

**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND
MEETING AGENDA
FEBRUARY 22, 2016 – 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: FEBRUARY 22, 2016
MOORESTOWN TOWNSHIP**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ROLL CALL OF 2015 COMMISSIONERS**
- APPROVAL OF MINUTES:** January 25, 2016 Open MinutesAppendix I
January 25, 2016 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**
.February 2016 Voucher List - Resolution No. 16-8..... Page 18
.Treasurer’s Reports Page 20

- UNDERWRITING MANAGER – Conner Strong & Buckelew Companies, Inc.**
.2016 MEL Renewal Certificates of InsuranceAppendix II

- SAFETY DIRECTOR – J.A. Montgomery Risk Control**
.Monthly ReportPage 26

- MANAGED CARE – Qual Care**
.Monthly ReportPage 37

- 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 216
Parsippany, NJ 07054

Date: February 22, 2016

Memo to: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

- ❑ **2016 MEL & MR HIF Educational Seminar** – The 6th annual seminar is scheduled for Friday April 15, 2016 at the National Conference Center. The seminar qualifies for an extensive list of Continuing Education credits including CFO/CMFO, Clerks, Public Works, Insurance Producers, Purchasing Agents, TCH Water Supply, Wastewater, RPPO and QPA. There is no fee for employees and insurance producers associated with eh MEL and MR HIF Members as well as personnel who work for service companies that are engaged by MEL member JIFS and HIFS. Attached on **Page 10** is the registration form.

- ❑ **Employment Practices Program:** There are a number of areas members must address to maintain Program Compliance. Please work with your municipal attorney to complete the Attorney Certification form by October 1, 2016.

Personnel Manuals – The MEL is in the final stages of revising the Model Personnel Manual. We will email all members when the updates have been posted to the MEL webpage – njmel.org.

Managers & Supervisors Training - Employment Practices Risk Management Program also includes mandatory training of management. We are working with the Fund Attorney's office to develop a schedule for these classes and will notify member towns once the dates are set.

Police Training - Police Chief and a commanding officer must attend a session on employment practices training that takes into consideration the Attorney General's guidelines for police operations. A notice will be distributed to members once the classes are scheduled.

Elected Officials Training Seminars – Every year, the MEL holds training seminars for elected officials and reduces a member's assessment by \$250 for each municipal elected officials and Administrator completing the course by June 1st. Mr. Kearns is presenting several sessions in the JIF, the registration form is on **Page 11**. Please visit the MEL webpage for other scheduled classes – njmel.org.

This course is also available on line. Enclosed are directions to take the class on line. (**Page 13**)

❑ **2016 PRIMA Conference** – In the past, 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 Atlanta from June 5–8. Resolution 16-7 authorizing travel expenses is on **Page 14**.

❑ ***Motion to adopt Resolution 16-7***

❑ **MEL Bulletin 16-01** – Enclosed on **Page 15** is MEL Bulletin 15-01 that list all coverage bulletins for 2016. They are available on the MEL’s website at NJMEL.ORG

❑ **League Magazine:** Enclosed on **Page 17** is the latest installment in the series of MEL advertisements to appear in the League magazine and covers the topic of Cyber Security. Each advertisement in the “Power of Collaboration” series highlights activities of the MEL and JIFs as well as people who have rendered significant service.

❑ **Inclement Weather Procedure** - As a reminder, PERMA has instituted a procedure for Commissioners to confirm whether or not a meeting has been canceled. The Executive Director will discuss with the Fund Chairperson if the meeting should be canceled. In the event of an early morning or evening meeting(s), Perma will provide a recorded message indicating the status of the meeting. The recorded message can be obtained by calling the Fund's main number (201) 881-7632 at any time of the day or night. For meetings that occur during the course of normal business hours, meeting status can be obtained by utilizing the same number.

Due Diligence Reports:

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❑ 2016 EPL/POL Status	Page 8
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PROFESSIONAL MUNICIPAL MANAGEMENT FUND					
FINANCIAL FAST TRACK REPORT					
		AS OF	December 31, 2015		
		THIS	YTD	PRIOR	FUND
		MONTH	CHANGE	YEAR END	BALANCE
1.	UNDERWRITING INCOME	412,619	3,851,879	66,527,425	70,379,304
2.	CLAIM EXPENSES				
	Paid Claims	84,337	1,477,050	31,808,886	33,476,871
	Case Reserves	(42,607)	(239,928)	2,851,085	2,401,384
	IBNR	(160,543)	(16,867)	1,297,416	1,208,367
	Recoveries	-	(89,418)	(217,289)	(215,688)
	TOTAL CLAIMS	(118,812)	1,130,837	35,740,098	36,870,935
3.	EXPENSES				
	Excess Premiums	106,810	1,281,733	17,304,378	18,586,111
	Administrative	47,597	493,831	9,000,008	9,493,839
	TOTAL EXPENSES	154,407	1,775,564	26,304,386	28,079,950
4.	UNDERWRITING PROFIT (1-2-3)	377,024	945,479	4,482,941	5,428,420
5.	INVESTMENT INCOME	374	22,187	4,819,429	4,841,616
6.	DIVIDEND INCOME	0	23,020	1,507,947	1,530,967
7.	STATUTORY PROFIT (4+5+6)	377,398	990,685	10,810,317	11,801,002
8.	DIVIDEND	0	23,020	10,810,926	10,833,946
9.	STATUTORY SURPLUS (7-8)	377,398	967,665	(609)	967,056
SURPLUS (DEFICITS) BY FUND YEAR					
	Closed	12	(12,377)	25,628	13,251
	2012	(18,506)	62,364	559,098	621,462
	2013	183,226	585,981	(195,196)	390,785
	2014	114,712	98,470	(390,139)	(291,669)
	2015	97,953	233,228		233,228
	TOTAL SURPLUS (DEFICITS)	377,398	967,665	(609)	967,056
	TOTAL CASH				3,655,981
CLAIM ANALYSIS BY FUND YEAR					
	TOTAL CLOSED YEAR CLAIMS	0	13,999	29,261,405	29,275,404
	FUND YEAR 2012				
	Paid Claims	1,282	382,789	810,890	1,193,679
	Case Reserves	(170)	(406,308)	535,933	129,625
	IBNR	(15,835)	(55,475)	84,860	29,385
	Recoveries	0	(4,686)	(50,323)	(55,009)
	TOTAL FY 2012 CLAIMS	(14,722)	(83,681)	1,381,360	1,297,679
	FUND YEAR 2013				
	Paid Claims	7,510	310,243	1,040,060	1,350,303
	Case Reserves	(174,952)	(697,431)	1,008,844	311,413
	IBNR	(28,117)	(182,638)	331,400	148,762
	Recoveries	0	(24,184)	(63,071)	(87,255)
	TOTAL FY 2013 CLAIMS	(195,560)	(594,009)	2,317,233	1,723,224
	FUND YEAR 2014				
	Paid Claims	50,138	229,304	983,916	1,213,220
	Case Reserves	(74,030)	138,782	974,684	1,113,466
	IBNR	(103,681)	(442,444)	834,376	391,932
	Recoveries	0	(53,616)	(12,876)	(66,492)
	TOTAL FY 2014 CLAIMS	(127,573)	(127,974)	2,780,100	2,652,126
	FUND YEAR 2015				
	Paid Claims	25,406	444,265		444,265
	Case Reserves	206,545	846,880		846,880
	IBNR	(12,909)	638,288		638,288
	Recoveries	0	(6,932)		(6,932)
	TOTAL FY 2015 CLAIMS	219,042	1,922,501		1,922,501
	COMBINED TOTAL CLAIMS	(118,812)	1,130,837	35,740,098	36,870,935

This report is based upon information which has not been audited nor certified by an actuary and as such may not truly represent the condition of the fund.

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

AS OF **January 31, 2016**

FUND YEAR 2012 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	49	MONTH	48	MONTH	37	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jan-16		31-Dec-15		31-Jan-15	
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%	95.99%	120.73%	95.70%	87.63%	90.78%
AUTO LIABILITY	100,941	9,647	9.56%	92.93%	9.56%	92.58%	9.56%	87.77%
WORKER'S COMP	1,214,370	597,521	49.20%	99.46%	49.20%	99.40%	61.58%	98.27%
TOTAL ALL LINES	1,875,073	1,268,294	67.64%	98.35%	67.64%	98.23%	67.82%	96.10%
NET PAYOUT %	\$1,139,196		60.75%					

FUND YEAR 2013 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	37	MONTH	36	MONTH	25	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jan-16		31-Dec-15		31-Jan-15	
PROPERTY	143,096	111,385	77.84%	100.00%	77.84%	100.00%	77.73%	100.00%
GEN LIABILITY	471,295	208,464	44.23%	90.78%	44.23%	90.15%	82.87%	80.55%
AUTO LIABILITY	89,158	31,841	35.71%	87.77%	35.71%	87.18%	53.63%	77.72%
WORKER'S COMP	1,209,207	1,268,047	104.87%	98.27%	101.12%	98.10%	122.99%	94.20%
TOTAL ALL LINES	1,912,756	1,619,737	84.68%	96.06%	82.31%	95.77%	106.48%	90.50%
NET PAYOUT %	\$1,253,478		65.53%					

FUND YEAR 2014 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	25	MONTH	24	MONTH	13	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jan-16		31-Dec-15		31-Jan-15	
PROPERTY	184,000	136,427	74.15%	100.00%	80.85%	100.00%	115.06%	95.63%
GEN LIABILITY	473,408	422,037	89.15%	80.55%	87.06%	79.39%	48.76%	62.24%
AUTO LIABILITY	89,385	18,356	20.54%	77.72%	20.54%	76.44%	24.28%	54.16%
WORKER'S COMP	1,210,000	1,680,931	138.92%	94.20%	138.92%	93.51%	133.41%	70.13%
TOTAL ALL LINES	1,956,793	2,257,752	115.38%	90.69%	115.51%	89.92%	106.22%	69.89%
NET PAYOUT %	\$1,141,695		58.35%					

FUND YEAR 2015 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	13	MONTH	12	MONTH	1	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jan-16		31-Dec-15		31-Jan-15	
PROPERTY	191,000	93,133	48.76%	95.63%	43.49%	95.24%	0.00%	6.00%
GEN LIABILITY	471,685	65,643	13.92%	62.24%	12.28%	60.18%	0.28%	1.00%
AUTO LIABILITY	75,666	20,774	27.46%	54.16%	28.90%	51.17%	1.45%	1.00%
WORKER'S COMP	1,241,000	1,137,794	91.68%	70.13%	90.36%	64.07%	0.76%	0.50%
TOTAL ALL LINES	1,979,351	1,317,344	66.55%	70.10%	64.88%	65.66%	0.59%	1.17%
NET PAYOUT %	\$488,112		24.66%					

FUND YEAR 2016 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	1	MONTH	0	MONTH	-11	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jan-16		31-Dec-15		31-Jan-15	
PROPERTY	175,205	0	0.00%	6.00%	0.00%	0.00%	N/A	N/A
GEN LIABILITY	485,444	0	0.00%	1.00%	0.00%	0.00%	N/A	N/A
AUTO LIABILITY	63,974	1,625	2.54%	1.00%	0.00%	0.00%	N/A	N/A
WORKER'S COMP	1,288,669	3,500	0.27%	0.50%	0.00%	0.00%	N/A	N/A
TOTAL ALL LINES	2,013,291	5,125	0.25%	1.12%	0.00%	0.00%	N/A	N/A
NET PAYOUT %	\$20		0.00%					

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

January 31, 2016						
COVERAGE LINE - PROPERTY						
CLAIM COUNT - OPEN CLAIMS						
Year	2012	2013	2014	2015	2016	TOTAL
December-15	1	1	2	13	0	17
January-16	1	1	2	12	0	16
NET CHGE	0	0	0	-1	0	-1
Limited Reserves						\$3,734
Year	2012	2013	2014	2015	2016	TOTAL
December-15	\$0	\$0	\$0	\$55,061	\$0	\$55,061
January-16	\$0	\$0	\$0	\$59,742	\$0	\$59,742
NET CHGE	\$0	\$0	\$0	\$4,681	\$0	\$4,681
Ltd Incurred	\$141,032	\$111,385	\$136,427	\$93,133	\$0	\$481,977
COVERAGE LINE - GENERAL LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2012	2013	2014	2015	2016	TOTAL
December-15	2	3	19	23	0	47
January-16	2	3	18	24	0	47
NET CHGE	0	0	-1	1	0	0
Limited Reserves						\$12,399
Year	2012	2013	2014	2015	2016	TOTAL
December-15	\$101,020	\$67,390	\$349,536	\$50,985	\$0	\$568,931
January-16	\$100,493	\$65,449	\$358,310	\$58,496	\$0	\$582,747
NET CHGE	(\$527)	(\$1,941)	\$8,773	\$7,511	\$0	\$13,816
Ltd Incurred	\$520,094	\$208,464	\$422,037	\$65,643	\$0	\$1,216,238
COVERAGE LINE - AUTO LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2012	2013	2014	2015	2016	TOTAL
December-15	0	0	0	9	0	9
January-16	0	0	0	8	2	10
NET CHGE	0	0	0	-1	2	1
Limited Reserves						\$1,585
Year	2012	2013	2014	2015	2016	TOTAL
December-15	\$0	\$0	\$0	\$15,315	\$0	\$15,315
January-16	\$0	\$0	\$0	\$14,225	\$1,625	\$15,850
NET CHGE	\$0	\$0	\$0	(\$1,090)	\$1,625	\$535
Ltd Incurred	\$9,647	\$31,841	\$18,356	\$20,774	\$1,625	\$82,243
COVERAGE LINE - WORKERS COMP.						
CLAIM COUNT - OPEN CLAIMS						
Year	2012	2013	2014	2015	2016	TOTAL
December-15	1	14	14	40	0	69
January-16	1	14	14	37	4	70
NET CHGE	0	0	0	-3	4	1
Limited Reserves						\$25,534
Year	2012	2013	2014	2015	2016	TOTAL
December-15	\$28,606	\$244,024	\$763,929	\$725,519	\$0	\$1,762,078
January-16	\$28,606	\$300,810	\$757,747	\$696,770	\$3,480	\$1,787,412
NET CHGE	\$0	\$56,786	(\$6,182)	(\$28,750)	\$3,480	\$25,334
Ltd Incurred	\$597,521	\$1,268,047	\$1,680,931	\$1,137,794	\$3,500	\$4,687,793
TOTAL ALL LINES COMBINED						
CLAIM COUNT - OPEN CLAIMS						
Year	2012	2013	2014	2015	2016	TOTAL
December-15	4	18	35	85	0	142
January-16	4	18	34	81	6	143
NET CHGE	0	0	-1	-4	6	1
Limited Reserves						\$17,103
Year	2012	2013	2014	2015	2016	TOTAL
December-15	\$129,625	\$311,414	\$1,113,465	\$846,880	\$0	\$2,401,385
January-16	\$129,098	\$366,259	\$1,116,057	\$829,232	\$5,105	\$2,445,751
NET CHGE	(\$527)	\$54,845	\$2,592	(\$17,648)	\$5,105	\$44,366
Ltd Incurred	\$1,268,294	\$1,619,737	\$2,257,752	\$1,317,344	\$5,125	\$6,468,251

2016 LOST TIME ACCIDENT FREQUENCY ALL JIFs				
		January 31, 2016		
	2016	2015	2014	TOTAL
	LOST TIME	LOST TIME	LOST TIME	RATE *
FUND	FREQUENCY	FREQUENCY	FREQUENCY	2016 - 2014
PROF MUN MGMT	0.00	3.70	2.37	2.90
SUBURBAN ESSEX	0.00	2.60	2.48	2.46
BURLINGTON	0.00	1.66	1.66	1.60
BERGEN	0.19	2.29	2.46	2.28
MONMOUTH	0.50	2.17	2.21	2.12
N.J.U.A.	0.62	2.23	2.78	2.43
ATLANTIC	0.75	2.26	2.98	2.56
MORRIS	1.08	1.93	2.01	1.94
TRI-COUNTY	1.24	1.77	2.03	1.87
NJ PUBLIC HOUSING	1.28	1.50	2.72	2.08
CENTRAL	1.32	1.71	2.49	2.07
SOUTH BERGEN	1.35	2.32	2.19	2.22
SUBURBAN MUNICIPAL	1.42	2.37	1.76	2.04
OCEAN	1.43	2.16	2.37	2.23
CAMDEN	1.44	2.40	2.04	2.17
AVERAGE	0.84	2.20	2.30	2.20

Professional Municipal Mgmt Joint Insurance Fund										
2016 LOST TIME ACCIDENT FREQUENCY										
DATA VALUED AS OF January 31, 2016										
			# CLAIMS	Y.T.D.	2016	2015	2014			TOTAL
		**	FOR	LOST TIME	LOST TIME	LOST TIME	LOST TIME			RATE
MEMBER_ID	MEMBER	*	1/31/2016	ACCIDENTS	FREQUENCY	FREQUENCY	FREQUENCY	MEMBER		2016 - 2014
1	304 EVESHAM		0	0	0.00	4.46	4.69	1 EVESHAM		4.31
2	305 EVESHAM TOWNSHIP FIRE		0	0	0.00	2.82	1.83	2 EVESHAM TOWNSHIP I		2.23
3	306 MAPLE SHADE		0	0	0.00	1.50	0.00	3 MAPLE SHADE		0.72
4	307 MOORESTOWN		0	0	0.00	2.08	1.36	4 MOORESTOWN		1.64
5	308 WILLINGBORO		0	0	0.00	5.16	2.76	5 WILLINGBORO		3.80
Totals:			0	0	0.00	3.70	2.37			2.90

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND									
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Professional Municipal Mgmt Joint Insurance Fund									
Data Valued As of :			February 10, 2016						
Total Participating Members		5	5						
Complaint		4							
Percent Compliant		80.00%							
			01/01/16	2016	Amended	Revised	Revised	Co-Insurance	
Member Name	*	EPL Program?	Compliant	EPL Deductible	POL Deductible	Date	Deductible	Deductible	01/01/16
EVESHAM		Yes	Yes	\$ 20,000	\$ 20,000				20% of 1st 250K
EVESHAM TOWNSHIP FI		No	No	\$ 100,000	\$ 20,000				20% of 1st 2Mil/20% of 1st 250K POL
MAPLE SHADE		Yes	Yes	\$ 10,000	\$ 10,000				0%
MOORESTOWN		Yes	Yes	\$ 20,000	\$ 20,000				20% of 1st 250K
WILLINGBORO		Yes	Yes	\$ 20,000	\$ 20,000				20% of 1st 250K

Professional Municipal Management Joint Insurance Fund
Annual Regulatory Filing Check List
Year 2016 as of February 16, 2016

<u>Item</u>	<u>Filing Status</u>
<input type="checkbox"/> 2016 Budget	Filed 2/16
<input type="checkbox"/> Assessments	Filed 2/16
<input type="checkbox"/> Actuarial Certification	To be Filed
<input type="checkbox"/> Reinsurance Policies	To be Filed
<input type="checkbox"/> Fund Commissioners	Filed 2/16
<input type="checkbox"/> Fund Officers	Filed 2/16
<input type="checkbox"/> Renewal Resolutions	None
<input type="checkbox"/> New Members	None
<input type="checkbox"/> Withdrawals	None
<input type="checkbox"/> Risk Management Plan	Filed 2/16
<input type="checkbox"/> Certification of Professional Fees	To be Filed
<input type="checkbox"/> Unaudited Financials	To be Filed
<input type="checkbox"/> Annual Audit	June Filing
<input type="checkbox"/> State Comptroller Audit Filing	To be Filed
<input type="checkbox"/> Ethics Filing	On Line Filing

2016 MEL & MRHIF Educational Seminar

Friday, April 15, 9:00 to 4:00

National Conference Center at the East Windsor Holiday Inn
399 Monmouth Street, East Windsor, N.J. 08520, Turnpike Exit 8

The MEL (Municipal Excess Liability Fund) and MRHIF (Municipal Reinsurance Health Fund) are sponsoring the 6th annual educational seminar for commissioners, municipal personnel, risk managers and vendor personnel. This seminar is eligible for the following continuing educational credits:

- CFO/CMFO, Public Works and Clerks:
- Insurance Producers and Purchasing Agents:
- Accountants (CPA's) and Lawyers (CLE):
- TCH Water Supply & Wastewater Licensed Operator Training:
- RPPO and QPA

(Attendance for the full morning and afternoon session required for credit)

Topics

- Keynote: How to Prepare and Respond to Active Shooter Incidents
- Healthcare Reform, an Update
- Cyber Liability Risk Control
- Personal Liability of Local Officials:
- Local Government Officials Ethics Act:
- Trends in Collective Bargaining for Public Entities

REGISTRATION: RSVP by Tuesday, April 12

Name: _____ Title: _____ Organization: _____

Address: _____

Credits being applied for: _____

Seven digit P/C Insurance Producer License # (if applicable) _____

Phone: _____ cell: _____ e-mail: _____

E-mail registrations to Karen Kamprath, PERMA: kkamprath@permainc.com

Professional Municipal Managers Joint Insurance Fund

9 Campus Drive, Suite 216
Parsippany, NJ 07054-4412
Telephone (201) 881-7632 Fax (201) 881-7633

February 8, 2016

Memo to: Professional Municipal Managers Joint Insurance Fund

From: PERMA Risk Management Services

Re: Elected Officials' Training Seminars

This year's elected officials training program will focus on Risk Management for Local Officials.

As in the past, the MEL will reduce each member's 2016 liability claims premium by \$250 for each municipal elected official and authority commissioner who completes the course by May 1, 2016. The credit will continue to be extended to the member's CEO (i.e. municipal manager/administrator or authority executive director). The maximum credit is 25% of the member's liability claims fund.

The below session has been scheduled on February 25, 2016:

**Moorestown Towns Hall –5:00 PM
111 West 2nd Street, Moorestown, NJ 08057**

To register for one of these seminars, please complete the attached form and return it to the Fund office.

cc: Fund Commissioners

**2016 ELECTED OFFICIALS SEMINAR
REGISTRATION FORM**

**February 25, 2016 – Moorestown Town Hall
111 West 2nd Street, Moorestown, NJ
5:00 PM**

Member: _____

Name(s):	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

****Please provide contact information in the event of cancellation due to inclement weather****

Contact info: _____

Phone Number: _____

E-Mail: _____

Please fax the completed form to 856-552-4713

OR
Email to kread@permainc.com



2015-2016 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 May 1, 2016.

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 "Risk Management for Officials in Local Government" 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 "Risk Management for Officials in Local Government" 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.

RESOLUTION NO. 16-7

PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

**RESOLUTION AUTHORIZING ADVANCED TRAVEL EXPENSES FOR
AUTHORIZED OFFICIAL TRAVEL**

WHEREAS, N.J.S.A. 40a:5-16.1 permits the governing body of any local unit to authorize payment in advance toward expenses for authorized official travel; and

WHEREAS, certain Commissioner(s) of the Professional Municipal Management Joint Insurance Fund may need to travel to the PRIMA Conference on or about June 6, 2016 for the purpose of attending a seminar on public entity risk management and pooling, and;

WHEREAS, the Treasurer has certified that funds are available from the 2016 miscellaneous contingency budget not to exceed \$3,000 per attending commissioner, and;

WHEREAS, the Commissioner(s) representing the Professional Municipal Management Joint Insurance Fund will verify their expenses and any excess cash will be repaid to the Professional Municipal Management Joint Insurance Fund along with a detailed bill of items or demand, and the certification of affidavit required by N.J.S.A. 40A:5-16 which will be submitted within 10 days after the completion of the travel for which the advance was made;

NOW THEREFORE BE IT RESOLVED, that the Treasurer is hereby instructed to make up to \$3,000 in advance or reimbursement payment for the attending Commissioners of the Professional Municipal Management Joint Insurance Fund.

**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND**

CHAIRPERSON

SECRETARY

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

9 Campus Drive, Suite 216
Parsippany, NJ 07054
Telephone (201) 881-7632

BULLETIN MEL 16-01

Date: February 8, 2016
To: Fund Commissioners of Member Joint Insurance Funds
From: Underwriting Manager
Conner Strong & Buckelew Companies, Inc.
Re: 2016 MEL Coverage Bulletins

The MEL 2016 Coverage Bulletins will be available on MEL's website www.njmel.org on Monday **February 8, 2016**. Since the bulletins will be accessible on the website, they will not be distributed to the membership by mail.

If you do not have access to the MEL website you can request an electronic or hard copy from **Tim Friel at Conner Strong & Buckelew on (267-702-1474) or email at Tfriel@connerstrong.com** or from your member JIF Executive Director.

The list of the MEL Bulletins that can be accessed on the MEL website is attached.

If you have any questions, please contact your Risk Management Consultant, JIF Executive Director or **Tim Friel at Conner Strong & Buckelew on (267-702-1474)**.

This bulletin is for information purposes only. It is not intended to be all-inclusive but merely an overview. It does not alter, amend or change your coverage. Please refer to specific policies for limits, terms, conditions and exclusions.

cc: Fund Executive Directors
Fund Professionals
Risk Management Consultants

2016 CHANGES

- 16-01 MEL Coverage Bulletins
- 16-02 Excess and Reinsurance Property and Casualty Renewal Overview

COVERAGE SUMMARY – EXCESS INSURANCE/REINSURANCE

- 16-03 Excess Property/Boiler and Machinery
- 16-04 Excess Workers Compensation
- 16-05 Excess Liability and Excess Public Officials/Employment Liability
- 16-06 Non-Owned Aircraft Liability
- 16-07 (A and B) Member JIF Blanket Crime Coverage and MELJIF Excess Crime Coverage

POLICY & PROCEDURE/GUIDELINES & REQUIREMENTS

- 16-08 Fireworks Displays/Amusement Ride Requirements
- 16-09 Skateboard Facilities Guidelines and Coverage Requirements
- 16-10 Vacant, Rehabilitations, Builders Risk, Newly Acquired Reporting Requirements
- 16-11 Boiler & Machinery Inspections
- 16-12 Procedure for requesting Certificates of Insurance, Automobile ID Cards and Workers Compensation Posting Notices
- 16-13 Shared Services Insurance Requirement Guidelines
- 16-14 2014-15 Employment Practices Liability (EPL) Program
2014-15 Employment Practices Liability (EPL) Program **NJPHA**

OPTIONAL COVERAGES AVAILABLE

- 16-15 Directors & Officers Liability for Fire Company/Emergency Service Units – Optional Coverage Available
- 16-16 Quasi Entity – Optional Coverage Available
- 16-17 Excess Liability – Optional Limits Available
- 16-18 Excess POL/EPL - Optional Limits Available
- 16-19 Employed Attorney (Full Time only) – Optional Professional Liability Coverage
- 16-20 Business Improvement/Special Improvement Districts and District Management Corporation – Optional Coverage Available
- 16-21 Tulip Program – Optional Tenant and Users Liability Insurance Program

COVERAGE RESTRICTIONS

- 16-22 Use of Aircraft on Municipal Business – Coverage Restriction Excess Workers Compensation
- 16-23 “All Terrain Vehicle” Parks – Coverage Restriction Liability
- 16-24 Paintball Liability – Coverage Restriction Liability

MEMBER JIF COMMERCIALY INSURED COVERAGE

- 16-25 Public Officials and Employment Practices Liability
- 16-26 Cyber Liability- Media Communication/Network Security/Privacy Liability

The Power of Collaboration



CYBER SECURITY: A Major Challenge...A Major Opportunity

Computers are powerful tools that provide us with essential information, but recent events demonstrate they are a target for cyber criminals and terrorists. All governments face this risk and must develop approaches to ensure the security of information they collect.

To address this challenge, MEL commissioned Rutgers University Bloustein Local Government Research Center to assess the risks facing local governments and develop tools to ensure the security of their information systems.

Marc Pfeiffer, Assistant Director of the Center, produced three essential documents now available on the Mel website – njmel.org:

- A **Leadership Summary** that provides an overview of the risks and the tools that should be developed – ideal for briefing elected officials regarding actions that should be taken to ensure the safety of their information systems
- A major study – **Managing Technology Risks Through Technological Proficiency** – that provides guidance on how to assess technology risk and apply the elements of technological proficiency.
- A **Supplemental Workbook** including a detailed examination of major risk areas, action plans to address them and a selection of best practices – essential guidance for governments to achieve technological proficiency and security.

These resources are the first step in an effort to provide the best tools, training and coverages for our members. Our plans include developing and offering a broad selection of online training, model policies and expert risk support.

The power of collaboration: working together to ensure the security of our communities.

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. 16-8

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
FEBRUARY 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>InvoiceAmount</u>
004926			
004926	WILLINGBORO TOWNSHIP	2015 SAFETY INCENTIVE PROGRAM AWARD	2,500.00
			2,500.00
004927			
004927	PERMA	AATRIX - E-FILING 2015 MISC FORM	14.95
			14.95
004928			
004928	BOWMAN & COMPANY, LLP	AUDITOR FEE 2015	4,500.00
			4,500.00
004929			
004929	ALLSTATE INFORMATION MANAGEMNT	ACCT: 413 - ACT & STOR 12/31/2015	32.06
			32.06
004930			
004930	EVESHAM TOWNSHIP	2015 SAFETY INCENTIVE PROGRAM AWARD	2,500.00
			2,500.00
004931			
004931	MAPLE SHADE TOWNSHIP	2015 SAFETY INCENTIVE PROGRAM AWARD	2,500.00
			2,500.00
004932			
004932	MOORESTOWN TOWNSHIP	2015 SAFETY INCENTIVE PROGRAM AWARD	2,500.00
			2,500.00
		Total Payments FY 2015	14,547.01

FUND YEAR 2016

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
004933			
004933	N.J. MUNICIPAL ENVIRONMENTAL	EJIF IST INSTALLMENT 2016	60,691.59
			60,691.59
004934			
004934	APEX INSURANCE SRVS c/o XL INS	TECH ERRORS & OMISSIONS 1OF2 INSTALL'16	1,500.00
			1,500.00
004935			
004935	APEX INS SRVS c/oQBE SPECIALTY	POL & EPL 1 OF 2 INSTALLMENT 2016	136,467.00
004935	APEX INS SRVS c/oQBE SPECIALTY	VOLNTR EMERG SERVICES 1OF2 INSTALL'16	1,095.00
			137,562.00

004936			
004936	QUAL-LYNX	CLAIMS ADMIN - 02/2016	10,876.51
			10,876.51
004937			
004937	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 02/2016	1,418.17
			1,418.17
004938			
004938	PERMA	POSTAGE FEE 01/2016	2.52
004938	PERMA	EXECUTIVE DIRECTOR FEE 02/2016	9,975.00
			9,977.52
004939			
004939	QUALCARE, INC.	MANAGED CARE SERVICES -02/2016	6,793.42
			6,793.42
004940			
004940	THOMAS TONTARSKI	TREASURER FEE 02/2016	1,402.58
			1,402.58
004941			
004941	HELMER, CONLEY & KASSELMAN, PA	LITIGATION MANAGEMENT - 02/2016	1,382.18
004941	HELMER, CONLEY & KASSELMAN, PA	ATTORNEY FEE 02/2016	1,622.63
			3,004.81
004942			
004942	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 02/2016	469.23
			469.23
004943			
004943	SENSATIONAL HOST CATERERS INC	DEPOSIT VENUE 3/16 MTG & ANNUAL LUNCHEON	500.00
			500.00
004944			
004944	COURIER TIMES INC.	ACCT: 20120120000 1/12/16 - JAN MTG LOC	33.80
004944	COURIER TIMES INC.	ACCT: 2012012000 - ADV BUDGET	50.82
004944	COURIER TIMES INC.	ACCT: 2012012000 - 1/10/16 - 2016 BUDGET	64.16
			148.78
		Total Payments FY 2016	234,344.61

TOTAL PAYMENTS ALL FUND YEARS \$ 248,891.62

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

February 12, 2016

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 January 31, 2016 for Closed Fund Years 1987 to 2011, and Fund Years 2012, 2013, 2014, 2015 and 2016. 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 \$ 1,808.71. This generated an average annual yield of .49%. However, we have an unrealized net gain of \$2,640.00 adjusting the reported yield to 1.20% for the period. The total overview of the asset portfolio for the fund shows an overall unrealized gain of \$ 4,520.00 as it relates to the market value of \$2,004,520.00 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 \$14,104.00 w/YTD of \$ 14,104.00 (detailed in my report)
2016 Premium Assessments \$ 1,901,535.73
Overpayment Reimbursements \$.00
MEL Jif 2014 Excess Property Reimbursement \$ 12,342.81

CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 83 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 \$ 63,230.62.

Loss Payments	\$	54,758.38
Expense Payments	\$	600.16
Legal Payments	\$	7,871.48

CASH ACTIVITY FOR THE PERIOD:

The enclosed report shows that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$ 3,655,983.45 to a closing balance of \$5,270,454.02 showing an increase in the fund of \$ 1,614,470.57.

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.
1/8	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	52.00	
1/8	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	52.00	
1/14	MAPLE SHADE TWP.	X24298	ADAM WALLACE	WC	2012	14,000.00	
TOTAL-JAN						14,104.00	
TOTAL-YTD							14,104.00

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

Current Fund Year: 2016										
Month Ending: January										
	Prop	Liab	Auto	WC	0	POL/EPL	EJIF	Future	Admin	TOTAL
OPEN BALANCE	202,494.33	1,225,784.11	290,319.51	2,028,425.81	0.00	147.71	(19,635.85)	17,365.39	(88,917.56)	3,655,983.45
RECEIPTS										
Assessments	87,617.87	242,764.35	31,992.37	644,447.55	0.00	139,086.73	49,190.44	426,227.52	280,208.91	1,901,535.74
Refunds	12,342.81	0.00	0.00	14,104.00	0.00	0.00	0.00	0.00	0.00	26,446.81
Invest Pymnts	655.38	3,760.35	833.66	6,218.89	0.00	0.10	10.17	601.47	1,118.69	13,198.71
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Invest	655.38	3,760.35	833.66	6,218.89	0.00	0.10	10.17	601.47	1,118.69	13,198.71
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	100,616.06	246,524.70	32,826.03	664,770.44	0.00	139,086.83	49,200.61	426,828.99	281,327.60	1,941,181.26
EXPENSES										
Claims Transfers	5,383.35	3,793.82	0.00	53,989.85	0.00	0.00	0.00	0.00	0.00	63,167.02
Expenses	894.01	0.00	0.00	0.00	0.00	0.00	0.00	221,766.45	40,883.21	263,543.67
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	6,277.36	3,793.82	0.00	53,989.85	0.00	0.00	0.00	221,766.45	40,883.21	326,710.69
END BALANCE	296,833.03	1,468,514.99	323,145.54	2,639,206.40	0.00	139,234.54	29,564.76	222,427.93	151,526.83	5,270,454.02
REPORT STATUS SECTION										
Report Month: January										
						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	January							
CURRENT FUND YEAR	2016							
	Description:	Instrument #1	Instr #2	Instr #3	Instr #4	Instr #5	Instr #6	
	ID Number:	OPERATING	CASH MGMN	INVEST ACCT	ASSET MGR	TD CLAIMS	EXPENSE	
	Maturity (Yrs)	0	0	0	0	0	0	
	Purchase Yield:	0	0	0	0	0	0	
TOTAL for All Accts & instruments								
Opening Cash & Investment Balance	\$3,655,983.96	1405501.57	2561.94	195539.85	2001880	50000.6	500	
Opening Interest Accrual Balance	\$8,866.66	0	0	0	8866.66	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	\$58.71	\$150.34	\$0.12	(\$91.75)	\$0.00	\$0.00	\$0.00
6	Interest Paid - Term Instr.s	\$10,500.00	\$0.00	\$0.00	\$0.00	\$10,500.00	\$0.00	\$0.00
7	Unrealized Gain (Loss)	\$2,640.00	\$0.00	\$0.00	\$0.00	\$2,640.00	\$0.00	\$0.00
8	Net Investment Income	\$4,448.71	\$150.34	\$0.12	(\$91.75)	\$4,390.00	\$0.00	\$0.00
9	Deposits - Purchases	\$2,343,847.06	\$1,927,982.54	\$0.00	\$10,500.00	\$0.00	\$141,820.85	\$263,543.67
10	(Withdrawals - Sales)	(\$742,575.21)	(\$405,364.52)	\$0.00	\$0.00	(\$10,500.00)	(\$63,167.02)	(\$263,543.67)
	Ending Cash & Investment Balance	\$5,270,454.52	\$2,928,269.93	\$2,562.06	\$205,948.10	\$2,004,520.00	\$128,654.43	\$500.00
	Ending Interest Accrual Balance	\$116.66	\$0.00	\$0.00	\$0.00	\$116.66	\$0.00	\$0.00
	Plus Outstanding Checks	\$287,297.64	\$0.00	\$0.00	\$0.00	\$0.00	\$17,037.24	\$270,260.40
	(Less Deposits in Transit)	(\$634,491.15)	(\$623,991.15)	\$0.00	(\$10,500.00)	\$0.00	\$0.00	\$0.00
	Balance per Bank	\$4,923,261.01	\$2,304,278.78	\$2,562.06	\$195,448.10	\$2,004,520.00	\$145,691.67	\$270,760.40

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

Month		January							
Current Fund Year		2016							
		1.	2.	3.	4.	5.	6.	7.	8.
Policy Year	Coverage	Calc. Net Paid Thru Last Month	Monthly Net Paid January	Monthly Recoveries January	Calc. Net Paid Thru January	TPA Net Paid Thru January	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
2016	Prop	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Liab	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Auto	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	WC	0.00	20.00	0.00	20.00	20.00	0.00	0.00	0.00
	Total	0.00	20.00	0.00	20.00	20.00	0.00	0.00	0.00
2015	Prop	28,007.77	5,383.35	0.00	33,391.12	33,391.12	(0.00)	(0.00)	(0.00)
	Liab	6,947.86	199.34	0.00	7,147.20	7,147.20	0.00	0.00	0.00
	Auto	6,549.49	0.00	0.00	6,549.49	6,549.49	0.00	0.00	0.00
	WC	395,828.06	45,196.22	0.00	441,024.28	441,024.28	0.00	0.00	(0.00)
	Total	437,333.18	50,778.91	0.00	488,112.09	488,112.09	(0.00)	0.00	(0.00)
2014	Prop	161,113.07	0.00	12,342.81	148,770.26	148,770.26	(0.00)	(0.00)	0.00
	Liab	62,600.48	1,126.57	0.00	63,727.05	63,727.05	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	917,002.35	6,181.86	0.00	923,184.21	923,184.21	0.00	0.00	0.00
	Total	1,159,071.86	7,308.43	12,342.81	1,154,037.48	1,154,037.48	0.00	0.00	0.00
2013	Prop	111,384.84	0.00	0.00	111,384.84	111,384.84	0.00	0.00	0.00
	Liab	141,073.83	1,941.06	0.00	143,014.89	143,014.89	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	978,749.69	2,591.77	14,104.00	967,237.46	967,237.46	(0.00)	(0.00)	0.00
	Total	1,263,049.11	4,532.83	14,104.00	1,253,477.94	1,253,477.94	(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	419,074.63	526.85	0.00	419,601.48	419,601.48	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	568,915.27	0.00	0.00	568,915.27	568,915.27	0.00	0.00	0.00
	Total	1,138,668.94	526.85	0.00	1,139,195.79	1,139,195.79	0.00	0.00	0.00
Closed	Prop	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Liab	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Auto	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	WC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		3,998,123.09	63,167.02	26,446.81	4,034,843.30	4,034,843.30	0.00	0.00	(0.00)

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

TO: Municipal Fund Commissioners
FROM: J. A. Montgomery Risk Control, JIF Safety Director
DATE: February 2, 2016

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

JANUARY 2016 ACTIVITIES

LOSS CONTROL SERVICES

- Township of Maple Shade – Conducted a Loss Control Survey on – January 27
- Township of Moorestown – Conducted a Loss Control Survey on – January 28

JIF MEETINGS ATTENDED

- PMM JIF – Fund Commissioner Meeting – November 23
- PMM JIF – Reorganization Meeting – January 25

UPCOMING JIF MEETINGS

- PMM JIF – Safety Awards & Luncheon Meeting – March 16

SAFETY DIRECTOR'S BULLETINS & SAFETY ANNOUNCEMENTS

- MSI Announcement – MSI Training Schedule for January 2016 – January 20
- Safety Director Bulletin – Best Practices for Snow Emergencies – January 5
- Safety Director's Bulletin – Conducting MVR Record Checks – January 11
- Safety Director Bulletin – SD Bulletin – NJOSH 300A Reminder – January 19

MEL VIDEO LIBRARY

There were no members who utilized the MEL Video Library in January.

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 February, March & April 2016. **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
2/1/16	5	Township of Cherry Hill #6	HazCom w/GHS	8:30 - 10:00 am
2/1/16	5	Township of Cherry Hill #6	BBP	10:15 - 11:15 am
2/1/16	5	Township of Cherry Hill #6	Asbestos, Lead, Silica Health Overview	11:30 - 12:30 pm
2/3/16	5	Evesham Twp. MUA	Fall Protection Awareness	8:00 - 10:00 am
2/3/16	5	Evesham Twp. MUA	Hearing Conservation	10:15 - 11:15 am
2/4/16	5	Borough of Paulsboro #1	Confined Space Awareness	8:30 - 9:30 am
2/4/16	5	Borough of Paulsboro #1	Fire Extinguisher	9:45 - 10:45 am
2/4/16	5	Township of Mantua	Snow Plow/Snow Removal	1:00 - 3:00 pm
2/5/16	5	Township of Evesham #4	CMVO	8:30 - 12:30 pm
2/8/16	5	Merchantville-Pennsauken SA #2	Fall Protection Awareness	8:30 - 10:30 am
2/8/16	5	Merchantville-Pennsauken SA #2	Fire Safety	10:45 - 11:45 am
2/8/16	5	Merchantville-Pennsauken SA #2	Hearing Conservation	12:00 - 1:00 pm
2/9/16	5	Township of Florence	Heavy Equipment	8:30 - 11:30 am
2/9/16	5	Township of Florence	Back Safety/Material Handling	11:45 - 12:45 pm
2/10/16	5	Pennsauken SA #3	CDL-Drivers Safety Regulations	8:30 - 10:30 am
2/10/16	5	Pennsauken SA #3	PPE	10:45 - 12:45 pm
2/11/16	5	Township of Mantua	PPE	1:00 - 3:00 pm
2/17/16	5	Township of Burlington #3	Driving Safety Awareness	8:00 - 9:30 am
2/17/16	5	Township of Burlington #3	BBP	9:45 - 10:45 am
2/19/16	5	Borough of Somerdale	Fire Safety	12:00 - 1:00 pm
2/19/16	5	Borough of Somerdale	Fire Extinguisher	1:00 - 2:00 pm
2/22/16	5	Borough of Glassboro #1	Accident Investigation	1:00 - 3:00 pm
2/23/16	5	Logan Twp. MUA #1	Heavy Equipment	8:00 - 11:00 am
2/26/16	5	Borough of Somerdale	LOTO	12:00 - 2:00 pm
2/29/16	5	Township of Voorhees #3	HazMat Awareness w/HazCom GHS	12:00 - 3:00 pm
3/1/16	5	Borough of Clementon #3	Safety Committee Practices	9:00 - 10:30 am
3/1/16	5	Borough of Clementon #3	Employee Conduct/Violence Prevention	10:45 - 12:15 pm
3/2/16	5	Township of Florence	Fire Safety	8:30 - 9:30 am
3/2/16	5	Township of Florence	Fire Extinguisher	9:45 - 10:45 am
3/2/16	5	Township of Florence	Hearing Conservation	11:00 - 12:00 pm
3/3/16	5	Township of Westampton	DDC-6	8:00 - 2:30 pm w/lunch brk

Date	Territory	Location	Topic	Time
3/4/16	5	Township of Pemberton	CDL-Drivers Safety Regulations	8:00 - 10:00 am
3/4/16	5	Township of Bordentown	Fall Protection Awareness	1:00 - 3:00 pm
3/7/16	5	Township of Winslow	Excavation/Trenching/Shoring	8:00 - 12:00 pm
3/8/16	5	Township of Cherry Hill #6	Landscape Safety	8:30 - 11:30 am
3/9/16	5	Township of Burlington #3	LOTO	8:00 - 10:00 am
3/10/16	5	Deptford Twp. MUA #1	Excavation/Trenching/Shoring	8:00 - 12:00 pm
3/11/16	5	Borough of Runnemede	CDL-Supervisors Reasonable Suspicion	8:30 - 10:30 am
3/11/16	5	Borough of Somerdale	PPE	12:00 - 2:00 pm
3/14/16	5	Borough of Glassboro #1	HazMat Awareness w/HazCom GHS	12:00 - 3:00 pm
3/14/16	5	Borough of Glassboro #1 (Fire Dept.)	Confined Space Awareness-Evening	7:00 - 8:00 pm
3/16/16	5	Borough of Paulsboro #1	HazCom w/GHS	8:30 - 10:00 am
3/16/16	5	Borough of Paulsboro #1	Hearing Conservation	10:15 - 11:15 am
3/17/16	5	Borough of Somerdale	Bloodborne Pathogens Train-the-Trainer	12:00 - 3:00 pm
3/18/16	5	Township of Franklin #2	Forklift Operator Certification	8:30 - 3:00 pm w/lunch brk
3/21/16	5	Borough of Glassboro #1	Flagger/Work Zone	8:00 - 12:00 pm
3/23/16	5	Borough of Pitman	Employee Conduct/Violence Prevention	1:00 - 2:30 pm
3/29/16	5	Township of Mt. Laurel #2	Driving Safety Awareness	8:30 - 10:00 am
3/30/16	5	Evesham Twp. MUA	Excavation/Trenching/Shoring	8:00 - 12:00 pm
3/31/16	5	Township of Delran	CMVO	8:00 - 12:00 pm
4/1/16	5	Township of Bordentown	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
4/4/16	5	Borough of Magnolia	CDL-Drivers Safety Regulations	10:00 - 12:00 pm
4/4/16	5	Borough of Glassboro #1	CMVO	8:00 - 12:00 pm
4/5/16	5	Township of Florence	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
4/6/16	5	Township of Waterford	Fire Extinguisher	8:30 - 9:30 am
4/6/16	5	Township of Waterford	Respiratory Protection	9:45 - 10:45 am
4/7/16	5	Borough of Collingswood	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
4/8/16	5	Township of Tabernacle #1	Fire Safety	8:30 - 9:30 am
4/8/16	5	Township of Tabernacle #1	Fire Extinguisher	9:45 - 10:45 am
4/11/16	5	Borough of Glassboro #1	LOTO	1:00 - 3:00 pm
4/12/16	5	Borough of Clementon #3	Safety Coordinators Skills Training	8:30 - 3:00 pm w/lunch brk
4/13/16	5	City of Burlington #2	Fall Protection Awareness	8:00 - 10:00 am
4/13/16	5	City of Burlington #2	Employee Conduct/Violence Prevention	10:15 - 11:45 am
4/14/16	5	Deptford Twp. MUA #1	HazCom w/GHS	8:00 - 9:30 am
4/14/16	5	Deptford Twp. MUA #1	Respiratory Protection	9:45 - 10:45 am
4/15/16	5	Township of Monroe #3	CDL-Drivers Safety Regulations	8:00 - 10:00 am
4/15/16	5	Township of Monroe #3	Fall Protection Awareness	10:15 - 12:15 pm
4/18/16	5	Merchantville-Pennsauken SA #2	Office Safety	8:30 - 10:30 am
4/18/16	5	Merchantville-Pennsauken SA #2	Office Safety	10:45 - 12:45 pm
4/18/16	5	Borough of Glassboro #1 (Fire Dept.)	CEVO-Fire-Evening	7:00 - 11:00 pm
4/19/16	5	Township of Winslow	PPE	8:00 - 10:00 am
4/19/16	5	Township of Winslow	Asbestos, Lead, Silica Health Overview	10:15 - 11:15 am
4/19/16	5	Township of Winslow	Hearing Conservation	11:30 - 12:30 pm
4/20/15	5	Township of Cherry Hill #5	Special Events Management	10:00 - 12:00 pm
4/22/16	5	Township of Evesham #4	DDC-6	8:30 - 3:00 pm w/lunch brk
4/25/16	5	Township of Delran	CDL-Drivers Safety Regulations	8:00 - 10:00 am
4/25/16	5	Township of Delran	BBP	10:15 - 11:15 am
4/25/16	5	Township of Delran	Confined Space Awareness	11:30 - 12:30 pm
4/25/16	5	Township of Voorhees #3	Fire Safety	1:00 - 2:00 pm
4/25/16	5	Township of Voorhees #3	Fire Extinguisher	2:00 - 3:00 pm

Date	Territory	Location	Topic	Time
4/26/16	5	Township of Florence	Excavation/Trenching/Shoring	8:30 - 12:30 pm
4/27/16	5	Borough of Pitman	Fire Extinguisher	12:30 - 1:30 pm
4/27/16	5	Borough of Pitman	Hearing Conservation	1:30 - 2:30 pm
4/29/16	5	Borough of Willingboro #2	CMVO	8:00 - 12:30 pm w/lunch brk

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			



Best Practices for Snow Emergencies

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

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

Pre-planning issues

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

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Operations during storm

- **Establish priority routes and areas**
 - Clear parking lots and access routes of emergency response agencies (i.e. police, fire, and EMS) first
 - Consider providing sand / salt to use until clearing occurs at municipal facilities
- **Communication plans / telephone or radio contact**
 - Establish who will operate as Base (part of incident command structure)
 - Determine who takes calls from residents, both emergency and non-emergency (complaints)
 - Establish liaison with other towns or agencies, news agencies, etc.
 - Ensure operators remain in constant contact with base
 - Establish procedures for reporting and responding to accidents / incidents
- **Deteriorating Storm Conditions “When to temporarily halt operations”**
 - Who makes the final call
 - Include the criteria for “temporary halting of operations” in plan, i.e., discontinuing operations until conditions improve, with consultation of major stakeholders,
 - Encourage all who are in the field to report status of conditions for the safety of the entire crew
- **Rest breaks / Fatigue**
 - Inform drivers that they have the personal responsibility to pull themselves from driving if they feel overly fatigued or diminished. Have a procedure on how the driver will report to a supervisor and how to address the situation within employment agreements.
- **Rotations**
 - Incorporate travel distance to work into shift planning. Those who live farthest, home after 12 hours to sleep and return for next shift.

Post-Storm Operations

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

Liability issues – Recommendations to limit liability

- Maintain a record of weather conditions
- Document actions taken, date, time, crews, equipment employed, and materials (salt etc.) used
- Record *all* complaints with date and time received
- Document specific actions taken and time of action in response to complaints
- Take photographs to record weather conditions and incidents
- Preserve newspaper articles on storm severity and clean up activities
- Work with police to have their accident reports supplemented with photographs showing conditions

Snow events are difficult. Proper planning and training can ease the strain on employees, managers, and the community. The Safety drop-down menu on the MEL homepage offers Toolbox Talk lesson plans on several topics to assist.



Conducting Motor Vehicle Record Checks

Public entities have many drivers in their employ. Law enforcement officers are on patrol around the clock. Volunteer firefighters and emergency medical technicians respond in their private vehicles before getting in apparatus and ambulances. Public works and utility employees drive large vehicles that require Commercial Drivers Licenses (CDL). Administrative personnel may occasionally use agency or private vehicles to conduct official business. **Managers of public agencies must verify that all employees who drive on the agency's behalf possess a valid driver's license and an acceptable driving record.**

Public entities should have a motor vehicle policy that encompasses all the types of drivers they employ. The Model Employee Handbook on the MEL website (www.njmel.org) includes a basic policy. Department managers should supplement the general policies and procedures to fully reflect their operations. The Safety Directors recommend Motor Vehicle Records (MVRs) be obtained and reviewed:

- once a year for all full-time, part-time, seasonal and volunteer employees who drive a public or personal vehicle as part of their job responsibilities.
- As part of the pre-employment screening process, MVRs of prospective employees should also be reviewed.
- Before approving a "Blue Light" application, the volunteer's MVR should be reviewed.

Here are answers to several frequently asked questions:

IS IT LEGAL TO OBTAIN MVR'S?

Employer may order MVRs on their employees under the Federal Driver's Privacy Act (effective 9-13-97). The Act defines the following "permissible uses" of an MVR:

- i. For use by any governmental agency...in carrying out its functions...
- ii. For use by any insurer or insurance support organization or by a self-insured entity...in connection with claims investigation activities, antifraud activities rating or underwriting.
- iii. For use by an employer ... to obtain or verify information relating to a holder of a commercial drivers license (CDL) that is required under Chapter 313 of Title 49.

WHO SHOULD OBTAIN THE MVR ABSTRACTS?

Designate one or two authorized individuals to order the MVRs from the N.J. Motor Vehicle Commission, by establishing a CAIR account. MVRs may not be obtained through the local Police Department. Authorized individuals may be the Clerk, an Administrator, a Human Resource representative or the Police Chief. The designated individual must understand they are not to share the information with unauthorized individuals. **Remember, these are confidential reports.** Department heads who review or act upon the MVR reports must also be aware of the confidential nature of driving histories.

WHAT ABOUT VOLUNTEERS AND SEASONAL EMPLOYEES?

Ensure that all part-time or seasonal employees and volunteers who may operate a public agency's or personal vehicles as part of their job duties are informed their MVRs will be periodically checked. The policy must be enforced consistently and without discrimination.

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HOW DO I ORDER MVRs?

New Jersey Public Entities and/or Authorities can order MVR abstracts from the NJ Motor Vehicle Commission (NJMVC). If you *are ordering less than 25 MVRs per year and your agency has not received notification from the NJMVC of the CAIR system then you are eligible to request MVRs by mail. Mail your request on letterhead to New Jersey Motor Vehicle Commission, Business and Government Services, 225 East State Street, 3rd Floor East Wing, P.O. Box 122, Trenton, New Jersey 08666-0122. If you have any questions, you can call 609-292-4572.*

Public employers requiring more than 25 MVRs will need to establish a Customer Abstract Information Retrieval (CAIR) account by applying on-line at <http://www.state.nj.us/mvcbiz/Records/CAIR.htm> . There is an annual fee. This allows the employer to request up to 5,000 MVRs per year. A User Guide is also available on the CAIR homepage. New regulations require users to log in to their account at least every 45 days or their account will be suspended. I will need to be reactivated by a CAIR Administrator. The Safety Director suggests users put a reminder on their calendars.

HOW DO I EVALUATE INFORMATION ON THE MVR?

A **sample policy for evaluating MVR information** is provided below. It is up to each public entity / authority to establish evaluation standards for their agency. Be sure to apply standards consistently among all drivers.

All employees authorized to drive vehicles owned, leased, or controlled by the [Public Entity Name] or use their personal vehicles to conduct business on behalf of the [Entity Name] may have their MVRs reviewed prior to entrustment of a vehicle and annually thereafter.

*Drivers with acceptable, marginal or probation grading **may** be allowed to operate [Entity Name] vehicles or their personal vehicles to conduct business on behalf of the agency.*

Drivers with marginal or probation grading will have their MVRs reviewed more frequently. [Semiannual or quarterly reports are recommended] Additional violations or accidents may result in suspension of driving privileges for [Public Entity / Department Name].

Drivers with unacceptable driving records will not be permitted to operate an agency or their personal vehicle to conduct business on behalf of [Public Entity Name].

***Acceptable:** No moving violations and/or preventable accidents over the last 36 months.*

***Marginal:** Up to 2 moving violations and/or preventable accidents in the last 36 months.*

***Probation:** Up to 3 moving violations and/or preventable accidents within the last 36 months.*

***Unacceptable:** More than 3 moving violations and/or preventable accidents within the last 36 months, or more than 2 moving violations and/or preventable accidents within the most recent year, or **any** of the violations listed below:*

- *Driving while under the influence (DWI or DUI)*
- *Leaving the scene of an accident*
- *Reckless driving violations*
- *Homicide or assault through the use of a motor vehicle*
- *Drivers who currently have a revoked or suspended license*
- *Attempting to elude a police officer*

If an accident is shown on an MVR, it will be assumed to be an “at-fault,” chargeable accident. Any change to such a classification will be made only upon receipt of a police report or ruling from the Accident Review Panel showing that the driver in question was not at fault.

Please contact your Risk Control Consultant or JIF Safety Director if you have any additional Motor Vehicle Record questions.



Safety Director Bulletin

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

January 2016

Posting PEOSHA Summary Logs – Annual Reminder

February 1st is the deadline to tabulate the Log of Work-Related Injuries and Illnesses (NJOSH-300). **The Summary Log (NJOSH-300A) must be posted in a visible area for each establishment, where notices to employees are posted, from February 1 to April 30 of each year.**

New Jersey requires all public employers to **record** occupational injuries and illnesses. In addition, certain serious injuries must be **reported** directly to New Jersey PEOSH within specified timeframes. The full rules for recording and reporting injuries can be accessed at <http://nj.gov/health/peosh/record.shtml>

Recording of Occupational Injuries

There are two important forms for the recording of injuries. The *Log of Work-Related Injuries and Illnesses (NJOSH-300)* is a listing of work-related injuries and illness that is maintained throughout the year. Injuries and illnesses are entered into the *Log* within 7 days of being notified of the injury / illness. Five years of *NJOSH-300 Logs* must be readily available to NJPEOSH inspectors. The second form is the annual summary of work-related injuries, *NJOSH 300A Summary of Work-Related Injuries and Illnesses*. This summary is posted at each work establishment from February through April. Missing or inaccessible forms are frequently cited by NJPEOSH.

'Work-related' is defined as any event or exposure in the work environment either causing or contributing to the resulting condition, or significantly aggravating a pre-existing injury or illness. 'Work-related' is presumed for injuries and illnesses resulting from events occurring in the work environment, unless an exception given in OSHA 1904.5(b)(2) applies. Recordable work-related injuries and illnesses are those that result in:

- Death or loss of consciousness
- Days away from work, placement on restricted work activity, or a job transfer
- Medical treatment beyond first aid

Public employers must also record the following conditions if they have been determined to be work-related:

- Any needle stick injury or cut from an object that is contaminated with a potentially infectious material
- Any case requiring an employee to be medically removed under an OSHA health (chemical) standard
- A tuberculosis infection as evidenced by a positive skin test or diagnosis by a physician
- An employee's audiogram reveals a specified hearing Standard Threshold Shift in one or both ears

NJPEOSH's criteria for determining whether an injury / illness is *recordable* is different than the criteria if it is *compensable* under workers compensation. Please refer to New Jersey Reporting website for a complete explanation of what injuries / illnesses must be recorded on your *Log* and *Summary Log*.

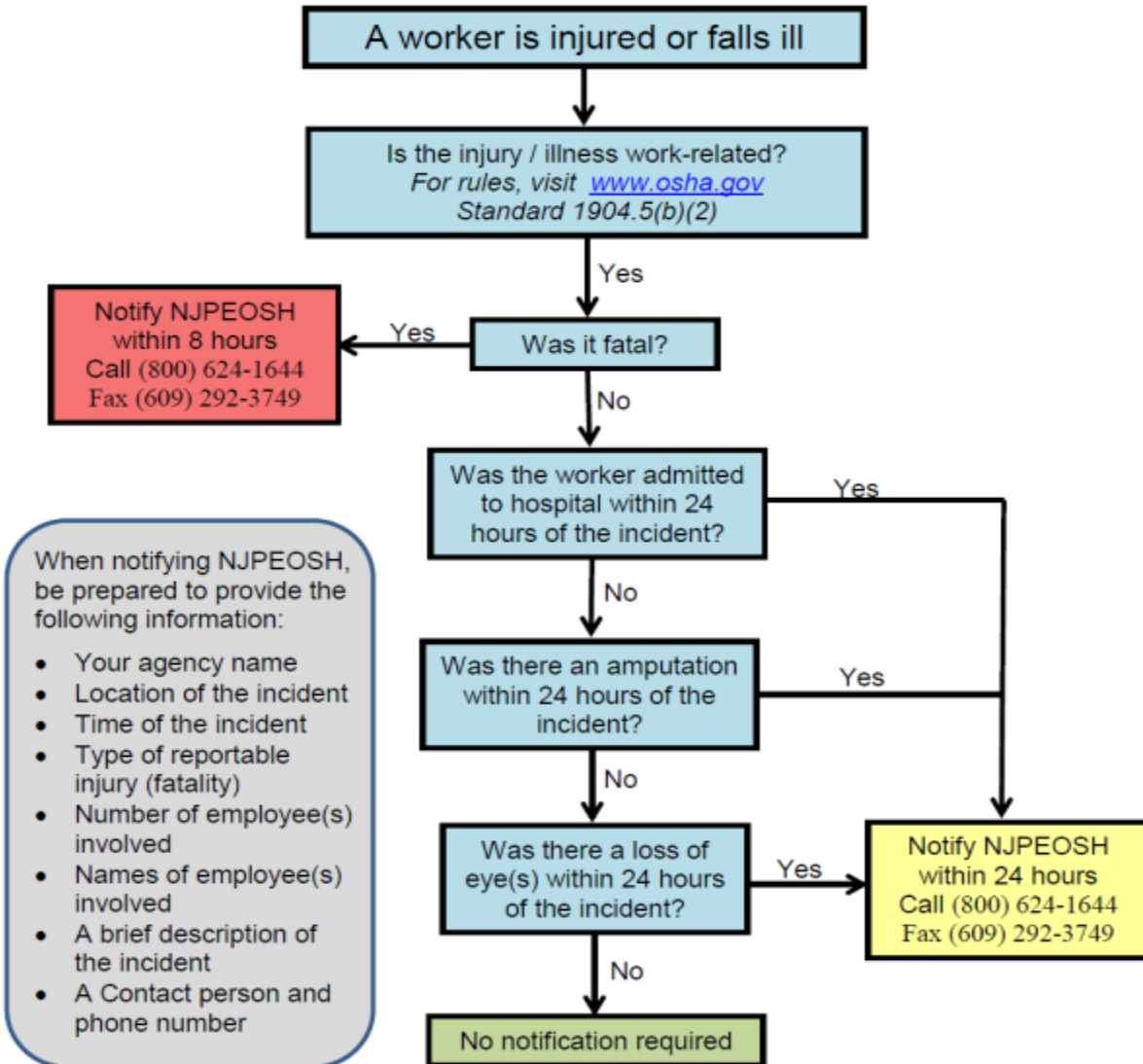
Reporting of Serious Occupational Injuries to NJPEOSH

Effective January 1, 2015, OSHA enacted new, stricter regulations for when they must be notified of an employee injury. NJPEOSHA passed special legislation on January 1, 2015 to match the new OSHA rules.

The new regulations require New Jersey Public Employers to report fatalities to NJPEOSH **within eight (8) hours** of the occurrence and all work-related hospitalizations, amputations, or loss of an eye within **24 hours** by calling the 24-hour hotline (800) 624-1644 or the 24-hour fax line (609) 292-3749. Refer to the decision-making flow chart on page 2.

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NJPEOSH 2015 Injury Reporting Requirements



Notes:

- OSHA defines amputation as the traumatic loss of a limb or external body part, including a part, such as a limb or appendage, that has been severed, cut off (either completely or partially); fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; amputations of parts that have been reattached. Amputations do not include avulsions, enucleations, degloving, scalping, severed ears, or broken or chipped teeth.
- If a motor vehicle accident occurs in a construction work zone, you must report the fatality, in-patient hospitalization, amputation, or loss of an eye. If the motor vehicle accident occurred on a public street or highway, but not in a construction work zone, you do not have to report the fatality, hospitalization, amputation, or loss of an eye.
- A work-related fatality or in-patient hospitalization caused by a heart attack must be reported



**PMM JIF
CUMULATIVE CLAIMS SUMMARY***

2016

	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% OF SAVINGS
JANUARY	77	\$90,269.69	\$31,754.94	\$58,514.75	64.8%
FEBRUARY					#DIV/0!
MARCH					#DIV/0!
APRIL					#DIV/0!
MAY					#DIV/0!
JUNE					#DIV/0!
JULY					#DIV/0!
AUGUST					#DIV/0!
SEPT					#DIV/0!
OCTOBER					#DIV/0!
NOVEMBER					#DIV/0!
DECEMBER					#DIV/0!
TOTALS		\$90,269.69	\$31,754.94	\$58,514.75	64.8%

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	192	\$124,860.76	\$44,440.41	\$80,420.35	64.4%
JUNE	187	\$92,811.14	\$34,469.85	\$58,341.29	62.9%
JULY	152	\$106,502.78	\$31,989.55	\$74,513.23	70.0%
AUGUST	114	\$53,791.53	\$21,388.48	\$32,403.05	60.2%
SEPT	175	\$79,210.95	\$30,111.94	\$49,099.01	62.0%
OCTOBER	111	\$56,796.68	\$23,790.96	\$33,005.72	58.1%
NOVEMBER	68	\$80,656.76	\$23,300.05	\$57,356.71	71.1%
DECEMBER	95	\$49,979.96	\$17,794.26	\$32,185.70	64.4%
TOTALS	1649	\$1,244,768.94	\$486,991.40	\$757,777.54	60.9%

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%



**PMM JIF
WORKERS' COMPENSATION
Managed Care Caseload Recap**

2016	New Injuries Requiring Med Mgmt
January	5
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
Totals	5

2015	New Injuries Requiring Med Mgmt
January	12
February	14
March	8
April	4
May	8
June	7
July	13
August	6
September	6
October	8
November	4
December	9
Totals	99

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



PMM JIF
Top 10 Providers
By Charges
PAR/NonPAR/MCCI
January 2016

Provider Name	Charges	Approved	Savings	% Savings	Specialty
PARTICIPATING					
VIRTUA HEALTH, INC.	\$ 34,194.70	\$ 10,838.00	\$ 23,356.70	68.31%	Facility
KENNEDY UNIVERSITY HOSPITAL, INC.	\$ 9,933.62	\$ 5,687.58	\$ 4,246.04	42.74%	Facility
NovaCare Rehabilitation	\$ 9,633.00	\$ 2,291.49	\$ 7,341.51	76.21%	Physical Therapy/Occupational Therapy
RECONSTRUCTIVE ORTHOPEDICS P A	\$ 9,500.97	\$ 2,853.60	\$ 6,647.37	69.97%	Ortho/Neuro
REGIONAL ORTHOPEDIC, PA	\$ 7,625.00	\$ 1,331.13	\$ 6,293.87	82.54%	Ortho/Neuro
OUR LADY OF LOURDES MEDICAL CENTER	\$ 4,717.20	\$ 1,876.37	\$ 2,840.83	60.22%	Facility
EMERGENCY PHYSICIAN, ASSOCIATES OF SOUTH JERSEY, PC	\$ 2,831.00	\$ 802.31	\$ 2,028.69	71.66%	Physician Fees
U.S. HEALTHWORKS MEDICAL GROUP OF NEW JERSEY, P.C.	\$ 1,469.56	\$ 655.67	\$ 813.89	55.38%	Occ Med/Primary Care
PREMIER ORTHOPEDIC OF SOUTH JERSEY	\$ 1,414.39	\$ 561.70	\$ 852.69	60.29%	Ortho/Neuro
ONE CALL MEDICAL, INC.	\$ 1,125.00	\$ 560.00	\$ 565.00	50.22%	MRI/Radiology
OUT OF NETWORK					
N/A					
MCCI NEGOTIATIONS					
N/A					



PMM JIF
Charges/Savings by Specialty
January 2016

Specialty	Charges	Approved	Savings	% Savings
Hospital	\$48,845.52	\$18,401.95	\$30,443.57	62%
Ortho/Neuro	\$21,168.69	\$6,214.69	\$14,954.00	71%
Physical Therapy/Occupational Therapy	\$12,613.00	\$3,460.49	\$9,152.51	73%
Occ Med/Primary Care	\$3,425.86	\$2,052.75	\$1,373.11	40%
Physician Fees	\$2,849.00	\$815.11	\$2,033.89	71%
MRI	\$1,125.00	\$560.00	\$565.00	50%
Anesthesia/Pain Management	\$95.00	\$68.48	\$26.52	28%
Radiology	\$60.00	\$47.00	\$13.00	22%



PMM JIF
Intake Reporting and Injury Description
January 2016

<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>
1244433	1/1/2016	1/2/2016	1/4/2016	017-POLICE DPT	60 - Strain or Injury By, NOC	Lower Back Area - 42	52 - Strain or Tear
1244554	1/6/2016	1/6/2016	1/6/2016	701-Fire Department	75 - Falling or Flying Object	Foot - 56	10 - Contusion
1244605	1/8/2016	1/8/2016	1/8/2016	F11-FIRE DEPARTMENT	31 - Fall, Slip or Trip, NOC	Ankle - 55	52 - Strain or Tear
1245630	1/28/2016	1/28/2016	1/28/2016	701-Police Department	32 - On Ice or Snow	Ankle - 55	28 - Fracture
1245631	1/25/2016	1/27/2016	1/27/2016	N/A	99 - Other - Miscellaneous, NOC	N/A	01 - No Physical Injury

APPENDIX I - MINUTES

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
 OPEN SESSION MINUTES
 MEETING – JANUARY 25, 2016
 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	Present
Joseph Andl	Township of Maple Shade	Present (via telephone)

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 (via telephone)
Attorney	Helmer, Conley & Kasselmann, PA William Kearns, Esquire David Singh
Auditor	Bowman & Company
Claims Service	Qual Lynx (via telephone) Kathy Kissane(via telephone)
Safety Director	J.A. Montgomery Risk Control Glenn Prince
Managed Care Organization	QualCare Steve McNamara (via telephone)
Underwriting Manager	Conner Strong & Buckelew Edward Scioli

APPROVAL OF MINUTES: NOVEMBER 23, 2015 - Open & Closed Minutes.

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

Moved: Commissioner Brevogel
Second: Commissioner Andl
Vote: 3 Ayes – 0 Nays – 1 Abstain

Meeting of 2015 Fund Commissioners closed by the Executive Director, Bradford C. Stokes.

Meeting of the 2016 Fund Commissioners called to order by Executive Director, Bradford C. Stokes.

ROLL CALL OF 2016 FUND COMMISSIONERS:

Scott Carew, Chairman	Township of Moorestown	Present
Richard Brevogel, Secretary	Township of Willingboro	Present
Thomas Czerniecki	Township of Evesham	Present
Joseph Andl	Township of Maple Shade	Present (via telephone)

MOTION TO NOMINATE SCOTT CAREW TO SERVE AS CHAIRMAN FOR FUND YEAR 2016:

Moved: Commissioner Brevogel
Second: Commissioner Czerniecki

MOTION TO NOMINATE RICHARD BREVOGEL TO SERVE AS SECRETARY FOR FUND YEAR 2016:

Moved: Commissioner Andl
Second: Commissioner Czerniecki

MOTION TO CLOSE NOMINATIONS AND CONFIRM ELECTION SCOTT CAREW TO SERVE AS CHAIRMAN AND RICHARD BREVOGEL TO SERVE AS SECRETARY FOR FUND YEAR 2016

Moved: Commissioner Andl
Second: Commissioner Czerniecki
Vote: 4 Ayes, 0 Nays, (Roll Call)

The Fund Attorney advised the Oaths of Office should be distributed to the Fund Commissioners and returned to his office.

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR:

Fund Professionals & Professional Service Agreements: At the January 26, 2015 Reorganizational meeting, appointed professional contracts in accordance with the fair and open

process pursuant to N.J.S.A. 19:44A-20.4 et. Seq. for fund years 2015, 2016 and 2017. Enclosed with the reorganization resolutions is Resolution 16-1 reflecting re-appointments and establishing compensation for Fund Year 2016.

MOTION TO ADOPT RESOLUTION 16-1

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

The Executive Director reviewed Resolution 16-2 Establishment of Public Meeting Procedures, Resolution 16-3 Establishment of a Fiscal Management Plan, Resolution 16-4 Appointing Defense Panel Attorneys and Resolution 16-5 2015 Risk Management Plan with the Commissioners.

There was a discussion of how attorneys are appointed for POL/EPL Claims.

The Underwriting Manager discussed the changes to the Risk Management Plan with the Fund..

MOTION TO ADOPT RESOLUTION 16-2 THROUGH 16-5

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

Residual Claims Fund 2016 Reorganization Meeting: The Residual Claims Fund’s 2016 Reorganization meeting was held on January 6, 2016 at the Forsgate Country Club. Enclosed in the agenda was a copy of Commissioner Carew’s report on the meeting.

E-JIF 2016 Reorganization Meeting: The E-JIF 2016 Reorganization meeting was held on January 6, 2016 at the Forsgate Country Club. Enclosed in the agenda was a copy of Commissioner Carew’s report on the meeting.

MEL 2016 Reorganization Meeting: The MEL 2016 Reorganization meeting was held on January 6, 2016 at the Forsgate Country Club. Enclosed in the agenda was a copy of Commissioner Carew’s report on the meeting.

Special Fund Commissioner: With the Fund’s membership at four, the bylaws require the appointment of a Special Fund Commissioner in an effort to avoid tying votes. For 2016, Moorestown has this privilege and they are appointing Thomas Merchel.

2013 State Examination: The State of New Jersey Department of Banking & Insurance performed an examination of the Fund for the 2013 Fund Year; enclosed in Appendix III is a copy of the report. An affidavit was distributed for signature by the Executive Committee of the Fund certifying that each commissioner had reviewed the report respectively.

MOTION TO APPROVE STATE OF NEW JERSEY DEPARTMENT OF BANKING & INSURANCE EXAMINATION REPORT FOR THE 2013 FUND YEAR AND EXECUTE GROUP AFFIDAVIT CERTIFYING THAT MEMBERS OF THE EXECUTIVE COMMITTEE HAVE READ THE REPORT

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

2016 Assessments: The 2016 Assessments were mailed to all member towns in mid December. First Installment payments were due to the Treasurer by January 15, 2016.

Environmental Engineer Service Team Change – The EJIF has announced that a new Environmental Engineer has been appointed to service the PMM JIF. PS&S has been selected after an RFP and interview process.

Elected Officials Training: This year, the MEL will reduce each member’s 2016 liability claims premium by \$250 for each municipal elected official and Twp. Manager 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.

Inclement Weather Procedure: As a reminder, PERMA has instituted a procedure for Commissioners to confirm whether or not a meeting has been canceled. The Executive Director will discuss with the Fund Chairman if the meeting should be canceled. In the event of an early morning or evening meeting(s), PERMA will provide a recorded message indicating the status of the meeting. The recorded message can be obtained by calling the Fund's main number (201) 881-7632 at any time of the day or night. For meetings that occur during the course of normal business hours, meeting status can be obtained by utilizing the same number.

Due Diligence Reports: Monthly report submitted to Fund Commissioners including Monthly Fast-track Accident Frequency, Fast-Track Financial report, Claim Activity Report, Interest Rate Summary Comparison, Monthly Loss Ratio by fund year and line of coverage and the Monthly and Annual Regulatory Checklist. The Executive Director reported the fund’s October surplus was \$651,000, and November’s is \$589,000. The claims activity reports our losses are running on target with the actuary projection, about 64%, compared to last year at this time the fund was running about 90%.

The Executive Director then concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: Closed session only.

TREASURER:

Payment of December 2015 Vouchers Resolution 15-29

Fund Year 2015	260,128.86
Total	260,128.86

Payment of January 2016 Vouchers Resolution 16-6

Fund Year 2015	00.49
Fund Year 2016	263,543.18
Total	263,543.67

MOTION TO APPROVE RESOLUTION 15-29 VOUCHER LIST FOR THE MONTH OF DECEMBER AND RESOLUTION 16-6 VOUCHER LIST FOR THE MONTH OF JANUARY AS SUBMITTED

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

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

2011	0.00
2012	4,371.42
2013	4,513.91
2014	11,749.65
2015	40,204.72
Closed	(8,860.13)
TOTAL	51,979.57

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER REPORT: The Underwriting Manager reported there was 1 certificates issued for the period 10/21/15 to 11/18/15 and 3 issued for the period 11/18/15 to 12/18/15 included in the agenda for review. The Underwriting Manager also reviewed an endorsement to the general a liability policy.

SAFETY DIRECTOR:

REPORT: Safety Director advised included in his report is all the risk control activities through the month of December, as well as a list of MSI Training and Fast Track training information. 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 December’s reports were distributed. Mr. McNamara reported there were 95 bills during the month of December totaling \$49,979.96, of that amount \$17,794.26 was paid for a savings of \$32,185.70 which is a 64.4% savings. There were 9 new injuries in the month of December.

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 Czerniecki
Roll Call Vote: 4 Ayes – 0 Nays

OLD BUSINESS: NONE

NEW BUSINESS: Richard Brevogel shared that Willingboro’s Police Body Camera initiative has been well received. Due to the cameras, investigations have decreased 18%, complaints from the public have decreased 22% and the number of cases classified as exonerated have increased by over 200%.

Scott Carew started a discussion about ride-alongs with the community college criminal justice students. Mr. Prince advised there is an accreditation standard for those situations.

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Moved: Commissioner Brevogel
Second: Commissioner Czerniecki
Vote: Unanimous

MEETING ADJOURNED: 2:04pm

NEXT REGULAR MEETING: February 22, 2016
Moorestown Town Hall 1:00PM

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY

***APPENDIX II – 2016 MEL Renewal
Certificate of Insurance Report***

Professional Municipal Management Joint Insurance Fund Certificate Of Insurance Monthly Report

Tuesday, January 19, 2016

2016 Renewal Certificates

Holder (H) / Insured Name (I)	Holder / Insured Address	Holder Code	Description of Operations	Issue Date	Coverage
<u>PMM JIF</u>					
H- Burlington County Firearms Range I- Township of Willingboro	Daisy Lane Pemberton NJ 08068 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	406	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) use of property by the Willingboro Twp. Police Dept. for Training in 2016.	12/22/2015	GL EX AU WC
H- Mt. Holly Township I- Township of Willingboro	23 Washington Street Mt. Holly, NJ 08060 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	1437	Evidence of Insurance as respects to shared services animal control.	12/22/2015	GL EX AU WC
H- Sterling High School I- Township of Willingboro	501 So. Warwick Road Somerdale, NJ 08083 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	1623	Evidence of Insurance as respects to Sport Events for Delaware Valley 8th Grade Spring Football League.	12/22/2015	GL EX AU WC
H- State of New Jersey I- Township of Willingboro	Dept of Health & Sr. Svcs. Office of EMS PO Box 360 Trenton, NJ 08625 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	1633	Evidence of insurance as respects to all Willingboro Township Emergency Services Vehicles. Malpractice & Professional Liability is included in the General Liability and Excess Liability coverage.	12/22/2015	GL EX AU WC
H- Haddonfield Board of Education I- Township of Willingboro	1 Lincoln Avenue Haddonfield, NJ 08033 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	1637	Evidence of insurance as respects to Sport Events for Willingboro Panthers Football Team's League.	12/22/2015	GL EX AU WC
H- PSE&G I- Township of Willingboro	PO Box 570 Newark, NJ 07101 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	1666	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) File A2832 covering portion of PSE&G's Camden I Burlington Right of Way in & under license to the Twp for the construction, operation & maintenance of a black top bicycle path.	12/22/2015	GL EX AU WC

H- Department of Community Affairs I- Township of Willingboro	363 West State Street Trenton, NJ 08625 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	1880	Evidence of Insurance.	12/22/2015	GL EX AU WC
H- PSE&G Holiday Lighting Group I- Township of Moorestown	24 Brown Road Springfield, NJ 07081 111 W. Second St. Moorestown, NJ 08057	1905	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) attachment of holiday decoration on poles.	12/18/2015	GL EX AU WC
H- PSE&G I- Township of Willingboro	PO Box 570 Newark, NJ 07101 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	2392	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) File A2832. This includes any occurrence on or within 50 feet of the Railroad Right of Way.	12/22/2015	GL EX AU WC
H- Burlington County Highway Dept. I- Township of Moorestown	PO Box 6000 49 Rancocas Road Mt. Holly, NJ 08060 111 W. Second St. Moorestown, NJ 08057	3640	Evidence of insurance as respects to Road Opening Permits for 2016.	12/18/2015	GI EX
H- Westampton Township I- Township of Willingboro	710 Rancocas Rd, #1 Westampton, NJ 08060 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	3751	Evidence of Insurance as respects to shared services animal control.	12/22/2015	GL EX AU WC
H- State of New Jersey I- Township of Maple Shade	Dept of Health & Senior Services Office of EMS PO Box 360 Trenton, NJ 08625 PO Box 368 Maple Shade, NJ 08052	4182	Evidence of insurance Maple Shade First Aid Squad, 44 So. Maple Ave., Maple Shade, NJ 08052.	1/6/2016	GL EX AU WC
H- Township of Evesham I- Township of Evesham	984 Tuckerton Road Marlton, NJ 08053 984 Tuckerton Road Marlton, NJ 08053	5054	Evidence of insurance as respects to Statutory Bond Coverage for Elizabeth Peddicord, Treasurer and Kathryn Merkh, Tax Collector; effective 1/1/16.	10/21/2015	BOND
H- Township of Maple Shade I- Township of Maple Shade	200 Stiles Avenue Maple Shade, NJ 08052 PO Box 368 Maple Shade, NJ 08052	5056	Evidence of insurance as respects to Statutory Bond Coverage for Michele Adams - Tax Collector and Doris Brode - Treasurer, effective 01/01/16.	9/25/2015	BOND

H- Evesham Township BOE I- Township of Evesham	25 So. Maple Avenue Marlton, NJ 08053 984 Tuckerton Road Marlton, NJ 08053	5062	Certificate Holder is 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) the use of school facilities for Primary Election on June 7, 2016 and General Election on November 8, 2016.	1/12/2016	GL EX AU WC
H- Delran Junior Marksman I- Township of Moorestown	PO Box 1134 Delran, NJ 08075 111 W. Second St. Moorestown, NJ 08057	5077	Evidence of insurance as respects to the use of the Marksman facility twice a year in 2016 by the Moorestown Police Dept.	12/18/2015	GI EX
H- Moorestown Public Schools BOE I- Township of Moorestown	Administration Building 803 North Stanwick Road Moorestown, NJ 08057 111 W. Second St. Moorestown, NJ 08057	5083	Evidence of insurance as respects to the use of fields and public school gymnasium facilities for Parks and Recreation sports in 2016.	12/18/2015	GI EX
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) Township Police Officer Misty Weiss as School Resource Officer.	1/6/2016	GL EX AU WC
H- Maple Shade Twp. Board of Education I- Township of Maple Shade	170 Frederick Avenue Maple Shade, NJ 08052 PO Box 368 Maple Shade, NJ 08052	5097	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) all recreation programs affiliated with the Township. Does not include amusements or fireworks.	1/6/2016	GL EX AU WC
H- Burlington County Board of Chosen Freeholders I- Township of Evesham	Att: Insurance & Risk Management Division 49 Rancocas Road, PO Box 6000 Mt. Holly, NJ 08060-6000 984 Tuckerton Road Marlton, NJ 08053	5099	Evidence of insurance as respects to 2016 Municipal Alliance Grant Agreement.	1/8/2016	GL EX WC

H- Burlington County Board of Chosen Freeholders	Att: Insurance & Risk Management Division 49 Rancocas Road, PO Box 6000 Mt. Holly, NJ 08060-6000	5099	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) Branch of the County Library.	1/8/2016	GL EX AU WC
I- Township of Evesham	984 Tuckerton Road Marlton, NJ 08053				
H- Burlington County Board of Chosen Freeholders	Att: Insurance & Risk Management Division 49 Rancocas Road, PO Box 6000 Mt. Holly, NJ 08060-6000	5101	Evidence of insurance with respects to our shared services agreement with the County and 911 calls (Res 284-2010).	1/8/2016	GL EX WC
I- Township of Evesham	984 Tuckerton Road Marlton, NJ 08053				
H- Burlington County Board of Chosen Freeholders	Att: Insurance & Risk Management Division 49 Rancocas Road, PO Box 6000 Mt. Holly, NJ 08060-6000	5101	Evidence of insurance with respects to our Shared Services agreement for Snow plow removal of county roads in Evesham Township.	1/8/2016	GL EX WC
I- Township of Evesham	984 Tuckerton Road Marlton, NJ 08053				
H- Willingboro Township BOE	440 Beverly - Rancocas Rd Willingboro, NJ 08046	5102	Evidence of insurance as respects the use of facilities.	12/22/2015	GL EX AU WC
I- Township of Willingboro	Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046				
H- Burlington Meeting House	340 High Street P.O. Box 246 Burlington, NJ 08016	5103	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 Teen Dance.	12/22/2015	GL EX AU WC
I- Township of Willingboro	Attn: Barbara L. Hayes Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046				
H- County of Burlington	Office of the Fire Marshall 49 Rancocas Rd., PO Box 6000 Mt. Holly, NJ 08060	5104	Evidence of insurance as respects the use of facilities by Willingboro Township Fire Department, Police Department & Emergency Squad for training purposes.	12/22/2015	GL EX AU WC
I- Township of Willingboro	Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046				
H- Burlington County	Board of Chosen Freeholders 49 Rancocas Road Mt. Holly, NJ 08060	5106	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) Jazz Festival.	12/22/2015	GL EX AU WC
I- Township of Willingboro	Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046				

H- Grapevine Wrestling League I- Township of Willingboro	230 Hewlings Avenue Riverside, NJ 08073 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	5108	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 various tournaments.	12/15/2015	GL EX AU WC
H- NJ Committee for the Humanities I- Township of Willingboro	73 Easton Avenue New Brunswick, NJ 08901 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	5109	Evidence of insurance as respects grant application for Willingboro Free Public Library.	12/22/2015	GL EX AU WC
H- State of NJ-Dept. of Environmental Protection I- Township of Willingboro	Division of Watershed Management 401 E. State Street P.O. Box 418 Trenton, NJ 08625-0418 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	5110	The State of New Jersey-Dept. of Environmental Protection, Division of Watershed Management is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) grant application requirements.	12/22/2015	GL EX AU WC
H- Verizon I- Township of Willingboro	540 Broad Street Newark, NJ 07102 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	5112	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) lease agreement.	12/22/2015	GL EX AU WC
H- Verizon I- Township of Willingboro	7-13 Brainerd Street, Floor 1 Mt. Holly, NJ 08060 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	5113	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) to hanging of banners on utility poles for Township-sponsored events.	12/22/2015	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 Youth Basketball.	12/22/2015	GL EX AU WC

H- Burlington County Bridge Commission I- Township of Willingboro	1300 Rte 73 North PO Box 6 Palmyra, NJ 08065-1090 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	5120	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability & as "Mortgagee/Loss Payee" ATIMA, for Property pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty and Property Insurance Policies (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) Governmental Leasing Program Series 2002 - Property Limit per Fund - \$2,502,250.	12/22/2015	GL EX PR
H- Babe Ruth League Inc. I- Township of Willingboro	PO 5000 Trenton, NJ 08638 Attn: Sharon Montervino Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	5154	Evidence of Insurance as respects to Burlington County Youth Athletic Association. The JIF policies do not include exclusions for athletic participation or sexual abuse/molestation. .However, coverage is subject to the terms & conditions of the JIF policies.	12/22/2015	GL EX AU WC
H- National Football League I- Township of Moorestown	NFL Properties, LLC Att: NFL Flag 280 Park Avenue New York, NY 10017 111 W. Second St. Moorestown, NJ 08057	5522	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) Flag Football League for the Fall of 2016.	12/18/2015	GL EX AU WC
H- Ford Motor Credit Co. LLC I- Township of Moorestown	1 American Road Md. 7500 Dearborn, MI 48126 111 W. Second St. Moorestown, NJ 08057	5998	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 & Property Insurance Policies (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) lease of two (2) 2016 Ford Interceptors, vin #01681 and #01682, with a total value of \$71,708, for the Collingswood Police Department.	12/21/2015	GI EX
H- Colliers Mills Firearms Range I- Township of Willingboro	One Range Roda Jackson, NJ 08527 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	9476	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) use of property by the Willingboro Twp. Police Dept. for Training in 2016.	12/22/2015	GL EX AU WC
H- Mt. Laurel Township I- Township of Willingboro	100 N. Mt. Laurel Road Mount Laurel, NJ 08054 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	10356	Evidence of Insurance as respects to shared services animal control.	12/22/2015	GL EX AU WC

H- Metropolitan Asset Management, Inc. I- Township of Willingboro	7704 Richmond Highway, Suite 210 Alexandria, VA 22308 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	12686	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability & as "Mortgagee" ATIMA, for Property pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty and Property Insurance Policies (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) leased property located at One Salem Road, Willingboro, NJ 08046.	12/22/2015	GL EX PR
H- Triton High School I- Township of Willingboro	250 Schubert Avenue Runnemede, NJ 08078 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	13368	Evidence of Insurance as respects to Sport Events for Delaware Valley 8th Grade Spring Football League.	12/22/2015	GL EX AU WC
H- TSE Baseball / Softball League I- Township of Willingboro	1 Enterprise Court. Sewell, NJ 08080 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	13802	Evidence of Insurance as respects to Burlington County Youth Athletic Association. The JIF policies do not include exclusions for athletic participation or sexual abuse/molestation. However, coverage is subject to the terms & conditions of the JIF policies.	12/22/2015	GL EX AU WC
H- Edgewater Park Township I- Township of Willingboro	400 Delanco Rd. Edgewater Park, NJ 08010 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	13892	Evidence of Insurance as respects to shared services animal control.	12/22/2015	GL EX AU WC
H- Mack - Cali Realty Corp I- Township of Moorestown	343 Thornall Street Edison, NJ 08837 111 W. Second St. Moorestown, NJ 08057	15332	M-C Church Realty, LLC, Mack Cali Realty, L.P. & Mack-Cali Realty Corp. are 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 1245 No. Church St. by Moorestown Twp. Police Dept.	12/18/2015	GL EX AU WC
H- Township of Willingboro I- Township of Willingboro	One Salem Rd Willingboro, NJ 08046 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	18130	Evidence of insurance as respects to Statutory Bond coverage for Parthenia Cogdell, Library Treasurer, LaMar Arnold, Tax Collector, effective 01/01/16.	12/3/2015	BOND
H- Transportation Security Administration I- Township of Willingboro	Federal Air Marshal Training Center WM. J. Hughes Technical Center, Bldg. 219-E AC International Airport Atlantic City, NJ 08405 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	18344	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) use of property by the Willingboro Twp. Police Dept. for Training in 2016.	12/22/2015	GL EX AU WC

H- Indian Cultural Center I- Township of Evesham	ITA-CC 820 Route 73 South Marlton, NJ 08053 984 Tuckerton Road Marlton, NJ 08053	18355	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 the Indian Cultural Center on January 30, 2016 from 6:00pm – 10:00pm for the Annual Awards Dinner.	1/6/2016 GL EX AU WC
H- Riverside Township I- Township of Willingboro	1 W. Scott Street Riverside, New Jersey, 08075 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	18471	Evidence of Insurance as respects to shared services animal control.	12/22/2015 GL EX AU WC
H- SealMaster I- Township of Willingboro	Equipment 6853 Ruppssville Rd. Allentown, PA 18106 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	18514	Evidence of insurance as respects to the rental of a 2013, SealMaseter, model: CP260, VIN# 41S9P31728D0420041.	12/22/2015 GL EX AU WC
H- Lenape Regional High SD I- Township of Willingboro	93 Willow Grove Road Shamong, NJ 08088 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	18826	Evidence of Insurance with respects to the Championship Games for the Panthers Football League.	12/22/2015 GL EX AU WC
H- Paul VI High School I- Township of Willingboro	901 Hopkins Rd, Ste. B Haddonfield, NJ 08033-0803 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	19283	Evidence of Insurance as respects to Sport Events for Delaware Valley 8th Grade Spring Football League.	12/22/2015 GL EX AU WC
H- Delanco Township I- Township of Willingboro	515 Burlington Ave Delanco, NJ 08075 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	19286	Evidence of Insurance as respects to shared services animal control.	12/22/2015 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	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) 2003 International Harvester bus with a value of \$13,500.00 & occupants. Vin # 1DBRABP73A959355, 2003 International Harvester bus with a value of \$13,500.00 & occupants. Vin # 4DRBRABP43A959362.	12/22/2015 GL EX AU OTH

H- Riverfront Baseball League I- Township of Willingboro	PO Box 5023 Delanco, NJ 08075 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	19487	Evidence of insurance as respects to BCYAA Baseball League. 12/22/2015 GL EX AU WC The JIF policies do not include exclusions for athletic participation or sexual abuse/molestation. However, coverage is subject to the terms & conditions of the JIF policies.
H- Pennsauken Youth Athletic Field I- Township of Willingboro	4429 Burwood Ave. Pennsauken, NJ Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	19978	Evidence of Insurance as respects to Sport Events for Delaware Valley 8th Grade Spring Football League. 12/22/2015 GL EX AU WC
H- Cherry Hill Youth Field I- Township of Willingboro	Marlborough Ave. Cherry Hill, NJ Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	19979	Evidence of Insurance as respects to Sport Events for Delaware Valley 8th Grade Spring Football League. 12/22/2015 GL EX AU WC
H- Camden Field, Stockton Park I- Township of Willingboro	590 Dudley Street Camden, NJ 08002 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	19980	Evidence of Insurance as respects to Sport Events for Delaware Valley 8th Grade Spring Football League. 12/22/2015 GL EX AU WC
H- Verizon Global Real Estate I- Township of Evesham	Cushman & Wakefield of Florida, Inc. Mail Code 20751 FLTDSB1W 7701 E. Telecom Parkway Temple Terrace, FL 33637 984 Tuckerton Road Marlton, NJ 08053		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 Verizon New Jersey's parking lot located at 5 North Maple Ave., Marlton, NJ 08053. 1/4/2016 GL EX AU WC
H- South Jersey Independent I- Township of Willingboro	Youth Football Association 6 Surrey Lane Burlington Twp., NJ 08016 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	20963	Evidence of insurance as respects to Sports Events for Panthers Football League. 12/22/2015 GL EX AU WC
H- Cinnaminson Township I- Township of Willingboro	1621 Tiverton Rd. Cinnaminson, NJ Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	21027	Evidence of Insurance as respects to shared services animal control. 12/22/2015 GL EX AU WC
H- Beverly City I- Township of Willingboro	446 Broad St Beverly City, NJ Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	21028	Evidence of Insurance as respects to shared services animal control. 12/22/2015 GL EX AU WC
H- Edgewater Park Township I- Township of Willingboro	400 Delanco Road Edgewater Park, NJ Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	21030	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) shared public works services. 12/22/2015 GL EX AU WC

H- Beverly City I- Township of Willingboro	446 Broad St Beverly City, NJ Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	21031	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) shared public works services.	12/22/2015	GL EX AU WC
H- Riverside Township I- Township of Willingboro	1 W. Scott Street Riverside, NJ Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	21033	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) shared public works services.	12/22/2015	GL EX AU WC
H- Delanco Township I- Township of Willingboro	515 Burlington Ave Delanco, NJ Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	21034	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) shared public works services.	12/22/2015	GL EX AU WC
H- Shawnee High School I- Township of Willingboro	600 Tabernacle Rd. Medford, NJ 08055 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	21168	Evidence of Insurance with respects to the Championship Games for the Panthers Football League.	12/22/2015	GL EX AU WC
H- Cherokee High School I- Township of Willingboro	120 Tomlinson Mill Rd Marlton, NJ 08053 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	21169	Evidence of Insurance with respects to the Championship Games for the Panthers Football League.	12/22/2015	GL EX AU WC
H- Borough of Palmyra I- Township of Willingboro	20 West Broad St. Palmyra, NJ Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	21170	Evidence of Insurance as respects to shared services animal control.	12/22/2015	GL EX AU WC

Total # of Holders = 68