

PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

MAY 18, 2015

**MOORESTOWN TOWN HALL
111 WEST 2ND STREET
MOORESTOWN, NJ 08057**

&

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

Toll Free Number 1-866-921-5493

Participant Passcode 7269691#

1:00 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: MAY 18, 2015
MOORESTOWN TOWNSHIP**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ROLL CALL OF 2015 COMMISSIONERS**
- APPROVAL OF MINUTES:** March 23, 2015 Open MinutesAppendix I
March 23, 2015 Closed Minutes..... **To be distributed**

- CORRESPONDENCE – NONE**

REPORTS

- EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA Risk Management Services**
.Executive Director's ReportPage 1
- ATTORNEY – William J. Kearns, Esquire**
- TREASURER – Thomas Tontarski**
 - .April 2015 Voucher List - Resolution No. 15-11 Page 12
 - .May 2015 Voucher List - Resolution No. 15-12..... Page 14
 - .Treasurer’s Reports Page 16
- UNDERWRITING MANAGER – Conner Strong & Buckelew Companies, Inc.**
.Monthly Certificate Holding Report.....Page 25
- SAFETY DIRECTOR – J.A. Montgomery Risk Control**
.Monthly Report.....Page 30
- MANAGED CARE – Qual Care**
.Monthly Report.....Page 51
- 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: May 18, 2015

Memo to: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

- ❑ **Financial Plan:** The Executive Director will review a Financial Plan to address the deficit the Fund is facing.
- ❑ **PERMA Staff Announcement: (Page 9)** After 30 years of service to the MEL and its affiliated JIFs, Mary Lou Doner, Vice President of Claims, is retiring on July 1, 2015. PERMA is pleased to announce that Robyn Walcoff, Esq. will join the operation as the Vice President of Claims.
- ❑ **2014/2015 Public Officials/Elected Officials Training Seminars:** As a reminder, to supplement live presentations of this year's Elected Officials seminar, the MEL posted an online version on www.njmel.org; instructions to take the online course is enclosed. The deadline to complete the training is June 1, 2015. On line instructions are on **page 10**.
- ❑ **2016 Renewal Online Underwriting Database:** Last year the MEL contracted with Exigis to develop an underwriting database for members and/or their risk managers to add/amend schedules online thereby eliminating the annual paper Renewal Application process.

Members will receive an email when the database is set up to begin the 2016 underwriting renewal – which is expected to begin on or near June 1, 2015
- ❑ **2015 PRIMA Conference** –The JIF has authorized the attendance of Board Members at the annual risk management conference for the purpose of attending seminars. The next PRIMA convention will take place in Houston from June 7–10. Please advise the Fund office if you are interested in attending.
- ❑ **2015 Financial Disclosure Forms:** Last year, the Division of Local Government Services introduced a new online program for financial disclosure filings. Perma provided all Fund Commissioners with the PIN they need to complete their Financial Disclosure filing for the PMM JIF. Email included link to the instructions and the webpage to file your disclosure. The filing deadline was April 30th. All commissioners and professionals of the JIF completed their filing by the April 30th deadline.

- ❑ **Audit and Actuarial Valuation Year-End Reports:** The financial audit for the period ending December 31, 2014 will be ready for review and approval at the June meeting and will be filed with the Departments of Insurance and Community Affairs by the June 30th deadline.
- ❑ **League Magazine:** Enclosed on **Page 11** is the third of a series of MEL advertisements to appear in the League magazine. Each advertisement in the “Power of Collaboration” series will be different and will highlight activities of the MEL and JIFs as well as people who have rendered significant service.

Due Diligence Reports:

❑ Financial Fast Track	To be Distributed
❑ Interest Rate Summary Comparison Report	Page 3
❑ Expected Loss Ratio Analysis	Page 4
❑ Claim Activity Report	Page 5
❑ Lost Time Accident Frequency Report	Page 6
❑ 2015 EPL/POL Status	Page 7
❑ Regulatory Affairs Checklist	Page 8

PROFESSIONAL MUNICIPAL MGMT JIF						
Fixed Income Portfolio Summary and Rate Comparison						
				For Month End	3/31/2015	
					Last	This
		2012	2013	2014	Month	Month
PROFESSIONAL MUNICIPAL MGMT JIF						
Total Cash Balance (millions)		3.29	3.69	3.45	4.57	4.36
Fixed Income Portfolio TD						
Investments (millions), Book Value		1.50	2.00	2.00	2.00	2.00
Avg maturity (years)		1.84	2.99	1.99	1.83	1.75
Unrealized gain/(loss) (%)		0.08	-0.23	-0.10	0.03	0.12
Purchase/Book yield (%)		0.20	0.80	0.80	0.80	0.80
Realized gain/(loss) (%)		0.00	0.00	0.00	0.00	0.00
Total Yield (Market)		0.28	0.57	0.70	0.83	0.92
M E L PORTFOLIO						
Total Cash Balance (millions)		73.43	64.22	72.15	67.90	64.46
Fixed Income Portfolio Wells Fargo 2013-2015						
Investments (millions), Book Value		56.97	50.13	48.09	51.16	56.97
Avg maturity (years) ***		2.61	2.04	1.90	2.04	1.94
Unrealized gain/(loss) (%)		0.63	-0.30	-0.06	0.05	0.25
Purchase/Book yield (%)		0.80	0.65	0.82	0.86	0.87
Realized gain/(loss) (%)		0.00	0.00	0.00	0.00	0.00
Total Yield (Market)		1.43	0.35	0.76	0.91	1.12
COMPARATIVE RATES (%)						
Cash & Cash Equivalents						
NJ Cash Mgmt Fund *		0.06	0.06	0.69	0.07	0.07
TD Money Market		0.05	0.01	0.01	0.01	0.01
TD Bank Deposits		Unavailable **	Unavailable **	Unavailable **	Unavailable **	Unavailable **
Treasury Issues						
1 year bills		0.17	0.13	0.12	0.22	0.25
3 year notes		0.38	0.54	0.90	0.99	1.02
5 year notes		0.76	1.17	1.64	1.47	1.52
Merrill Lynch US Govt 1-3 years ^		0.51	0.37	0.63	-2.50	2.76
* Yearly data is average monthly rate.						
^Monthly data is annualized.						
**Effective 1/1/12 TD Bank is requiring a compensating balance to offset fees. The remaining funds must be in an interest bearing account in order to earn interest at the prevailing rate of .08%. Blended rate is not available at this time.						
***MEL WF uses Weighted Avg. Life which factors in the likelihood of a security being called based on the current level of interest rates.						

Professional Municipal Mgmt Joint Insurance Fund

CLAIMS MANAGEMENT REPORT

EXPECTED LOSS RATIO ANALYSIS

AS OF **April 30, 2015**

FUND YEAR 2011 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	52	MONTH	51	MONTH	40	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Apr-15		31-Mar-15		30-Apr-14	
PROPERTY	113,000	340,677	301.48%	100.00%	301.48%	100.00%	301.48%	100.00%
GEN LIABILITY	389,824	517,973	132.87%	96.51%	134.18%	96.38%	92.14%	92.48%
AUTO LIABILITY	114,480	27,824	24.30%	93.94%	24.30%	93.62%	24.30%	89.30%
WORKER'S COMP	1,236,000	1,324,041	107.12%	99.62%	107.35%	99.57%	107.27%	98.70%
TOTAL ALL LINES	1,853,305	2,210,515	119.27%	98.64%	119.70%	98.56%	110.80%	96.89%
NET PAYOUT %	\$1,935,276		104.42%					

FUND YEAR 2012 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	40	MONTH	39	MONTH	28	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Apr-15		31-Mar-15		30-Apr-14	
PROPERTY	128,985	139,213	107.93%	100.00%	107.93%	100.00%	116.92%	100.00%
GEN LIABILITY	430,777	392,658	91.15%	92.48%	86.62%	91.95%	70.34%	83.56%
AUTO LIABILITY	100,941	9,647	9.56%	89.30%	9.56%	88.81%	9.56%	81.06%
WORKER'S COMP	1,214,370	615,258	50.66%	98.70%	61.07%	98.57%	48.00%	95.79%
TOTAL ALL LINES	1,875,073	1,156,776	61.69%	96.85%	67.39%	96.62%	55.80%	92.48%
NET PAYOUT %	\$898,601		47.92%					

FUND YEAR 2013 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	28	MONTH	27	MONTH	16	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Apr-15		31-Mar-15		30-Apr-14	
PROPERTY	143,096	111,235	77.73%	100.00%	77.73%	100.00%	77.73%	96.65%
GEN LIABILITY	471,295	359,760	76.33%	83.56%	76.33%	82.70%	65.29%	67.85%
AUTO LIABILITY	89,158	31,841	35.71%	81.06%	35.71%	80.03%	53.63%	62.03%
WORKER'S COMP	1,209,207	1,425,742	117.91%	95.79%	117.93%	95.33%	111.40%	81.73%
TOTAL ALL LINES	1,912,756	1,928,577	100.83%	92.41%	100.84%	91.85%	94.83%	78.50%
NET PAYOUT %	\$1,072,555		56.07%					

FUND YEAR 2014 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	16	MONTH	15	MONTH	4	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Apr-15		31-Mar-15		30-Apr-14	
PROPERTY	184,000	158,100	85.92%	96.65%	89.67%	96.43%	61.22%	30.00%
GEN LIABILITY	473,408	311,119	65.72%	67.85%	65.70%	66.07%	6.37%	10.00%
AUTO LIABILITY	89,385	20,466	22.90%	62.03%	26.74%	59.58%	23.00%	10.00%
WORKER'S COMP	1,210,000	1,552,283	128.29%	81.73%	123.92%	78.67%	42.63%	6.00%
TOTAL ALL LINES	1,956,793	2,041,968	104.35%	78.87%	102.18%	76.42%	34.71%	9.41%
NET PAYOUT %	\$936,523		47.86%					

FUND YEAR 2015 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	4	MONTH	3	MONTH	-8	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Apr-15		31-Mar-15		30-Apr-14	
PROPERTY	191,000	70,801	37.07%	30.00%	40.99%	23.00%	N/A	N/A
GEN LIABILITY	471,685	24,520	5.20%	10.00%	4.27%	6.00%	N/A	N/A
AUTO LIABILITY	75,666	10,249	13.55%	10.00%	12.39%	6.00%	N/A	N/A
WORKER'S COMP	1,241,000	394,940	31.82%	6.00%	26.36%	3.00%	N/A	N/A
TOTAL ALL LINES	1,979,351	500,510	25.29%	9.42%	21.97%	5.76%	N/A	N/A
NET PAYOUT %	\$112,407		5.68%					

Professional Municipal Mgmt Joint Insurance Fund						
CLAIM ACTIVITY REPORT						
April 30, 2015						
COVERAGE LINE - PROPERTY						
CLAIM COUNT - OPEN CLAIMS						
Year	2011	2012	2013	2014	2015	TOTAL
March-15	0	2	0	2	3	7
April-15	0	2	0	1	4	7
NET CHGE	0	0	0	-1	1	0
Limited Reserves						\$10,810
Year	2011	2012	2013	2014	2015	TOTAL
March-15	\$0	\$2,500	\$0	\$9,272	\$78,300	\$90,072
April-15	\$0	\$2,500	\$0	\$2,372	\$70,801	\$75,673
NET CHGE	\$0	\$0	\$0	(\$6,900)	(\$7,499)	(\$14,399)
Ltd Incurred	\$340,677	\$139,213	\$111,235	\$158,100	\$70,801	\$820,026
COVERAGE LINE - GENERAL LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2011	2012	2013	2014	2015	TOTAL
March-15	4	5	10	23	35	77
April-15	4	5	10	23	29	71
NET CHGE	0	0	0	0	-6	-6
Limited Reserves						\$13,797
Year	2011	2012	2013	2014	2015	TOTAL
March-15	\$196,651	\$168,579	\$332,605	\$276,736	\$20,120	\$994,690
April-15	\$167,686	\$182,576	\$329,206	\$275,612	\$24,500	\$979,580
NET CHGE	(\$28,965)	\$13,998	(\$3,399)	(\$1,124)	\$4,380	(\$15,110)
Ltd Incurred	\$517,973	\$392,658	\$359,760	\$311,119	\$24,520	\$1,606,029
COVERAGE LINE - AUTO LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2011	2012	2013	2014	2015	TOTAL
March-15	0	0	0	3	6	9
April-15	0	0	0	1	6	7
NET CHGE	0	0	0	-2	0	-2
Limited Reserves						\$1,704
Year	2011	2012	2013	2014	2015	TOTAL
March-15	\$0	\$0	\$0	\$6,136	\$8,850	\$14,986
April-15	\$0	\$0	\$0	\$2,700	\$9,225	\$11,925
NET CHGE	\$0	\$0	\$0	(\$3,436)	\$375	(\$3,061)
Ltd Incurred	\$27,824	\$9,647	\$31,841	\$20,466	\$10,249	\$100,026
COVERAGE LINE - WORKERS COMP.						
CLAIM COUNT - OPEN CLAIMS						
Year	2011	2012	2013	2014	2015	TOTAL
March-15	7	8	25	28	32	100
April-15	7	7	24	24	34	96
NET CHGE	0	-1	-1	-4	2	-4
Limited Reserves						\$18,915
Year	2011	2012	2013	2014	2015	TOTAL
March-15	\$115,267	\$198,677	\$535,768	\$784,150	\$276,413	\$1,910,276
April-15	\$107,553	\$73,098	\$526,816	\$824,761	\$263,578	\$1,815,806
NET CHGE	(\$7,714)	(\$125,580)	(\$8,952)	\$40,611	\$7,165	(\$94,470)
Ltd Incurred	\$1,324,041	\$615,258	\$1,425,742	\$1,552,283	\$394,940	\$5,312,264
TOTAL ALL LINES COMBINED						
CLAIM COUNT - OPEN CLAIMS						
Year	2011	2012	2013	2014	2015	TOTAL
March-15	11	15	35	56	76	193
April-15	11	14	34	49	73	181
NET CHGE	0	-1	-1	-7	-3	-12
Limited Reserves						\$15,928
Year	2011	2012	2013	2014	2015	TOTAL
March-15	\$311,918	\$369,756	\$868,373	\$1,076,293	\$383,683	\$3,010,024
April-15	\$275,239	\$258,174	\$856,022	\$1,105,445	\$388,104	\$2,882,984
NET CHGE	(\$36,679)	(\$111,582)	(\$12,351)	\$29,152	\$4,421	(\$127,040)
Ltd Incurred	\$2,210,515	\$1,156,776	\$1,928,577	\$2,041,968	\$500,510	\$7,838,346

