 - 11:30 am
8/25/14	5	Borough of Clementon #2	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
9/3/14	5	Township of Willingboro #2	DDC-6	8:00 - 2:30 pm w/lunch brk
9/5/14	5	Township of Bordentown	Seasonal (Autumn/Winter) PW Operations	12:30 - 3:30 pm
9/8/14	5	Borough of Glassboro #1	Hearing Conservation	12:00 - 1:00 pm
9/8/14	5	Borough of Glassboro #1	BBP	1:15 - 2:15 pm
9/9/14	5	Township of Delran	CSE-Permit Required w/Classroom Demo	8:00 - 12:00 pm
9/10/14	5	Evesham MUA	Jetter Safety Awareness	8:15 - 10:15 am
9/10/14	5	Evesham MUA	Jetter Safety Awareness	10:30 - 12:30 pm
9/11/14	5	Borough of Collingswood	Seasonal (Autumn/Winter) PW Operations	8:00 - 11:00 am
9/11/14	5	Borough of Collingswood	PPE	11:30 - 1:30 pm
9/12/14	5	Township of Monroe #3	CDL-Drivers Safety Regulations	8:00 - 10:00 am
9/12/14	5	Township of Monroe #3	CDL-Supervisors Reasonable Suspicion	10:15 - 12:15 pm
9/17/14	5	Pennsauken SA #2	LOTO	8:30 - 10:30 am
9/17/14	5	Pennsauken SA #2	Hearing Conservation	10:45 - 11:45 am
9/19/14	5	Township of Evesham #4	Seasonal (Autumn/Winter) PW Operations	8:30 - 11:30 am
9/23/14	5	Township of Winslow	HazMat Awareness w/HazCom GHS	8:00 - 11:00 am
9/25/14	5	Township of Delran	HazMat Awareness w/HazCom GHS	8:00 - 11:00 am
9/26/14	5	Township of Willingboro #2	Landscape Safety	8:00 - 11:00 am
9/29/14	5	Township of Tabernacle #1	Hoists, Cranes & Rigging Safety	8:30 - 10:30 am
9/29/14	5	Township of Tabernacle #1	Hearing Conservation	10:45 - 11:45 am
9/30/14	5	Township of Cherry Hill #6	Seasonal (Autumn/Winter) PW Operations	8:00 - 11:00 am



To: Safety Coordinators, Fund Commissioners, RMC's, Exec. Directors
From: Susan Kopec, Training and Administration Assistant Director
Date: July 7, 2014
Re: 2015 MSI Class Requests – TO BE SCHEDULED FOR JANUARY THROUGH DECEMBER

We are excited to present the 2015 MSI Course Catalog. Take some time to look through the Course Catalog and the new format. We hope you find the new format beneficial in planning your 2015 safety training program. We'd like to call to your attention some of the changes in the courses for 2015:

- The Fast Track to Safety Days still includes the three base classes (Bloodborne Pathogens, Fire Safety, and HazCom) but we have rotated in two new segments; Personal Protective Equipment and Safe Driving. These classes will be scheduled throughout the State to better meet the needs of our members.
- Hoist / Cranes & Rigging, Bloodborne Pathogens Train-the-Trainer, and Safety Coordinator Skills Training classes will also be scheduled on a limited basis throughout the year. Let us know if you would like to host.
- Two new classes have been added for 2015: Driving Safety Awareness & Safety Coordinator Skills Training.
- Ten classes have been updated for 2015.

Submit requests for the classes you would like to host in 2015 on the attached Class Request Form. Fax all requests to 856-552-4741 prior to **August 29, 2014**. If you are not able to host classes, no action is needed. Should you need assistance or to confirm receipt, contact Andrea Felp at 856-552-4740.

To help you decide what training is needed for your employees, visit the MEL homepage at www.njmel.org and click on the MSI symbol at the top of the page. You will find the Training Needs Assessment Guide, in a simple question and answer format. You can also review the course descriptions under the WorkPlace Colleges or review the attached Course Catalog. If you need help, please contact your Safety Consultant or the MSI Helpline.

- Host towns must guarantee and enroll a minimum of 15+ participants at least 15 working days prior to the date of the class through the MSI Learning Management System Website. You may enroll participants for any class as soon as the calendar is posted on the website in late November.
- Smaller members that do not have 15+ participants are encouraged take advantage of the "Fast Track to Safety" or partner with neighboring members.
- Host towns must provide a training room to accommodate the class. Typically, the maximum class size is 50, unless noted in the Course Catalog. Some classes require tables and chairs. Class venues should have adequate seating and parking and a *screen or blank wall suitable for projecting slides*.
- The classes will be posted on the MSI calendar and open enrollment will be accepted to supplement host town participation up to the maximum class size.

Submitting a request does not guarantee that the class will be scheduled at your location. We try to accommodate member requests by offering a wide distribution of classes throughout the State and maximizing the available resources.

The MEL Safety Institute recognizes the need to provide assistance for individuals with disabilities. If you have employees who may need special assistance such as sign interpretative services during MSI training, employers may request assistance when the courses are confirmed. The MSI will work with your municipality / entity to make reasonable accommodations for training sessions.

2015 MSI Class Request
For January 1, 2015 – December 31, 2015
All requests to host classes MUST be received by August 29, 2014

(Requests received after August 29, 2014 will be put on a waitlist for scheduling upon availability)

Member Name: _____
 (Name of Municipality, Authority, School District, County, etc)

Name of JIF: _____
 (Joint Insurance Fund)

County: _____

Requestor's Name: _____

Title: _____

Phone Number: (_____) _____

Fax Number: (_____) _____

E-mail Address: _____

Class Name	Desired Month	Other considerations <small>(Day of week, time of day preference - An attempt will be made to accommodate preferences at best we can)</small>	Number of Attendees
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In requesting a class, your Municipality, Authority, School District, County, etc will be considered the Host member. With that you are agreeing to:

- **Enroll 15+ participants at least 15 working days prior to the date of the class.** You can enroll participants for any class as soon as the calendar is posted on the MSI Learning Management System.
- **Provide a training room to accommodate the class.** Typically, the maximum class size is 50. **We ask that the facility have a screen or blank wall suitable for projecting slides and a TV and VCR available for all Driver Safety classes.** The class will appear on the MSI calendar and open enrollments will be accepted to supplement your enrollments up to the maximum class size.

Fax all requests to 856-552-4741 and call to confirm receipt at 856-552-4740.

Course Title	Course Description	Target Audience
Accident Investigation	2 hours - This course leads the student through the three step process of 1) collecting good information of the incident, 2) identifying the root cause and contributing factors and 3) creating an action plan to prevent future incidents.	Recommended upon initial assignment This course is strongly recommended for persons involved with incident investigation and analysis, including supervisors, managers and safety coordinators, accident review committee members, and those in safety leadership roles. Continuing Educational Approvals: CPWM - 2.0 Management CEU Credits Water/Wastewater - 1.5 Hrs. Safety TCH
Advanced Safety Leadership Program Limited Offering Please indicate if you would like to host this class. Dates and locations to be announced.	10 hours over 2 days - This course educates supervisors and lead employees on the most common OSHA requirements. Topics include written safety programs, Job Hazard Analysis, industrial hygiene, electrical safety, and more. Students who complete the full 10 hours will be issued an OSHA 10-Hour Outreach Card.	Recommended upon initial assignment for supervisors, managers, safety coordinators, and those in safety leadership roles. Continuing Education Approvals: CPWM - 10.0 Management CEU Credits Water/Wastewater - 10.0 Safety TCH
Asbestos, Lead and Silica Industrial Health Overview	1 hour - This course is a primer on the regulations and restrictions for workers who perform tasks that may expose them to asbestos, silica, or lead. This class does not meet OSHA Asbestos Awareness training.	Recommended upon initial assignment and refresher training as needed for employees and supervisors who perform housekeeping or maintenance in areas which may have asbestos containing materials (ACM) or presumed asbestos containing materials (PACM), and products that may contain silica or lead. Continuing Education Approvals: CPWM 1.0 Technical CEU Credits CPWM 1.0 Government CEU Credits RMC 1.0 Professional Development CEU Credits Water/Wastewater 1.0 Safety TCH
Back Safety / Material Handling <i>Also available through MSI On-line learning</i>	1 hour - This course reviews the structure of the spine and common back injury mechanisms. Students will be given the opportunity to discuss common manual labor tasks and best practices to minimize stress on the body.	Recommended upon initial assignment and refresher training as needed for employees and supervisors who are involved in manual material handling. Continuing Education Approvals: Water/Wastewater - 1.0 Safety TCH CPWM - 1.0 Technical CEU Credit
Back Safety / Patient Handling for Emergency Responders	1.5 hours - This course reviews best practices in lifting and carrying patients. Students are then led through a discussion of decision-making at the scene and the impact on the stresses on their backs, shoulders, and knees.	Recommended upon initial assignment and retraining as needed for police, fire, and emergency medical personnel.

<p>Bloodborne Pathogens</p> <p><i>Also available through MSI On-line learning and "Fast Track to Safety" days</i></p>	<p>1 hour - This course reviews the requirements of OSHA's Bloodborne Pathogen Standard and common applications to tasks performed by public employees.</p> <p>Employers will need to explain safeguards specific to the individual work places to complete annual training.</p>	<p>Required upon initial assignment and annual retraining for those employees who come into contact with blood or bodily fluids. This typically includes staff that collects trash, clean restrooms, handles raw sewage, and <u>must</u> perform first aid as part of their job duties.</p> <p>Continuing Education Approvals: CPWM - 1.0 Government CEU Credits RMC - 1.0 Professional Development Water/Wastewater - 1.0 Safety TCH</p>
<p>Bloodborne Pathogens Train-the-Trainer</p> <p>Limited Offering Please indicate if you would like to host this class. Dates and locations to be announced.</p>	<p>3 hours - This course prepares the attendee to present Bloodborne Pathogen refresher training. The class is in three sections: 1) tips for training adults 2) a review of the OSHA BBP standard 3) opportunity to monitor a practice class</p>	<p>Recommended upon initial assignment for employees and supervisors who desire to conduct annual retraining of employees</p> <p>Continuing Education Approvals: CPWM - 1.0 Technical CEU Credits Water/Wastewater - 2.5 Hrs. Safety TCH</p>
<p>CDL – Drivers' Safety Regulations</p>	<p>2 hours - Drivers and mechanics of commercial motor vehicles face significant regulations beyond those of passenger car drivers. The Federal Motor Carrier Safety Act requires employers to train Commercial Driver's License holders on the regulations concerning drug and alcohol testing, driver and vehicle disqualification, and other safety issues.</p> <p>This class will review the five types of drug and alcohol testing, medical qualification, and the effects of fatigue for drivers. Vehicle issues such as pre-trip inspection, licensing, and safe operation will also be covered.</p>	<p>Required (49 CFR Part 40) upon initial assignment and periodic retraining for drivers who hold a Commercial Drivers License (CDL).</p> <p>Also, suggested for supervisors and mechanics.</p> <p>Continuing Education Approvals: CPWM - 2.0 Government CEU Credits Water/Wastewater - 2.0 Safety TCH</p>
<p>CDL – Supervisors' Reasonable Suspicion</p> <p>UPDATED for 2015</p> <p><i>This class is workbook based and requires a classroom with tables and chairs.</i></p>	<p>2 hours - The Federal Motor Carrier Safety Act requires employers with CDL drivers to test drivers suspected of being under the influence of alcohol or drugs. Supervisors must be trained on how to detect and approach a driver suspected of being under the influence.</p> <p>This class will review the requirements of the Federal regulations, indicators of this misuse in the workplace, how to approach a driver, and the proper documentation needed.</p>	<p>Regulatory (49 CFR Part 40) for immediate supervisors of drivers with Commercial drivers License (CDL).</p> <p>Also, suggested for department heads and Human Resources / Personnel representatives</p> <p>Continuing Education Approvals: (Initial Training) CPWM- 2.0 Management CEU Credits (Initial Training) Water/Wastewater 1.5 Safety TCH</p>

<p>Coaching the Emergency Vehicle Operator (CEVO) - Police, Fire or EMS</p> <p><i>Please indicate whether you are requesting CEVO for police officers, firefighters, or ambulance drivers.</i></p>	<p>4 hours - Driving an emergency vehicle, whether it's a police car, fire truck or ambulance, is a dangerous activity. The CEVO programs are customized to each type of vehicle. The program addresses the unique hazards associated with emergency responses and the defensive measures to be used while operating these vehicles.</p> <p>The hazards include the use of emergency warning lights and sirens, along with the reactions of other drivers to the warning devices. Proper procedures and measures are presented for dealing with the various situations and conditions encountered on the road.</p>	<p>Recommended upon initial assignment and retraining as needed for police, fire, and emergency medical personnel.</p>
<p>Coaching the Maintenance Vehicle Operator (CMVO)</p>	<p>4 hours - This Coaching program is customized to address the unique hazards associated with larger maintenance vehicles, along with the safety considerations while operating these vehicles.</p> <p>These specific hazards deal directly with the large size and weight of the vehicles, traveling at slow speeds, and frequent stopping, as well as the use of warning lights and the reactions of other drivers to the warning devices. Proper procedures and measures are presented for dealing with the various situations and conditions encountered on the road.</p>	<p>Recommended upon initial assignment and retraining as needed for personnel who operate large maintenance vehicles such sweepers, dump trucks, backhoes, and front-end loaders.</p> <p>Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits CPWM 2.0 Management CEU Credits</p>
<p>Coaching the School Bus Driver</p>	<p>4 hours - Coaching The School Bus Driver encourages drivers to analyze and discuss safe driving issues, capitalizing and building on their driving experience.</p> <p>The program specifically focuses on defensive driving techniques related to school bus drivers.</p>	<p>Recommended upon initial assignment and retraining as needed for personnel who drive school buses.</p>
<p>Confined Space Awareness Training (non-entry)</p>	<p>1 hour - <u>This class is intended for workers who are not authorized to enter a confined space.</u> Confined spaces have the potential to contain hazardous atmospheres or other life threatening conditions.</p> <p>The class defines a confined space and discusses the application of the definition to typical conditions found in public work places. Students will be made aware of the potential hazards of entering a confined space.</p>	<p>Required upon initial assignment and retraining as needed for personnel who are not authorized to enter confined spaces.</p> <p><i>This class is <u>not</u> intended to train workers who enter confined spaces as part of their job duties.</i></p> <p>Continuing Education Approvals: CPWM - 1.0 Government CEU Credit CPWM - 1.0 Technical CEU Credit Water/Wastewater - 1.0 Safety TCH</p>

<p>Confined Space Entry with Equipment Demonstration in Classroom</p> <p>UPDATED for 2015</p>	<p>4 hours - A review of the OSHA standards that will have an impact on confined space entry. Discussion will include the definition of confined space, a thorough review of hazards and ways to identify and evaluate hazards, personal protective equipment, entry procedures and entry permits. Training includes an equipment demonstration.</p> <p>Host town must provide air monitoring equipment, ventilation equipment, harnesses & tripod.</p> <p>*Maximum class size is 15 students.</p>	<p>Required upon initial assignment and retraining as needed for personnel who enter non-permit or permit-required confined spaces.</p> <p><i>This class may <u>not</u> satisfy all the required training requirements of OSHA 1910.146. Additional performance and rescue operation evaluations may be required, depending on job duties of personnel who enter confined spaces.</i></p> <p>Continuing Education Approvals: CPWM - 3.5 Technical CEU Water/Wastewater - 3.5 Safety TCH</p>
<p>DDC-6 Defensive Driving</p>	<p>6 hours - This course will review the hazards encountered on the road by drivers every day, including those created by road conditions, weather, traffic, and the actions of other drivers. Defensive driving training can greatly reduce the likelihood of your drivers being involved in a collision, by providing them with the knowledge needed to recognize hazardous conditions and take actions to avoid collisions. Successful completion of this course may entitle the driver to a discount of 5% on the base rate for their liability and collision coverage's on their personal auto insurance.</p> <p>*Maximum class size is 35 students.</p>	<p>Recommended upon initial assignment and retraining as needed for personnel who drive both municipal and their own vehicles to perform work tasks.</p> <p>Continuing Education Approvals: Water/Wastewater - 5.5 Safety TCH</p>
<p>Driving Safety Awareness</p> <p>NEW for 2015</p>	<p>1.5 hours - This class orients employees who drive cars or light trucks on behalf of an employer. The tremendous loss potential of motor vehicle accidents is explained including property damage, auto liability and employee injury.</p> <p>Topics include hydroplaning, the effects of excessive speed, and inclement weather. Distracted driving, the effects of fatigue and alcohol on driver performance and the practice of defensive driving are discussed. Through class participation, the concept of reaction time and stopping distances are presented.</p>	<p>Recommended upon initial assignment and retraining as needed</p> <p>Continuing Education Approvals: <i>pending</i></p>

<p>Employee Conduct and Violence Prevention in the Workplace</p>	<p>1.5 hours - This course describes basic employee conduct in the work place. It reviews what is and is not acceptable conduct in the workplace regarding harassment and other civil rights issues. It also addresses violence in the work place. Specifically, the course describes the four types of work place violence, how to recognize the warning signs, and coping strategies including violence de-escalation methods.</p>	<p>Recommended upon initial assignment and retraining as needed</p> <p>The course is excellent training for those who deal with the public.</p> <p>Continuing Education Approvals: CPWM - 1.5 Ethics CEU Credits RMC - 1.5 Ethics CEU Credits CTC - 1.5 Ethics CEU Credits CMFO/CCFO - 1.5 Ethics CEU Credits</p>
<p>Excavation, Trenching and Shoring</p>	<p>4 hours - The types and hazards of excavation and trenches will be reviewed. Topics include an employer assigned Competent Person, soil analysis and the types and characteristics of soil. Equipment and protective systems such as trench boxes and built-in-place shoring will be discussed. This standard applies to all open excavations made in the earth's surface, including trenches that are located so as to create a hazard to unprotected employees.</p>	<p>Required upon initial assignment and retraining as needed for workers with the potential to enter excavations and trenches, including Building & Grounds, Public Works, or Water / Wastewater Utility staffs.</p> <p>Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits CPWM - 2.0 Management CEU Credits Water/Wastewater- 4.0 Safety TCH</p>
<p>Fall Protection Awareness</p>	<p>2 hours - This course discusses where fall protection is needed and presents the different options for safeguarding workers. The focus is on specific fall hazards in common operations and how employees should protect themselves from falls. The course emphasizes rules for working safely at heights and various types of fall protection systems.</p>	<p>Required upon initial assignment and retraining as needed for workers who are exposed to falls of 4 feet or more. This may include Public Works and Utilities (falls into pits).</p> <p>Continuing Education Approvals: Water/Wastewater - 2.0. Safety TCH</p>
<p>Fast Track to Safety</p> <p>Updated for 2015</p> <p>Limited Offering Please indicate if you would like to host this class. Dates and locations to be announced.</p>	<p>5 hours - Fast Track to Safety is a full day session that includes five topics created to meet many of your regulatory training needs in one day. Sessions include refresher training in BBP, Hazard Communication / RTK, Fire Safety, Personal Protective Equipment, and Safe Driving.</p> <p>Full day participation is required to receive certificate of completion.</p>	<p>Required annual retraining for Public Works, Recreation, or Utility workers who are potentially exposed to bodily fluids, chemicals, and have fire safety responsibilities</p> <p>Continuing Education Approvals: CPWM - 4.0 Technical CEU Credits Water/Wastewater - 5.0 Safety TCH</p>
<p>Fire Extinguisher Safety</p> <p>UPDATED for 2015</p>	<p>1 hour - Employers who direct employees to attempt to fight small incipient fires must provide fire extinguisher training for those designated. Topics include matching the fire extinguishers to the 5 classes of fires, the limitations of fire extinguishers, and the proper use and inspection of extinguishers.</p>	<p>Required upon initial assignment and annual refresher for Public Works, Utility and others who have been designated by the employer to use an extinguisher.</p> <p>Continuing Education Approvals: Water/Wastewater - 1.0 Safety TCH</p>

<p>Fire Safety</p> <p><i>Also available through MSI On-line learning and "Fast Track to Safety" days!</i></p>	<p>1 hour - This class discusses the fire triangle as a visual representation of control measures to prevent fires. This class will also cover worker's responses to fire and other workplace emergencies. Employers will need to explain safeguards specific to the individual work places.</p>	<p>Required for all workers upon initial assignment and annual refresher Training must reflect only the duties and responsibilities of the employee.</p> <p>Continuing Education Approvals: Water/Wastewater - 1.0 Safety TCH</p>
<p>Flagger and Work Zone Safety</p> <p><i>This class is workbook based and requires a classroom with tables and chairs.</i></p>	<p>4 hours - Students will review the requirements of the Manual on Uniform Traffic Control Devices and discuss how the requirements impact work zones that occur on or near roadways. Various scenarios will be discussed along with the proper traffic control measures for each situation.</p> <p>*Maximum class size is 20 students.</p>	<p>Required upon initial assignment and retraining as needed for workers who plan, set-up, or work within roadway work zones.</p> <p>Continuing Education Approvals: CPWM - 2.0 Technical & 2 Management. CEU Credits Water/Wastewater - 2.0 Safety TCH</p>
<p>Forklift Operator Evaluation Train-the-Trainer</p>	<p>3 hours - Employers must certify their forklift operators. This class will prepare experienced forklift operators to conduct forklift training and re-certification for their forklift operators. Attendees will be provided with course materials necessary to run a class and document performance.</p> <p>Host town must provide forklift and one to three operators.</p>	<p>Required upon initial assignment and retraining every three years for workers who operate forklifts and other powered industrial trucks.</p>
<p>Hazard Communication / Globally Harmonized System (GHS)</p> <p><i>Also available through MSI On-line learning and "Fast Track to Safety" days!</i></p>	<p>1.5 hours - This course will meet the general training requirements for RTK, HazCom and GHS. Content includes understanding labels, using safety data sheets and basic chemical terminology. The rights and responsibilities of employees are also reviewed. Employers will need to explain safeguards specific to the individual work places. Employees must have been trained in the new GHS regulation by December 2013.</p>	<p>Required upon initial assignment and retraining every second year for workers who work with chemicals as part of their work assignments.</p> <p>Continuing Education Approvals: CPWM - 1.0 Technical CEU Credits CPWM - 1.0 Governmental CEU Credits Water/Wastewater – 1.5 Safety TCH</p>
<p>HazMat Awareness with Hazard Communication / Globally Harmonized System (GHS)</p> <p>UPDATED for 2015</p>	<p>3 hours - This is a chemical safety course for employees who work with hazardous chemicals in their work place (HazCom), and may also discover or respond to chemical emergencies outside of their workplace (HazMat).</p> <p>This course reviews the definition of hazardous substances, the risks associated with them in the workplace and at an incident. Training will cover recognition and identification of hazardous substances in an emergency, the role of the first responder, & HazCom / GHS / Right to Know rules.</p>	<p>Required for all workers upon initial assignment and annual refresher for employees who can be reasonably expected to discover a chemical release and those who respond to chemical releases in a supporting role. This typically includes employees of Public Works, Utilities, Police, and EMS.</p> <p>Continuing Education Approvals: CPWM - 3.0 Technical CEU Credits Water/Wastewater - 3 Safety TCH</p>

<p>Hazard Identification - Making Your Observations Count</p>	<p>2 hours - Department supervisors have the responsibility of monitoring the actions of their employees and work places for hazards that may cause injury or harm.</p> <p>This program discusses the self-evaluation process of work places for common hazards created by the building, machinery or processes, and employee activities. The class will also provide an overview of the job-site observation process and a review of the forms used to document observations and to record the corrective actions identified.</p>	<p>Recommended upon initial assignment and retraining as needed for employees who conduct facility inspections or Job Site Observations for their department or agency</p> <p>Continuing Education Approvals: CPWM - 1.0. Technical CEU Credits CPWM - 1.0 Management CEU Credits Water/Wastewater - 1.5 Safety TCH RMC - 2.0 Professional Development CEU Credits</p>
<p>Hearing Conservation</p>	<p>1 hour - The Hearing Protection Standard will be reviewed, along with specific examples of what constitutes excessive noise exposures. Various types of hearing protective devices will be discussed, along with the advantages and disadvantages of each.</p>	<p>Required for all workers upon initial assignment and annual refresher for employees who are part of the employer's Hearing Conservation Program.</p> <p>Recommended for employees who are exposed to loud noises, but not in the Hearing Conservation Program.</p> <p>Continuing Education Approvals: CPWM - 1.0 Government CEU Credits CPWM - 1.0 Technical CEU Credit Water/Wastewater - 1.0 Safety TCH</p>
<p>Heavy Equipment Safety</p>	<p>3 hours - The operation of dump trucks, loaders, backhoes, bucket trucks and other specialized equipment is a hazardous exposure for municipalities and public authorities. This program will provide the attendees with the knowledge and skills needed to effectively understand the safe and effective operation of specialized equipment in the workplace, the proper use of the equipment, vehicle capacities and limitations, and procedures for safe operation.</p>	<p>Recommended upon initial assignment and retraining as needed for employees who operate construction and maintenance vehicles.</p> <p>Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits CPWM - 1.0 Governmental CEU Credits Water/Wastewater - 3.0 Safety TCH</p>
<p>Hoists, Cranes and Rigging</p> <p>Limited Offering Please indicate if you would like to host this class. Dates and locations to be announced.</p>	<p>2 hours - Moving heavy objects requires knowledge of hoisting and rigging basics. This session will cover DOT regulations on hoist equipment, sling types, and inspection. Basic rigging techniques will be discussed with emphasis on operations such as moving pipe, moving road plates and lifting large or bulky equipment such as pumps and hydrants.</p>	<p>Required for all workers upon initial assignment and refresher training every 3 years for employees who use auto cranes, chain hoists, and similar lifting equipment.</p> <p>Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits Water/Wastewater - 2.0 Safety TCH</p>

Housing Authority Safety Awareness Training for Facility Maintenance Personnel	3 hours - This class provides students with a discussion of the hazards and hazard control tactics associated with general housing maintenance, grounds keeping (from lawn maintenance to snow removal) and custodial tasks. The core class covers the fundamentals of Machinery, Tools and Equipment, Back Care and Safe Lifting, Slips and Falls, HazCom, Fire Safety and Blood Borne Pathogens. Additional classes may be needed for those whose work involves potential asbestos contact, electrical safety, Lock Out Tag Out and Confined Space Entry.	Required for all workers upon initial assignment and annual refresher for employees who are potentially exposed to blood or bodily fluids and hazardous chemicals and who play a role in the employer's fire prevention, LOTO, or confined space programs. Continuing Education Approvals: CPWM - 3.0 Technical CEU Credits Water/Wastewater - 3.0 Safety TCH
Housing Authority Sensibility #1 - Employee Conduct and Violence in the Workplace	1.5 hours - In the first of a three part series on workplace violence, conflict resolution and stress management, this 90 minute course covers acceptable conduct in the workplace regarding sexual harassment and other civil rights issues. It also addresses violence in the work place. Specifically, the course describes the four types of work place violence, how to recognize the warning signs of violence and coping strategies including violence de-escalation methods.	Recommended upon initial assignment and retraining as needed The course is excellent for those who deal with the public.
Housing Authority Sensibility #2 - Conflict Resolution	2 hours - In this course you will learn strategies for effectively resolving typical conflict situations you encounter on and off the job. Students will learn steps to de-escalate and resolve conflict, as well as how to use skills such as assertiveness and listening effectively. This course is interactive and there are skill building exercises included.	Recommended upon initial assignment and retraining as needed The course is excellent for those who deal with the public.
Housing Authority Sensibility #3 - Stress and Stress Management	1 hour - This course presents an overview of the types of stress that we face at home and at work. This class gives advice on how to deal with stress in today's high speed world. This course is interactive and participants will have hands on experience in stress reduction techniques. *Maximum 35 Attendees	Recommended upon initial assignment and retraining as needed
Jetter / Vacuum Safety Awareness	2 hours - The general hazards of working in and around wastewater and sewage will be reviewed. The hazards created by operating vacuum, jetting and rodding equipment will be discussed, as well as the safety considerations for each.	Recommended upon initial assignment and retraining as needed for employees who use vacuum, jetting, or rodding equipment as part of their job duties. Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits Water/Wastewater - 2.0 Safety TCH

Ladder Safety / Walking & Working Surfaces	2 hours - The objectives of the course are to familiarize participants with OSHA walking / working surface requirements. Requirements include how to safeguard openings and slip-fall prevention from walking areas such as stairs and skylights. The course shows the various types of ladders and scaffolds, and how to use them safely.	Recommended upon initial assignment and retraining as needed for employees who use ladders and portable scaffolds Continuing Education Approvals: Water/Wastewater - 2.0 Safety TCH
Landscape Safety	3 hours - This course covers several of the most commonly used landscape equipment; mowers and tractors, chainsaws, chippers, stump grinders, and utility vehicles. The course objective is to present the safety considerations for landscape equipment, processes, and chemicals.	Recommended upon initial assignment and retraining as needed for employees who operate landscape equipment. This may include employees of Public Works, Building & Grounds, and Utilities. Continuing Education Approvals: CPWM 2.0 Technical CEU Credits Water/Wastewater - 2.0 Safety TCH
Leaf Collection Safety Awareness	1.5 hours - A review of the hazards of collecting leaves, including working on roadways, noise, moving machinery, and muscle strains. The class covers various methods of leaf pick-up, including leaf vacuums, claw attachments, and bagged leaf collections. Students will review safeguards for each method.	Recommended upon initial assignment and retraining as needed for employees who collect leaves on roadways. This may include employees of Public Works, and Building & Ground. Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits Wastewater - 2.0 Safety TCH
Lock Out / Tag Out (Control of Hazardous Energy)	2 hours - The OSHA standard and the need to identify various types of energy, as well as the need to develop detailed shutdown and lockout procedures for each piece of equipment will be reviewed. The proper procedures for a safe and orderly shutdown, lockout, and restoration, examples of safety measures and the various types of lockout devices will also be discussed. This class will also review the basics of electrical safety and the hazards associated with electrical and other energy sources.	Required upon initial assignment and retraining as needed for workers who participate in the employer's Lock Out / Tag Out Program Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits Water/Wastewater - 2.0 Safety TCH
Office Safety <i>Also available through MSI On-line learning</i>	2 hours - This course will review the main hazards that are faced in the office setting such as electrical hazards, workstation ergonomics, slips/trips & falls, emergencies and hazard communication as it pertains to office environments.	Recommended upon initial assignment and retraining as needed for employees who work in office settings. Continuing Education Approvals: Water/Wastewater - 2.0 Safety TCH
Personal Protective Equipment UPDATED for 2015 <i>Also available through "Fast Track to Safety" days</i>	2 hours - The OSHA assessment process to identify the hazards associated with each type job or task will be reviewed to identify the need for PPE, and determine the type of PPE needed. Various types of PPE will be discussed to show the wide variety of PPE on the market, and how to choose the appropriate style for protection.	Recommended upon initial assignment and retraining as needed for supervisors and employees who use or specify PPE Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits Water/Wastewater - 2.0 Safety TCH

<p>Playground Safety Inspections</p> <p>UPDATED for 2015</p>	<p>2 hours - This class provides attendees with a survey of the playground environment, types of injuries, the nomenclature of the individual pieces of equipment and the application of the inspection criteria. Many photos illustrate the concerns or provide illustration of the criteria. Includes a brief description of the test kit tools and recommended action plan for compliance with NJ playground regulations.</p>	<p>Recommended upon initial assignment and retraining as needed for employees who inspect, maintain or repair public playgrounds.</p> <p>Continuing Education Approvals: CPWM - 2.0 Technical CEU Credit</p>
<p>Safety Committee Best Practices</p> <p>UPDATED for 2015</p>	<p>1.5 hours - The foundation of an effective safety program is involvement of both management and employees in an effective safety committee.</p> <p>This program will present the steps to develop and run an effective safety committee. Topics will include: designing and planning your committee, choosing members for your committee, the role of the committee members, effective meeting strategies, and establishing goals and objectives for the safety committee.</p>	<p>Recommended upon initial assignment to a Safety Committee</p> <p>Continuing Education Approvals: CPWM - 1.5 Management CEU Credits RMC – 1.5 Professional Development CEU Credits Water/Wastewater - 1.5 Safety TCH</p>
<p>Safety Coordinators' Skills Training</p> <p>NEW for 2015</p> <p>Limited Offering Please indicate if you would like to host this class. Dates and locations to be announced.</p>	<p>6 hours - This is a nuts and bolts primer for new Safety Coordinators, or experienced coordinators who wish to refresh their skills. Topics include: 1) team building and holding effective meetings, 2) conducting Job Site Observations and facility inspections, 3) accessing the MSI and other training resources, and 4) coordinating an accident / injury investigation process. Attendees will leave with a strong understanding of the MEL / JIF system and how each entity's safety program fits into the system.</p>	<p>Recommended upon initial assignment</p> <p>Continuing Education Approvals: <i>pending</i></p>
<p>Sanitation and Recycling Safety</p>	<p>2 hours - This course will discuss various topics relating to Sanitation Safety for solid waste and recyclable collection crews including the review of appropriate personal protective equipment, safe operating procedures, proper lifting techniques, proper driving techniques, rider positions, effective route layout and relevant provisions of the MUTCD pertaining to traffic safety.</p>	<p>Recommended upon initial assignment and retraining as needed for employees who collect solid waste (trash or recycling) on community streets.</p> <p>Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits</p>
<p>Schools: Chemical Lab Safety for Science Teachers</p>	<p>1 hour - This program focuses on the exposures to both teachers and students from work in chemistry labs.</p> <p>Topics include a review of chemical safety, available emergency equipment such as showers, appropriate personal protective equipment, effective experiment planning and the vital importance of prudent chemical storage.</p>	<p>Required for all workers upon initial assignment and annual refresher for employees who are potentially exposed to blood or bodily fluids and hazardous chemicals and who play a role in the employer's fire prevention, LOTO, or confined space programs.</p>

<p>Schools: Safety Awareness Training for School Custodians / Facilities Management</p>	<p>3 hours - This class provides attendees with a discussion of the hazards and hazard control tactics associated with general school maintenance, grounds keeping (from lawn maintenance to snow removal) and custodial tasks. The core class covers the fundamentals of Machinery, Tools and Equipment, Back Care and Safe Lifting, Slips and Falls, HazCom, Fire Safety and Blood Borne Pathogens. Additional classes may be needed for those whose work involves potential asbestos contact, electrical safety, Lock Out Tag Out and Confined Space Entry.</p>	<p>Required for all workers upon initial assignment and annual refresher for employees who are potentially exposed to blood or bodily fluids and hazardous chemicals and who play a role in the employer's fire prevention, LOTO, or confined space programs.</p> <p>Continuing Education Approvals: CPWM - 3.0 Technical CEU Credits Water/Wastewater - 3.0 Safety TCH</p>
<p>Seasonal (Autumn/Winter) Public Works Operations</p> <p>UPDATED for 2015</p> <p><i>(Combined Leaf Vacuum and Snow Plow Safety)</i></p>	<p>3 hours - This course will discuss various topics related to both leaf collection and snow plowing. They are combined in this single class to encourage participation by both employees and supervisors.</p> <p>Topics include fatigue, noise, and hazards of machinery. Main topics including the review of: safe operating procedures, ergonomic considerations, proper driving techniques, review of the various types of equipment, appropriate personal protective equipment, effective route layout and relevant provisions of the MUTCD pertaining to mobile work zones.</p>	<p>Recommended upon initial assignment and retraining as needed for employees who operate both leaf vacuums and snow plows.</p> <p>Continuing Education Approvals: CPWM - 3.0 Technical CEU Credits Water/Wastewater - 3.0 Safety TCH</p>
<p>Seasonal (Summer) Employee Orientation</p>	<p>4 hours - This class is for seasonal/part-time workers employed by municipalities. Also good for supervisors responsible for training seasonal/ part time workers.</p> <p>Class will cover the exposures that employees may encounter, including an overview of outdoor safety, youth employment rules, heat stress, PPE, HazCom, bloodborne pathogens and employment practices. The presentation will also include videos on the various topics.</p>	<p>Recommended upon initial assignment for new or returning seasonal employees.</p>
<p>Shop and Tool Safety</p>	<p>1 hour - The OSHA standard relating to machine guarding will be reviewed. The emphasis of the class is on the safe use of common hand and power tools, ranging from chisels to circular saws to jack hammers.</p>	<p>Recommended upon initial assignment and retraining as needed for employees who use hand & power tools.</p> <p>Continuing Education Approvals: CPWM - 1.0 Technical CEU Credit Water/Wastewater - 1.0 Safety TCH</p>

<p>Snow Plow / Snow Removal Safety</p>	<p>2 hours - The hazards of icy road surfaces, low visibility and objects being obstructed by snow can create a hazardous situation for the operators of snow plows.</p> <p>This program will review the hazards associated with the operation of snowplows, snow blowers and shoveling snow. Proper planning and safety measures are presented in this program.</p>	<p>Recommended upon initial assignment and retraining as needed for supervisors and employees who plow snow on city streets</p> <p>Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits Water/Wastewater - 2.0 Safety TCH</p>
<p>Special Event Management</p> <p>UPDATED for 2015</p>	<p>2 hours - This presentation will focus on issues and exposures created by special events. Proper planning procedures will be reviewed, and many hazard and liability considerations will be discussed.</p> <p>The goal of the program will be to allow the attendees to coordinate the planning process and preparations for special events.</p>	<p>Recommended upon initial assignment and retraining as needed for employees who plan special events.</p> <p>Continuing Education Approvals: CPWM - 2.0 Management CEU Credits RMC - 2.0 Professional Development CEU Credits Wastewater - 2.0 Safety TCH</p>
<p>Toolbox Talk Essentials</p> <p>UPDATED for 2015</p>	<p>1.5 hours - For staff members who present tool box talks as part of their department safety training program.</p>	<p>Suggested for safety coordinators, supervisors, managers and those in safety leadership roles.</p> <p>Continuing Education Approvals: CPWM - 1 Management CEU Credit Water/Wastewater -1.0 Safety TCH</p>
<p>Traffic Control for Emergency Responders</p>	<p>2 hours - The course will review the requirements of the Manual for Uniform Traffic Devices and discusses requirements for controlling traffic at emergency incidents such as MVC, vehicle fires, or natural and manmade disasters. Various scenarios will be discussed.</p>	<p>Required upon initial assignment and retraining as needed for Police, Fire, and EMS responders who plan, set-up, or work within roadway work zones during emergency incidents.</p>

Online Courses

Course Title	Course Description	Target Audience
Back Safety / Material Handling	0.5 hour - This course reviews the structure of the back and common mechanisms of injuries to the back. Course discusses common manual labor tasks and best practices to minimize stress on the body.	Recommended upon initial assignment and retraining as needed for personnel who manually lift and carry large or heavy objects
Bloodborne Pathogens	0.5 hour - This course reviews the requirements of OSHA's Bloodborne Pathogen Standard and common applications to tasks performed by public employees. Employers will need to explain safeguards specific to the individual work places to complete annual training.	Required upon initial assignment and annual refresher for employees who have an anticipated exposure to bodily fluids
Crossing Guard Training	0.5 hour - Street Smart is Street Safe discusses the basic principles School Crossing Guards need to protect children and themselves. The program is designed to be a part of an initial training program as well as a refresher course for experienced crossing guards.	Required upon initial assignment and annual refresher for School Crossing Guards.
Crush Zone Training	0.5 hour - Too many accidents involve workers who are caught between moving and stationary objects. The results have been devastating. This course will raise awareness about some of the most common 'Crush Zone' hazards faced by public employees.	Recommended upon initial assignment and retraining as needed for personnel who work around moving machinery or vehicles
Driving – Emergencies & Natural Disasters	0.5 hour - In this course, host and cartoonist Bruce Blitz will expose the participant to a variety of potentially dangerous situations while offering insights that just might save your life when driving in an emergency or natural disaster	Recommended upon initial assignment and retraining as needed for personnel who drive both municipal and their own vehicles to perform work tasks.
Driving – Urban Driving	0.5 hour - Join host Bruce Blitz as he "draws" you into an entertaining and educational look at driving in the urban environment. Topics include following distances and distracted driving.	Recommended upon initial assignment and retraining as needed for personnel who drive both municipal and their own vehicles to perform work tasks.
Fire Safety	0.5 hour - This class discusses common control measures to prevent fires and worker's responses to fire and other workplace emergencies. Employers will need to explain safeguards specific to the individual work places to fulfill training requirements.	Required upon initial assignment and annual refresher for all employees.

Hazard Communication / Globally Harmonized System (GHS)	<p>0.5 hour - This course will meet the general training requirements for RTK, HazCom and GHS. Content includes understanding labels, using safety data sheets and basic chemical terminology. The rights and responsibilities of employees are also reviewed. Every employee must have been trained in the new GHS regulation by December 2013.</p> <p>Employers will need to explain safeguards specific to the individual work places.</p>	Required upon initial assignment and retraining every second year for workers who work with chemicals as part of their work assignments.
New Employee Safety Orientation, Part 1	<p>0.5 hour - This program discusses our commitment to the health and safety of all employees and the public served by local government. The presentation details the core values of trust, care, knowledge and communication as well as our no tolerance policy towards harassment and discrimination.</p>	Recommended upon initial assignment for new or seasonal employees.
New Employee Safety Orientation, Part 2	<p>0.5 hour - This program continues the discussion in Part 1 about the health and safety of public employees. In this presentation, employees are introduced to safety guidelines for working around blood, chemicals, and machinery. The course also includes safety lessons on two of the most common injuries to municipal employees, strains to the back and slip-trip.</p>	Recommended upon initial assignment for new or seasonal employees.
Office Safety	<p>0.5 hour - This course will review the main hazards that are faced in the office setting such as electrical hazards, workstation set up and design, slips/trips & falls, emergencies and hazard communication as it pertains to office environments</p>	Recommended upon initial assignment and retraining as needed for employees who work in office settings.

CEU's for Certified Publics Works Managers			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Accident Investigation	2 / M	HazCom with Globally Harmonized System	1 / T,G
Advanced Safety Leadership	10 / M	Hazardous Materials Awareness w/ HazCom Refresher	3 / T
Asbestos, Lead & Silica Industrial Health Overview	1 / T,G	Hazardous Materials Awareness w/ HazCom & 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
Flagger / Workzone Safety	2 / T,M	Seasonal Public Works Operations	3 / T
HazCom / RTK (Initial)	2 / T	Toolbox Talks	1 / M
CEU's for Registered Municipal Clerks			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Asbestos, Lead & Silica Industrial Health Overview	1 / P	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	HazCom / RTK (Refresher)	1 / S
Advanced Safety Leadership	10 / S	HazCom with Globally Harmonized System	2 / S
Asbestos, Lead & Silica Industrial Health Overview	1 / S	Hazardous Materials Awareness w/ HazCom Refresher	3 / S
Back Safety / Material Handling	1 / S	Hazardous Materials Awareness w/ HazCom & 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
Flagger / Workzone Safety	2 / S	Toolbox Talks	1 / S
HazCom / RTK (Initial)	2 / S		
*** Category			
E- Ethics			
T- Technical			
G- Governmental			
S- Safety			
P- Professional Development			
M- Management			

Fast Track to Safety

2014 "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 2014 "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
 - ❖ Lock Out / Tag Out
- ❖ Injury Prevention Strategies

Venues & Dates

8:30 – 2:30 pm w/hour lunch break

Check website for times & locations

January

- ❖ Pitman (TRICO) – 1/17/14
- ❖ Elmwood Park (S. Bergen) – 1/23/14

February

- ❖ Mt. Olive (Morris) – 2/3/14
- ❖ Stone Harbor (Atlantic) – 2/12/14
- ❖ Cherry Hill (Camden) – 2/25/14
- ❖ Mahwah (Bergen) – 2/28/14

March

- ❖ Barnegat (Ocean) – 3/4/14
- ❖ Robbinsville (Mid-Jersey) – 3/5/14
- ❖ Washington Twp. (TRICO) – 3/6/14
- ❖ Passaic Housing Authority (NJPHA) – 3/12/14

April

- ❖ Sussex County Community College (SAIF) – 4/8/14
- ❖ Marlboro (Monmouth) – 4/21/14
- ❖ City of Burlington (NJSI) – 4/30/14

May

- ❖ Beachwood (Ocean) – 5/13/14
- ❖ Township of Nutley (Suburban Essex) – 5/15/14

June

- ❖ Old Bridge (Central) – 6/5/14
- ❖ Middletown (Monmouth) – 6/11/14
- ❖ Middle Twp. (Atlantic) – 6/19/14

August

- ❖ Clementon (Camden) – 8/25/14

September

- ❖ Bethlehem Twp. (PAIC) – 9/9/14
- ❖ Wharton (Morris) – 9/12/14
- ❖ Fairview (S. Bergen) – 9/17/14
- ❖ East Brunswick (Mid-Jersey) – 9/26/14

October

- ❖ City of Wildwood (Atlantic) – 10/1/14
- ❖ Toms River (Ocean) – 10/24/14

November

- ❖ Old Bridge (Central) – 11/6/14
- ❖ Millville (Atlantic) – 11/13/14
- ❖ Montville (Morris) – 11/19/14





Safety Director Bulletin

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

June 2014

Preventing Heat-Related Illnesses – A Team Approach

Summer in New Jersey presents many challenges; increased traffic, large numbers of visitors, and the weather. Working outdoors in high heat conditions can pose a number of hazards to workers. Even healthy adults can be affected. Last year OSHA cited and fined a national solid waste company for not having a comprehensive heat management program relating to a heat-related worker fatality in New Jersey. A coordinated team approach is the best strategy to protect workers from heat-related illnesses and injuries.

Managers and Supervisors

- Monitor the weather forecast and anticipated workload. To the extent possible, plan heaviest work early in the day when temperatures are milder. Gradually acclimatize workers to higher temperatures. Keep a closer watch of new and seasonal employees. Older persons are also more susceptible to heat illnesses.
- Talk to staff frequently about your commitment to protecting them from the dangers of over-exposure to heat and sun. Remind them of your specific expectations on especially hot and humid days. Have a program that integrates increasing levels of safeguards as the Heat Index reaches higher temperatures.
- Provide additional provisions for water, ice, shade, and other safeguards. Rotate personnel in and out of jobs with the highest heat or sun exposures. Train workers on heat illnesses and first aid measures.
- Investigate and evaluate new technologies such as cooling apparel, misters, and similar devices.

Employees

- Monitor the weather forecast. Know what to expect with regards to temperature and humidity.
- Come to work prepared. Eat a lighter than normal breakfast. Consider fruit instead of heavy breakfast sandwiches. Limit coffee and substitute juice and water. Drink water every 15 minutes, even if you are not yet thirsty.
- Dress wisely. Wear a hat and light-colored clothing of a breathable fabric, like cotton.
- Pace yourself. Work at a steady pace. Breaks should include time out of heat and direct sunlight. Find shady locations or use vehicles with air conditioning.
- Monitor yourself for signs of overexposure. Page 2 of this Bulletin discusses the signs of overexposure.

Co-workers

- Keep an eye on your teammates. Watch them for signs of overexposure. If you see something, say something to the worker or the supervisor. In extreme cases, you may have to call 9-1-1.

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.

Signs and Symptoms of Heat Illnesses

Sunburn should be avoided because it damages the skin. Although the discomfort is usually minor and healing often occurs in about a week, extensive or severe sunburn can lead to a systemic condition often referred to as sun poisoning which may require medical attention.

- Symptoms of sunburn are well known: the skin becomes red, painful, and hot after sun exposure.
- Possible blistering

Treatment: Cool the skin with water or cold compresses. Do not use butter, vinegar or other home remedies. A topical analgesic may be used AFTER removing all the heat from the affected area. If blisters do form, do not break. Lightly cover them for comfort. Avoid repeated sun exposure.

Heat cramps are the first signs of heat-related illnesses. Left untreated, they can lead to heat exhaustion or heat stroke. Muscular spasms occur from dehydration or when the body loses electrolytes during profuse sweating or when inadequate electrolytes are taken into the body. Proper acclimatization is an effective prevention strategy.

- Heat cramps usually begin in the arms, legs or abdomen.

Treatment for heat cramps is to rest in a cool place, drink water or a sports drink, and stretch and gently rub the cramp. Do not massage the cramp. This can break blood vessels.

Heat exhaustion is a warning sign and prompt actions can avert a medical emergency.

- Clammy skin; pale, cold, and sweaty
- Weakness or light-headedness. Fainting is possible.
- Fast but weak pulse
- Nausea or possible vomiting

Treatment: Move the patient to a cool place. Lie down or sit in a semi-reclined position. Apply cool compresses, especially to head / neck, and then other parts of the body as possible. Sip water.

Victims should recover after 10-15 minutes of treatment. Consider calling 9-1-1 if conditions persist.

Heat stroke is serious medical emergency, and can be life-threatening if not recognized and treated quickly.

- Hot, red, and dry (or only moist) skin
- Elevated body temperature (over 103° F)
- Fast but strong pulse
- Possible semi-consciousness or unconsciousness

Treatment: call 9-1-1. The brain has lost its ability to regulate body temperature. The emergency care of heat stroke is to cool the body as quickly as possible. One of the best methods for cooling the body during a heat emergency is to wrap the patient in cool, wet sheets. Re-wet the sheets often. Do not give anything to drink.

Visit the OSHA website (www.osha.gov) for additional resources. NIOSH is a second excellent resource (www.cdc.gov/niosh/). They have produced a Heat App and a Fast Fact card for employers and employees.



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					
AUGUST					
SEPT					
OCTOBER					
NOVEMBER					
DECEMBER					
TOTALS	755	\$940,409.10	\$461,292.00	\$479,117.10	50.9%

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%
TOTALS	1248	\$1,117,109.77	\$415,111.82	\$701,997.59	62.8%

2012					
	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%
TOTALS	912	\$595,576.98	\$264,048.29	\$331,528.69	55.7%
2011					
	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%
TOTALS	1586	\$1,537,629.73	\$622,565.10	\$915,064.63	59.5%



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	
August	
September	
October	
November	
December	
Totals	40
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
June - 2014**

<u>Claim Number</u>	<u>Date Of Incident</u>	<u>Department</u>	<u>Type Of Injury</u>	<u>Part Of Body Affected</u>	<u>Cause Of Injury</u>
1204187	6/2/2014	022-PUBLIC WORKS	43 - Puncture	Knee - 53	19 - Cut, Puncture, Scrape, NOC
1204313	5/29/2014	007-FIRE DEPARTMENT	52 - Strain or Tear	Abdomen Including	17 - Object Being Lifted or Handled
1205535	6/16/2014	55238-PARKS/BLDG & GRDS	10 - Contusion	Great Toe - 58	81 - Struck or Injured, NOC
1205625	6/18/2014	022-PUBLIC WORKS	36 - Infection	Hand - 35	99 - Other - Miscellaneous, NOC
1205883	6/23/2014	701-Police Department	28 - Fracture	Ankle - 55	31 - Fall, Slip or Trip, NOC
1206178	6/25/2014	022-PUBLIC WORKS	01 - No Physical Injury	Lower Arm - 33	90 - Other Than Physical Cause of Injury
1206526	6/30/2014	1602-PUBLIC WORKS	04 - Burn	Hand - 35	99 - Other - Miscellaneous, NOC



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

Provider Name	Charges	Approved	Savings	% of Savings	Specialty
PARTICIPATING					
VIRTUA HEALTH, INC.	\$ 49,852.15	\$ 13,078.39	\$ 37,177.76	75%	Hospital
MILLENNIUM SURGICALCENTER, LLC	\$ 34,132.52	\$ 6,798.75	\$ 27,333.77	80%	Ambulatory Surgical Center
ONE CALL MEDICAL, INC.	\$ 14,963.71	\$ 2,784.34	\$ 12,179.37	81%	MRI/Radiology
TOMS RIVER SURGERY CENTER	\$ 13,645.84	\$ 8,033.37	\$ 5,612.47	41%	Ambulatory Surgical Center
ORTHOPAEDICS AND SPORTS SPECIALISTS	\$ 8,707.79	\$ 3,923.41	\$ 4,784.38	55%	Ortho/Neuro
HEARTLAND REHABILITATION SERVICES	\$ 7,925.00	\$ 1,917.00	\$ 6,008.00	76%	Physical Therapy/Occupational Therapy
TOMS RIVER AMBULATORY ANESTHESIA LLC	\$ 6,515.00	\$ 1,835.00	\$ 4,680.00	72%	Anesthesia/Pain Management
IVY REHAB NETWORK, INC	\$ 6,228.00	\$ 1,195.00	\$ 5,033.00	81%	Physical Therapy/Occupational Therapy
NovaCare Rehabilitation	\$ 3,570.00	\$ 967.56	\$ 2,602.44	73%	Physical Therapy/Occupational Therapy
ORTHOPEDIC & SPINE REHABILITATION	\$ 2,950.00	\$ 450.00	\$ 2,500.00	85%	Physical Therapy/Occupational Therapy
OUT OF NETWORK					
N/A					
MCCI NEGOTIATIONS					
D ASSISTS, LLC	\$ 1,405.46	\$ 814.06	\$ 591.40	42%	Occ Med / Primary Care



**PMM JIF
Top 10 Claimants By Charges
June - 2014**

Claim #	DOL	DOB	Mechanism of Injury	Body Part	Charges	Approved	Savings
001192867	1/14/2014	1/10/1958	Getting out of truck	Multiple body parts	\$ 54,035.86	\$ 12,219.75	\$ 41,816.11
001198797	3/18/2014	7/15/1953	Throwing trash bags off truck	Shoulder	\$ 46,147.17	\$ 11,905.95	\$ 34,241.22
001160953	1/3/2013	4/3/1964	Wrestling suspect	Knee	\$ 20,640.84	\$ 10,166.69	\$ 10,474.15
001202935	5/13/2014	9/16/1975	Training with shooting target	Knee	\$ 10,967.71	\$ 1,711.85	\$ 9,255.86
001203058	5/16/2014	9/12/1976	Arresting suspect	Knee	\$ 4,718.33	\$ 2,234.43	\$ 2,483.90
001171682	4/2/2013	9/23/1973	Performing rescue drill	Back	\$ 4,624.00	\$ 1,179.44	\$ 3,444.56
001192515	1/10/2014	5/3/1983	Working MVA scene	Shoulder. Leg	\$ 3,500.00	\$ 901.00	\$ 2,599.00
001200690	3/27/2014	2/19/1975	Struggling with a suspect	Knee	\$ 3,445.00	\$ 688.25	\$ 2,756.75
001202936	5/1/2014	1/7/1975	Performing CPR	Wrist	\$ 2,830.00	\$ 1,420.00	\$ 1,410.00
001080613	4/16/2002	2/28/1949	MVA	Soft Tissue	\$ 2,390.00	\$ 2,011.93	\$ 378.07



**PMM JIF
Charges/Savings By Specialty
June - 2014**

Specialty	Charges	Approved	Savings	% of Savings
Hospital	\$ 50,367.15	\$ 13,464.64	\$ 37,306.51	74%
Ambulatory Surgical Center	\$ 47,778.36	\$ 14,832.12	\$ 32,946.24	69%
Physical Therapy/Occupational Therapy	\$ 20,673.00	\$ 4,529.56	\$ 16,143.44	78%
MRI/Radiology	\$ 14,963.71	\$ 2,784.34	\$ 12,179.37	81%
Ortho/Neuro	\$ 12,176.79	\$ 6,395.11	\$ 5,781.68	47%
Anesthesia/Pain Management	\$ 6,515.00	\$ 1,835.00	\$ 4,680.00	72%
Occ Med/Primary Care	\$ 4,468.79	\$ 2,268.07	\$ 2,200.72	49%
Home Health Care	\$ 2,240.00	\$ 1,920.00	\$ 320.00	14%
Allergy/ Immunology	\$ 570.00	\$ 303.06	\$ 266.94	47%
Physical Medicine & Rehabilitation	\$ 150.00	\$ 91.93	\$ 58.07	39%
Laboratory Services	\$ 126.28	\$ 20.21	\$ 106.07	84%
Diagnostic Radiology	\$ 41.00	\$ 30.75	\$ 10.25	25%
Durable Medical Equipment	\$ 19.71	\$ 9.02	\$ 10.69	54%
Cardiology	\$ 19.00	\$ 12.44	\$ 6.56	35%

APPENDIX I - MINUTES



**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – JUNE 23, 2014
984 TUCKERTON ROAD, MARLTON, NJ
EVESHAM TOWNSHIP
2:00 PM**

Meeting of Fund Commissioners called to order by Chair William Cromie. Open Public Meetings notice read into record.

ROLL CALL OF 2014 FUND COMMISSIONERS:

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

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 Bradford C. Stokes, Karen A. Read Rachel Chwastek
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Treasurer	Thomas Tontarski
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Attorney	Kearns, Reale & Kearns, Esquires William Kearns, Esquire
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Claims Service	Qual Lynx Tracey Loreaux
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Safety Director	J.A. Montgomery Risk Control Glenn Prince
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Managed Care Organization	QualCare Aubrie Vanduyne
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Underwriting Manager	Conner Strong & Buckelew Joseph Hrubash
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ALSO PRESENT:

Paul Thomas, Evesham Fire District

APPROVAL OF MINUTES: MAY 19, 2014 - Open & Closed Minutes.

MOTION TO APPROVE OPEN MINUTES OF MAY 19, 2014:

Moved: Commissioner Brevogel
Second: Commissioner Layne
Vote: Unanimous

CORRESPONDENCE:

NONE

EXECUTIVE DIRECTOR:

EMPLOYMENT PRACTICES LIABILITY 2014/2015 PROGRAM – Executive Director said in order to maintain current deductibles and co-payment provisions, members must update their EPL Programs and submit the checklist to the Fund office. The fund office has been months into this process and we are almost complete. The final file has been submitted to XL. All four members of this fund have submitted their checklist, we are still working with the Evesham Fire District. The Executive Director will reach out to Deputy Chief Westcott to check in on their progress and get them in compliance, which will bring the fund into 100% compliance.

AUDIT AND ACTUARIAL VALUATION YEAR-END REPORTS – Executive Director said the financial audit for the period ending December 31, 2013 was reviewed at the May meeting by Mr. Jim Miles. Approval of the report, both Resolution 14-12 and Group Affidavit must be executed.

MOTION TO APPROVE RESOLUTION 14-12 AND GROUP AFFIDAVIT

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

RESIDUAL CLAIMS FUND – The RCF met on June 4, 2014 at the Forsgate County Club in Jamesburg, NJ. Commissioner Carew’s report on the meeting is part of the Agenda. The RCF Board adopted a Resolution accepting the transfer of member JIF’s Fund Year 2010. Enclosed you will find Resolution 14-13 authorizing the transfer of the Camden JIF’s 2010 claim liabilities to the RCF.

MOTION TO APPROVE RESOLUTION 14-13 TRANSFER CLAIM LIABILITIES TO RCF

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

EJIF- The Executive Director reported that the EJIF met on June 4, 2014 at the Forsgate Country Club in Jamesburg, NJ. Commissioner Carew’s report on the meeting was included in the Agenda.

MEL JIF – The MEL met on June 4, 2014 at the Forsgate Country Club in Jamesburg, NJ. Commissioner Carew’s report on the meeting was included in the Agenda. The Executive Director reported that all the funds had authorized RFQs, as PMM will be in a little while, and all had their audits approved.

Amending the Plan of Risk Management – An amendment of the Plan is necessary reflecting final changes to the property policy. The revised plan has been sent under separate cover. The new policy limits for Cyber Liability have also been revised.

The Underwriting Manager reported that back in January the 2014 Risk Management Plan was approved, subject to final negotiations with the property insurer. The Underwriting Manager was now comfortable with the negotiated property changes and they have been finalized with the insurer. There has also been an update to the Cyber Liability policy reflecting the higher limits purchased by the JIF for 2014.

MOTION TO APPROVE RESOLUTION 14-14 AMEND PLAN OF RISK MANAGEMENT

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

2015 RENEWAL APPLICATINS – ONLINE UNDERWRITING DATABASE – Executive Director said as previously reported, the MEL contracted with Exigis to develop an online underwriting database for members and/or their risk managers to add/amend schedules online thereby eliminating the annual paper Renewal Application process. Currently, the MEL’s underwriting data is being uploaded to the online database and will be reviewed for accuracy. Seminars are being scheduled throughout the state to training Risk Management Consultants and Fund Commissioners on the new program. This seminar will be combined with the Underwriting Managers review of the 2014 property program and reporting requirement changes that will be implemented for the 2015 property program. The Executive Director strongly suggested that the person or people who will be designated as the expert in the renewal and using the software attend one of these training sessions.

The Underwriting Manager reported that the new policy form puts more emphasis on scheduling locations, so attendance of this class is very important to understand how to use the system so nothing falls through the cracks. In addition to online training, these sessions will contain a half hour session on the new items in the property policy.

2015 RFQ – Fair & Open Process – The Executive Director reported that all of the Funds professional positions are up for renewal. The fund office will advertise Request for Qualifications for professional services for the period commencing on February 1, 2015 through January 31, 2018.

MOTION TO AUTHORIZE THE FUND OFFICE TO ADVERTISE FOR PROFESSIONAL POSITIONS

Moved: Commissioner Brevogel
Second: Commissioner Layne
Vote: Unanimous

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.

Executive Director said the statutory surplus for the month of April the surplus was at \$73,760, which is down about \$80,000 from last month. This is due to the continuation of payments for claims, which was discussed last month.

Executive Director reviewed the Expected Loss Ratio Analysis and said the actuary had us targeted at 13.12% and we are at 41% which is due to the property claims from the winter.

Executive Director's Report Made Part of Minutes.

ATTORNEY: The Fund Attorney reported on two recent court decisions. Hamilton Township, Atlantic County adopted an ordinance for the licensing of rental units and were challenged by apartment houses. The argument is there is no authorization for towns to authorize rental units for longer than 175 days. It's a statute designed for the shore areas in order to do the summer rental licensing. The Fund Attorney reports this is really about code inspection and code enforcement. The other case was from Galloway Township and a request came in for a log of emails of the township clerk and the police chief. Galloway Township's response was they did not have a log of the emails, they have the emails. The request was turned down on the basis that no such document exists. The court ordered them to create the document, which is really contrary to what OPRA says. The court's reasoning was it's not that great of difficulty to create it, so it must be created. This is coming up on appeal. The Fund Attorney suggested that the Commissioners make sure their municipal attorney is aware of these current cases.

TREASURER: The Fund Treasurer reported that interest received or accrued for the period totaled \$ 1,259.50. This generated an average annual yield of .33%. However, we have an unrealized gain of \$ 580.00 adjusting the reported yield to .49% for the period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$ 1,160.00 as it relates to the market value of \$1,998,840.00 vs. the amount we have invested. Our asset portfolio with TD Wealth Management consists of 2 obligations with a maturity greater than two years. The Fund Treasurer reported subrogation receipts \$ 21,304.69 w/YTD of \$ 92,468.28 (detailed in his report), overpayment reimbursements \$ 276.99, 2014 premium assessments \$1,717,806.76. The Fund Treasurer reported 128 claim payments during the period for claims paid by the fund and claims payable by the Fund at period end in the amount of \$ 200,294.12. The Fund Treasurer reported that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$ 3,772,512.79 to a closing balance of \$5,266,567.98 showing an increase in the fund of \$ 1,494,055.19. He also reported for the Fund's consideration the Agenda includes a bills list for \$254,313.77.

Payment Of June 2014 Vouchers Resolution 14-15

Fund Year 2014	\$254,313.77
Total	\$254,313.77

MOTION TO APPROVE RESOLUTION 14-15 VOUCHER LIST FOR THE MONTH OF JUNE AS SUBMITTED

Motion: Commissioner Brevogel
Second: Commissioner Layne
Vote: 3 Ayes – 0 Nays

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER REPORT: Underwriting Manager's report listed 2 certificates issued for the period 04/22/14 to 05/19/14 included in the agenda for review.

SAFETY DIRECTOR:

REPORT: Safety Director reviewed the Safety Director report and pointed out the list of training available through the months of June, July and August. Included in his report was the dates of the Fast Track to Safety Training, held annually. The Safety Director also reported on the newly made available online course, "Attention & Distraction" driver training, from Safety National. He also informed the members of increased activity from the state, citing that Evesham received two visits, regarding Right to Know and a PEOSH inspection at DPW facilities. The Safety Director advised that the members be vigilant and compliant about their facilities, and feel free to contact the Safety Director with any questions or concerns.

Monthly Activity Report/Agenda Made Part of Minutes.

MANAGED CARE:

REPORT: April report included for information. Report indicated 104 bills in the month of May totaling \$91,883.52. \$51,015.43 was approved for a savings of \$40,868.09 which is 44.5% savings. There were also 6 new injuries in the month of May. April asked if there were any questions and concluded her report.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: Claims Manager's said her report was for closed session to discuss four payment authorization requests.

Report Part of Minutes.

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

Moved: Commissioner Brevogel
Second: Commissioner Layne
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Moved: Chairman Brevogel
Second: Commissioner Layne
Vote: Unanimous

MOTION TO APPROVE CLAIM PAYMENTS FOR MAY AS DISCUSSED IN EXECUTIVE SESSION AND REAFFIRMING THE APPROVAL OF APRIL CLAIM PAYMENTS:

Moved: Commissioner Brevogel
Second: Commissioner Layne
Roll Call Vote: 3 Ayes – 0 Nays

OLD BUSINESS:

NONE

NEW BUSINESS: Mr. Brevogel reported that Willingboro’s Director of Public Safety had asked the following question be posed at this meeting. The Director of Public Safety has been receiving information about police officers wearing audible devices when they approach a person. They currently have a camera that comes on when they stop the car. The Director of Public Safety would like to know what the experience has been with other police departments as far as reducing their liability in legal cases.

A discussion ensued that the audible devices, in their limited availability, have been beneficial for the police departments, as it avoids he said/she said arguments. The Fund Attorney mentioned a particular incident where a father came in livid that his daughter had been arrested. The father was shown the tape, end of claim.

PUBLIC COMMENT:

NONE

MOTION TO ADJOURN MEETING:

Moved: Commissioner Brevogel
Second: Commissioner Layne
Vote: Unanimous

MEETING ADJOURNED: 2:48pm

NEXT REGULAR MEETING: July 28, 2014

Evesham Township 2:00PM

Karen A. Read, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY