

**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND
MEETING AGENDA
NOVEMBER 23, 2015 – 1:00 PM**

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

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: NOVEMBER 23, 2015
MOORESTOWN TOWNSHIP**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ROLL CALL OF 2015 COMMISSIONERS**
- APPROVAL OF MINUTES:** October 26, 2015 Open Minutes.....Appendix I
October 26, 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**
.November 2015 Voucher List - Resolution No. 15-28 Page 16
.Treasurer’s Reports Page 18
- UNDERWRITING MANAGER – Conner Strong & Buckelew Companies, Inc.**
.Monthly Certificate Holding Report.....Page 24
- SAFETY DIRECTOR – J.A. Montgomery Risk Control**
.Monthly ReportPage 26
- MANAGED CARE – Qual Care**
.Monthly Report **To Be Distributed**
- 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: November 23, 2015

Memo to: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

- 2016 Budget** – At the October Fund Meeting, the Board of Fund Commissioners introduced the Budget for 2016 in the amount of \$3,812,363 – representing a budget based on an average increase of 1.95 %. In accordance with state regulations, the proposed budget has been advertised in the Fund’s official newspaper and sent to each member municipality/entity. **(Page 11)**
 - Motion to open the Public Hearing on the 2016 Budget.**
 - Discussion of Budget & Assessments.**
 - Motion to close the Public Hearing.**
 - Motion to adopt Budget & certify Assessments.**

- EPL/POL Renewal** – The Underwriting Manager has been negotiating the Public Officials/Employment Practices renewal for 2016. The incumbent, XL Insurance had indicated a 15% increase in the program whereas QBE North America quoted 5%. It is their recommendation that MEL Member JIFs move the EPL/POL Program to QBE North America. Summit Risk Services will remain the claims adjusters. **(Memorandum on Page 12)**
 - Motion Authorizing the Underwriting Manager to move the Fund’s EPL/POL program to QBE North**

- Claims Sweep for Public Officials/Employment Practice Claims** - It is imperative that any existing POL/EPL claims and/or facts or circumstances be reported to the current carrier prior to the policy’s expiration on December 31, 2015. **(Pages 13)**

- MEL Report** - The MEL met on October 21, 2015 at the Forsgate Country Club to introduce the 2016 Budget. Enclosed is a copy of Commissioner Carew’s report. **(Appendix II)**

The MEL Investment Committee issued a Joint RFP for Banking & Asset Management and made its recommendation to the MEL Board. The Board accepted the Investment Committee recommendation to award the Banking contract to Investors Bank and the Asset Manager contract to Wilmington Trust. Local Affiliated JIFs can participate in this program with the same terms.

The MEL also met on November 18th in Atlantic City and adopted its 2016 Budget.

- E-JIF Report** - The EJIF met on October 21, 2015 at the Forsgate Country Club and held a public hearing to review the proposed 2015 Budget. Enclosed is copy of Commissioner Carew's report on the meeting. (**Appendix II**) The EJIF also met on November 18th in Atlantic City and adopted its 2016 budget.
- RCF Report** - The RCF met on October 21, 2015 at the Forsgate Country Club and held a public hearing to adopt the amended 2015 Budget and the 2016 Budget. Enclosed is a copy of Chairman Carew's report on the meeting. (**Appendix II**)
- MEL, RCF & EJIF Representative** - The fund should elect its representative to the MEL, RCF & EJIF for the 2016 Fund Year.
 - Motion to elect _____ as the Professional Municipal Management Joint Insurance Fund's 2016 representative to the Municipal Excess Liability Joint Insurance Fund.**
 - Motion to elect _____ as the Professional Municipal Management Joint Insurance Fund's 2016 representative to the Residual Claims Fund Joint Insurance Fund.**
 - Motion to elect _____ as the Professional Municipal Management Joint Insurance Fund's 2016 representative to the Environmental Joint Insurance Fund.**
- Elected Officials Training:** This year's elected officials training program will focus on Public Officials & Employment Practices, specifically personal liability of the elected officials. A session was held at the League of Municipalities Conference last week in Atlantic City. We will schedule a few sessions with Mr. Kearns after the holidays. The on-line version is available at njmel.org.

This program will satisfy requirements that elected officials take employment practices training and ethics training & qualifies for the MEL's \$250 credit for each elected official and municipal administrator/manager.

- December Meeting** – Traditionally, the JIF has voted to cancel the December meeting and to process any necessary claim payments and professional fees for the month. Should the Commissioners wish to follow past procedures, **Resolution 15-27** authorizing this action is part of the agenda. (**Page 15**)
 - Motion to Approve Resolution 15-27 Cancelling the December Meeting**

Due Diligence Reports:

<input type="checkbox"/> Financial Fast Track	Page 4
<input type="checkbox"/> Interest Rate Summary Comparison Report	Page 5
<input type="checkbox"/> Expected Loss Ratio Analysis	Page 6
<input type="checkbox"/> Claim Activity Report	Page 7
<input type="checkbox"/> Lost Time Accident Frequency Report	Page 8
<input type="checkbox"/> 2015 EPL/POL Status	Page 9
<input type="checkbox"/> Regulatory Affairs Checklist	Page 10

PROFESSIONAL MUNICIPAL MANAGEMENT FUND					
FINANCIAL FAST TRACK REPORT					
AS OF September 30, 2015					
	<i>THIS MONTH</i>	<i>YTD CHANGE</i>	<i>PRIOR YEAR END</i>	<i>FUND BALANCE</i>	
1. UNDERWRITING INCOME	346,540	2,813,103	66,527,425	69,340,528	
2. CLAIM EXPENSES					
Paid Claims	86,893	1,143,578	31,808,886	33,143,400	
Case Reserves	(15,673)	(95,027)	2,851,085	2,546,285	
IBNR	(131,928)	29,838	1,297,416	1,255,072	
Recoveries	(77)	(72,098)	(217,289)	(198,368)	
TOTAL CLAIMS	(60,785)	1,006,292	35,740,098	36,746,390	
3. EXPENSES					
Excess Premiums	106,811	961,301	17,304,378	18,265,679	
Administrative	39,219	368,510	9,000,008	9,368,518	
TOTAL EXPENSES	146,030	1,329,811	26,304,386	27,634,197	
4. UNDERWRITING PROFIT (1-2-3)	261,294	477,001	4,482,941	4,959,942	
5. INVESTMENT INCOME	7,598	19,127	4,819,429	4,838,556	
6. DIVIDEND INCOME	0	0	1,507,947	1,507,947	
7. STATUTORY PROFIT (4+5+6)	268,892	496,128	10,810,317	11,306,445	
8. DIVIDEND	0	0	10,810,926	10,810,926	
9. STATUTORY SURPLUS (7-8)	268,892	496,128	(609)	495,519	
SURPLUS (DEFICITS) BY FUND YEAR					
Closed	440	(12,545)	25,628	13,083	
2012	28,225	55,149	559,098	614,247	
2013	149,148	352,990	(195,196)	157,794	
2014	73,978	38,487	(390,139)	(351,652)	
2015	17,102	62,047		62,047	
TOTAL SURPLUS (DEFICITS)	268,892	496,128	(609)	495,519	
TOTAL CASH				4,573,346	
CLAIM ANALYSIS BY FUND YEAR					
TOTAL CLOSED YEAR CLAIMS	0	13,999	29,261,405	29,275,404	
FUND YEAR 2012					
Paid Claims	3,090	365,192	810,890	1,176,082	
Case Reserves	(4,917)	(366,187)	535,933	169,746	
IBNR	13,535	(38,000)	84,860	46,860	
Recoveries	0	(4,686)	(50,323)	(55,009)	
TOTAL FY 2012 CLAIMS	11,708	(43,681)	1,381,360	1,337,679	
FUND YEAR 2013					
Paid Claims	4,385	157,304	1,040,060	1,197,364	
Case Reserves	(104,325)	(330,557)	1,008,844	678,287	
IBNR	(47,847)	(151,827)	331,400	179,573	
Recoveries	(77)	(24,080)	(63,071)	(87,151)	
TOTAL FY 2013 CLAIMS	(147,864)	(349,159)	2,317,233	1,968,074	
FUND YEAR 2014					
Paid Claims	16,655	155,276	983,916	1,139,192	
Case Reserves	(47,764)	164,997	974,684	1,139,681	
IBNR	(46,671)	(339,505)	834,376	494,871	
Recoveries	0	(36,400)	(12,876)	(49,276)	
TOTAL FY 2014 CLAIMS	(77,780)	(55,631)	2,780,100	2,724,469	
FUND YEAR 2015					
Paid Claims	62,763	355,357		355,357	
Case Reserves	141,332	558,571		558,571	
IBNR	(50,944)	533,768		533,768	
Recoveries	0	(6,932)		(6,932)	
TOTAL FY 2015 CLAIMS	153,151	1,440,764		1,440,764	
COMBINED TOTAL CLAIMS	(60,785)	1,006,292	35,740,098	36,746,390	

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

AS OF **October 31, 2015**

FUND YEAR 2011 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	58	MONTH	57	MONTH	46	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Oct-15		30-Sep-15		31-Oct-14	
PROPERTY	113,000	340,677	301.48%	100.00%	301.48%	100.00%	301.48%	100.00%
GEN LIABILITY	389,824	499,178	128.05%	97.02%	128.05%	96.96%	134.35%	95.07%
AUTO LIABILITY	114,480	27,824	24.30%	95.69%	24.30%	95.43%	24.30%	91.84%
WORKER'S COMP	1,236,000	1,475,261	119.36%	99.83%	107.74%	99.80%	106.86%	99.28%
TOTAL ALL LINES	1,853,305	2,342,940	126.42%	98.99%	118.67%	98.95%	119.41%	97.97%
NET PAYOUT %	\$2,118,017		114.28%					

FUND YEAR 2012 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	46	MONTH	45	MONTH	34	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Oct-15		30-Sep-15		31-Oct-14	
PROPERTY	128,985	141,032	109.34%	100.00%	109.34%	100.00%	105.99%	100.00%
GEN LIABILITY	430,777	520,094	120.73%	95.07%	126.31%	94.71%	82.27%	88.77%
AUTO LIABILITY	100,941	9,647	9.56%	91.84%	9.56%	91.45%	9.56%	85.94%
WORKER'S COMP	1,214,370	596,633	49.13%	99.28%	49.08%	99.20%	62.79%	97.68%
TOTAL ALL LINES	1,875,073	1,267,406	67.59%	97.96%	68.84%	97.80%	67.37%	95.16%
NET PAYOUT %	\$1,133,015		60.43%					

FUND YEAR 2013 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	34	MONTH	33	MONTH	22	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Oct-15		30-Sep-15		31-Oct-14	
PROPERTY	143,096	111,235	77.73%	100.00%	77.73%	100.00%	77.73%	98.69%
GEN LIABILITY	471,295	369,920	78.49%	88.77%	79.04%	88.03%	73.92%	76.91%
AUTO LIABILITY	89,158	31,841	35.71%	85.94%	35.71%	85.26%	53.63%	73.57%
WORKER'S COMP	1,209,207	1,272,176	105.21%	97.68%	105.27%	97.46%	110.18%	91.80%
TOTAL ALL LINES	1,912,756	1,785,172	93.33%	95.11%	93.50%	94.76%	96.19%	87.80%
NET PAYOUT %	\$1,251,025		65.40%					

FUND YEAR 2014 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	22	MONTH	21	MONTH	10	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Oct-15		30-Sep-15		31-Oct-14	
PROPERTY	184,000	161,113	87.56%	98.69%	87.56%	98.04%	79.29%	76.00%
GEN LIABILITY	473,408	411,646	86.95%	76.91%	93.52%	75.57%	27.81%	42.00%
AUTO LIABILITY	89,385	18,356	20.54%	73.57%	20.54%	71.98%	20.71%	40.00%
WORKER'S COMP	1,210,000	1,600,546	132.28%	91.80%	132.84%	90.74%	91.18%	42.00%
TOTAL ALL LINES	1,956,793	2,191,661	112.00%	88.01%	113.94%	86.90%	71.51%	45.11%
NET PAYOUT %	\$1,097,184		56.07%					

FUND YEAR 2015 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	10	MONTH	9	MONTH	-2	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Oct-15		30-Sep-15		31-Oct-14	
PROPERTY	191,000	67,989	35.60%	76.00%	33.14%	68.00%	N/A	N/A
GEN LIABILITY	471,685	46,895	9.94%	42.00%	9.13%	36.00%	N/A	N/A
AUTO LIABILITY	75,666	14,139	18.69%	40.00%	17.40%	35.00%	N/A	N/A
WORKER'S COMP	1,241,000	800,751	64.52%	42.00%	63.45%	33.00%	N/A	N/A
TOTAL ALL LINES	1,979,351	929,775	46.97%	45.20%	45.82%	37.17%	N/A	N/A
NET PAYOUT %	\$372,609		18.82%					

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

October 31, 2015						
COVERAGE LINE - PROPERTY						
CLAIM COUNT - OPEN CLAIMS						
Year	2011	2012	2013	2014	2015	TOTAL
September-15	0	1	0	0	9	10
October-15	0	1	0	0	13	14
NET CHGE	0	0	0	0	4	4
Limited Reserves						\$3,189
Year	2011	2012	2013	2014	2015	TOTAL
September-15	\$0	\$0	\$0	\$0	\$44,502	\$44,502
October-15	\$0	\$0	\$0	\$0	\$44,648	\$44,648
NET CHGE	\$0	\$0	\$0	\$0	\$146	\$146
Ltd Incurred	\$340,677	\$141,032	\$111,235	\$161,113	\$67,989	\$822,046
COVERAGE LINE - GENERAL LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2011	2012	2013	2014	2015	TOTAL
September-15	1	4	9	20	24	58
October-15	1	2	7	18	22	50
NET CHGE	0	-2	-2	-2	-2	-8
Limited Reserves						\$14,734
Year	2011	2012	2013	2014	2015	TOTAL
September-15	\$110,257	\$140,466	\$337,604	\$399,935	\$36,260	\$1,024,522
October-15	\$0	\$105,385	\$231,290	\$359,966	\$40,057	\$736,699
NET CHGE	(\$110,257)	(\$35,080)	(\$106,314)	(\$39,969)	\$3,797	(\$287,823)
Ltd Incurred	\$499,178	\$520,094	\$369,920	\$411,646	\$46,895	\$1,847,733
COVERAGE LINE - AUTO LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2011	2012	2013	2014	2015	TOTAL
September-15	0	0	0	1	7	8
October-15	0	0	0	0	7	7
NET CHGE	0	0	0	-1	0	-1
Limited Reserves						\$1,300
Year	2011	2012	2013	2014	2015	TOTAL
September-15	\$0	\$0	\$0	\$0	\$8,125	\$8,125
October-15	\$0	\$0	\$0	\$0	\$9,100	\$9,100
NET CHGE	\$0	\$0	\$0	\$0	\$975	\$975
Ltd Incurred	\$27,824	\$9,647	\$31,841	\$18,356	\$14,139	\$101,807
COVERAGE LINE - WORKERS COMP.						
CLAIM COUNT - OPEN CLAIMS						
Year	2011	2012	2013	2014	2015	TOTAL
September-15	7	1	17	17	45	87
October-15	7	1	16	16	48	88
NET CHGE	0	0	-1	-1	3	1
Limited Reserves						\$19,939
Year	2011	2012	2013	2014	2015	TOTAL
September-15	\$84,202	\$29,281	\$340,683	\$739,746	\$469,684	\$1,663,595
October-15	\$224,923	\$29,006	\$302,857	\$734,511	\$463,361	\$1,754,657
NET CHGE	\$140,721	(\$275)	(\$37,827)	(\$5,235)	(\$6,323)	\$91,062
Ltd Incurred	\$1,475,261	\$596,633	\$1,272,176	\$1,600,546	\$800,751	\$5,745,368
TOTAL ALL LINES COMBINED						
CLAIM COUNT - OPEN CLAIMS						
Year	2011	2012	2013	2014	2015	TOTAL
September-15	8	6	26	38	85	163
October-15	8	4	23	34	90	159
NET CHGE	0	-2	-3	-4	5	-4
Limited Reserves						\$16,007
Year	2011	2012	2013	2014	2015	TOTAL
September-15	\$194,459	\$169,746	\$678,288	\$1,139,681	\$558,571	\$2,740,745
October-15	\$224,923	\$134,391	\$534,147	\$1,094,477	\$557,166	\$2,545,104
NET CHGE	\$30,464	(\$35,355)	(\$144,141)	(\$45,203)	(\$1,405)	(\$195,641)
Ltd Incurred	\$2,342,940	\$1,267,406	\$1,785,172	\$2,191,661	\$929,775	\$8,516,954

2015 LOST TIME ACCIDENT FREQUENCY ALL JIFs				
		October 31, 2015		
	2015	2014	2013	TOTAL
	LOST TIME	LOST TIME	LOST TIME	RATE *
FUND	FREQUENCY	FREQUENCY	FREQUENCY	2015 - 2013
NJ PUBLIC HOUSING	1.49	2.72	2.34	2.23
SUBURBAN MUNICIPAL	1.68	1.70	1.91	1.77
CENTRAL	1.71	2.49	2.66	2.32
TRI-COUNTY	1.73	1.96	1.99	1.90
BURLINGTON	1.77	1.62	1.64	1.67
MORRIS	1.86	2.00	1.65	1.84
MONMOUTH	1.94	2.21	1.42	1.85
OCEAN	1.97	2.29	2.40	2.23
N.J.U.A.	2.17	2.78	2.30	2.43
ATLANTIC	2.17	2.90	2.83	2.66
SUBURBAN ESSEX	2.17	2.48	2.52	2.43
SOUTH BERGEN	2.18	2.19	2.34	2.24
CAMDEN	2.24	2.04	1.95	2.06
BERGEN	2.32	2.46	2.08	2.28
PROF MUN MGMT	3.36	2.25	2.88	2.80
AVERAGE	2.05	2.27	2.19	2.18

Professional Municipal Mgmt Joint Insurance Fund									
2015 LOST TIME ACCIDENT FREQUENCY									
DATA VALUED AS OF October 31, 2015									
			# CLAIMS	Y.T.D.	2015	2014	2013		TOTAL
		**	FOR	LOST TIME	LOST TIME	LOST TIME	LOST TIME		RATE
MEMBER_ID	MEMBER	*	10/31/2015	ACCIDENTS	FREQUENCY	FREQUENCY	FREQUENCY	MEMBER	2015 - 2013
1	306 MAPLE SHADE		0	2	1.80	0.00	5.09	1 MAPLE SHADE	2.35
2	307 MOORESTOWN		0	3	2.49	1.36	3.75	2 MOORESTOWN	2.49
3	304 EVESHAM		0	5	3.34	4.69	1.55	3 EVESHAM	3.11
4	305 EVESHAM TOWNSHIP FIRE		0	3	3.38	1.83	0.00	4 EVESHAM TOWNSHIP I	1.63
5	308 WILLINGBORD		1	12	4.37	2.46	3.33	5 WILLINGBORD	3.33
Totals:			1	25	3.36	2.25	2.88		2.80

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND				
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Professional Municipal Mgmt Joint Insurance Fund				
Data Valued As of :		November 13, 2015		
Total Participating Members	5			
Complaint	4			
Percent Compliant	80.00%			
		01/01/15	2015	
	2015 Compliant	EPL	POL	Co-Insurance
Member Name		Deductible	Deductible	01/01/15
EVESHAM	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
EVESHAM TOWNSHIP FIRE DISTRI	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 November 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	Filed 7/31
<input type="checkbox"/> Reinsurance Policies	Filed 6/3
<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	Filed
<input type="checkbox"/> Unaudited Financials	Filed 2/28
<input type="checkbox"/> Annual Audit	Filed 7/31
<input type="checkbox"/> State Comptroller Audit Filing	Filed
<input type="checkbox"/> Ethics Filing	On Line Filing

PMM MUNICIPAL JOINT INSURANCE FUND					
2016 PROPOSED BUDGET					
Print Date:		12-Nov-15			
				Projected 2016	
APPROPRIATIONS		Annualized 2015	Projected 2016	\$	%
I. Claims and Excess Insurance		(A)		CHANGE	CHANGE
Claims					
1	Property	191,000	175,205	(15,795)	-8.27%
2	Liability	471,685	494,022	22,337	4.74%
3	Auto	75,666	65,104	(10,562)	-13.96%
4	Workers' Comp.	1,241,000	1,288,669	47,669	3.84%
5	Aggregate XS LFC		65,237	65,237	
6	Subtotal - Claims	1,979,351	2,088,237	108,886	5.50%
7	Premiums				
8	Crime	3,576	3,620	44	1.24%
9	Environmental Fund	120,569	121,383	814	0.68%
10	EJIF Dividend	(19,684)	(23,020)	(3,335)	16.94%
11	MEL	661,485	603,763	(57,722)	-8.73%
12	MEL Property	225,581	230,321	4,740	2.10%
13	SubTotal Premiums	991,527	936,067	(55,459)	-5.59%
14	Total Loss Fund	2,970,878	3,024,305	53,427	1.80%
15					
16	II. Expenses, Fees & Contingency				
17					
18	Claims Adjustment	127,959	130,518	2,559	2.00%
19	Managed Care	79,923	81,521	1,598	2.00%
20	Loss Fund Management	6,333	12,667	6,333	100.00%
21	Litigation Mangement	16,261	16,586	325	2.00%
22	Safety Director	16,684	17,018	334	2.00%
23	General Expense	600	600	0	0.00%
24	Safety Incentive Program	10,250	10,250	0	0.00%
25	MEL Safety Institute	14,670	14,852	182	1.24%
26	Administration	104,934	107,033	2,099	2.00%
27	Actuary	36,300	37,026	726	2.00%
28	Auditor	21,365	21,792	427	2.00%
29	Attorney	19,090	19,472	382	2.00%
30	Treasurer	16,501	16,831	330	2.00%
31	Internal Auditor	3,968	4,047	79	2.00%
32	Underwriting Manager	5,520	5,631	110	2.00%
33	Property Appraisal	0	0	0	0.00%
34					
35	Misc. Expense & Contingency	15,261	14,091	(1,170)	-7.67%
36					
37	Total Fund Exp & Contingency	495,619	509,934	14,315	2.89%
38					
39					
40	Total JIF Excl POL/EPL	3,466,496	3,534,239	67,742	1.95%
41	XLPOL/EPL Premiums				
42	POL/EPL Premium	267,583	272,935	5,352	2.00%
43	Cyber Liability	3,000	3,000	0	0.00%
44	Vol Directors & Officers	2,190	2,190	0	0.00%
45	Total POL/EPL Premium	272,773	278,125	5,352	1.96%
46	Total JIF Incl POL/EPL	3,739,269	3,812,363	73,094	1.95%
47	Revised Total	3,739,269	3,812,363	73,094	1.95%

MEMORANDUM

Date: November 9, 2015

To: JIF Executive Director

From: MEL/JIF Underwriting Manager

Re: MEL Member JIF Public Officials and Employment Practices 2016 Renewal

This memo will serve as an update of the renewal process for the MEL JIF EPL/POL Program for the 2016 renewal:

It is the Underwriting Manager's recommendation for MEL member JIFs to move their EPL/POL program to QBE North America. QBE North America has presented competitive renewal terms of a 5% average program premium increase statewide for 2016 and a 5% average program premium increase statewide for a 2017. The policy terms and conditions with QBE North America will remain as they had been developed with XL Insurance. QBE North America is rated A+ by Standard & Poor's and A (Excellent) by A.M. Best.

The incumbent, XL Insurance, indicated a 15% increase in the program premium statewide for 2016. This is a year after obtaining a 21% average program premium increase statewide in 2015. There is no commitment for a two year renewal. It should also be noted that XL Insurance appears to be moving away from Joint Insurance Fund Program business as their underwriting forecast for our account and this type of program business has taken a downturn so in the future we can expect continued program premium increases.

The management team and service team that initially developed and underwrote the MEL member JIF EPL/POL program for XL in 2011 are now with QBE North America and will be assigned to the MEL member JIF EPL/POL programs. Summit Risk Services will also remain the claims adjuster and handle the claims for QBE.

Therefore, the MEL member JIFs will have the same continuity of underwriting, policy terms and conditions including the same servicing and strong underwriting relationships with QBE NA that existed with XL.

If you have any questions, please let me know.

Edward Scioli

Professional Municipal Management Joint Insurance Fund

November 10, 2015

To: Member Municipalities

Re: Claims Sweep for Public Officials/Employment Practices Liability Claims

Dear Member Entity:

The fund will be negotiating a new Public Officials and Employment Practices Liability (POL/EPL) insurance program. (We anticipate a change from the current carrier, XL Insurance). Therefore, it is imperative that any existing POL/EPL claims be reported to the current carrier prior to the policy's expiration on December 31, 2015. **Failure to timely report will result in the carrier denying the claim.**

So that claims can be properly reported to XL, please file any unreported **public officials or employment practices "claims"** to your local claims administrator no later than **December 18, 2015**. Specifically, the policy defines a "claim" as:

- (a) a written demand for monetary damages; or
- (b) a civil proceeding commenced by the service of a summons, complaint or similar pleading, including any appeal therefrom.
- (c) a complaint or charge filed with the Equal Employment Opportunity Commission (EEOC), New Jersey Division of Civil Rights (DCR), or similar federal, state or local government agency.

In particular, please identify any previously unreported:

- Tort notices;
- EEOC or NJ Division of Civil Rights Proceedings ("DCR"); and
- Letters of representations by attorneys.

We recommend you ask Public Officials, managerial personnel and other key employees if they have received a claim or have received **written** notice from an attorney representing a party indicating a future claim. You should report any such information to your JIF's liability claims adjuster as well as to XL **prior to December 18, 2015**, and you should request a response email confirming receipt. If there are any subsequent claims through December 31, 2015, you must immediately report those claims as well.

Accordingly, you should submit such claims to both of the following:

JIF TPA at kberenato@qual-lynx.com

XL at Dense.Davis@xlcatlin.com and NewFundClaim@summitrisk.com

Although this letter summarizes certain policy definitions above, you should talk with your risk manager or insurance advisor to review all of your rights and obligations under the Policy.

Sincerely,

Bradford Stokes

EXECUTIVE DIRECTOR

cc: Fund Commissioner
Fund Attorney
TPA

RESOLUTION NO. 15-27

PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

**RESOLUTION AUTHORIZING THE CANCELATION OF THE DECEMBER MEETING AND
THE CONTINUANCE OF CONTRACTUAL PAYMENTS AND AUTHORIZATION FOR ALL
PROFESSIONALS TO CONTINUE SERVICES UNTIL THE
JANUARY 25, 2016 MEETING**

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

WHEREAS, by way of this resolution, the December meeting is hereby canceled and the Treasurer is directed to continue to make, during the months of December and January, all contractual payments which customarily become due and the professionals are directed to continue to perform their services, with the understanding that any and all actions that they take shall be confirmed at the January 25, 2016 meeting, except in the case of emergency or a matter which would be deemed by General Counsel to be extraordinary, authorization shall be sought from the Chairman and/or Secretary of the Professional Municipal Management JIF.

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

The regular scheduled meeting for December is hereby canceled.

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

All professionals are directed to proceed in the normal course to take any and all steps necessary to resolve cases which are outstanding for which the JIF will confirm their actions at the January 25, 2016 meeting, the only exception being if there is an item which is deemed to be extraordinary by General Counsel, authorization shall be sought either by the Chairman or the Secretary of the Fund before that action is take by the professional.

Professional Municipal Management Joint Insurance Fund

SCOTT CAREW, Chairman

RICHARD BREVOGEL, Secretary

Date

RESOLUTION NO. 15-28

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
NOVEMBER 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 CLOSED

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
004888			
004888	MUNICIPAL EXCESS LIABILITY RCF	2015 RCF ASSESSMENT	281,953.63
			281,953.63
		Total Payments Closed Year	281,953.63

FUND YEAR 2014

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
004889			
004889	BOWMAN & COMPANY, LLP	AUDITOR FEE 10/22/2015 - (2014)	4,800.00
			4,800.00
		Total Payments FY 2014	4,800.00

FUND YEAR 2015

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
004890			
004890	QUAL-LYNX	CLAIM ADMIN - 11/2015	10,663.25
			10,663.25
004891			
004891	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 11/2015	1,390.35
			1,390.35
004892			
004892	PERMA	POSTAGE FEE 10/2015	2.55
004892	PERMA	EXECUTIVE DIRECTOR FEE 11/2015	9,272.29
			9,274.84
004893			
004893	THE ACTUARIAL ADVANTAGE	ACTUARY MONTHLY FEE 11/2015	3,025.00
			3,025.00
004894			
004894	QUALCARE, INC.	MANAGED CARE SERVICES - 11/2015	6,660.25
			6,660.25
004895			
004895	THOMAS TONTARSKI	TREASURER FEE 11/2015	1,375.13
			1,375.13
004896			
004896	BACIO CATERING AND MARKETPLACE	JIF MEETING - 11/2015	166.00
			166.00

004897				
004897	HELMER, CONLEY & KASSELMAN, PA	LITIGATION MANAGEMENT - 11/2015		1,355.07
004897	HELMER, CONLEY & KASSELMAN, PA	ATTORNEY FEE 11/2015		1,590.81
				2,945.88
004898				
004898	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 11/2015		460.03
				460.03
		Total Payments FY 2015	35,960.73	

TOTAL PAYMENTS ALL FUND YEARS \$ 322,714.36

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

November 10, 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 one month period ending October 31, 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 \$ 1,906.78. This generated an average annual yield of .51%. However, we have an unrealized net gain of \$1,260.00 adjusting the reported yield to .85% for the period. The total overview of the asset portfolio for the fund shows an overall unrealized gain of \$ 5,740.00 as it relates to the market value of \$2,005,740.00 vs. the amount we have invested.

Our asset portfolio with TD Wealth Management has 1 obligation greater than two years.

RECEIPT ACTIVITY FOR THE PERIOD:

Subrogation Receipts \$4,977.20 w/YTD of \$ 77,824.94 (detailed in my report)
Overpayment Reimbursements \$1,351.85

CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 109 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 \$ 194,843.33.

Loss Payments	\$ 161,129.79
Expense Payments	\$ 10,546.47
Legal Payments	\$ 23,167.07

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 \$ 4,573,348.14 to a closing balance of \$4,354,804.51 showing a decrease in the fund of \$ 218,543.63.

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
5/5	EVESHAM TWP.	X71495	MICHAEL CARLIN	WC	2013	50.00	
TOTAL-MAY						50.00	
TOTAL-YTD							42,896.25
6/3	MAPLE SHADE TWP.	X10584	NICHOLAS GIANNINI	WC	2011	375.00	
6/3	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	25.00	
TOTAL-JUN						400.00	
TOTAL-YTD							43,296.25
7/1	MAPLE SHADE TWP.	X24298	ADAM WALLACE	WC	2012	174.74	
7/2	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	25.00	
7/7	MAPLE SHADE TWP.	Z16509	MAPLE SHADE TWP.	PR	2015	1,290.00	
7/14	WILLINGBORO TWP.	Z19857	WILLINGBORO TWP.	PR	2015	5,641.92	
7/15	MAPLE SHADE TWP.	X10584	NICHOLAS GIANNINI	WC	2011	375.00	
7/16	EVESHAM TWP.	X96016	EVESHAM TWP.	PR	2014	2,628.41	
7/23	MOORESTOWN TWP.	X61147	DANIEL PASCAL	WC	2013	19,314.42	
TOTAL-JUL						29,449.49	
TOTAL-YTD							72,745.74
8/14	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	25.00	
TOTAL-AUG						25.00	
TOTAL-YTD							72,770.74
9/1	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	77.00	
TOTAL-SEP						77.00	
TOTAL-YTD							72,847.74
10/19	EVESHAM TWP.	X87069	ARNOLD GIORDONO	WC	2014	4,873.20	
10/21	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	104.00	
TOTAL-OCT						4,977.20	
TOTAL-YTD							77,824.94

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

Current Fund Year: 2015 Month Ending: October		Prop	Liab	Auto	WC	0	POL/EPL	EJIF	Future	Admin	TOTAL
OPEN BALANCE	(14,556.85)	1,371,843.02	379,885.08	2,200,202.04	0.00	144.06	(19,630.54)	238,443.81	417,017.52	4,573,348.14	
RECEIPTS											
Assessments	0.00	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	6,329.05	0.00	0.00	0.00	0.00	0.00	0.00	6,329.05
Invest Pymnts	65.82	401.59	111.20	645.67	0.00	0.04	0.02	70.36	122.07	1,416.77	
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Subtotal Invest	65.82	401.59	111.20	645.67	0.00	0.04	0.02	70.36	122.07	1,416.77	
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	65.82	401.59	111.20	6,974.72	0.00	0.04	0.02	70.36	122.07	7,745.82	
EXPENSES											
Claims Transfers	4,552.35	123,656.29	0.00	62,323.77	0.00	0.00	0.00	0.00	0.00	190,532.41	
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,757.04	35,757.04	
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	4,552.35	123,656.29	0.00	62,323.77	0.00	0.00	0.00	0.00	35,757.04	226,289.45	
END BALANCE	(19,043.38)	1,248,588.32	379,996.28	2,144,852.99	0.00	144.10	(19,630.52)	238,514.17	381,382.55	4,354,804.51	
Report Month: October											
Balance Differences											
Opening Balances:	Opening Balances are equal					\$0.00					
Imprest Transfers:	Imprest Totals are equal					\$0.00					
Investment Balances:	Investment Payment Balances are NOT e					(\$0.01)					
	Investment Adjustment Balances are equ					\$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	October						
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	\$4,573,348.63	2319992.26	2560.3	195815.47	2004480	50000.6	500
Opening Interest Accrual Balance	\$3,616.66	0	0	0	3616.66	0	0
1 Interest Accrued and/or Interest Cost	\$1,750.00	\$0.00	\$0.00	\$0.00	\$1,750.00	\$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	\$156.78	\$248.51	\$0.14	(\$91.87)	\$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)	\$1,260.00	\$0.00	\$0.00	\$0.00	\$1,260.00	\$0.00	\$0.00
8 Net Investment Income	\$3,166.78	\$248.51	\$0.14	(\$91.87)	\$3,010.00	\$0.00	\$0.00
9 Deposits - Purchases	\$232,618.50	\$6,329.05	\$0.00	\$0.00	\$0.00	\$190,532.41	\$35,757.04
10 (Withdrawals - Sales)	(\$452,578.90)	(\$226,289.45)	\$0.00	\$0.00	\$0.00	(\$190,532.41)	(\$35,757.04)
Ending Cash & Investment Balance	\$4,354,805.01	\$2,100,280.37	\$2,560.44	\$195,723.60	\$2,005,740.00	\$50,000.60	\$500.00
Ending Interest Accrual Balance	\$5,366.66	\$0.00	\$0.00	\$0.00	\$5,366.66	\$0.00	\$0.00
Plus Outstanding Checks	\$158,214.64	\$0.00	\$0.00	\$0.00	\$0.00	\$151,077.90	\$7,136.74
(Less Deposits in Transit)	(\$6,329.05)	(\$6,329.05)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance per Bank	\$4,506,690.60	\$2,093,951.32	\$2,560.44	\$195,723.60	\$2,005,740.00	\$201,078.50	\$7,636.74

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

Month		October							
Current Fund Year		2015							
		1.	2.	3.	4.	5.	6.	7.	8.
Policy Year	Coverage	Calc. Net Paid Thru Last Month	Monthly Net Paid October	Monthly Recoveries October	Calc. Net Paid Thru October	TPA Net Paid Thru October	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
2015	Prop	18,789.10	4,552.35	0.00	23,341.45	23,341.45	(0.00)	0.00	(0.00)
	Liab	6,827.86	10.00	0.00	6,837.86	6,837.86	0.00	0.00	0.00
	Auto	5,039.49	0.00	0.00	5,039.49	5,039.49	0.00	0.00	0.00
	WC	317,768.74	20,973.06	1,351.85	337,389.95	337,389.95	0.00	0.00	0.00
	Total	348,425.19	25,535.41	1,351.85	372,608.75	372,608.75	(0.00)	0.00	(0.00)
2014	Prop	161,113.07	0.00	0.00	161,113.07	161,113.07	(0.00)	(0.00)	0.00
	Liab	42,811.00	8,868.71	0.00	51,679.71	51,679.71	0.00	0.00	0.00
	Auto	18,355.96	0.00	0.00	18,355.96	18,355.96	0.00	0.00	0.00
	WC	867,637.00	3,271.31	4,873.20	866,035.11	866,035.11	0.00	0.00	0.00
	Total	1,089,917.03	12,140.02	4,873.20	1,097,183.85	1,097,183.85	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	34,894.43	103,735.07	0.00	138,629.50	138,629.50	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	932,244.41	37,179.40	104.00	969,319.81	969,319.81	(0.00)	(0.00)	0.00
	Total	1,110,214.43	140,914.47	104.00	1,251,024.90	1,251,024.90	(0.00)	(0.00)	0.00
2012	Prop	141,032.32	0.00	0.00	141,032.32	141,032.32	(0.00)	(0.00)	0.00
	Liab	403,666.25	11,042.51	0.00	414,708.76	414,708.76	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	566,727.27	900.00	0.00	567,627.27	567,627.27	0.00	0.00	0.00
	Total	1,121,072.56	11,942.51	0.00	1,133,015.07	1,133,015.07	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	388,920.33	0.00	0.00	388,920.33	388,920.33	(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	1,247,414.67	0.00	0.00	1,247,414.67	1,247,414.67	(0.00)	(0.00)	0.00
	Total	2,004,835.72	0.00	0.00	2,004,835.72	2,004,835.72	(0.00)	(0.00)	0.00
	TOTAL	5,674,464.93	190,532.41	6,329.05	5,858,668.29	5,858,668.29	(0.00)	(0.00)	0.00

Professional Municipal Management Joint Insurance Fund Certificate Of Insurance Monthly Report

Wednesday, October 21, 2015

From 9/24/2015 To 10/20/2015

Holder (H) / Insured Name (I)	Holder / Insured Address	Holder Code	Description of Operations	Issue Date	Coverage
<u>PMM JIF</u>					
H- Burlington County Bd of Chosen Freeholders I- Township of Maple Shade	49 Rancocas Rd, PO Box 6000 Southampton, NJ 08060 1650 Att: Insurance & Risk Management Division 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) as respects the holiday parade/festival on December 4, 2015.	10/19/2015	GL EX WC
H- Ahern Rentals, Inc. I- Township of Willingboro	1401 Mineral Ave. Las Vegas, NV 89106 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	4290	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 "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) "rented/leased equipment value being \$100,000. Leased 2014 John Deere Model # 68743, VIN #310KE, value \$100,000.00	10/20/2015	GL EX AU OTH
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) regarding recreations programs affiliated with the Township. This does not include Amusements or Fireworks.	10/20/2015	GL EX AU WC

H- First Student
I- Township of Willingboro

835 Watson-New Freedom Rd Berlin, NJ 08009
Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive
Willingboro, NJ 08046

19459

Evidence of insurance as respects 2003 International bus and 10/1/2015 GI EX occupants, VIN# 4DRBRABP43A959362, the value of this bus is approx.. \$6,400.00.

Total # of Holders = 4

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

TO: Municipal Fund Commissioners
FROM: J. A. Montgomery Risk Control, JIF Safety Director
DATE: October 30, 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
Tim Sheehan, Asst. Public Sector Director tsheehan@jamontgomery.com Office: 856-552-6862 Cell: 609-352-6378	Glenn Prince, Associate Public Sector Director gprince@jamontgomery.com Office: 856-552-4744 Cell: 609-238-3949

OCTOBER 2015 ACTIVITIES

JIF MEETINGS ATTENDED

- PMM JIF – Fund Commissioner Meeting – October 26

SAFETY DIRECTOR'S BULLETINS & SAFETY ANNOUNCEMENTS

- SD Bulletin - Safety Director's Alert - Recent Crossing Guard Accidents – October 15
- SD Bulletin - Safety Director's Alert - Leaf Collection Time– October 25
- MEL Safety Institute – Training Schedule for October 2015 – October 21

MEL VIDEO LIBRARY

The were no members who utilized the MEL Video Library in October.

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

Listed below are upcoming MSI training programs scheduled for November & December 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
11/4/15	5	Borough of Pitman	Snow Plow / Snow Removal Safety	12:30 - 2:30 pm
11/5/15	5	Township of Pemberton	Snow Plow / Snow Removal Safety	8:30 - 10:30 am
11/9/15	5	Borough of Magnolia	Heavy Equipment Safety	9:00 - 12:00 pm
11/18/15	5	Evesham Twp. MUA	CDL-Drivers Safety Regulations	8:15 - 10:15 am
11/18/15	5	Evesham Twp. MUA	Shop & Tool Safety	10:30 - 11:30 am
11/18/15	5	Evesham Twp. MUA	CDL-Drivers Safety Regulations	12:15 - 2:15 pm
11/18/15	5	Evesham Twp. MUA	Shop & Tool Safety	2:30 - 3:30 pm
12/7/15	5	Borough of Glassboro #1	CDL-Drivers Safety Regulations	12:30 - 2:30 pm

CEU's for Certified Publics Works Managers			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Accident Investigation	2 / M	Hazard Identification - Making Your Observations Count	1 / T,M
Advanced Safety Leadership	10 / M	Hearing Conservation	1 / T,G
Asbestos, Lead & Silica Industrial Health Overview	1 / T,G	Heavy Equipment Safety	1 / G - 2 / T
Back Safety / Material Handling	1 / T	Hoists, Cranes and Rigging	2 / T
Bloodborne Pathogens Training	1 / G	Housing Authority Safety Awareness	3 / T
Bloodborne Pathogens Train- the- Trainer	1 / T	Jetter Safety	2 / T
BOE Safety Awareness	3 / T	Landscape Safety	2 / T
CDL – Supervisors Reasonable Suspicion	2 / M	Leaf Collection Safety Awareness	2 / T
CDL - Drivers' Safety Regulations	2 / G	Lockout Tagout	2 / T
Coaching the Maintenance Vehicle Operator	2 / T,M	Personal Protective Equipment (PPE)	2 / T
Confined Space Entry – Permit Required	3.5 / T	Playground Safety	2 / T
Confined Space Awareness	1 / T,G	Sanitation and Recycling Safety	2 / T
Driving Safety Awareness	1.5 / T	Safety Committee Best Practices	1.5 / M
Employee Conduct and Violence in the Work Place	1.5 / E	Safety Coordinator's Skills Training	3 / M,G
Excavation Trenching & Shoring	2 / T,M	Shop and Tool Safety	1 / T
Fast Track to Safety	4 / T	Seasonal Public Works Operations	3 / T
Flagger / Workzone Safety	2 / T,M	Snow Plow Safety	2 / T
HazCom with Globally Harmonized System	1 / T,G	Special Events Management	2 / M
Hazardous Materials Awareness w/ HazCom & GHS	3 / T	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
Driving Safety Awareness	1.5 / S	Office Safety	2 / S
Excavation Trenching & Shoring	4 / S	Personal Protective Equipment (PPE)	2 / S
Fall Protection Awareness	2 / S	Safety Committee Best Practices	1.5 / S
Fast Track to Safety	5 / S	Safety Coordinator's Skills Training	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



Safety Director's ALERT:

Recently, two crossing guards in New Jersey were struck and seriously injured while working at their posts. Initial reports indicate poor visibility was a factor in both incidents. There are a number of issues that can impact a driver's ability to see a guard; distractions, sun glare or shaded areas, visual obstructions such as trees and parked cars, and topography of the roadway.

The Safety Director is asking Police Departments with Crossing Guards to review their posts to evaluate if additional training, personnel protective equipment or traffic calming measures are needed to protect their guards. A Post Evaluation form is available on the MEL website, www.njmel.org, in the Bulletin / Checklist menu, under the SAFETY tab.

Please forward this Message to the Police Chief of your town.



SAFETY DIRECTOR'S BULLETIN

Leaf Collection Safety

October 2015

Leaf Collection Time . . . An Important Reminder

Municipalities and public agencies collect leaves by a number of different means (leaf vacuums, front end loaders, bagged leaves, etc.) in an effort to improve safety and efficiency of the process. Any leaf collection operation exposes workers to hazards. Please consider the following tips to protect workers:

Department Leaders

- Perform a job hazard assessment on all leaf vacuum procedures and collection equipment.
- Thoroughly train all new employees prior to allowing them to operate any piece of equipment.
- Provide refresher training at the beginning of each leaf season for experienced workers. If the season is extended, provide additional training to reinforce safety procedures at regular intervals.
- Conduct Job Site Observations. Reinforce desirable behaviors and consistently correct unsafe actions.

Drivers

- Follow manufacturers' recommendations when operating leaf vacuuming equipment. Conduct pre-trip inspections of the truck and vacuum unit per manufacturers' recommendations and department policy.
- Never allow workers to ride on the yoke, or other areas not specifically designated for riders.
- Maintain visual contact of workers on foot when working close to the vehicle and while backing.
- Check both side mirrors frequently when backing.
- Use a reliable spotter positioned to see you and the blind spots behind your vehicle when backing.
- Stop the truck if the spotter must change positions and whenever visual contact is lost.
- Wear your seatbelt. Insist others in the cab wear theirs. Do not use your cell phone or otherwise become distracted. Stay alert of approaching motorists to possibly warn your crew members of danger.

Workers on foot

- Stay in mirrors or otherwise visible to driver. Remain clear of the rear of the vehicle when the backup lights or alarm are on.
- Be aware of crush zones. They include between moving vehicles and under raised loads.
- Use standard hand signals when acting as a spotter.
- Wear the required personal protective equipment. Remind co-workers to wear theirs.
- Stay alert to approaching motorists. Be prepared to warn co-workers. Have each others' backs.

The MEL offers a variety of educational resources to supplement your employee training program. They can be found by visiting the MEL website, www.njmel.org, and selecting the SAFETY tab.

- Select **Toolbox Talks** for 5-minute lesson plans on personal protective equipment, basic safety principles, avoiding crush zones, and hand signals for collecting leaves with vacuums, rear compactors, and front-end loaders.
 - New Toolbox Talks have been added for the leaf collection season.
- Choose **Videos** to access short Public Access movies on crush zone and back safety awareness. Members can also borrow videos from the MEL Media library. Click on the Catalogue icon to see the wide selection of general and leaf-collection-specific safety videos that are available.

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.



Personal Protective Equipment for leaf vacuum operations must include:

- ANSI 107-2004 (or later) Class 2 or 3 high visibility apparel
- Hearing protection

The following is recommended depending on conditions:

- Work boots
- Tight-fitting protective eyewear
- Leather or similar work gloves
- Dust mask or N95 respirator. Workers who wear a filtering facepiece respirator on a voluntary basis must acknowledge Appendix D in OSHA's Respiratory Protection Standard.



Visibility of the workers on foot is a critical component for a safe operation. In the picture on the left, the worker is between the leaf vacuum and the truck and out of the driver's sight.

Drivers must maintain the proper distance from the curb to keep the vacuum hose operator as far as possible from the wheels of the truck or trailer.

Vacuum hose operators and workers on foot must be aware not to put themselves in a potential Crush Zone.



Leaf collection is a Mobile Work Zone. Establish traffic control according to the MUTCD. At a minimum, high intensity amber warning lights must be visible to motorists approaching from either direction.

Do not use directional arrows on 2-lane roadways.



Crush Zones are present in many leaf collection operations:
 Between and in front of moving vehicles
 Under raised loads and vehicle bodies

APPENDIX I - MINUTES

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – OCTOBER 26, 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
Joseph Andl	Township of Maple Shade	Present

SPECIAL FUND COMMISSIONERS:

Thomas Shanahan	Township of Evesham	Absent
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APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes, Karen A. Read Rachel Chwastek
Treasurer	Tom Tontarski
Attorney	Kearns, Reale & Kearns, Esquires William Kearns, Esquire
Auditor	Bowman & Company
Claims Service	Qual Lynx (via telephone) Kathy Kissane
Safety Director	J.A. Montgomery Risk Control Glenn Prince
Managed Care Organization	QualCare Steve McNamara
Underwriting Manager	Conner Strong & Buckelew

APPROVAL OF MINUTES: SEPTEMBER 28, 2015 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF SEPTEMBER 28, 2015:

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

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR:

2016 BUDGET: – The Executive Director included in the agenda the Proposed 2016 Budget and reviewed it with the Fund.

MOTION TO INTRODUCE THE 2016 BUDGET AND SCHEDULE A PUBLIC HEARING ON MONDAY, NOVEMBER 23, 2015 AT 1:00PM.

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

Residual Claims Fund (RCF) - The Residual Claims Fund met last week at the Forsgate Country Club to hold a public hearing to review the amended 2015 Budget and the proposed 2016 Budget. A copy of the report will be included in next month's agenda.

EJIF - The EJIF met last week at the Forsgate Country Club. A public hearing and adoption of the 2016 Budget was held. A copy of the report will be included in next month's agenda.

MEL - The MEL met last week at the Forsgate Country Club to introduce the 2016 Budget. A copy of the report will be included in next month's agenda. Commissioner Carew informed the fund of the discussion regarding the possible formation of the Urban JIF.

Elected Officials Training - This year's elected officials training program will focus on Public Officials & Employment Practices, specifically personal liability of the elected officials. A session is scheduled at the League of Municipalities Conference for 3:45 pm in Atlantic City on Wednesday, November 18, 2015.

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

The Executive Director reported the August Financial Fast Track shows the fund has a surplus of over \$226,000. The Loss Ratio Analysis from the actuary pegged the fund at 37%, the fund is currently at 45%, which is a better trend than last year, when the fund was trending at 68%. The Fund's Lost Time Accident Frequency is 3.58, with 1 new loss time accidents report last month.

The Executive Director then concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: Closed session only.

TREASURER:

Payment of October 2015 Vouchers Resolution 15-26

Fund Year 2015	35,757.04
Total	35,757.04

MOTION TO APPROVE RESOLUTION 15-26 VOUCHER LIST FOR THE MONTH OF OCTOBER AS SUBMITTED

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

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

2011	7,848.21
2012	3,090.01
2013	4,385.36
2014	16,655.05
2015	62,762.84
TOTAL	94,741.47

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER REPORT: The Underwriting Manager reported there were 4 certificates issued for the period 08/20/15 to 09/23/15 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 September, as well as a list of MSI Training and Fast Track training information. The Safety Director advised included in the report was a safety director bulletins, Best Practices for Backing Fire Apparatus into the Station. The Safety Director advised he was asked to audit a playground for Evesham, and before the end of the year he plans to visit all 4 police departments in the fund, and discuss the initiatives for next year. 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: Steve McNamara advised September's reports were included in the agenda. Mr. McNamara reported there were 175 bills during the month of September totaling \$79,210.95 of that amount \$30,111.94 was paid for a savings of \$49,099.01 which is a 62% savings. There were 6 new injuries in the month of September.

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 Andl
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Moved: Commissioner Brevogel
Second: Commissioner Andl
Vote: Unanimous

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

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

OLD BUSINESS: NONE

NEW BUSINESS: There was a discussion regarding delaying the fund's luncheon due to weather being a mitigating factor in the last few years.

There was a discussion regarding volunteer organizations and areas that have PPE requirements.

There was a discussion regarding the benefits of having a risk manager for the fund.

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Moved: Commissioner Brevogel
Second: Commissioner Andl
Vote: Unanimous

MEETING ADJOURNED: 1:53pm

NEXT REGULAR MEETING: November 23, 2015
Moorestown Town Hall 1:00PM

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY

APPENDIX II – MEL, EJIF & RCF REPORTS



Municipal Excess Liability Joint Insurance Fund

9 Campus Drive – Suite 216
Parsippany, NJ 07054
Tel (201) 881-7632
Fax (201) 881-7633

Date: October 21, 2015
To: Professional Municipal Management Joint Insurance Fund
From: Chairman Scott Carew
Subject: October MEL Report

2016 Rate Table & Budget – Board of Fund Commissioners introduced a 2016 Rate Table and a 2016 Budget - reflecting an overall decrease of -3.8% when applying the 2015 exposures and limits against the 2016 rate table to provide a comparison. Public Hearing scheduled for Wednesday, November 18, 2015 at 5:00 pm in Room 305 at the Atlantic City Convention Center.

Emergency Cleanup and Restoration Services: The MEL advertised an RFQ to add qualified vendors for Emergency Cleanup and Restoration Services to the existing list – posted to the MEL webpage. Deadline for responses is October 14, 2015. Responses received from Service Master Restore in Emerson and PuroClean in Middlesex. The Board approved adding both vendors to the list posted on the MEL’s webpage. It is expected that the MEL will periodically update this list.

Best Practices – Cyber Liability: In March of 2014, the MEL entered into a contract with Rutgers University to develop “Best Practices” that can be used by members to manage risk related to the use of technology. Rutgers has completed the project and delivered: 1) Leadership Summary Pamphlet; 2) Executive Summary; and 3) Best Practices & Resource Guides. Executive Director recommended distributing these documents to member Governing Bodies, Fund Commissioner and Risk Management Consultants. The Board approved the printing and mailing costs based on proposal submitted by AA Printing, South Plainfield, NJ. AA Printing submitted the lowest quote to print 3,000 copies and directly distribute approximately 1,500 to members at a cost of \$18,004. Once the project is ready to mail, the MEL will also send an email to Fund Commissioners and post a copy of the material on the MEL webpage.

Super Storm Sandy: Fund Attorney said the final order resolving the flood related Super Storm Sandy claims has been filed, noting there are no matters in dispute. At this time, MEL members can now submit their filings to FEMA; it is likely that members will recover 97% of their costs when combining insurance and FEMA recoveries. Fund Attorney said it was notable how quickly claims were finalized – when compared to other catastrophic claims in the United States.

Management Committee: The committee met on September 21, 2015; Minutes from the meeting were submitted to the Board for information.

Investment Committee: The committee met on September 21, 2015; Minutes from the meeting were submitted to the Board for information

Representatives from the Investment Committee interviewed Investors Bank (banking), Wilmington Trust (asset management); TD Bank (banking & asset management) and Wells Fargo (banking & asset management) on October 14th. Results reviewed with Investment Committee on October 21, 2015. Chairman Rheinhardt said awarding the banking contract to Investors Bank and the asset manager contract to Wilmington Trust represented the most cost effective program. Board accepted the committee recommendation and authorized the MEL Treasurer to begin transitioning to Investors Bank and Wilmington Trust.

Model Personnel Manual meeting: The committee met on September 28, 2015; Minutes from the meeting were submitted to the Board for information. Committee will meet again to finalize changes to the Model Personnel Manual.

Safety and Education Committee: The committee is scheduled to meet on October 31, 2015.

Legislative Committee: The Legislative Committee is scheduled to meet on November 18th during the NJSLOM convention.

Coverage Committee: The committee is in the process of scheduling a meeting.

RCF Report: The RCF met on September 2, 2015 and introduced the amended 2015 Budget and the 2016 Proposed Budget. The public hearing on the RCF budget will be held on October 21, 2015 at 10:30 AM in the Forsgate Country Club. A copy of Commissioner Cottman's report on the RCF Board's September meeting distributed for information

Residual Claims Fund Membership Renewal: The MEL's three-year membership in the Municipal Excess Liability Residual Claims Fund is scheduled to expire on December 31, 2015. The Board adopted Resolution 16-15 renewing the membership term effective January 1, 2016 through December 31, 2018.

Claims Committee: The Claims Review Committee submitted minutes of its September meeting and is also scheduled to meet immediately following today's board meeting.

Public Officials/Employment Practices Liability Claims (POL/EPL) – Fund Attorney said 26 claims remain open. Of those, 14 are at the appellate division (MEL's motion for summary judgements were successful in these matters & are being appealed); 2 claims are at the Supreme Court.

OPRA – Fund Attorney said the transition of OPRA requests being reviewed by his office has moved well.

JIF Fund Attorneys – Fund Attorney is planning to schedule periodic meetings of Fund Attorneys from affiliated local JIFs. Expect to schedule in the first quarter of 2016.

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND					
2016 BUDGET FOR RATE DEVELOPMENT					
MUNICIPALITIES ONLY - CURRENT DATA					
	A	B	B-A	B-A	
	BUDGET	BUDGET			
APPROPRIATIONS	2015 RATES	2016 RATES	\$	%	
I. CLAIMS AND EXCESS INSURANCE PREMIUMS	MUNIS ONLY	MUNIS ONLY	CHANGE	CHANGE	
CLAIMS					
Excess Liability:					
1	To 500K	2,812,667	2,558,120	(254,547)	-9.1%
2	1.25ML Ex 500K	3,706,084	3,370,684	(335,400)	-9.0%
3	Excess WC	9,442,160	7,865,319	(1,576,841)	-16.7%
4	Excess Property 200K Ex 50K	2,015,193	1,712,914	(302,279)	-15.0%
5	Aggregate Excess LFC	15,435	15,435	-	0.0%
6	JIF Faithful Performance Bond	184,001	184,001	-	0.0%
7	Statutory Bonds	282,500	282,500	-	0.0%
8	Sub Total	18,458,041	15,988,973	(2,469,067)	-13.4%
9	PREMIUMS				
10	3.25ML ex 1.75 MIL	4,713,580	4,807,851	94,271	2.0%
11	Optional Excess Liability	1,681,121	1,681,121	(0)	0.0%
12	Optional Excess POL/EPL	831,932	848,625	16,693	2.0%
13	Excess WC	2,525,163	2,525,163	-	0.0%
14	Excess Property	6,349,256	6,825,450	476,194	7.5%
15	Boiler and Machinery	553,462	594,972	41,510	7.5%
16	Loss Fund Contingency	484,730	484,731	0	0.0%
17	Sub Total	17,139,245	17,767,913	628,668	3.7%
18	Total Claims & Premiums	35,597,286	33,756,886	(1,840,400)	-5.2%
19					
20	II. EXPENSES				
21	Claims Adjustment	967,000	967,000	-	0.0%
22	Property Adjustment	160,000	160,000	-	0.0%
23	Administration	963,408	982,676	19,268	2.0%
24	Loss Fund Management	145,000	147,900	2,900	2.0%
25	Actuary	47,225	48,170	945	2.0%
26	Attorney	42,502	43,352	850	2.0%
27	Deputy Attorney	1,418	1,446	28	2.0%
28	Attorney - OPRA	16,000	16,320	320	2.0%
29	Auditor	27,083	27,625	542	2.0%
30	Treasurer	23,945	24,424	479	2.0%
31	Underwriting Manager	498,502	508,472	9,970	2.0%
32	Reinsurance Manager	287,865	293,622	5,757	2.0%
33	Safety and Education Committee	190,466	194,275	3,809	2.0%
34	Computer Services	135,304	138,010	2,706	2.0%
35	Legislative Committee	25,891	26,409	518	2.0%
36	Internal Audit Committee	56,722	57,856	1,134	2.0%
37	Strategic Planning Committee	28,361	28,928	567	2.0%
38	Coverage Committee	37,567	38,318	751	2.0%
39	Communications Committee	116,744	119,079	2,335	2.0%
40	Misc Expense	(187,958)	(187,958)	-	0.0%
41	Subtotal	3,583,045	3,635,924	52,879	1%
42					
43	MEL Safety Institute	805,810	805,810	-	0.0%
44	Total Appropriations	39,986,141	38,198,620	(1,787,521)	-4.5%



**New Jersey Municipal Environmental
Risk Management Fund**

9 Campus Drive, Suite 216
Parsippany, NJ 07054
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DATE: OCTOBER 21, 2015
TO: Professional Municipal Management Joint Insurance Fund
FROM: Chairmen Scott Carew
SUBJECT: Summary of Topics Discussed at E-JIF Meeting

2016 BUDGET - At the September Executive Committee meeting, the Fund introduced a budget for fund year 2016. In accordance with the regulations, the budget was advertised in the Fund's official newspaper and sent to each member. The Public Hearing for the budget was held at this meeting. For reference, a copy of the budget, as introduced, follows this report.

A motion to adopt a budget for the New Jersey Municipal Environmental Risk Management Fund Joint Insurance Fund as presented for fund year 2016 and to certify annual assessments, based upon the adopted 2016 budget for member Joint Insurance Funds was approved.

EJIF DIVIDEND - The request for approval of the EJIF's \$500,000 dividend was filed with the State on October 14, 2015. We await their approval.

NEW POLICY FORM – The new policy form is currently under review by the excess carrier. A Coverage Committee meeting will be scheduled to review and recommend the final revised policy form to the Executive Board at the November meeting.

BANKING AND ASSET MANAGER – Representatives from the MEL Investment Committee interviewed Investors Bank (banking), Wilmington Trust (asset management); TD Bank (banking & asset management) and Wells Fargo (banking & asset management) on October 14th for the positions of Banking Services and Asset Manager for the E-JIF, RCF, and MEL. The results were reviewed with the MEL Investment Committee on October 21, 2015. Commissioner Rheinhardt said awarding the banking contract to Investors Bank and the asset manager contract to Wilmington Trust represented the most cost effective program. The Board accepted the recommendation and authorized the E-JIF Treasurer to begin transitioning to Investors Bank and Wilmington Trust.

T&M ENGINEERING SERVICE TEAM - The Fund office was recently informed that Christopher Gulics and some members of his environmental team have departed T & M Engineering Services. Going forward the service team will consist of Kris Krzyston and Kristi Butkowski under the supervision of Ihsan Alfayyomi - Environmental Services Corporate Manager.

The EJIF support staff consists of Toni Sapio, Jason Hager, Ericka Naklicki and Heath Meyers. The EJIF service team is currently in the process of completing the year-end reporting requirements and is on schedule to complete the required documents. The first responder for the 24 hour emergency response hotline is Kristi Butkowski and the second responder is Kris Krzyston in the event Kristi is not available.

Their contact information is as follows:

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NEXT MEETING- The next meeting of the EJIF is scheduled for November 18, 2015 at the Sheraton Hotel, across from the AC convention center at 12 noon.

NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND				
2016 BUDGET BASED ON 2010 CENSUS				
10/12/2015 15:57				
	2015	2016	CHANGE	CHANGE
	TOTAL	TOTAL	\$	%
I. Claims and Excess Insurance				
Claims				
1 Non-Site Specific	396,452	389,156	(7,296)	-1.8%
2 Site Specific	292,792	340,008	47,216	16.1%
3 Legal Defense	1,120,147	1,145,400	25,253	2.3%
4 Superfund Buyout	713,007	654,227	(58,780)	-8.2%
5 LFC	14,569	14,569	-	0.0%
6 Total Loss Fund	2,536,967	2,543,360	6,393	0.3%
7				
8 II. Expenses, Fees & Contingency				
9 Professional Services				
10 Actuary	61,702	61,702	-	0.0%
11 Attorney	72,047	73,487	1,441	2.0%
12 Auditor	15,038	15,339	301	2.0%
13 Executive Director	246,650	251,583	4,933	2.0%
14 Treasurer	18,548	18,919	371	2.0%
15 Lobbyist	54,000	45,000	(9,000)	-16.7%
16 Underwriting Managers	210,679	214,893	4,214	2.0%
17 Environmental Services	412,479	412,479	-	0.0%
18 Claims Administration	24,897	25,395	498	2.0%
19				
20 Subtotal - Contracted Prof Svcs	1,116,039	1,118,796	2,757	0.2%
21				
22 Non-Contracted Services				
23 Postage	5,523	5,523	-	0.0%
24 Printing	4,288	4,288	-	0.0%
25 Telephone	2,446	2,446	-	0.0%
26 Expenses contingency	15,977	15,977	-	0.0%
27 Member Testing	8,306	8,306	-	0.0%
28				
29 Subtotal - Non-contracted svcs	36,541	36,541	-	0.0%
30				
31 Subtotal-Contracted/Non-contracted s	1,152,580	1,155,337	2,757	0.2%
32				
33 Excess Aggregate Insurance	535,022	535,022	-	0.0%
34				
35 General Contingency	55,415	74,365	18,950	34.2%
36				
37 Total Exp, Fees & Contingency	1,743,017	1,764,724	21,707	1.2%
38				
39 TOTAL JIF APPROPRIATIONS	4,279,984	4,308,084	28,100	0.7%



Municipal Excess Liability Residual Claims Fund

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October 21, 2015

Memo to: Professional Municipal Management Joint Insurance Fund
From: Chairman Scott Carew
Re: Topics Discussed at the RCF Meeting

Banking & Asset Manager: Fund Treasurer reported that the MEL issued a Request for Proposals for Banking & Asset Manager and the MEL Investment Committee was tasked to review the responses and recently held interviews with prospective vendors. Fund Treasurer reported the committee met this morning and would be making a recommendation to appoint Wilmington Trust for Asset Management Services and Investors Bank for Banking Services as of January 1, 2016. In order to start the transfer of operations and funds, the Board of Fund Commissioners made a motion to award Wilmington Trust for Asset Management Services and Investors Bank for Banking Services with the formal appointment at the 2016 Reorganization meeting.

RCF Financials & Planning Update: Executive Director reported the fund office issued a memo dated 10/14/15 to the RCF Board, which detailed the deficit in the RCF Financial Fast Track as of 6/30/15 and outlined a strategy to address the deficit.

The RCF Board held a special meeting on 10/20/15 to review the strategy and improve the fund's investment income as follows:

- 1) The NJ Department of Community Affairs will be contacted to determine if they will permit the RCF and other JIFs to invest in the bonds of its members at regular maturities. If not, the RCF will seek a legislative change.
- 2) If authority to purchase municipal bonds is granted, the RCF will adopt the claim reserving rules required by the Internal Revenue Service for commercial insurers to discount claim reserves by an assumed interest rate of 1.7%.
- 3) If authority for this investment program is not achieved by the time when the Fund's year end report must be finalized, the Fund will include as a part of its 2016 supplemental budget an appropriation to the aggregate loss fund contingency account in an amount equivalent to one third of any statutory deficit. This will eliminate the need to adopt an additional assessment to prior years.

- 4) Concerning the proposed Urban Centers JIF, this program will be limited to just the original two cities (Trenton and Camden) and any additional members must receive the advance approval of the RCF Board. Further, the members of that JIF will assume full responsibility for any changes in claim valuations to eliminate any risk to the other RCF members. The interest rate shall be the regular municipal bond rate and shall be adjusted annually to reflect the current rates. Any outstanding balance shall become payable if a member leaves the program.

2015 Budget Amendment: Following the public hearing, the Board of Fund Commissioners reviewed and adopted the amended Fund Year 2015 budget which reflected the transfer of Fund Year 2011 from the local JIFs as of 6/30/15.

2016 Budget: Following the public hearing, the Board of Fund Commissioners reviewed and adopted the 2016 Budget. Under the conditions of the Fund, the 2016 expenses cannot be charged directly to the contingency reserve established in the 2015 amended budget. In September, the Board adopted a resolution declaring some of this contingency as a surplus to offset the 2016 expenses.

Claims Committee: The Claims Review Committee submitted the minutes of its September 2, 2015 meeting and the committee met again before the RCF Board October meeting.

Next Meeting: The next meeting of the RCF is the 2016 Reorganization scheduled for Wednesday January 6, 2016 at 10:30AM at the Forsgate CC, Jamesburg, NJ.

MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND			
2015 AMENDED BUDGET			
	2015	2015	\$
	BUDGET	Revised Budget	CHANGE
APPROPRIATIONS			
MEL	230,283	15,088,740	14,858,457
BMEL	0	0	0
ATLANTIC	36,179	1,258,177	1,221,998
BERGEN	10,107	380,950	370,843
BUR L C O	15,134	298,554	283,420
CAMDEN	17,401	917,885	900,484
MONMOUTH	19,957	1,528,541	1,508,584
MORRIS	15,185	1,999,403	1,984,218
NJUA	12,469	365,509	353,040
OCEAN (incl Brick) incremental inr	66,694	1,215,791	1,149,097
PMM	6,274	288,228	281,954
SOUTH BERGEN	16,228	875,147	858,919
SUBURBAN ESSEX	15,799	645,504	629,705
TRIC O	22,661	1,021,213	998,552
SUBURBAN MUNICIPAL	2,559	85,747	83,188
CENTRAL JERSEY	51,050	1,019,465	968,415
NJPHA	12,044	339,224	327,180
TOTAL	550,024	27,328,078	26,778,054

MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND			
2015 AMENDED BUDGET			
	2015	2015	
	BUDGET	Revised Budget	
APPROPRIATIONS			
CLAIMS	0	26,073,054	26,073,054
REINSURANCE PREMIUMS	60,000	65,000	5,000
LOSS FUND CONTINGENCY	0	600,000	600,000
SUBTOTAL LOSS FUND	60,000	26,738,054	26,678,054
EXPENSES			
ADMINISTRATOR	186,438	186,438	0
DEPUTY ADMINISTRATOR	63,420	63,420	0
ATTORNEY	38,598	38,598	0
CLAIMS SUPERVISION & AUDIT	55,796	55,796	0
TREASURER	36,238	36,238	0
AUDITOR	21,407	21,407	0
ACTUARY	38,217	38,217	0
MISCELLANEOUS	21,639	21,639	0
SUBTOTAL	461,753	461,753	0
EXPENSE CONTINGENCY	28,271	128,271	100,000
SUBTOTAL EXPENSES	490,024	590,024	100,000
TOTAL BUDGET	550,024	27,328,078	26,778,054

MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND				
2016 ADOPTED BUDGET				
	2015 ANNUALIZED	2016 PROPOSED	\$	%
	BUDGET	BUDGET	CHANGE	CHANGE
APPROPRIATIONS				
CLAIMS	0	0	0	
REINSURANCE PREMIUMS	65,000	65,000	0	0%
LOSS FUND CONTINGENCY	0	0		
SUBTOTAL LOSS FUND	65,000	65,000	0	0%
EXPENSES				
ADMINISTRATOR	186,438	190,167	3,729	2%
DEPUTY ADMINISTRATOR	63,420	64,688	1,268	2%
ATTORNEY	38,598	39,370	772	2%
CLAIMS SUPERVISION & AUDIT	55,796	56,912	1,116	2%
TREASURER	36,238	36,963	725	2%
AUDITOR	21,407	21,835	428	2%
ACTUARY	38,217	38,981	764	2%
MISCELLANEOUS	21,639	22,813	1,174	5%
SUBTOTAL	461,753	471,729	9,976	2%
EXPENSE CONTINGENCY	128,271	128,271	0	0%
SUBTOTAL EXPENSES	590,024	600,000	9,976	2%
TOTAL BUDGET	655,024	665,000	9,976	1.5%