2015 LOST TIME ACCIDENT FREQUENCY ALL JIFs				
		April 30, 2015		
	2015	2014	2013	TOTAL
	LOST TIME	LOST TIME	LOST TIME	RATE *
FUND	FREQUENCY	FREQUENCY	FREQUENCY	2015 - 2013
NJ PUBLIC HOUSING	1.39	2.67	2.34	2.35
TRI-COUNTY	1.54	1.84	1.99	1.86
ATLANTIC	1.55	2.72	2.70	2.55
N.J.U.A.	1.59	2.68	2.30	2.36
CENTRAL	1.78	2.38	2.54	2.36
OCEAN	1.79	2.19	2.36	2.20
MORRIS	2.00	1.93	1.62	1.81
BURLINGTON	2.00	1.52	1.59	1.62
SUBURBAN ESSEX	2.06	2.45	2.49	2.42
SOUTH BERGEN	2.12	2.14	2.30	2.21
MONMOUTH	2.15	2.19	1.42	1.85
SUBURBAN MUNICIPAL	2.55	1.64	1.91	1.89
BERGEN	2.90	2.43	2.03	2.32
CAMDEN	2.97	1.93	1.95	2.08
PROF MUN MGMT	5.04	2.14	2.88	2.87
AVERAGE	2.23	2.19	2.16	2.18

Professional Municipal Mgmt Joint Insurance Fund										
2015 LOST TIME ACCIDENT FREQUENCY										
DATA VALUED AS OF April 30, 2015										
			# CLAIMS	Y.T.D.	2015	2014	2013			TOTAL
MEMBER_ID	MEMBER	**	FOR	LOST TIME	LOST TIME	LOST TIME	LOST TIME	MEMBER		RATE
		*	4/30/2015	ACCIDENTS	FREQUENCY	FREQUENCY	FREQUENCY			2015 - 2013
1	306 MAPLE SHADE			0	0	0.00	0.00	1 MAPLE SHADE		2.22
2	307 MOORESTOWN			0	0	0.00	1.36	2 MOORESTOWN		2.13
3	305 EVESHAM TOWNSHIP FIRE			1	1	2.82	1.83	3 EVESHAM TOWNSHIP I		1.18
4	308 WILLINGBORO			1	9	8.19	2.46	4 WILLINGBORO		3.66
5	304 EVESHAM			2	5	8.36	4.11	5 EVESHAM		3.53
Totals:				4	15	5.04	2.14			2.87

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND					
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Professional Municipal Mgmt Joint Insurance Fund					
Data Valued As of :		February 13, 2015			
Total Participating Members		5			
Complaint		4			
Percent Compliant		80.00%			
		01/01/15		2015	
		EPL		POL	
Member Name		2015 Compliant		Co-Insurance	
				01/01/15	
		Deductible		Deductible	
EVESHAM	*	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
EVESHAM TOWNSHIP FIRE DISTRICT		No	\$ 100,000	\$ 20,000	20% of 1st 2Mil/20% of 1st 250K POL
MAPLE SHADE		Yes	\$ 10,000	\$ 10,000	0%
MOORESTOWN		Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
WILLINGBORO		Yes	\$ 20,000	\$ 20,000	20% of 1st 250K

Professional Municipal Management Joint Insurance Fund
Annual Regulatory Filing Check List
Year 2015 as of May 1, 2015

<u>Item</u>	<u>Filing Status</u>
<input type="checkbox"/> 2014 Budget	Filed 3/10
<input type="checkbox"/> Assessments	Filed 3/10
<input type="checkbox"/> Actuarial Certification	To Be Filed in July
<input type="checkbox"/> Reinsurance Policies	To Be Filed in June
<input type="checkbox"/> Fund Commissioners	Filed 3/10
<input type="checkbox"/> Fund Officers	Filed 3/10
<input type="checkbox"/> Renewal Resolutions	Filed
<input type="checkbox"/> New Members	None
<input type="checkbox"/> Withdrawals	None
<input type="checkbox"/> Risk Management Plan	Filed 3/10
<input type="checkbox"/> Certification of Professional Fees	To Be Filed in May
<input type="checkbox"/> Unaudited Financials	To Be Filed in May
<input type="checkbox"/> Annual Audit	To Be Filed in July
<input type="checkbox"/> State Comptroller Audit Filing	To Be Filed in July
<input type="checkbox"/> Ethics Filing	On Line Filing

Date: May 6, 2015

To: Fund Commissioners
Municipal Excess Liability Joint Insurance Fund & Affiliated JIFs

From: Executive Director

Re: Robyn Walcoff, Esq. will assume Mary Lou Doner's responsibilities upon her retirement

As previously reported, Mary Lou Doner, Vice President of Claims is retiring on July 1st after almost 30 years service to the MEL and affiliated local JIFs. Mary Lou was one of most significant professionals in the development of the MEL and is especially well respected by both the Fund Commissioners and the other Fund Professionals. Best wishes to Mary Lou in her future endeavors. She will be missed!

We are pleased to announce that Robyn Walcoff will succeed Mary Lou Doner. Robyn has a law degree from George Washington University and over ten years of claim experience beginning with the law firm of White and Williams. From there, Robyn joined the ACE insurance company as Claims Representative specializing in reinsurance before moving over to Conner Strong & Buckelew as a Claims Consultant. In that capacity, she was responsible for public entity claims involving the County Excess Liability JIF (CEL) and is experienced in both Title 59 and New Jersey Workers' Compensation.

Please join me in welcoming Robyn to the MEL management team.



2015 Elected Officials Online Training Instructions

While we recommend that public officials attend a training class, the MEL is also making available an on-line training program for elected officials and authority commissioners to earn their \$250 training credit. Please follow the steps below to access the program. To receive credit, the program must be completed by June 1, 2015.

Step 1: Go to the MEL's website <http://njmel.org/>

Step 2: On the MEL homepage, click on the MSI logo at the top to access the MSI page.

Step 3: On the MSI page, click "MSI Login" to access the login page.

Step 4: Login to access the Welcome Page. If you have taken MSI classes in the past, enter your username and password. If you do not know your username/password, check with your Training Administrator or call the MSI Helpline listed below. If you are new, click "I am a new user." Complete the fields and you will receive a confirmation email with your username and password.

Step 5: On the Welcome Page, click on "MSI On-line Training Courses" on the lower right to access the course selection page.

Step 6: On the course selection page, click "Employment Practices Liability" on the left. Then click "enroll" on the right.

Step 7: The program will now thank you for enrolling. Hit "Click here" to go to your authorized course list.

Step 8: On your authorized course list, click "Employment Practices Liability" to access the course.

Step 9: When the course appears, click the start symbol in the middle of the screen to begin the course.

You must complete the entire program and the affidavit at the end of the program to receive credit. If you need additional assistance please call the MSI help line at **(866) 661-5120** during business hours.

The Power of Collaboration



Summer fun... summer safety.

This summer thousands of children will enjoy their days at camps run by local municipalities throughout New Jersey.

Camp counselors can now more easily prepare for the challenge — thanks to Gregory Franz, Administrator of Edgewater, a South Bergen JIF member, and Judith Leblein Josephs, City of Summit Director of Community Programs, a Suburban Municipal JIF member.

With the support of the MEL Safety Institute, Gregory and Judith led the effort to make a series of training programs for camp counselors available online — well in advance of the busy summer season. Programs cover a broad range of safety issues that counselors face every day — short, informative and easy to understand, and available on demand for a group or an individual.

All MEL member towns can take advantage of this new resource — at no charge.

For more information or to take a course, visit the MEL Safety Institute at www.njmel.org.

The power of collaboration: working together to ensure our children's safety — and a summer of fun.

THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

Committed to safety as a way of life at the workplace and in your community



NJMEL.ORG

RESOLUTION NO. 15-11

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
APRIL BILLS LIST**

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

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

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

FUND YEAR 2014

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
004799			
004799	WILLINGBORO TOWNSHIP	2014 SAFETY INCENTIVE PROGRAM AWARD	2,500.00
			2,500.00
004800			
004800	EVESHAM TOWNSHIP	2014 SAFETY INCENTIVE PROGRAM AWARD	2,500.00
			2,500.00
004801			
004801	MAPLE SHADE TOWNSHIP	2014 SAFETY INCENTIVE PROGRAM AWARD	2,500.00
			2,500.00
004802			
004802	MOORESTOWN TOWNSHIP	2014 SAFETY INCENTIVE PROGRAM AWARD	2,500.00
			2,500.00
		Total Payments FY 2014	10,000.00

FUND YEAR 2015

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
004803			
004803	MUNICIPAL EXCESS LIABILITY JIF	FAITHFUL PERFORMANCE BOND 2ND QTR 2015	894.01
			894.01
004804			
004804	MUNICIPAL EXCESS LIABILITY	MEL PROPERTY 2ND QTR 2015	56,395.21
004804	MUNICIPAL EXCESS LIABILITY	MEL 2ND QTR 2015	165,371.24
			221,766.45
004805			
004805	APEX INSURANCE SRVS c/o XL INS	TECH ERRORS&OMISSIONS 2OF2 INSTALL 2015	1,500.00
004805	APEX INSURANCE SRVS c/o XL INS	POL & EPL 2 OF 2 INSTALLMENT 2015	133,791.00
004805	APEX INSURANCE SRVS c/o XL INS	VOL EMRG SERV DIR&OFFCR 2OF2 INSTALL	730.00
			136,021.00
004806			
004806	QUAL-LYNX	CLAIMS ADMIN - 04/2015	10,663.25
			10,663.25
004807			
004807	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 04/2015	1,390.35
			1,390.35

004808				
004808	PERMA	POSTAGE FEE 03/2015		2.66
004808	PERMA	EXECUTIVE DIRECTOR FEE 04/2015		9,272.29
				9,274.95
004809				
004809	THE ACTUARIAL ADVANTAGE	ACTUARY MONTHLY FEE 04/2015		3,025.00
				3,025.00
004810				
004810	KEARNS, REALE & KEARNS	LITIGATION MANAGEMENT - 04/2015		1,355.07
004810	KEARNS, REALE & KEARNS	ATTORNEY FEE 04/2015		1,590.81
				2,945.88
004811				
004811	QUALCARE, INC.	MANAGED CARE SERVICES - 04/2015		6,660.25
				6,660.25
004812				
004812	THOMAS TONTARSKI	TREASURER FEE 04/2015		1,375.13
				1,375.13
004813				
004813	BACIO CATERING AND MARKETPLACE	REIMB FOR REFRESHMENT MTG 3/15		180.00
				180.00
004814				
004814	MUNICIPAL EXCESS LIABILITY JIF	MSI 2ND QTR 2015		3,667.50
				3,667.50
004815				
004815	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 04/2015		460.03
				460.03
		Total Payments FY 2015		398,323.80

TOTAL PAYMENTS ALL FUND YEARS \$ 408,323.80

SCOTT CAREW, 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

RESOLUTION NO. 15-12

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
MAY 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 2015

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>Invoice Amount</u>
004816			
004816	QUAL-LYNX	CLAIMS ADMIN - 05/2015	10,663.25
			10,663.25
004817			
004817	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 05/2015	1,390.35
			1,390.35
004818			
004818	PERMA	POSTAGE FEE 04/2015	5.38
004818	PERMA	EXECTIVE DIRECTOR FEE 05/2015	9,272.29
			9,277.67
004819			
004819	THE ACTUARIAL ADVANTAGE	ACTUARY MONTHLY FEE 05/2015	3,025.00
			3,025.00
004820			
004820	KEARNS, REALE & KEARNS	ELECTED OFFICIALS TRAINING 4/21/15	250.00
004820	KEARNS, REALE & KEARNS	ATTORNEY FEE 05/2015	1,590.81
004820	KEARNS, REALE & KEARNS	LITIGATION MANAGEMENT - 05/2015	1,355.07
			3,195.88
004821			
004821	QUALCARE, INC.	MANAGED CARE SERVICES - 05/2015	6,660.25
			6,660.25
004822			
004822	THOMAS TONTARSKI	TREASURER FEE 05/2015	1,375.13
			1,375.13
004823			
004823	BACIO CATERING AND MARKETPLACE	MEETING - 05/08/15	180.00
			180.00
004824			
004824	CONNELL CONSULTING LLC	PROACTIVE POLICE SV TRAINING - 4/22-24/1	200.00
			200.00
004825			
004825	ALLSTATE INFORMATION MANAGEMNT	ACCT: 413 - ACT & STOR 03/31/2015	30.24
			30.24

004826			
004826	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 05/2015	460.03
004826	CONNER STRONG & BUCKELEW	POSITION BOND - 2015	1,113.00
			1,573.03
		Total Payments FY 2015	37,570.80

TOTAL PAYMENTS ALL FUND YEARS \$ 37,570.80

SCOTT CAREW, 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

May 6, 2015

To the Members of the
Executive Board of the
Professional Municipal Management
Joint Insurance Fund

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

The statements included in this report are prepared on a “modified cash basis” and relate to financial activity through the two month period ending April 30, 2015 for Closed Fund Years 1987 to 2010, and Fund Years 2011, 2012, 2013, 2014 and 2015. The reports, where required, are presented in a manner prescribed or permitted by the Department of Insurance and the Division of Local Government Services of the Department of Community Affairs.

All statements contained in this report are subject to adjustment by annual audit.

A summary of the contents of these statements is presented below.

INVESTMENT INTEREST:

Interest received or accrued for the period totaled \$ 2,414.83. This generated an average annual yield of .34%. However, we have an unrealized net gain of \$1,200.00 adjusting the reported yield to .50% for the period. The total overview of the asset portfolio for the fund shows an overall unrealized gain of \$1,840.00 as it relates to the market value of \$2,001,840.00 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 \$36,712.49 w/YTD of \$ 42,846.25 (detailed in my report)
Overpayment Reimbursements \$ 1,127.50

CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 297 claim payments issued during the period for claims paid by the fund and claims payable by the Fund at period end in the amount of \$ 325,045.31.

Loss Payments	\$ 264,385.23
Expense Payments	\$ 35,573.02
Legal Payments	\$ 25,087.06

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 \$ 4,569,878.87 to a closing balance of \$3,834,088.19 showing a decrease in the fund of \$ 735,790.68.

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**

DATE REC'D	CREDITED TO:	FILE NUMBER	CLAIMANT NAME	COV. TYPE	FUND YEAR	AMOUNT RECEIVED	RECEIVED Y.T.D.
1/2	EVESHAM TWP.	X71495	MICHAEL CARLIN	WC	2013	73.00	
1/2	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	25.00	
1/8	WILLINGBORO TWP.	X81896	WILLINGBORO TWP.	PR	2014	1,674.72	
1/21	WILLINGBORO TWP.	X51308	BRIAN WINKLER	WC	2013	4,211.04	
TOTAL-JAN						5,983.76	
TOTAL-YTD							5,983.76
2/2	EVESHAM TWP.	X71495	DANIEL BURDETTE	WC	2013	50.00	
2/2	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	25.00	
2/18	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	25.00	
2/18	EVESHAM TWP.	X71495	MICHAEL CARLIN	WC	2013	50.00	
TOTAL-FEB						150.00	
TOTAL-YTD							6,133.76
3/2	WILLINGBORO TWP.	X97236	WILLINGBORO TWP.	PR	2014	4,002.66	
3/2	WILLINGBORO TWP.	Z02607	WILLINGBORO TWP.	PR	2014	28,094.23	
3/25	EVESHAM TWP.	X29361	CHRISTINA HOUSEAL	WC	2012	4,511.31	
TOTAL-MAR						36,608.20	
TOTAL-YTD							42,741.96
4/1	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	25.00	
4/17	EVESHAM TWP.	X71495	MICHAEL CARLIN	WC	2013	50.00	
4/23	WILLINGBORO TWP.	X55035	JAIME JIMENEZ	WC	2013	4.29	
4/17	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	25.00	
TOTAL-APR						104.29	
TOTAL-YTD							42,846.25

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

Current Fund Year: 2015 Month Ending: March	Prop	Liab	Auto	WC	0	POL/EPL	EJIF	Future	Admin	TOTAL
OPEN BALANCE	(108,823.89)	1,440,325.68	347,615.71	2,222,078.43	0.00	15.84	(9,798.08)	230,829.54	447,635.64	4,569,878.87
RECEIPTS										
Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	32,096.89	0.00	0.00	4,651.31	0.00	0.00	0.00	0.00	0.00	36,748.20
Invest Pymnts	40.17	457.28	110.36	705.47	0.00	0.01	0.02	73.89	142.11	1,529.31
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Invest	40.17	457.28	110.36	705.47	0.00	0.01	0.02	73.89	142.11	1,529.31
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	32,137.06	457.28	110.36	5,356.78	0.00	0.01	0.02	73.89	142.11	38,277.51
EXPENSES										
Claims Transfers	3,500.00	23,504.28	1,444.89	172,418.45	0.00	0.00	0.00	0.00	0.00	200,867.62
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44,330.57	44,330.57
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	3,500.00	23,504.28	1,444.89	172,418.45	0.00	0.00	0.00	0.00	44,330.57	245,198.19
END BALANCE	(80,186.83)	1,417,278.68	346,281.18	2,055,016.76	0.00	15.85	(9,798.06)	230,903.43	403,447.18	4,362,958.19
Report Month: March										
						Balance Differences				
Opening Balances:	Opening Balances are equal					\$0.00				
Imprest Transfers:	Imprest Totals are equal					\$0.00				
Investment Balances:	Investment Payment Balances are equal					\$0.00				
	Investment Adjustment Balances are equal					\$0.00				
Ending Balances:	Ending Balances are equal					\$0.00				
Accural Balances:	Accural Balances are equal					\$0.00				

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS								
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND								
ALL FUND YEARS COMBINED								
CURRENT MONTH	March							
CURRENT FUND YEAR	2015							
Description:	Instrument #1	Instr #2	Instr #3	Instr #4	Instr #5	Instr #6		
ID Number:	OPERATING	CASH MGMT	INVEST ACCT	ASSET MGR	TD CLAIMS	EXPENSE		
Maturity (Yrs)	0	0	0	0	0	0	0	
Purchase Yield:	0	0	0	0	0	0	0	
TOTAL for All Accts & instruments								
Opening Cash & Investment Balance	\$4,569,878.80	2327313.89	2559.31	188865.6	2000640	50000	500	
Opening Interest Accrual Balance	\$2,666.66	0	0	0	2666.66	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	(\$210.68)	(\$119.13)	\$0.15	(\$91.70)	\$0.00	\$0.00	\$0.00	
6 Interest Paid - Term Instr.s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
7 Unrealized Gain (Loss)	\$1,740.00	\$0.00	\$0.00	\$0.00	\$1,740.00	\$0.00	\$0.00	
8 Net Investment Income	\$2,779.32	(\$119.13)	\$0.15	(\$91.70)	\$2,990.00	\$0.00	\$0.00	
9 Deposits - Purchases	\$308,377.44	\$36,748.20	\$0.00	\$0.00	\$0.00	\$227,298.67	\$44,330.57	
10 (Withdrawals - Sales)	(\$516,827.43)	(\$271,629.24)	\$0.00	\$0.00	\$0.00	(\$200,867.62)	(\$44,330.57)	
Ending Cash & Investment Balance	\$4,362,958.13	\$2,092,313.72	\$2,559.46	\$188,773.90	\$2,002,380.00	\$76,431.05	\$500.00	
Ending Interest Accrual Balance	\$3,916.66	\$0.00	\$0.00	\$0.00	\$3,916.66	\$0.00	\$0.00	
Plus Outstanding Checks	\$46,589.95	\$0.00	\$0.00	\$0.00	\$0.00	\$46,073.44	\$516.51	
(Less Deposits in Transit)	(\$4,511.31)	(\$4,511.31)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Balance per Bank	\$4,405,036.77	\$2,087,802.41	\$2,559.46	\$188,773.90	\$2,002,380.00	\$122,504.49	\$1,016.51	

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

Month		March							
Current Fund Year		2015							
		1.	2.	3.	4.	5.	6.	7.	8.
Policy Year	Coverage	Calc. Net Paid Thru Last Month	Monthly Net Paid March	Monthly Recoveries March	Calc. Net Paid Thru March	TPA Net Paid Thru March	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
2015	Prop	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Liab	0.00	10.00	0.00	10.00	10.00	0.00	0.00	0.00
	Auto	0.00	524.17	0.00	524.17	524.17	0.00	0.00	0.00
	WC	9,799.58	40,880.40	0.00	50,679.98	50,679.98	0.00	0.00	0.00
	Total	9,799.58	41,414.57	0.00	51,214.15	51,214.15	0.00	0.00	0.00
2014	Prop	184,325.26	3,500.00	32,096.89	155,728.37	155,728.37	0.00	0.00	0.00
	Liab	33,542.58	745.27	0.00	34,287.85	34,287.85	0.00	0.00	0.00
	Auto	16,844.88	920.72	0.00	17,765.60	17,765.60	0.00	(0.00)	0.00
	WC	699,194.64	56,250.68	0.00	755,445.32	755,445.32	0.00	0.00	0.00
	Total	933,907.36	61,416.67	32,096.89	963,227.14	963,227.14	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	26,579.83	574.74	0.00	27,154.57	27,154.57	0.00	0.00	0.00
	Auto	31,840.75	0.00	0.00	31,840.75	31,840.75	0.00	0.00	0.00
	WC	883,172.21	7,251.82	140.00	890,284.03	890,284.03	(0.00)	0.00	(0.00)
	Total	1,052,827.63	7,826.56	140.00	1,060,514.19	1,060,514.19	(0.00)	0.00	(0.00)
2012	Prop	136,713.45	0.00	0.00	136,713.45	136,713.45	(0.00)	(0.00)	0.00
	Liab	187,804.46	16,774.74	0.00	204,579.20	204,579.20	(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	481,802.84	65,663.86	4,511.31	542,955.39	542,955.39	0.00	0.00	0.00
	Total	815,967.47	82,438.60	4,511.31	893,894.76	893,894.76	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	321,000.29	5,399.53	0.00	326,399.82	326,399.82	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	1,209,261.98	2,371.69	0.00	1,211,633.67	1,211,633.67	(0.00)	(0.00)	0.00
	Total	1,898,762.99	7,771.22	0.00	1,906,534.21	1,906,534.21	(0.00)	(0.00)	0.00
	TOTAL	4,711,265.03	200,867.62	36,748.20	4,875,384.45	4,875,384.45	(0.00)	(0.00)	(0.00)

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

Current Fund Year: 2015 Month Ending: April		Prop	Liab	Auto	WC	0	POL/EPL	EJIF	Future	Admin	TOTAL
OPEN BALANCE	(80,186.83)	1,417,278.68	346,281.18	2,055,016.76	0.00		15.85	(9,798.06)	230,903.43	403,447.18	4,362,958.19
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	1,091.79	0.00		0.00	0.00	0.00	0.00	1,091.79
Invest Pymnts	(13.93)	(127.44)	(31.13)	(184.78)	0.00		0.00	0.00	(20.93)	(36.27)	(414.48)
Invest Adj	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Subtotal Invest	(13.93)	(127.44)	(31.13)	(184.78)	0.00		0.00	0.00	(20.93)	(36.27)	(414.48)
Other *	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
TOTAL	(13.93)	(127.44)	(31.13)	907.01	0.00		0.00	0.00	(20.93)	(36.27)	677.31
EXPENSES											
Claims Transfers	0.00	34,017.37	500.00	86,706.14	0.00		0.00	0.00	0.00	0.00	121,223.51
Expenses	894.01	0.00	0.00	0.00	0.00		136,021.00	0.00	221,766.45	49,642.34	408,323.80
Other *	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
TOTAL	894.01	34,017.37	500.00	86,706.14	0.00		136,021.00	0.00	221,766.45	49,642.34	529,547.31
END BALANCE	(81,094.77)	1,383,133.87	345,750.05	1,969,217.63	0.00		(136,005.15)	(9,798.06)	9,116.05	353,768.57	3,834,088.19
Report Month: April											
											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

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS							
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND							
ALL FUND YEARS COMBINED							
CURRENT MONTH	April						
CURRENT FUND YEAR	2015						
Description:	Instrument #1	Instr #2	Instr #3	Instr #4	Instr #5	Instr #6	
ID Number:	OPERATING	CASH MGMN	INVEST ACCT	ASSET MGR	TD CLAIMS	EXPENSE	
Maturity (Yrs)	0	0	0	0	0	0	0
Purchase Yield:	0	0	0	0	0	0	0
TOTAL for All Accts & instruments							
Opening Cash & Investment Balance	\$4,362,958.13	2092313.72	2559.46	188773.9	2002380	76431.05	500
Opening Interest Accrual Balance	\$3,916.66	0	0	0	3916.66	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	\$125.51	\$217.15	\$0.14	(\$91.78)	\$0.00	\$0.00	\$0.00
6 Interest Paid - Term Instr.s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 Unrealized Gain (Loss)	(\$540.00)	\$0.00	\$0.00	\$0.00	(\$540.00)	\$0.00	\$0.00
8 Net Investment Income	\$835.51	\$217.15	\$0.14	(\$91.78)	\$710.00	\$0.00	\$0.00
9 Deposits - Purchases	\$557,070.15	\$27,522.84	\$0.00	\$0.00	\$0.00	\$121,223.51	\$408,323.80
10 (Withdrawals - Sales)	(\$1,085,525.67)	(\$529,547.31)	\$0.00	\$0.00	\$0.00	(\$147,654.56)	(\$408,323.80)
Ending Cash & Investment Balance	\$3,834,088.12	\$1,590,506.40	\$2,559.60	\$188,682.12	\$2,001,840.00	\$50,000.00	\$500.00
Ending Interest Accrual Balance	\$5,166.66	\$0.00	\$0.00	\$0.00	\$5,166.66	\$0.00	\$0.00
Plus Outstanding Checks	\$67,176.77	\$0.00	\$0.00	\$0.00	\$0.00	\$60,000.01	\$7,176.76
(Less Deposits in Transit)	(\$1,012.50)	(\$1,012.50)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance per Bank	\$3,900,252.39	\$1,589,493.90	\$2,559.60	\$188,682.12	\$2,001,840.00	\$110,000.01	\$7,676.76

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

Month		April							
Current Fund Year		2015							
Policy Year	Coverage	1.	2.	3.	4.	5.	6.	7.	8.
		Calc. Net Paid Thru Last Month	Monthly Net Paid April	Monthly Recoveries April	Calc. Net Paid Thru April	TPA Net Paid Thru April	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
2015	Prop	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Liab	10.00	10.00	0.00	20.00	20.00	0.00	0.00	0.00
	Auto	524.17	500.00	0.00	1,024.17	1,024.17	0.00	0.00	0.00
	WC	50,679.98	60,682.48	0.00	111,362.46	111,362.46	0.00	0.00	0.00
	Total	51,214.15	61,192.48	0.00	112,406.63	112,406.63	0.00	0.00	0.00
2014	Prop	155,728.37	0.00	0.00	155,728.37	155,728.37	0.00	0.00	0.00
	Liab	34,287.85	1,219.12	0.00	35,506.97	35,506.97	0.00	0.00	0.00
	Auto	17,765.60	0.00	0.00	17,765.60	17,765.60	0.00	0.00	0.00
	WC	755,445.32	12,230.79	0.00	767,676.11	767,676.11	0.00	0.00	0.00
	Total	963,227.14	13,449.91	0.00	976,677.05	976,677.05	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	27,154.57	3,399.13	0.00	30,553.70	30,553.70	0.00	0.00	0.00
	Auto	31,840.75	0.00	0.00	31,840.75	31,840.75	0.00	0.00	0.00
	WC	890,284.03	8,746.02	104.29	898,925.76	898,925.76	(0.00)	(0.00)	0.00
	Total	1,060,514.19	12,145.15	104.29	1,072,555.05	1,072,555.05	(0.00)	(0.00)	0.00
2012	Prop	136,713.45	0.00	0.00	136,713.45	136,713.45	(0.00)	(0.00)	0.00
	Liab	204,579.20	5,502.08	0.00	210,081.28	210,081.28	(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	542,955.39	192.12	987.50	542,160.01	542,160.01	0.00	0.00	0.00
	Total	893,894.76	5,694.20	987.50	898,601.46	898,601.46	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	326,399.82	23,887.04	0.00	350,286.86	350,286.86	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	1,211,633.67	4,854.73	0.00	1,216,488.40	1,216,488.40	(0.00)	(0.00)	0.00
	Total	1,906,534.21	28,741.77	0.00	1,935,275.98	1,935,275.98	(0.00)	(0.00)	0.00
	TOTAL	4,875,384.45	121,223.51	1,091.79	4,995,516.17	4,995,516.17	(0.00)	(0.00)	0.00

Professional Municipal Management Joint Insurance Fund Certificate Of Insurance Monthly Report

Tuesday, March 24, 2015

From 2/19/2015 To 3/23/2015

Holder (H) / Insured Name (I)	Holder / Insured Address	Holder Code	Description of Operations	Issue Date	Coverage
<u>PMM JIF</u>					
H- NJ Department of Health I- Township of Evesham	& Senior Services PO Box 712 Trenton, NJ 08625-0712 984 Tuckerton Road Marlton, NJ 08053	1460	Evidence of insurance as respects to application for NJ Medicaid payment for emergency medical services.	3/4/2015	GL EX AU WC
H- Burlington County Bd of Chosen Freeholders I- Township of Evesham	49 Rancocas Road PO Box 6000 Mt. Holly, NJ 08060 984 Tuckerton Road Marlton, NJ 08053	1471	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability & as "Mortgagee/Loss Payee" ATIMA, for Property pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty and Property Insurance Policies (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) in regard to participation in the Taste of Evesham on Sunday May 17, 2015. Does not include amusements or fireworks.	3/16/2015	GL EX AU WC
H- Burlington County Bd of Chosen Freeholders I- Township of Evesham	49 Rancocas Road PO Box 6000 Mt. Holly, NJ 08060 984 Tuckerton Road Marlton, NJ 08053	1471	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability & as "Mortgagee/Loss Payee" ATIMA, for Property pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty and Property Insurance Policies (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) in regard to participation in the Marlton Business Association Annual Expo on Saturday, May 30,2015. Rain date May 31, 2015. Does not include amusements or fireworks.	3/16/2015	GL EX AU WC
H- New Jersey Department	of Health & Senior Services Office of Emergency Medical Services PO Box 360 Trenton, NJ 08625-0360	1643	Evidence of insurance as respects to named insureds Maple Shade First Aid Squad, 44 So. Maple Ave., Maple Shade, NJ 08052.	3/10/2015	GL EX AU WC

I- Township of Maple Shade	PO Box 368 Maple Shade, NJ 08052		
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 Marlton Business Association Annual Expo on Saturday, May 30, 2015 from 7:30am to 5:30pm along Main Street. Rain date May 31, 2015. 3/4/2015 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 Taste of Evesham on Main Street between Cooper Ave. and Locust Ave., Marlton, NJ to be held on May 17, 2015 from 10:00AM to 6:00PM. 3/10/2015 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 amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) participation in the Taste of Evesham on Sun., 05/17/15. Does not include amusements or fireworks. 3/10/2015 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	Evidence of insurance as respects to the use of the parking lot at Beneficial Savings Bank located at Main Street and Cooper Ave. for the Taste of Evesham event to be held on May 17, 2015 from 10:00AM to 6:00PM. 3/10/2015 GL EX AU WC
H- Atlantic County Police I- Township of Moorestown	Training Center 5033 English Creek Ave. Egg Harbor Township, NJ 08234 111 W. Second St. Moorestown, NJ 08057	17672	Evidence of Insurance as respects police recruits attending the Atlantic County Police Training Center. 3/16/2015 GI EX
H- Beneficial Mutual Savings Bank I- Township of Evesham	Commercial Loan Department ISAOA/ATIMA 1818 Market Street Philadelphia, PA 19103 984 Tuckerton Road Marlton, NJ 08053	17764	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the 3/10/2015 GL EX AU WC

acts or omissions of the named insured) participation in the Marlton Business Assoc. Annual Expo on Sat., 05/30/15 from 7:30AM to 5:30PM along Main St. Rain date 05/31/15. Does not amusements or fireworks.

H- Beneficial Mutual Savings Bank

Commercial Loan Department ISAOA/ATIMA 1818 17764
Market Street Philadelphia, PA 19103
984 Tuckerton Road Marlton, NJ 08053

Evidence of insurance as respects to the use of the parking lot at 3/10/2015 GL EX AU WC Beneficial Savings Bank located at Main Street and Cooper Ave. for the Marlton Business Association Annual Expo on Saturday, May 30, 2015 from 7:30AM to 5:30PM. Rain date May 31, 2015.

I- Township of Evesham

Total # of Holders = 11

Professional Municipal Management Joint Insurance Fund Certificate Of Insurance Monthly Report

Thursday, April 23, 2015

From 3/24/2015 To 4/22/2015

Holder (H) / Insured Name (I)	Holder / Insured Address	Holder Code	Description of Operations	Issue Date	Coverage
<u>PMM JIF</u>					
H- Burlington County Board of Chosen Freeholders I- Township of Maple Shade	Attn: Div. of Ins. & Risk Management Room 107, P.O. 5071 Box 6000 49 Rancocas Road Southampton, NJ 08060 PO Box 368 Maple Shade, NJ 08052		Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) for Independence Day Parade held on Main St. (CR 537) on June 27, 2015. DOES NOT INCLUDE AMUSEMENTS OR FIREWORKS.	4/21/2015	GL EX AU WC
H- Maple Shade Township BOE I- Township of Maple Shade	170 Frederick Ave. Maple Shade, NJ 08052 PO Box 368 Maple Shade, NJ 08052	5096	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) use of facilities for green fair on May 2, 2015. (Steinhauer School).	4/21/2015	GL EX AU WC
H- Burlington County Board I- Township of Maple Shade	of Chosen Freeholders PO Box 6000, 49 Rancocas Rd. 5105 Southampton, NJ 08060 Attn: Insurance & Risk Management Div. PO Box 368 Maple Shade, NJ 08052		Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) for Memorial Day Parade held on Main St. (CR 537) on May 25, 2015. DOES NOT INCLUDE AMUSEMENTS OR FIREWORKS.	4/21/2015	GL EX AU WC

H- John F. Kennedy Center I- Township of Willingboro	429 John F. Kennedy Way Willingboro, NJ 08040 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	5118	Evidence of Insurance as respects to Sport Events for Delaware 3/25/2015 GL EX AU WC Valley 8th Grade Spring Football League.
H- Black Horse Pike Regional I- Township of Willingboro	School 580 Erial Road Blackwood, NJ 08012 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	9309	Evidence of Insurance as respects to Sport Events for Delaware 3/25/2015 GL EX AU WC Valley 8th Grade Spring Football League.
H- South Jersey Independent I- Township of Willingboro	Youth Football Association 6 Surrey Lane Burlington, NJ 08016 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	19002	Evidence of insurance as respects to Sports Events for Panthers 3/25/2015 GL EX AU WC Football League.
H- Paul VI High School I- Township of Willingboro	901 Hopkins Road, Ste. B Haddonfield, NJ 08033-0803 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	19283	Evidence of Insurance as respects to Sport Events for Delaware 3/25/2015 GL EX AU WC Valley 8th Grade Spring Football League.
H- Camden Catholic High School I- Township of Willingboro	300 Cuthbert Road Cherry Hill, NJ 08002-2999 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	19284	Evidence of Insurance as respects to Sport Events for Delaware 3/25/2015 GL EX AU WC Valley 8th Grade Spring Football League.

Total # of Holders = 8

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

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

Service Team

Joanne Hall, Safety Director jhall@jamontgomery.com Office: 732-736-5286 Cell: 908-278-2792	Melissa Wade, Sr. Administrative Assistant 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, Associate Public Sector Director gprince@jamontgomery.com Office: 856-552-4744 Cell: 609-238-3949

MARCH 2015 ACTIVITIES

LOSS CONTROL SERVICES

- Township of Moorestown – Conducted a DPW PEOSHA Meeting – March 11

JIF MEETINGS ATTENDED

- PMM JIF FC Meeting – March 23

SAFETY DIRECTOR'S BULLETINS & SAFETY ANNOUNCEMENTS

- Police Safety In and Around Patrol Vehicle– March 9
- MEL Media Library Updated for 2015 – March 17
- Brush Collection – March 23
- New Online Camp Counselor Training Programs – March 30

MEL VIDEO LIBRARY

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

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.

MSI TRAINING PROGRAMS

A Summer Camp announcement is attached which outlines online courses to aid in counselor training. Please note the start date of April 1st.

Listed below are upcoming MSI training programs scheduled for April, May & June 2015. **Enrollment is required for all MSI classes.** MSI classes are subject to cancellation or rescheduling at any time. **Members are reminded to log on to the www.njmel.org 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
4/7/15	5	Logan Twp. MUA #1	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm
4/7/15	5	Township of Westampton #1 (Fire Dept.)	CEVO-Fire-Evening	7:00 - 11:00 pm
4/8/15	5	Township of Florence	Leaf Collection Safety	8:30 - 10:00 am
4/8/15	5	Township of Florence	Hearing Conservation	10:15 - 11:15 am
4/10/15	5	Borough of Runnemede	PPE	8:00 - 10:00 am
4/10/15	5	Borough of Runnemede (P.D.)	Bloodborne Pathogens Train-the-Trainer	10:30 - 1:30 pm
4/13/15	5	Borough of Glassboro #1	Jetter / Vacuum Safety	9:00 - 11:00 am
4/13/15	5	Township of Voorhees #2	HazCom w/GHS	1:00 - 2:30 pm
4/14/15	5	Township of Hainesport #1	Heavy Equipment Safety	8:30 - 11:30 am
4/15/15	5	Township of Burlington #3	Landscape Safety Awareness	8:00 - 11:00 am
4/15/15	5	Township of Moorestown	Special Events Management	8:30 - 10:30 am
4/15/15	5	Township of Moorestown	Safety Committee Best Practices	10:45 - 12:15 pm
4/16/15	5	Township of Cherry Hill #6	Heavy Equipment Safety	8:00 - 11:00 am
4/16/15	5	Borough of Collingwood	Confined Space Awareness	12:30 - 1:30 pm
4/17/15	5	Borough of Clementon	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
4/17/15	5	Township of Woolwich	DDC-6	8:00 - 2:30 pm w/lunch brk
4/20/15	5	Township of Maple Shade	LOTO	8:30 - 10:30 am
4/21/15	5	Township of Florence	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
4/22/15	5	Borough of Pitman	Fast Track to Safety	9:00 - 3:00 pm w/lunch brk
4/24/15	5	Borough of Runnemede	Landscape Safety	8:00 - 11:00 am
4/27/15	5	Borough of Glassboro #1	Forklift Operator Evaluation Train-the-Trainer	9:00 - 12:00 pm
4/27/15	5	Township of Voorhees #2	Flagger / Work Zone Safety	11:00 - 3:00 pm
4/28/15	5	Township of Cherry Hill #6	Driving Safety Awareness	8:00 - 10:00 am
4/28/15	5	Township of Cherry Hill #6	CDL-Drivers Safety Regulations	10:15 - 12:15 pm
4/29/15	5	Township of Tabernacle #1	Fire Safety	8:30 - 9:30 am
4/29/15	5	Township of Tabernacle #1	Fire Extinguisher	9:45 - 10:45 am
4/29/15	5	Township of Moorestown	LOTO	8:30 - 10:30 am
4/29/15	5	Township of Moorestown	LOTO	10:45 - 12:45 pm
5/1/15	5	Borough of Medford Lakes #1	Heavy Equipment Safety	8:30 - 11:30 am
5/4/15	5	Township of Voorhees #2	Fire Safety	1:00 - 2:00 pm
5/4/15	5	Township of Voorhees #2	Fire Extinguisher	2:00 - 3:00 pm
5/5/15	5	Township of Florence	Playground Safety Inspections	8:30 - 10:30 am
5/5/15	5	Township of Florence	Shop & Tool Safety	10:45 - 11:45 am
5/5/15	5	Township of Westampton #1 (Fire Dept.)	Employee Conduct & Violence Prevention-Evening	7:30 - 9:00 pm
5/6/15	5	City of Burlington #2	HazCom w/GHS	8:00 - 9:30 am
5/6/15	5	City of Burlington #2	Confined Space Awareness	9:45 - 10:45 am
5/6/15	5	Township of Moorestown #1	Forklift-Certification	8:30 - 2:00 pm w/lunch brk
5/7/15	5	Borough of Clementon	Confined Space Awareness	8:00 - 9:00 am
5/7/15	5	Borough of Clementon	Shop & Tool Safety	9:15 - 10:15 am
5/8/15	5	Franklin Township #2 (Gloucester)	Sanitation / Recycling Safety	9:00 - 11:00 am
5/8/15	5	Borough of Pitman (Police)	CEVO-Police	9:00 - 1:00 pm

5/8/15	5	Borough of Pitman (Police)	Fire Extinguisher	1:30 - 2:30 pm
5/11/15	5	Borough of Magnolia	Fall Protection Awareness	10:00 - 12:00 pm
5/12/15	5	Township of Westampton	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
5/13/15	5	Borough of Pitman	CMVO	11:00 - 2:30 pm w/lunch brk
5/13/15	5	Township of Moorestown #1	Forklift-Certification	8:30 - 2:00 pm w/lunch brk
5/15/15	5	Borough of Collingwood	Flagger / Work Zone Safety	8:00 - 12:00 pm
5/19/15	5	Township of Waterford	PPE	8:00 - 10:00 am
5/19/15	5	Township of Waterford	Fire Extinguisher	10:15 - 11:15 am
5/19/15	5	Township of Waterford	Respiratory Protection	11:30 - 12:30 pm
5/20/15	5	Township of Burlington #3	CSE-Permit Required w/Classroom Demo	8:00 - 12:00 pm
5/21/15	5	Township of Cherry Hill #6	Employee Conduct & Violence Prevention	8:00 - 9:30 am
5/21/15	5	Township of Cherry Hill #6	Toolbox Talks Essentials	9:45 - 11:15 am
5/21/15	5	Township of Cherry Hill #6	Hazard ID: Making Your Observation Count	12:00 - 2:00 pm
5/22/15	5	Township of Evesham #4	Playground Safety Inspections	8:30 - 10:30 am
5/22/15	5	Township of Evesham #4	Hearing Conservation	10:45 - 11:45 am
5/27/15	5	Township of Moorestown	Jetter / Vacuum Safety	8:30 - 10:30 am
5/29/15	5	Borough of Collingwood	Driving Safety Awareness	8:00 - 9:30 am
5/29/15	5	Borough of Collingwood	Back Safety / Material Handling	9:45 - 10:45 am
6/2/15	5	Township of Westampton #1 (Fire Dept.)	LOTO-Evening	7:30 - 9:30 pm
6/5/15	5	Borough of Medford Lakes #1	Landscape Safety	8:00 - 11:00 am
6/5/15	5	Borough of Medford Lakes #1	Shop & Tool Safety	11:15 - 12:15 pm
6/10/15	5	Borough of Pitman	Hearing Conservation	9:30 - 10:30 am
6/10/15	5	Borough of Pitman	Heavy Equipment Safety	11:00 - 2:30 pm w/lunch brk
6/11/15	5	Township of Cherry Hill #6	Fall Protection Awareness	8:00 - 10:00 am
6/11/15	5	Township of Cherry Hill #6	Fire Safety	10:15 - 11:15 am
6/12/15	5	Franklin Township #2 (Gloucester)	Playground Safety Inspections	9:00 - 11:00 am
6/12/15	5	Franklin Township #2 (Gloucester)	Shop & Tool Safety	11:15 - 12:15 pm
6/23/15	5	Township of Winslow	CMVO	8:00 - 12:00 pm
6/26/15	5	Township of Evesham #4	CDL-Drivers Safety Regulations	8:30 - 10:30 am
6/26/15	5	Township of Evesham #4	Driving Safety Awareness	10:45 - 12:15 pm
6/29/15	5	Cherry Hill Twp. BOE #2	HazCom w/GHS	8:00 - 9:30 am
6/29/15	5	Cherry Hill Twp. BOE #2	Asbestos, Lead & Silica Health Overview	9:45 - 10:45 am
6/29/15	5	Cherry Hill Twp. BOE #2	BBP	11:00 - 12:00 pm
6/29/15	5	Cherry Hill Twp. BOE #2	Fire Extinguisher	12:30 - 1:30 pm
6/29/15	5	Cherry Hill Twp. BOE #2	Hearing Conservation	1:45 - 2:45 pm
6/30/15	5	Cherry Hill Twp. BOE #2	Landscape Safety	8:00 - 11:00 am
6/30/15	5	Cherry Hill Twp. BOE #2	LOTO	11:30 - 1:30 pm



Rutgers University Crossing Guard Training and Resources Train-the-Trainer Course

Are you currently working as a Police Traffic Safety Officer supervising School Crossing Guards?

If YES, please join us for a crossing guard training program.

TRAIN-THE-TRAINER DETAILS

When: Wednesday, May 27, 2015

Time: 8:30 a.m.– 1:00 p.m.

Where: Camden County College Regional
Emergency Training Center
420 Woodbury Turnersville Road N
Blackwood NJ 08012

About the Training:

The training will include crossing guard positioning and procedures, state and federal law and regulations, and hands-on practice to set up similar training for crossing guards in your community.

To attend or for more information, please contact Catherine Bull at 848-932-2833; catherine.bull@ejb.rutgers.edu

Registration is limited, deadline: Wednesday, May 13, 2015

for more information on Safe Routes to School visit saferoutesnj.org

This training is sponsored by NJ Department of Transportation and NJ Division of Highway Traffic Safety with funding from the Federal Highway Administration, and by the New Jersey Excess Liability Joint Insurance Fund.



RUTGERS
Edward J. Bloustein School
of Planning and Public Policy

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Contact Us: 866-661-5120



2015 MEL Media Library

100 **NEW** Titles Available!

The MEL maintains a media library of more than 800 conventional videos, 400 of which are DVDs. They are available to its members FREE. [Click here](#) to view available titles.

How to Borrow from the Media Library:

Online: [Click here](#) (requires MSI User Name and Password)
Fax: 856-552-4741
Phone: 856-552-4900

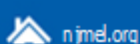
When calling or faxing your order, please indicate the following:

- DVD or VHS (may borrow up to 4 at a time)
- UPS Shipping Address
- Recipient Name
- Phone Number and/or Email Address

How to Return to the Media Library:

- All safety videos must be returned within 14 days of receiving your order to assure timely distribution to other members.
- Videos should be returned using the prepaid UPS envelope and label included with the order.
- Entities are responsible for replacing all lost or damaged videos.

QUESTIONS? Contact the MSI Help Line (866) 661-5120



866-661-5120



msi@njmel.org

We are excited to announce an updated MEL Media Catalog with 100 new DVD titles! Below is a list of the new additions. To view the entire updated catalog go to NJMEL.org, click on the Video button at the top of the page, then chose 'Order Conventional Videos'.

MEL Media Library New DVD Additions for 2015

See Catalog For Descriptions

Category	Number	Title
Accident Awareness	107	Close Calls, Near Misses
Accident Awareness	108	Making Safety Work: An Overview of Workplace Safety
Back Safety / Lifting	504	Back Injury Prevention
Back Safety / Lifting	505	Preventing & Managing Back Pain
Driving Safety	1009	Texting & Driving
Driving Safety	1010	Five Minute Fundamentals
Driving Safety	1111	Driving Safety
Driving Safety	1112	Safety Shorts (3 programs)
Driving Safety	1113	Winter Driving; When the Rules Change
Driving Safety	1114	Safety Winter Driving Considerations
Driving Safety	1115	Winter Driving Fundamentals...Including Skid Recovery
Driving Safety	1116	Low Visibility Driving
Driving Safety	1117	Road Rage: How to Protect Yourself
Driving Safety	1118	School Bus Safety
Electrical / LOTO / Arc-Flash	1208	Safe Electrical Work Practices NFPA 70E 2015
Electrical / LOTO / Arc-Flash	1209	Lock Out/Tag Out: When Everyone Knows
Emergency Preparedness	1409	First Aid
Emergency Preparedness	1410	First Aid: Until Help Arrives
Emergency Preparedness	1411	CPE/AED Awareness Training
Employee Conduct / Harassment & Violence	1509	Preventing Harassment: Creating a Positive Office
Employee Conduct / Harassment & Violence in the Workplace	1510	Bullying and Respect in the Workplace
Employee Conduct / Harassment & Violence in the Workplace	1511	Active Shooter Awareness for Business: Helping Prevent Tragedy
Employee Conduct / Harassment & Violence in the Workplace	1512	Active Shooter & Workplace Violence
Fall Protection	1805	Fall Protection (Aurora)
Fall Protection	1806	ABC's of Your Personal Fall Arrest System
Fire Department	1901	Tactical Perspectives – Command
Fire Department	1902	Tactical Perspectives – Fire Attack
Fire Department	1903	Tactical Perspectives – Ventilation
Fire Department	1904	Tactical Perspectives – Search
Fire Department	1905	Tactical Perspectives – Mayday
Fire Department	1906	Tactical Perspectives – Dispatch
Fire Department	1907	Bread & Butter Operations: Car Fires
Fire Department	1908	Bread & Butter Operations: Fire Streams
Fire Department	1909	Bread & Butter Operations: Ground Ladders
Fire Department	1910	Bread & Butter Operations: Initial Attack Lines
Fire Department	1911	Bread & Butter Operations: SCBA
Fire Department	1912	Bread & Butter Operations: Search & Rescue
Fire Department	1913	Bread & Butter Operations: Ventilation
Fire Department	1914	Pride & Ownership: A Firefighter's Love of the Job
Fire Extinguisher / Fire Safety	2004	Using Fire Extinguishers
Fire Extinguisher / Fire Safety	2005	Fire Extinguisher Basic Training
Forklift (PIT) / Cranes / Aerial	2309	Scissor Lift
General Job Safety	2404	Back to Work, Back to Safety
Hand Safety	2504	Hand, Wrist & Finger Safety
Hazard Communications (RTK)	2608	How to Comply with the New GHS

Hazard Communications (RTK)	2609	HazCom & The Global Harmonizing System Employee Training (Refresher)
Hazard Materials & Chemicals	2710	Flammable Liquid Safety
Heavy Equipment / Snow Plow	2915	Basic Snowplowing Techniques
Heavy Equipment / Snow Plow	2916	Skid Steer Loaders in the Snow & Ice Industry
Landscape Safety	3009	Pesticides Training for Handlers
Landscape Safety	3010	Pesticide Safety: Worker Protection
Lifeguard Operations	3106	Beach Safety Basics (2 programs)
Lifeguard Operations	3107	Beach Vehicle Operations
Lifeguard Operations	3108	Code X (Search & Recovery)
Lifeguard Operations	3109	Components of a Rescue
Lifeguard Operations	3110	Water Observation
Lifeguard Operations	3111	Safety Chemical Handling for Lifeguards & Pool Operators
Office & Ergonomics Safety	3205	Office Safety (Marcom)
Outdoor Exposure	3308	The Mosquito - What You Need to Know
Outdoor Exposure	3309	Hidden in the Leaves
Outdoor Exposure	3310	Summer Sports & Recreation Safety (Off-Job Safety)
Playground Safety / Field Maint.	3506	Safety Active Play: A Guide to Avoiding Play Area Hazards
Playground Safety / Field Maint.	3507	Playground Safety Supervision
Respiratory Protection	3701	Respirator Selection And Use
Sanitation Safety	3911	5 Keys to Safety Driving: Sanitation Truck
Shop & Tool Safety	4111	Machine Guard Safety
Shop & Tool Safety	4112	Table Saw Safety And Use
Slips, Trips, Falls	4206	Winter Walking: Staying On Your Feet
Supervisors / Management	4308	Responsibilities Of A Supervisor
Supervisors / Management	4309	Safety And The Supervisor
Task Specific	4402	Basic Sidewalk Clearing With Snow Blowers
Water / Waste Water	4504	Motorola EME Awareness for Antenna Site Safety
Wellness	4721	Nutrition: Restaurants, Fast Foods & Parties
Wellness	4722	What Is Heart Failure?
Wellness	4723	Stroke: Reducing Your Risk
Wellness	4724	Pre-Diabetes: It's Time To Make Changes
Wellness	4725	Snoring And Obstructive Sleep Apnea
Wellness	4726	Sensorineural Loss In Adults
Wellness	4727	Understanding And Managing Your Allergies
Wellness	4728	Preventing The Spread of Contagious Illness
Wellness	4729	Resisting The Flu: How To Minimize Your Risk
Wellness	4730	Go With Your Own Glow (Skin Cancer)
Wellness	4731	Workplace Stress
Police Department		
In-The-Line-Of-Duty Series		
Special Issue Series	5028	Courtroom Testimony
Special Issue Series	5029	Alabama Officer Stabbed to Death
Special Issue Series	5030	Rapid Response: Saving Lives In The Golden Hour
Special Issue Series	5031	Use of Force: The Death of Eric Garner
Volume 14 – Program 1	6401	Violent Ground Fight Erupts: Are You Prepared – Part 1
Volume 14 – Program 2	6402	Violent Ground Fight Erupts: Are You Prepared – Part 2
Volume 14 – Program 3	6403	Terror in Tuscaloosa: The Public Safety Response
Volume 14 – Program 4	6404	Shootout in Conroe: What Would You Have Done?
Volume 14 – Program 5	6405	El Segundo Movie Theater Gunfight
Volume 15 - Program 1	6503	Cops and Black Eyes: Ethics Training
Volume 15 - Program 5	6505	Murder Of An Arkansas Officer
Volume 15 – Program 6	6506	What If: Scenarios That Can Save Cops Lives

TAKE CHARGE OF YOUR SAFETY IN AND AROUND YOUR PATROL VEHICLE

Motor vehicle events, including crashes and being struck by vehicles while outside your patrol car, are the leading cause of death among law enforcement officers. There are five simple things you can do to take control of your safety inside and outside of the patrol car. Encourage your fellow officers to do the same so that everyone goes home at the end of the shift.



1 Wear Your Seat Belt

Seat belts save 13,000 lives every year. Buckle up on every drive, every time. Encourage other officers to do the same.

2 Avoid Distracted Driving

While you can't eliminate all distractions in your patrol car, consider eliminating cell phone and mobile data terminal use during lights and siren responses.



3 Wear Your Reflective Gear

Wear a reflective vest or jacket when working around traffic while outside your patrol car. This makes you more visible to motorists. Keep your vest in your gear bag for easy access.



4 Attend Motor Vehicle Training

Update your motor vehicle training regularly. If not provided by your agency, request training funds to attend outside training or look for free training through various organizations.



5 Know Your Agency's Policy

Review your agency's motor-vehicle G.O. or S.O.P. Talk to your leadership about updating these policies to include speed caps, cell phone and mobile data terminal restrictions, as well as seat belt requirements.



Department of Health and Human Services
Centers for Disease Control and Prevention
National Institute for Occupational Safety and Health





March 2015

Safety when Collecting Brush on Roadways

Spring time means spring cleaning and many agencies begin with branch and brush clean-up operations. Now is a good time to review your policies and practices for collecting brush along public roads.

There are two common practices for collecting brush; chippers and front-end loaders with a claw attachment. Each presents hazards, some common, such as working on streets that are open to traffic, and others specific to the equipment being used.

Traffic Hazards

Collecting brush is considered a Mobile Work Zone. The minimum requirements are high intensity amber warning lights that can be seen by vehicles approaching from either the front or rear of the crew, and workers wearing ANSI Class 2 high-visibility outer wear. Be alert for obstructions to the amber lights being visible due to raised beds, equipment, or damage. Also, due to the changing weather, retro-reflective outerwear can be a challenge. The temperature change between mornings and afternoon can mean three levels of outwear during the day. Make sure employees have, leave with, and use options that meet the MUTCD requirements.

New Jersey has the most congested roads in the nation. Look for opportunities to go above the minimum safety requirements for crews on the street.

- If crews are collecting brush in a development with one or two entrances, consider placing warning signs at the entrance(s).
- While most brush piles can safely be collected with the crew assigned, consider assigning a trailing vehicle or flaggers for difficult locations.
- Schedule collections for areas around schools when school is in session and bus / pick-up / drop-off traffic is minimal. Likewise, schedule collections along commuter routes after and before times of heavy traffic.

New Jersey public agencies have experienced a significant number of fatalities / injuries and near misses when a vehicle approaching from behind the crew have been distracted or blinded from the sun and ran into the rear work vehicle. Workers must be aware that motorists are distracted, blinded, rushed or inexperienced and the workers must watch their back and the backs of each other.

Do not forget the hazard of the work vehicles moving from stop to stop. Nationally, half of work zone fatalities are from workers being struck by their own work vehicles. There is a simple rule to avoid these incidents: **Drivers must not move a vehicle unless every worker can be seen, either directly or in mirrors.**

Ergonomic Hazards

Regardless of the method of collecting branches and brush, workers will need to handle the vegetation to some extent. Whether with rakes or bending over to pick-up branches, workers will need to be reminded to protect their backs, shoulders, and knees. Sprains and strains are the most common injury to employees.

- Evaluate rake handles. Are they the right length and diameter for workers? Are they in good condition?
- Observe workers as they rake, lift, and carry vegetation. Are they using the proper body mechanics? Take pictures and discuss footing, erect body position when using a rake, locking the lower back in the natural S-curve when lifting, and other concerns.

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.

Chipper Safety

Review the additional safeguards with crews who will be using chippers:



- Review the Owners' Manual and the safety warnings. Make sure a copy is available for reference.
- Review the pre-use inspection procedure. Best practice is to use a form from the manufacturer. Take the crew outside and go through the inspection process with the chipper. Explain the criteria for taking the unit out-of-service for deficiencies.
- Review the proper personal protective equipment that is needed. This should include hardhats, face / eye protection, hearing protection, and foot protection.

Operational best practices include:

- Do not wear loose-fitting clothing or gloves
- Feed branches with the cut end first. Stand to the side and walk away when the branches catch
- Use a tool or other branches to feed small brush into the chipper – never your hands. Very small branches and vegetation can be thrown directly onto the pile of chipped material.
- Follow guidelines for clearing jams. Be aware that knives can free spin for minutes after the machine is turned off. Review Lock Out / Tag Out procedures for various maintenance operations.

Front-end Loader & Claw Safety

For crews using front-end loaders, review the following safeguards:



- There are two significant 'Crush Zones' for workers to be aware of: 1) between the truck / container and the loader, and 2) under the raised claw. It is not enough just for workers on foot to make eye contact with the loader operator. There must be a means, such as hand signals, for more definitive communication on the intent of the worker and operator.
- The operation entails a lot of movement within the work zone by the loader. This places a great responsibility on the operator to check behind, to the sides and front of the loader before EVERY move, checking for people and cars.

Dump-site Safety

Crews must unload the collected vegetation at the end of their assignment. Dump sites can be a dangerous place. There are typically no designated traffic patterns, multiple vehicles at any one time, and workers on foot. Discuss site safety, working around raised containers, and the requirement for high-visibility apparel.



New Online Camp Counselor Training Programs ***Available April 1st**



They'reReady for Camp! Are You?

Starting **April 1st**, the MEL Safety Institute is pleased to provide a new suite of online training programs for camp counselors.

- **Child Sexual Abuse Prevention at Camp** - This course will teach counselors how to identify red flags warning signs of abuse and methods to protect campers from peer-to-peer and adult-to-child sexual abuse.
- **Bullying Prevention at Camp** - This course will teach counselors what bullying is, what the consequences could be, and how to identify, stop and prevent bullying.
- **Playground Safety for Camp Counselors** - This course will teach counselors how most playground injuries happen and the strategies you can use to prevent them from occurring.
- **Trip and Transportation Safety** - This training will help you plan and prepare for off site adventures to make them memorable, safe and fun.
- **Aquatic Safety for Counselors** - This training will teach non-lifeguard camp staff how to protect campers in the pool and natural bodies of water.
- **The Professional Lifeguard – Pools** - This training helps guards understand their responsibilities and the practical application of their skills on the pool deck.

Camp counselors can complete the courses individually or as a group.

QUESTIONS? Contact the MSI Help Line (866) 661-5120

Available in the MSI Learning Management System
on April 1st!!

Summer CAMP

Before you start even one activity, make the following online courses part of your counselor training:

- Child Sexual Abuse Prevention at Camp
- Bullying Prevention at Camp
- Playground Safety for Camp Counselors
- Trip and Transportation Safety
- Aquatic Safety for Counselors
- The Professional Lifeguard – Pools

Visit The MEL Safety Institute.

Questions? Contact the MSI Help Line (866) 661-5120.

The MSI Safety Institute can be accessed anytime by going to www.nimel.org. Look for our logo.

How to Access Online Training Courses:

1. Go to NJMEL.org and click on the MSI logo at the top of the page.
2. Click on "MSI Login"
3. If you have taken MSI classes in the past, enter your username and password. If you do not know your username/password, check with your Training Administrator or call the MSI Helpline listed below. If you are new, click "I am a new user." Complete the fields and you'll receive a confirmation email with your username and password.
4. Once logged in, click on "MSI On-Line Training Courses."
5. Choose the course you would like to complete
6. Click enroll
7. Choose "Click Here" to go to your authorized course list.
8. Click the program name to launch the course.
9. Click Start to begin.
10. Upon completion of the course and questions you will navigate to the "Student Center" tab to print your Certificate of Completion. Learning Transcripts are automatically updated in the MSI Learning Management System.



PMM JOINT INSURANCE FUND
SAFETY DIRECTOR'S REPORT

TO: Municipal Fund Commissioners
FROM: J. A. Montgomery Risk Control, JIF Safety Director
DATE: May 05, 2015

Service Team

Joanne Hall, Safety Director jhall@jamontgomery.com Office: 732-736-5286 Cell: 908-278-2792	Melissa Wade, Sr. Administrative Assistant mwade@jamontgomery.com Office: 856-552-6850 Fax: 856-552-6851
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APRIL 2015 ACTIVITIES

LOSS CONTROL SERVICES

- Township of Moorestown – Attended a Safety Committee Meeting – April 30

SAFETY DIRECTOR'S BULLETINS & SAFETY ANNOUNCEMENTS

- Crossing Guard Train the Trainer– April 2
- RTK Information for First Responders– April 20
- MEL Leadership Training Notice and Registration – April 14
- New Online Training Program - Playground Safety for DPW / Rec Maintenance Staff – April 22
- Comprehensive Playground Inspection Program – April 29

MEL VIDEO LIBRARY

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

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.

MSI TRAINING PROGRAMS

A Summer Camp announcement is attached which outlines online courses to aid in counselor training. Please note the start date of April 1st.

Listed below are upcoming MSI training programs scheduled for May, June & July 2015. ***Enrollment is required for all MSI classes.*** MSI classes are subject to cancellation or rescheduling at any time. ***Members are reminded to log on to the www.njmel.org 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
5/1/15	5	Borough of Medford Lakes #1	Heavy Equipment Safety	8:30 - 11:30 am
5/4/15	5	Township of Voorhees #3	Fire Safety	1:00 - 2:00 pm
5/4/15	5	Township of Voorhees #3	Fire Extinguisher	2:00 - 3:00 pm
5/5/15	5	Township of Florence	Playground Safety Inspections	8:30 - 10:30 am
5/5/15	5	Township of Florence	Shop & Tool Safety	10:45 - 11:45 am
5/6/15	5	City of Burlington #2	HazCom w/GHS	8:00 - 9:30 am
5/6/15	5	City of Burlington #2	Confined Space Awareness	9:45 - 10:45 am
5/6/15	5	Township of Moorestown #1	Forklift-Certification	8:30 - 2:00 pm w/lunch brk
5/6/15	5	Logan Twp. MUA #1	Forklift-Certification	8:30 - 2:00 pm w/lunch brk
5/7/15	5	Borough of Clementon	Confined Space Awareness	8:00 - 9:00 am
5/7/15	5	Borough of Clementon	Shop & Tool Safety	9:15 - 10:15 am
5/8/15	5	Franklin Township #2 (Gloucester)	Sanitation / Recycling Safety	9:00 - 11:00 am
5/11/15	5	Borough of Magnolia	Fall Protection Awareness	10:00 - 12:00 pm
5/12/15	5	Township of Westampton #3	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
5/13/15	5	Borough of Pitman	CMVO	11:00 - 2:30 pm w/lunch brk
5/13/15	5	Township of Moorestown #1	Forklift-Certification	8:30 - 2:00 pm w/lunch brk
5/15/15	5	Borough of Collingwood	Flagger / Work Zone Safety	8:00 - 12:00 pm
5/19/15	5	Township of Waterford	PPE	8:00 - 10:00 am
5/19/15	5	Township of Waterford	Fire Extinguisher	10:15 - 11:15 am
5/19/15	5	Township of Waterford	Respiratory Protection	11:30 - 12:30 pm
5/21/15	5	Township of Cherry Hill #6	Employee Conduct & Violence Prevention	8:00 - 9:30 am
5/21/15	5	Township of Cherry Hill #6	Toolbox Talks Essentials	9:45 - 11:15 am
5/21/15	5	Township of Cherry Hill #6	Hazard ID: Making Your Observation Count	12:00 - 2:00 pm
5/21/15	5	Borough of Pitman (Police)	CEVO-Police	9:00 - 1:00 pm
5/21/15	5	Borough of Pitman (Police)	Fire Extinguisher	1:30 - 2:30 pm
5/22/15	5	Township of Evesham #4	Playground Safety Inspections	8:30 - 10:30 am
5/22/15	5	Township of Evesham #4	Hearing Conservation	10:45 - 11:45 am
5/27/15	5	Township of Moorestown #2	Jetter / Vacuum Safety	8:30 - 10:30 am
5/29/15	5	Borough of Collingwood	Driving Safety Awareness	8:00 - 9:30 am
5/29/15	5	Borough of Collingwood	Back Safety / Material Handling	9:45 - 10:45 am
6/2/15	5	Township of Westampton #1 (Fire Dept.)	LOTO-Evening	7:30 - 9:30 pm
6/2/15	5	Deptford Twp. MUA	Flagger / Work Zone Safety	8:30 - 12:30 pm
6/5/15	5	Borough of Medford Lakes #1	Landscape Safety	8:00 - 11:00 am
6/5/15	5	Borough of Medford Lakes #1	Shop & Tool Safety	11:15 - 12:15 pm
6/9/15	5	Deptford Twp. MUA	Fire Safety	8:30 - 9:30 am
6/9/15	5	Deptford Twp. MUA	Fire Extinguisher	9:45 - 10:45 am
6/9/15	5	Deptford Twp. MUA	Respiratory Protection	11:00 - 12:00 pm
6/10/15	5	Borough of Pitman	Hearing Conservation	9:30 - 10:30 am
6/10/15	5	Borough of Pitman	Heavy Equipment Safety	11:00 - 2:30 pm w/lunch brk
6/11/15	5	Township of Cherry Hill #6	Fall Protection Awareness	8:00 - 10:00 am
6/11/15	5	Township of Cherry Hill #6	Fire Safety	10:15 - 11:15 am
6/12/15	5	Franklin Township #2 (Gloucester)	Playground Safety Inspections	9:00 - 11:00 am
6/12/15	5	Franklin Township #2 (Gloucester)	Shop & Tool Safety	11:15 - 12:15 pm
6/15/15	5	Township of Delran	Landscape Safety	8:00 - 11:00 am

Date	Territory	Location	Topic	Time
6/23/15	5	Township of Winslow	CMVO	8:00 - 12:00 pm
6/26/15	5	Township of Evesham #4	CDL-Drivers Safety Regulations	8:30 - 10:30 am
6/26/15	5	Township of Evesham #4	Driving Safety Awareness	10:45 - 12:15 pm
6/29/15	5	Cherry Hill Twp. BOE #2	HazCom w/GHS	8:00 - 9:30 am
6/29/15	5	Cherry Hill Twp. BOE #2	Asbestos, Lead & Silica Health Overview	9:45 - 10:45 am
6/29/15	5	Cherry Hill Twp. BOE #2	BBP	11:00 - 12:00 pm
6/29/15	5	Cherry Hill Twp. BOE #2	Fire Extinguisher	12:30 - 1:30 pm
6/29/15	5	Cherry Hill Twp. BOE #2	Hearing Conservation	1:45 - 2:45 pm
6/30/15	5	Cherry Hill Twp. BOE #2	Landscape Safety	8:00 - 11:00 am
6/30/15	5	Cherry Hill Twp. BOE #2	LOTO	11:30 - 1:30 pm
7/7/15	5	Township of Westampton #1 (Fire Dept.)	Traffic Control for Emergency Responders-Evening	7:30 - 9:30 pm
7/8/15	5	Township of Burlington #3	Seasonal (Summer) Employee Orientation	8:00 - 12:00 pm
7/9/15	5	Township of Delran	Flagger / Work Zone Safety	8:00 - 12:00 pm
7/10/15	5	Borough of Willingboro #2	Hoists, Cranes & Rigging Safety	8:30 - 10:30 am
7/10/15	5	Borough of Willingboro #2	Hearing Conservation	10:45 - 11:45 am
7/15/15	5	Borough of Pitman	Ladder Safety / Walking Working Surfaces	12:30 - 2:30 pm
7/17/15	5	Borough of Medford Lakes #1	CDL-Supervisors Reasonable Suspicion	8:30 - 10:30 am
7/23/15	5	Township of Cherry Hill #6	Excavation/Trenching/Shoring	8:00 - 12:00 pm
7/29/15	5	Township of Southampton	Driving Safety Awareness	12:30 - 2:00 pm

CEU's for Certified Publics Works Managers			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Accident Investigation	2 / M	Hazardous Materials Awareness w/ HazCom & GHS	3 / T
Advanced Safety Leadership	10 / M	Hazard Identification - Making Your Observations Count	1 / T, M
Asbestos, Lead & Silica Industrial Health Overview	1 / T, G	Hearing Conservation	1 / T, G
Back Safety / Material Handling	1 / T	Heavy Equipment Safety	1 / G - 2 / T
Bloodborne Pathogens Training	1 / G	Hoists, Cranes and Rigging	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	2 / T
CDL - Drivers' Safety Regulations	2 / G	Leaf Collection Safety Awareness	2 / T
Coaching the Maintenance Vehicle Operator	2 / T, M	Lockout Tagout	2 / T
Confined Space Entry - Permit Required	3.5 / T	Personal Protective Equipment (PPE)	2 / T
Confined Space Awareness	1 / T, G	Playground Safety	2 / T
Driving Safety Awareness	1.5 / T	Sanitation and Recycling Safety	2 / T
Employee Conduct and Violence in the Work Place	1.5 / E	Safety Committee Best Practices	1.5 / M
Excavation Trenching & Shoring	2 / T, M	Safety Coordinator's Skills Training	3 / M, G
Fast Track to Safety	4 / T	Shop and Tool Safety	1 / T
Flagger / Workzone Safety	2 / T, M	Seasonal Public Works Operations	3 / T
HazCom with Globally Harmonized System	1 / T, G	Special Events Management	2 / M
		Toolbox Talk Essentials	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	Hazard Identification - Making your Observations Count	2 / P
Bloodborne Pathogens Training	1 / P	Safety Committee Best Practices	1.5 / P
Employee Conduct and Violence in the Work Place	1.5 / E	Safety Coordinator's Skills Training	6 / P
		Special Event Management	2 / P
TCH's For Water/ Wastewater			
MSI Course	TCH's/Cat.	MSI Course	TCH's/Cat.
Accident Investigation	1.5 / S	Hazardous Materials Awareness w/ HazCom & GHS	3 / S
Advanced Safety Leadership	10 / S	Heavy Equipment Safety	3 / S
Asbestos, Lead & Silica Industrial Health Overview	1 / S	Housing Authority Safety Awareness	3 / S
Back Safety / Material Handling	1 / S	Hazard Identification - Making your Observations Count	1.5 / S
Bloodborne Pathogens Training	1 / S	Hearing Conservation	1 / S
Bloodborne Pathogens Train- the- Trainer	2.5 / S	Hoists, Cranes and Rigging	2 / S
BOE Safety Awareness	3 / S	Jetter Safety	2 / S
CDL - Supervisors Reasonable Suspicion	1.5 / S	Ladder Safety/Walking Working Surfaces	2 / S
CDL - Drivers' Safety Regulations	2 / S	Landscape Safety	2 / S
Confined Space Awareness	1 / S	Leaf Collection Safety Awareness	2 / S
Confined Space Entry - Permit Required	3.5 / S	Lockout Tagout	2 / S
Defensive Driving-6-Hour	5.5 / S	Shop and Tool Safety	1 / S
Excavation Trenching & Shoring	4 / S	Office Safety	2 / S
Fall Protection Awareness	2 / S	Personal Protective Equipment (PPE)	2 / S
Fast Track to Safety	5 / S	Safety Committee Best Practices	1.5 / 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	Special Event Management	2 / S
HazCom with Globally Harmonized System	1.5 / S	Toolbox Talk Essentials	1 / S
CEU's for Tax Collectors		CEU's for County/Municipal Finance Officers	
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Employee Conduct and Violence in the Work Place	1.5 / E	Employee Conduct and Violence in the Work Place	1.5 / E
CEU's for Qualified Purchasing Agents			
Employee Conduct and Violence in the Work Place	1.5 / E		
***Category			
E- Ethics			
T- Technical			
G- Governmental			
S- Safety			
P- Professional Development			
M- Management			

Fast Track to Safety

2015 "Fast Track to Safety" Training Scheduled Dates & Open Enrollment Available On-Line

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

Full Day Sessions Includes:

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

Venues & Dates

Fast Track run time is 5 hours plus a 1 hour lunch break

Check website for times & locations

January

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

February

- ❖ Mahwah (Bergen) – 2/13/15
- ❖ Pemberton BOE (SAIF) – 2/25/15

March

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

April

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

May

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

June

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

August

- ❖ Hanover (Morris) – 8/28/15

September

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

October

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

November

- ❖ Beach Haven (Ocean) – 11/4/15



A message from the JIF Safety Director's Office:

April 17 marked the second anniversary of the West, Texas fertilizer facility explosion. The disaster killed 15 people – most of them first responders – and injured 200 more.

In the two years since the West disaster, communities, the U. S. Chemical Safety Board and public officials have called for stronger chemical safeguards. Through a new interactive map and report, [“Chemical Hazards in Your Backyard: Do Your First Responders Have the Information They Need in an Emergency?”](#), the Center for Effective Government identifies over 4,600 industrial facilities that store tons of dangerous chemicals.

New Jersey's Community and Workers' Right-to-Know regulations specifically requires users of large quantities or extremely hazardous chemicals to submit their inventories to local law enforcement and fire departments.

On the anniversary of this disaster, we suggest the following course of action: Review your agency's Right-to-Know files for the following.

- The address / occupant with the largest quantity of chemicals in your response area
- The address / occupant with the most hazardous chemical in your response area
- The hazards and safeguards when responding to that address or chemical
- The evacuation procedures (day and night) for fires or releases at those addresses

Please forward this message to your first responder agencies.



Safety Director Bulletin

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

April 2015

Comprehensive Playground Inspection Programs

Early spring is a great time to give all playgrounds a full inspection and to review the agency's Playground Maintenance Program. A complete Playground Maintenance Program consists of visual inspections at three basic frequencies.

Annual Audit

A comprehensive risk management program for playgrounds starts with an annual audit. The audit should consist of inventorying and examining each piece of playground and ancillary equipment, the park grounds and structures, and perimeter streets. It is recommended that pictures be taken to document the number and condition of each piece of playground equipment.

Periodic (weekly to monthly) Inspections

Spring is the time to ramp-up the inspection program's frequency rate. The frequency of a playground's inspection is determined by several factors; season, how many children use it, harsh environments, neighborhood demographics, age of equipment, history of damage, and more. Owners of playground equipment should have a written policy that defines inspection frequency.

Use a checklist. A sample checklist is on the MEL website (www.njmel.org). A checklist offers the advantage of documenting what was inspected and found to be in satisfactory condition. Only reporting deficiencies leaves the worker who completed the report open to questions of what things were or were not inspected (months or years later). Remember the rule of documentation, "If it is not written down, it did not happen".

Daily Inspections

Workers are in the parks almost every day; cutting grass, picking up trash, or even just driving by on way to other assignments. Workers must be trained to visually check the playground equipment and grounds for obvious problems such as broken equipment, graffiti, etc. This quick check does not require paperwork, unless a deficiency is found. Workers should also be instructed to immediately correct conditions that can be fixed or report conditions as soon as possible. Playground owners should also have a written policy on how workers are to document their corrective actions or reports.

Playgrounds will of course require maintenance and repairs from time to time. Even routine maintenance activities such as replenishing mulch or closing the gaps on S-hooks should be documented. Playground owners should have a 'paper trail' of work performed by employees. Repairs to playground equipment will also need to be documented. Repairs should be with manufacturer's parts. Hardware should be tamper-resistant.

Spring is also a good time to review your policies with employees who will be in and around playgrounds. Hold a Toolbox Talk to remind them how to record actions they took to immediately correct a deficient condition and how to report conditions that will need to be repaired by others. A Toolbox Talk is included to assist with educating employees.

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.



Recording / Reporting Playground Deficiencies Toolbox Talk Lesson Plan

The conditions of our playgrounds and parks are important to the residents of our community. Let's take a moment to discuss the policies and procedures we have in place.

Our playgrounds are inspected **[INSERT FREQUENCY]** by **[INSERT DEPARTMENT OR NAME OF INDIVIDUAL]**. But we are in or driving past playgrounds and parks almost every day. We can have a bigger impact on the appearance of our parks and playgrounds than any one else. I want to review this department's policies if you see problems in our parks. This includes:

- Damaged playground equipment
- Broken glass
- Graffiti
- [ARE THEIR LOCAL CONCERNS?]

If you are in a park, cutting grass or collecting trash, etc., and see a condition that you can correct such as:

- Mulch around playground equipment that has been significantly kicked out such as under swings
- Broken glass
- Swings over the top of the swing set
- A loose or broken component that can be quickly fixed, tightened, etc.

Our policy is to take care of it right then and record it **[HOW - write it down where, call it in to who, etc.]**. If you take 5 minutes to rake mulch back under the swings or sweep up broken glass, which is better than leaving it and having a child injured. The department wants you to take that 5 minutes, but we need to document it.

If you see a condition that will require lengthy repairs, or will need to order parts, such as:

- Broken railings
- Damaged tables

A condition that can be expected to cause injury to a child should be called in immediately to **[WHO]**. If the condition is severe enough stay there until we can make it safe. If it is not an imminent hazard, and you have a cone or CAUTION tape, we would expect you to secure the scene as best you can.

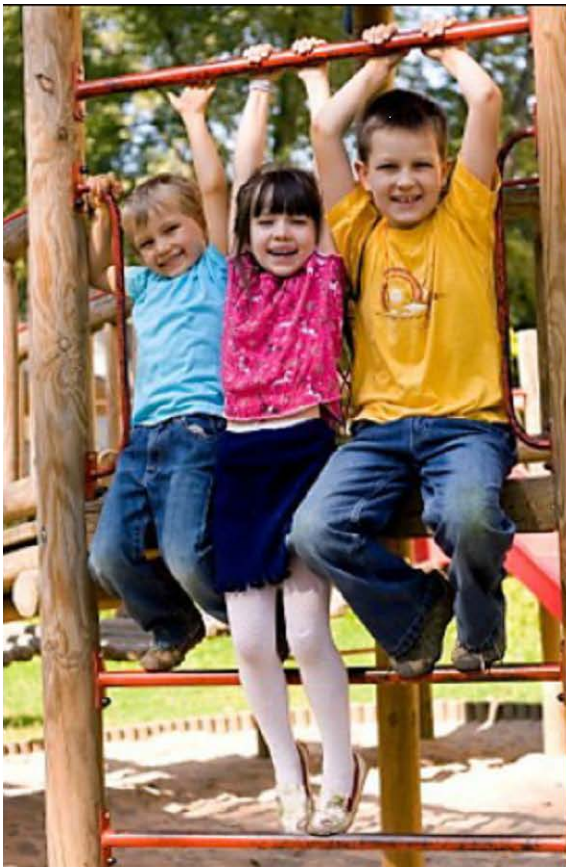
If you see conditions such as:

- Arson
- Intentional damage
- Significant graffiti
- Any other criminal activity

Call **[WHO – department and / or the police on their non-emergency number]**.

Do you have any

This lesson plan is intended for general information purposes. 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.



Before they climb, swing, slide, dig or bounce, make sure it's safe!

National Playground Safety Week April 20-24, 2015

The MEL Safety Institutes' featured course is

Playground Safety for DPW / Recreation Maintenance Staff

If you have playgrounds, you know injuries occur often.
In fact, each year over 200,000 injuries occur.*
Let's do all we can to prevent injuries and promote safety.
This course teaches how most playground injuries
happen and covers the strategies to prevent them.

Visit The MEL Safety Institute.

Questions? Contact the MSI Help Line (866) 661-5120.
The MSI Safety Institute can be accessed anytime by going
to www.njmcl.org. Look for our logo.



How to Access Training Courses:

1. Go to NJMEL.org and click on the MSI logo at the top of the page
2. Click on "MSI Login"
3. If you have taken MSI classes in the past, enter your username and password.
If you do not know your username/password, check with your Training Administrator or call the MSI Helpline listed below. If you are new, click "I am a new user." Complete the fields and you'll receive a confirmation email with your username and password.
4. Once logged in, click on "MSI On-Line Training Courses."

5. Choose the course you would like to complete
6. Click enroll
7. Choose "Click Here" to go to your authorized course list.
8. Click the program name to launch the course.
9. Click Start to begin.
10. Upon completion of the course and questions you will navigate to the "Student Center" tab to print your Certificate of Completion. Learning Transcripts are automatically updated in the MSI Learning Management System.



**PMM JIF
CUMULATIVE CLAIMS SUMMARY***

2015

	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% OF SAVINGS
JANUARY	113	\$165,310.10	\$90,766.02	\$74,544.08	45.1%
FEBRUARY	129	\$230,692.36	\$84,816.61	\$145,875.75	63.2%
MARCH	152	\$96,836.26	\$42,041.32	\$54,794.94	56.6%
APRIL	161	\$107,319.66	\$42,081.95	\$65,237.71	60.8%
MAY					
JUNE					
JULY					
AUGUST					
SEPT					
OCTOBER					
NOVEMBER					
DECEMBER					
TOTALS	555	\$600,158.38	\$259,705.90	\$340,452.48	56.7%

2014

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

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%



PMM JIF WORKERS' COMPENSATION Managed Care Caseload Recap	
2015	New Injuries Requiring Med Mgmt
January	12
February	14
March	8
April	4
May	
June	
July	
August	
September	
October	
November	
December	
Totals	38
2014	New Injuries Requiring Med Mgmt
January	11
February	3
March	7
April	6
May	6
June	7
July	11
August	7
September	11
October	4
November	6
December	4
Totals	83

2013	New Injuries Requiring Med Mgmt
January	10
February	7
March	8
April	5
May	10
June	11
July	10
August	15
September	10
October	10
November	7
December	6
Totals	109
2012	New Injuries Requiring Med Mgmt
January	7
February	5
March	8
April	8
May	12
June	5
July	10
August	7
September	1
October	11
November	7
December	3
Totals	84
2011	New Injuries Requiring Med Mgmt
January	9
February	10
March	10
April	9
May	8
June	11
July	12
August	14
September	14
October	7
November	7
December	1
Totals	112



PMM JIF
Top 10 Providers
By Charges
PAR/NonPAR/MCCI
April 2015

Provider Name	Charges	Approved	Savings	% of Savings	Specialty
PARTICIPATING					
NovaCare Rehabilitation	\$21,695.00	\$5,079.69	\$16,615.31	76.59%	Physical Therapy
Thomas Jefferson University Hospital-Methodist Hos	\$20,657.22	\$9,116.00	\$11,541.22	55.87%	Hospital
ORTHOPEDIC & NEUROSURGICAL SPECIALIST, L L C	\$8,696.00	\$3,298.26	\$5,397.74	62.07%	Ortho/Neuro
U.S. HEALTHWORKS MEDICAL GROUP OF NEW JERSEY, P	\$7,488.41	\$3,070.73	\$4,036.02	53.90%	Occ Med/Primary Care
ONE CALL MEDICAL, INC.	\$6,863.93	\$2,782.50	\$4,081.43	59.46%	MRI/Radiology
VIRTUA HEALTH, INC.	\$6,375.90	\$1,420.00	\$4,955.90	77.73%	Hospital
VANTAGE SURGICAL CENTER	\$4,886.00	\$3,175.90	\$1,710.10	35.00%	Ambulatory Surgical Center
OUR LADY OF LOURDES, MEDICAL CENTER	\$3,684.40	\$1,568.53	\$2,115.87	57.43%	Hospital
EMERGENCY PHYSICIAN, ASSOCIATES OF SOUTH JERSEY	\$3,370.00	\$1,000.82	\$2,369.18	70.30%	Emergency Medicine
RECONSTRUCTIVE ORTHOPEDICS P A	\$2,492.16	\$928.43	\$1,563.73	62.75%	Ortho/Neuro
OUT OF NETWORK					
ELAB CONSULTING SERVICES INC	\$818.89	\$818.89	\$0.00	0%	Ortho/Neuro
Laboratory Corporation of America Holdings	\$77.00	\$77.00	\$0.00	0%	Laboratory Services
Laboratory Corporation of America Holdings	\$63.00	\$60.97	\$2.03	3%	Laboratory Services
RADIOLOGY ASSOCIATES OF NEW JERSEY	\$33.00	\$33.00	\$0.00	0%	Diagnostic Radiology
MCCI NEGOTIATIONS					



PMM JIF
Top 10 Claimants By Charges
April 2015

Claim #	DOL	Mechanism of Injury	Body Part	Charges	Approved	Savings
001219767	1/11/2015	Assisting with Stretcher	Elbow	\$21,568.22	\$9,578.86	\$11,989.36
001221190	1/29/2015	Fell off ladder	Shoulder	\$11,560.90	\$2,877.41	\$8,683.49
001207022	7/9/2014	Running After Suspect	Knee/Shoulder	\$10,873.00	\$4,240.26	\$6,632.74
001224713	3/10/2015	Demonstrating a Taser technique	Ankle	\$10,658.18	\$5,660.58	\$4,997.60
001223182	2/23/2015	Slip and Fall on Ice	Skull	\$8,745.00	\$2,457.80	\$6,287.20
001222649	2/18/2015	Slip and Fall on Liquid	Hip	\$5,020.40	\$2,030.42	\$2,989.98
001219768	1/12/2015	Slip and Fall on Ice	Knee	\$4,862.00	\$1,284.56	\$3,577.44
001220951	1/28/2015	Slip and Fall on Ice	Hip	\$3,051.00	\$704.84	\$2,346.16
001203058	5/16/2014	Arresting Suspect	Knee	\$2,892.19	\$1,528.00	\$1,364.19
001171682	4/2/2013	Performing rescue drill with dummy	Back	\$2,700.00	\$895.97	\$1,804.03



PMM JIF
Charges/Savings by Specialty
April 2015

Specialty	Charges	Approved	Savings	% of Savings
Hospital	\$31,615.52	\$12,720.20	\$18,895.32	60%
Physical Therapy/Occupational Therapy	\$27,386.12	\$6,709.69	\$20,676.43	75%
Ortho/Neuro	\$15,297.05	\$6,689.01	\$8,608.04	56%
Occ Med/Primary Care	\$9,140.41	\$4,136.23	\$5,004.18	55%
MRI/Radiology	\$6,863.93	\$2,782.50	\$4,081.43	59%
Ambulatory Surgical Center	\$4,886.00	\$3,175.90	\$1,710.10	35%
Emergency Medicine	\$4,270.00	\$1,255.67	\$3,014.33	71%
Podiatry	\$4,197.00	\$1,898.99	\$2,298.01	55%
Home Health Care	\$2,230.00	\$1,990.00	\$240.00	11%
Laboratory Services	\$794.92	\$284.89	\$510.03	64%
Physical Medicine & Rehabilitation	\$301.00	\$213.93	\$87.07	29%
Allergy/ Immunology	\$240.00	\$168.04	\$71.96	30%
Radiology	\$45.00	\$14.88	\$30.12	67%
Diagnostic Radiology	\$33.00	\$33.00	\$0.00	0%
Durable Medical Equipment	\$19.71	\$9.02	\$10.69	54%
Grand Total	\$107,319.66	\$42,081.95	\$65,237.71	61%



PMM JIF
Intake Reporting and Injury Description
April 2015

<u>Claim Number</u>	<u>Date Of Incident</u>	<u>Date Employer Notified</u>	<u>Date Admin Notified</u>	<u>Department</u>	<u>Type Of Injury</u>	<u>Part Of Body Affected</u>	<u>Cause Of Injury</u>
1226662	4/1/2015	4/1/2015	4/1/2015	7720-POLICEMEN, SHERIFFS ETC	49 - Sprain or Tear	Abdomen Including Groin - 61	60 - Strain or Injury By, NOC
1226663	4/1/2015	4/1/2015	4/1/2015	9410-MUNICIPAL, TOWNSHIP, COUNTY/STATE EMPLOYEES NOC	43 - Puncture	Thumb - 37A	19 - Cut, Puncture, Scrape, NOC
1227277	4/11/2015	4/11/2015	4/11/2015	0026-LABORER	52 - Strain or Tear	Lower Back Area - 42	60 - Strain or Injury By, NOC
1228281	4/23/2015	4/24/2015	4/24/2015	9410-MUNICIPAL, TOWNSHIP, COUNTY/STATE EMPLOYEES NOC	43 - Puncture	Abdomen Including Groin - 61	85 - Animal or Insect

APPENDIX I - MINUTES

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
 OPEN SESSION MINUTES
 MEETING – MARCH 23, 2015
 111 WEST 2ND STREET
 MOORESTOWN TOWNSHIP
 1:00 PM**

Meeting of 2015 Fund Commissioners called to order by Chairman Carew. Open Public Meetings notice read into record.

ROLL CALL OF 2015 FUND COMMISSIONERS:

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

SPECIAL FUND COMMISSIONERS:

Thomas Shanahan	Township of Evesham	Present
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APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes, Rachel Chwastek Karen A. Read
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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 Kathy Kissane
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Safety Director	J.A. Montgomery Risk Control Glenn Prince
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Managed Care Organization	QualCare Steve McNamara
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Underwriting Manager	Conner Strong & Buckelew
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APPROVAL OF MINUTES: FEBRUARY 23, 2015 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF FEBRUARY 23, 2015:

Moved:	Commissioner Brevogel
Second:	Commissioner Layne
Vote:	Unanimous

CORRESPONDENCE: NONE

EXECUTIVE DIRECTOR:

Professional Service Agreements: In 2006, the PMM JIF and the MEL adopted standard contract language for professional service agreements. The MEL’s attorney has updated provisions of the standard contract on Political Contributions, Affirmative Action and Records. The attached Resolution includes the recommended form – with tracked changes. Clauses unique by Fund professionals are set forth in the first section of the professional service agreements. The JIF attorney has reviewed these changes and is in agreement.

Motion to adopt Resolution 15-9 Amending the Fund’s Standard Contract Provisions

Moved: Commissioner Brevogel
Second: Commissioner Layne
Vote: Unanimous

Fund Banking – Last month, our Treasurer discussed an offer from TD Bank to enhance our terms of banking and asset management services with them. Mt. Tontarski has completed that transaction, we should formalize this.

Motion to Approve Terms and Conditions for TD Bank Account Enhancements

Moved: Commissioner Layne
Second: Commissioner Brevogel
Vote: 4 Ayes – 0 Nays

Elected Officials Training: Again this year, the MEL will reduce each member’s 2015 liability claims premium by \$250 for each municipal elected official who completes the course by May 31. The Fund, along with Mr. Kearns office, will be scheduling sessions in the coming months. The MEL is making available an on-line training program for elected officials to earn the training credit. The Fund office will be sending out instructions on this training option.

2015 MEL & MR HIF Educational Seminar –Banking and Insurance Commissioner Kenneth Kobylowski will be the Keynote speaker at the annual MEL & MRHIF Educational Seminar, Friday April 17, 2015. Included in the agenda was agenda and registration form for the annual MEL & MRHIF Educational Seminar at to the National Conference Center at the East Windsor Holiday Inn. Continuing Ed credits are available for CFO/CMFO, Clerks, Public Works, Insurance Producers, Purchasing Agents, Accountants, Lawyers, TCH Water Supply, Wastewater, RPPO and QPA.

2015 PRIMA Conference –The JIF has authorized the attendance of Board Members at the annual risk management conference for the purpose of attending seminars. The next PRIMA convention will take place in Houston from June 7–10. Please advise the Fund office if you are interested in attending.

RCF Meeting: The RCF met on Wednesday, March 4, 2015 at 10:30 a.m. Commissioner Carew's report on the meeting was included in the agenda.

EJIF Meeting: The EJIF met on Wednesday, March 4, 2015 at 10:50 a.m. Commissioner Carew's report on the meeting was included in the agenda.

MEL Meeting: The MEL met on Wednesday, March 4, 2015 at 11:15 a.m. Commissioner Carew's report on the meeting was included in the agenda.

2015 Financial Disclosure Forms: Last year, the Division of Local Government Services introduced a new online program for financial disclosure filings. The fund office has received notification that the same program for online filing will be implemented again this year and the deadline to file is April 30th. The fund office will distribute instructions to commissioners on how to file once a roster is finalized.

League Magazine: Enclosed in the agenda was the first of a series of MEL advertisements to appear in the League magazine. Each advertisement in the "Power of Collaboration" series will be different and will highlight activities of the MEL and JIFs as well as people who have rendered significant service.

DUE DILIGENCE REPORTS: Included in the agenda were the 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 reported there was no Financial Fast Track Report this month due to JIF audits and reviewed the fund reports. In the Loss Ratio Analysis, the actuary had the fund pinned at 3.2%, the fund is trending a little over 9%, driven mostly by property claims. The Loss Time Accident Frequency for the fund is 3.36, which includes 5 new loss time accidents.

Executive Director advised April has always been a slow month for the fund and recommended canceling the meeting and authorizing payment for the fund professionals and claims.

Motion to Cancel the April Meeting and authorize payment for the Fund Professionals and Claims

Moved:	Commissioner Brevogel
Second:	Commissioner Layne
Vote:	Unanimous

Executive Director proposed an excess claims review meeting, to review the top ten active claims and other important claim information in more depth. The Executive Director will send an email to the group to schedule the session.

Executive Director's Report Made Part of Minutes.

ATTORNEY:

Fund Attorney advised he will send memos with cases involving potential claims to the fund commissioners.

TREASURER:

Payment of March 2015 Vouchers Resolution 15-10

Fund Year 2014	7,500.00
Fund Year 2015	36,830.57
Total	44,330.57

MOTION TO APPROVE RESOLUTION 15-10 VOUCHER LIST FOR THE MONTH OF MARCH AS SUBMITTED

Motion: Commissioner Layne
 Second: Commissioner Brevogel
 Vote: 4 Ayes – 0 Nays

Confirmation of Claims Payments/Certification of Claims Transfers for the Month of March 2015:

2011	7,941.48
2012	37,763.15
2013	63,998.38
2014	115,177.47
2015	9,762.78
TOTAL	234,643.26

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER REPORT: Underwriting Manager reported 5 certificates issued for the period 01/21/15 to 02/18/15 included in the agenda for review.

SAFETY DIRECTOR:

REPORT: Safety Director advised included in his report is all the risk control activities through the month of February, as well as a list of MSI Training and Fast Track training information. The Safety Director advised included in the report were two safety director bulletins, (1) Maneuvering Large Vehicles and (2) First Responders – Safe Lifting and Moving of Patients. The Safety Director asked if there were any questions and then concluded his report.

Monthly Activity Report/Agenda Made Part of Minutes.

MANAGED CARE:

REPORT: February report included for information. Report indicated 129 bills during the month of February totaling \$165,310.10 of that amount \$90,766.02 was paid for a savings of \$145,875.75 which is a 63.2% savings. There were 14 new injuries in the month of February.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: The Claims Manager advised the report was for closed session.

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: Commissioner Layne
Second: Commissioner Brevogel
Vote: Unanimous

**MOTION TO APPROVE CLAIM PAYMENTS AS DISCUSSED IN EXECUTIVE
SESSION:**

Moved: Commissioner Brevogel
Second: Commissioner Layne
Roll Call Vote: 4 Ayes – 0 Nays

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Moved: Commissioner Brevogel
Second: Commissioner Layne
Vote: Unanimous

MEETING ADJOURNED: 2:08pm

NEXT REGULAR MEETING: May 18, 2015
Moorestown Town Hall 1:00PM

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY