

**PROFESSIONAL MUNICIPAL MANAGEMENT  
JOINT INSURANCE FUND  
MEETING AGENDA  
APRIL 30, 2018 – 11:00 AM**

**INDIAN SPRINGS COUNTRY CLUB  
115 SOUTH ELMOOD ROAD  
MARLTON, NJ 08053**

**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/Manager 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: APRIL 30, 2018**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ROLL CALL OF 2018 COMMISSIONERS**
- APPROVAL OF MINUTES:** February 26, 2018 Open Minutes ..... **Appendix I**  
February 26, 2018 Closed Minutes ..... **To be distributed**
- CORRESPONDENCE – None**

**REPORTS**

- EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA Risk Management Services**  
.Executive Director's Report ..... **Page 1**
- ATTORNEY – William J. Kearns, Esquire**
- TREASURER – Thomas Tontarski**
  - .March 2018 Voucher List - Resolution No. 18-10 ..... **Page 12**
  - .April 2018 Voucher List - Resolution No. 18-11 ..... **Page 14**
  - .Treasurer’s Reports..... **Page 16**
- SAFETY DIRECTOR – J.A. Montgomery Risk Control**  
.Monthly Report..... **Page 25**
- UNDERWRITING MANAGER – Conner Strong & Buckelew Companies, Inc.**  
.Monthly Certificate Report ..... **Page 31**
- MANAGED CARE – Qual Care**  
.Monthly Report..... **Page 35**
- 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: April 30, 2018

Memo to: Fund Commissioners  
Professional Municipal Management Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

---

---

- ❑ **Professional Service Contract Wording:** The MEL attorney and staff reviewed the standard contract wording that is in most JIF contracts, including the PMM JIF. Language was included in the RFQ forms that this review would be undertaken. There are minor revisions and updates that are being recommended. The Fund Attorney has reviewed the changes and is in agreement with the revisions. The changes to each appear in **Appendix III**.

- ❑ ***Motion to Approve Revisions to Professional Contract Language***

- ❑ **2018 PRIMA Conference** – The JIF has authorized the attendance of Board Members at the annual risk management conference for the purpose of attending seminars. The next PRIMA convention will take place in Indianapolis from June 3–6. Please notify the Fund office if you are interested in attending.
- ❑ **Elected Officials Training Course:** Every year, the MEL holds training seminars for elected officials and reduces a member's assessment by \$250 for each municipal elected officials completing the course by May 1<sup>st</sup>. This year's elected officials training program focus is on "Land Use Liability and Technology Risk Management. Mr. Kearns is available if any member would like to schedule an in-person session.

This course is also available on-line; enclosed on **Page 3** are directions to take the class.

- ❑ **2018/2019 Employment Practices Program:** Correspondence will be distributed by the end of April announcing the 2018/2019 Compliance Program. Once released, members should visit the MEL's webpage [www.njmel.org](http://www.njmel.org) for changes to the MEL's Model Personnel Manual and information on training program requirements. Members have until October 1<sup>st</sup> to submit the checklist to qualify and/or maintain deductible and co-pay incentives. Compliance includes updating Personnel Manuals, Training Managers & Supervisors and Police Command Staff and offering training to non-supervisory personnel.
- ❑ **2018 Financial Disclosures:** The Local Finance Board issued the annual notice regarding filing of the Financial Disclosure forms. Local Government Officers may begin filing via the online system on April 5<sup>th</sup> and have until April 30<sup>th</sup> to complete the filing. The Fund office has advised Fund Commissioners and Professionals of the filing requirement.

- ❑ **Risk Management Information/Operating System (RMIS):** The online underwriting database through Origami was launched mid-March; Fund Commissioners and Risk Management Consultants were provided login information, as well as links to short training videos.

Origami will host training webinars once users have had an opportunity to login and utilize the online platform. Notification will be distributed once the webinars have been scheduled.

- ❑ **Autism and Mental Health Awareness Training** – J. A. Montgomery has recently sent a notice out advising members of training available to help employees manage mental health issues. There are various agencies that will provide free training to law enforcement agencies. **(Page 4)**
- ❑ **Residual Claims Fund Report:** The Residual Claims Fund met on April 6, 2018 at the Forsgate Country Club. Enclosed in **Appendix II** is a copy of Commissioner Merchel’s report on the meeting.
- ❑ **MEL Report:** The MEL met on April 6, 2018 at the Forsgate Country Club. Enclosed in **Appendix II** is a copy of Commissioner Merchel’s report on the meeting.
- ❑ **EJIF Report:** The EJIF met on April 6, 2018 at the Forsgate Country Club. Enclosed in **Appendix II** is Commissioner Merchel’s report on the meeting.
- ❑ **League Magazine:** Attached is the latest advertisement in the “Power of Collaboration” series to appear in the League magazine. Each of the MEL advertisements highlights activities of the MEL and JIFs as well as people who have rendered significant service. This advertisement highlights the MEL mobile application available to download. **(Page 5)**
- ❑ **May Meeting Date** - A reminder that next month’s meeting is on the third Monday of the month, May 21<sup>st</sup> due to Memorial Day.

❑ **Due Diligence Reports:**

<b>Financial Fast Track</b>	<b>Page 6</b>
<b>Income Portfolio</b>	<b>Page 7</b>
<b>Loss Ratio Analysis</b>	<b>Page 8</b>
<b>Loss Time Accident Frequency</b>	<b>Page 9</b>
<b>POL/EPL Compliance Report</b>	<b>Page 10</b>
<b>Regulatory Affairs Checklist</b>	<b>Page 11</b>



## 2018 Elected Officials Online Training

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, 2018.

1. Click the following link for the MEL Safety Institute's Learning Management System

[www.firstnetcampus.com/meljif](http://www.firstnetcampus.com/meljif)

2. If you have previously taken MSI classes, enter your username and password. If you do not know your username/password, check with your Training Administrator or call the MSI Helpline. If you are new, click 'New User Registration.' Complete the fields and you will receive an email with your username and password.
3. Click on the On-Line Training Courses, at bottom right.
4. Click the 'Elected Officials - Land Use Liability' course.
5. Click 'Enroll'.
6. Click the 'My Training' tab on the top blue tool bar.
7. Click the program name to launch the course.
8. Upon completion of the course and questions you will navigate to the 'Student Center' tab to print your Certificate of Completion. Learning transcripts are automatically updated in the MEL Safety Institute's Learning Management System.

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

The MEL Safety Institute can also be accessed anytime by going to [www.njmel.org](http://www.njmel.org).

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.

## Autism and Mental Health Awareness Training

One of our goals is to help our clients manage the service risks that involve individuals with mental health issues. There are several programs that have been designed to assist the law enforcement community with the challenges of dealing with persons who have autism and mental health illnesses.

### Autism Awareness Training:

In the United States, the U.S. Centers for Disease Control and Prevention estimates that one in 68 children has an autism spectrum disorder. The reported prevalence of the condition has increased over the past 30 years, according to the study. This increase may be due to a change in how persons are diagnosed with autism, but the reality is that individuals with developmental disabilities are seven times more likely to come in contact with law enforcement than the general population. According to the CDC, New Jersey has the highest Autism rate in the nation.

**POAC Autism Services** ([www.poac.net](http://www.poac.net)) provides “**Autism Shield Training**” to law enforcement and first responders at no cost to the department. Training is conducted on-site, and they have provided training for first responders in every county in New Jersey. Trainers will come to your department and present the course on-site.

### Mental Health/Illness Awareness Training:

The **New Jersey Crisis Intervention Team** ([www.cit-nj.org](http://www.cit-nj.org)) is a nationally acclaimed best practice pre-booking jail diversion program designed to help the law enforcement and the mental health system’s response to persons in crisis. This 40-hour course’s curriculum includes classroom instruction, community site visits, and practical exercises. There are no registration or training fees.

The International Association of Chiefs of Police has developed a program “**Improving Police Response to Persons Affected by Mental Illness.**” ([www.theIACP.org](http://www.theIACP.org)). The **IACP’s One Mind Campaign** creates incentives for police agencies to adopt four promising practices to improve law enforcement’s response to persons affected by mental illness. The belief is that the strategies identified in this training when implemented properly will better serve and improve the well-being of persons affected by mental illness.

# THE POWER OF COLLABORATION



## SERVING YOUR COMMUNITY JUST GOT EASIER.

Introducing the new MEL JIF Website and NJ MEL Mobile App

### NEW MEL Website

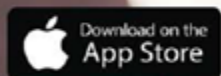
- \*Easily accessible and viewable on all devices (laptops, tablets, desktops, phones)
- \*Focus on monthly seasonal and topical issues of importance to MEL audiences

### NEW MEL Mobile App

- \*Provides access to information anywhere
- \*Enables MEL to quickly communicate to all, or specific audiences
- \*Allows easy access to local MEL contact information



DOWNLOAD THE **FREE** APP TO YOUR SMARTPHONE NOW



### THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

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

# MEL

[NJMEL.ORG](http://NJMEL.ORG)

<b>PROFESSIONAL MUNICIPAL MANAGEMENT FUND</b>					
<b>FINANCIAL FAST TRACK REPORT</b>					
		<b>AS OF</b>	<b>February 28, 2018</b>		
		<b>THIS</b>	<b>YTD</b>	<b>PRIOR</b>	<b>FUND</b>
		<b>MONTH</b>	<b>CHANGE</b>	<b>YEAR END</b>	<b>BALANCE</b>
1.	<b>UNDERWRITING INCOME</b>	<b>330,328</b>	<b>660,502</b>	<b>77,786,616</b>	<b>78,447,118</b>
2.	<b>CLAIM EXPENSES</b>				
	Paid Claims	78,341	205,243	35,999,166	36,204,409
	Case Reserves	6,315	48,256	2,317,649	2,365,905
	IBNR	(211,270)	(88,928)	1,097,652	1,008,724
	Recoveries	-	-	(128,633)	(128,633)
	<b>TOTAL CLAIMS</b>	<b>(126,614)</b>	<b>164,571</b>	<b>39,285,834</b>	<b>39,450,405</b>
3.	<b>EXPENSES</b>				
	Excess Premiums	108,091	216,183	21,064,525	21,280,708
	Administrative	51,108	102,277	10,602,190	10,704,466
	<b>TOTAL EXPENSES</b>	<b>159,200</b>	<b>318,460</b>	<b>31,666,715</b>	<b>31,985,174</b>
4.	<b>UNDERWRITING PROFIT (1-2-3)</b>	297,742	177,472	6,834,067	7,011,539
5.	<b>INVESTMENT INCOME</b>	5,857	2,865	4,887,755	4,890,619
6.	<b>DIVIDEND INCOME</b>	0	0	1,591,484	1,591,484
7.	<b>STATUTORY PROFIT (4+5+6)</b>	<b>303,599</b>	<b>180,336</b>	<b>13,313,306</b>	<b>13,493,642</b>
8.	<b>DIVIDEND</b>	0	23,000	11,032,142	11,055,142
9.	<b>STATUTORY SURPLUS (7-8)</b>	<b>303,599</b>	<b>157,336</b>	<b>2,281,164</b>	<b>2,438,500</b>
<b>SURPLUS (DEFICITS) BY FUND YEAR</b>					
	<b>Closed</b>	556	(22,777)	875,536	852,759
	<b>Aggregate Excess LFC</b>	4,630	9,067	119,844	128,912
	<b>2014</b>	59,692	27,084	41,150	68,234
	<b>2015</b>	47,286	60,454	556,945	617,400
	<b>2016</b>	63,721	31,562	490,431	521,993
	<b>2017</b>	92,447	(17,165)	197,258	180,093
	<b>2018</b>	35,267	69,110		69,110
	<b>TOTAL SURPLUS (DEFICITS)</b>	<b>303,599</b>	<b>157,336</b>	<b>2,281,164</b>	<b>2,438,500</b>
	<b>TOTAL CASH</b>				<b>6,526,832</b>
<b>CLAIM ANALYSIS BY FUND YEAR</b>					
	<b>TOTAL CLOSED YEAR CLAIMS</b>	<b>0</b>	<b>0</b>	<b>32,322,159</b>	<b>32,322,159</b>
	<b>FUND YEAR 2014</b>				
	Paid Claims	31,579	57,107	1,685,500	1,742,607
	Case Reserves	(30,072)	(23,198)	409,507	386,309
	IBNR	(60,908)	(60,908)	58,728	(2,180)
	Recoveries	0	0	(72,012)	(72,012)
	<b>TOTAL FY 2014 CLAIMS</b>	<b>(59,401)</b>	<b>(27,000)</b>	<b>2,081,723</b>	<b>2,054,723</b>
	<b>FUND YEAR 2015</b>				
	Paid Claims	4,178	19,258	941,334	960,592
	Case Reserves	(30,748)	(59,608)	414,912	355,304
	IBNR	(19,651)	(19,651)	110,558	90,907
	Recoveries	0	0	(15,193)	(15,193)
	<b>TOTAL FY 2015 CLAIMS</b>	<b>(46,221)</b>	<b>(60,001)</b>	<b>1,451,611</b>	<b>1,391,610</b>
	<b>FUND YEAR 2016</b>				
	Paid Claims	9,934	21,106	615,351	636,456
	Case Reserves	(10,108)	10,061	735,314	745,375
	IBNR	(62,320)	(62,320)	217,358	155,038
	Recoveries	0	0	(22,878)	(22,878)
	<b>TOTAL FY 2016 CLAIMS</b>	<b>(62,494)</b>	<b>(31,153)</b>	<b>1,545,144</b>	<b>1,513,991</b>
	<b>FUND YEAR 2017</b>				
	Paid Claims	31,674	106,186	434,823	541,009
	Case Reserves	(43,441)	(9,297)	757,917	748,619
	IBNR	(79,298)	(79,298)	711,008	631,710
	Recoveries	0	0	(18,550)	(18,550)
	<b>TOTAL FY 2017 CLAIMS</b>	<b>(91,064)</b>	<b>17,591</b>	<b>1,885,197</b>	<b>1,902,789</b>
	<b>FUND YEAR 2018</b>				
	Paid Claims	976	1,586		1,586
	Case Reserves	120,684	130,298		130,298
	IBNR	10,907	133,249		133,249
	Recoveries	0	0		0
	<b>TOTAL FY 2018 CLAIMS</b>	<b>132,566</b>	<b>265,133</b>		<b>265,133</b>
	<b>COMBINED TOTAL CLAIMS</b>	<b>(126,614)</b>	<b>164,571</b>	<b>39,285,834</b>	<b>39,450,405</b>

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.



<b>PROFESSIONAL MUNICIPAL MGMT JIF</b>							
<b>Fixed Income Portfolio Summary and Rate Comparison</b>							
					For Month End	2/28/2018	
					2017	Last Month	This Month
					2016	2015	
<b>PROFESSIONAL MUNICIPAL MGMT JIF</b>							
Total Cash Balance (millions)			3.66	4.58	5.29	6.81	6.53
<b>Fixed Income Portfolio</b>							
Investments (millions), Book Value			2.00	2.13	3.25	3.50	3.50
Avg maturity (years)			2.08	2.67	1.48	1.40	1.33
Unrealized gain/(loss) (%)			0.09	-0.28	-0.71	-1.34	-1.36
Purchase/Book yield (%)			0.80	1.20	1.20	1.21	1.21
Realized gain/(loss) (%)			0.00	0.00	0.00	0.00	0.00
Total Yield (Market)			0.89	0.92	0.49	-0.13	-0.15
<b>M E L PORTFOLIO</b>							
Total Cash Balance (millions)			80.36	61.94	59.15	52.67	57.74
<b>Fixed Income Portfolio</b>							
Investments (millions), Book Value			48.09	53.40	48.74	1.88	1.88
Avg maturity (years)			1.58	1.64	1.63	1.69	1.61
Unrealized gain/(loss) (%) ***			0.12	0.03	-0.21	-26.85	-30.32
Purchase/Book yield (%)			0.82	0.82	1.11	1.17	1.17
Realized gain/(loss) (%)			0.00	0.00	0.00	0.00	0.00
Total Yield (Market)			0.94	0.85	0.90	-25.68	-29.15
<b>COMPARATIVE RATES (%)</b>							
<b>Cash &amp; Cash Equivalents</b>							
NJ Cash Mgmt Fund *			0.10	0.41	0.85	1.30	1.39
TD Money Market			0.01	0.01	0.48	0.87	0.94
TD Bank Deposits			Unavailable **	Unavailable **	Unavailable **	Unavailable **	Unavailable **
Investors Bank Deposits			-	-	0.87	1.25	1.26
<b>Treasury Issues</b>							
1 year bills			0.32	0.61	1.20	1.80	1.96
3 year notes			1.02	1.00	1.58	2.15	2.36
5 year notes			1.53	1.33	1.83	2.38	2.60
Merrill Lynch US Govt 1-3 years ^			0.56	0.89	0.44	-0.28	-0.32
* Yearly data is average monthly rate.							
^ Monthly data is Year to Date return							
** Effective 1/1/12 TD Bank is requiring a compensating balance to offset fees. The remaining funds must be in an interest bearing account in order to earn interest at the prevailing rate of .08%. Blended rate is not available at this time.							
*** Unrealized gains/losses are recognized each month however these gains/losses do not impact securities held until maturity.							
As a result of the MEL's practices to hold until maturity the calculation for the blended purchase yield for February is 1.32%							

**Professional Municipal Mgmt Joint Insurance Fund**

**CLAIMS MANAGEMENT REPORT  
EXPECTED LOSS RATIO ANALYSIS**

AS OF **February 28, 2018**

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

	Budget	Limited	50	MONTH	49	MONTH	38	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	28-Feb-18		31-Jan-18		28-Feb-17	
PROPERTY	184,000	143,367	77.92%	100.00%	77.92%	100.00%	77.92%	100.00%
GEN LIABILITY	473,408	502,696	106.19%	96.23%	95.62%	95.99%	95.85%	91.38%
AUTO LIABILITY	89,385	18,356	20.54%	93.27%	20.54%	92.93%	20.54%	88.30%
WORKER'S COMP	1,210,000	1,392,485	115.08%	99.52%	119.09%	99.46%	120.66%	98.43%
<b>TOTAL ALL LINES</b>	<b>1,956,793</b>	<b>2,056,904</b>	<b>105.12%</b>	<b>98.48%</b>	<b>105.04%</b>	<b>98.37%</b>	<b>106.06%</b>	<b>96.41%</b>
<b>NET PAYOUT %</b>	<b>\$1,670,595</b>		<b>85.37%</b>					

**FUND YEAR 2015 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	38	MONTH	37	MONTH	26	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	28-Feb-18		31-Jan-18		28-Feb-17	
PROPERTY	191,000	72,610	38.02%	100.00%	38.02%	100.00%	39.59%	100.00%
GEN LIABILITY	471,685	233,619	49.53%	91.38%	51.09%	90.78%	34.87%	81.65%
AUTO LIABILITY	75,666	60,981	80.59%	88.30%	80.59%	87.77%	35.66%	78.92%
WORKER'S COMP	1,241,000	933,492	75.22%	98.43%	76.77%	98.27%	88.78%	94.80%
<b>TOTAL ALL LINES</b>	<b>1,979,351</b>	<b>1,300,703</b>	<b>65.71%</b>	<b>96.51%</b>	<b>67.06%</b>	<b>96.25%</b>	<b>69.15%</b>	<b>91.56%</b>
<b>NET PAYOUT %</b>	<b>\$945,399</b>		<b>47.76%</b>					

**FUND YEAR 2016 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	26	MONTH	25	MONTH	14	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	28-Feb-18		31-Jan-18		28-Feb-17	
PROPERTY	175,205	92,144	52.59%	100.00%	52.59%	100.00%	50.50%	96.03%
GEN LIABILITY	485,444	201,736	41.56%	81.65%	41.58%	80.55%	18.55%	64.20%
AUTO LIABILITY	63,974	7,856	12.28%	78.92%	12.28%	77.72%	11.75%	56.96%
WORKER'S COMP	1,288,669	1,057,217	82.04%	94.80%	82.05%	94.20%	59.67%	74.88%
<b>TOTAL ALL LINES</b>	<b>2,013,291</b>	<b>1,358,953</b>	<b>67.50%</b>	<b>91.58%</b>	<b>67.51%</b>	<b>90.89%</b>	<b>47.44%</b>	<b>73.58%</b>
<b>NET PAYOUT %</b>	<b>\$613,578</b>		<b>30.48%</b>					

**FUND YEAR 2017 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	14	MONTH	13	MONTH	2	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	28-Feb-18		31-Jan-18		28-Feb-17	
PROPERTY	185,329	192,789	104.03%	96.03%	108.55%	95.63%	19.37%	13.00%
GEN LIABILITY	483,019	288,261	59.68%	64.20%	59.89%	62.24%	1.55%	2.50%
AUTO LIABILITY	53,346	30,359	56.91%	56.96%	56.91%	54.16%	5.16%	2.50%
WORKER'S COMP	1,332,335	759,669	57.02%	74.88%	57.20%	70.13%	8.68%	2.00%
<b>TOTAL ALL LINES</b>	<b>2,054,029</b>	<b>1,271,079</b>	<b>61.88%</b>	<b>73.81%</b>	<b>62.46%</b>	<b>70.16%</b>	<b>7.88%</b>	<b>3.12%</b>
<b>NET PAYOUT %</b>	<b>\$522,459</b>		<b>25.44%</b>					

**FUND YEAR 2018 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	2	MONTH	1	MONTH	-10	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	28-Feb-18		31-Jan-18		28-Feb-17	
PROPERTY	181,000	700	0.39%	13.00%	0.39%	6.00%	N/A	N/A
GEN LIABILITY	428,966	9,810	2.29%	2.50%	0.34%	1.00%	N/A	N/A
AUTO LIABILITY	47,555	3,325	6.99%	2.50%	5.94%	1.00%	N/A	N/A
WORKER'S COMP	1,313,000	118,049	8.99%	2.00%	0.40%	0.50%	N/A	N/A
<b>TOTAL ALL LINES</b>	<b>1,970,521</b>	<b>131,884</b>	<b>6.69%</b>	<b>3.13%</b>	<b>0.52%</b>	<b>1.13%</b>	<b>N/A</b>	<b>N/A</b>
<b>NET PAYOUT %</b>	<b>\$1,586</b>		<b>0.08%</b>					

**2018 LOST TIME ACCIDENT FREQUENCY ALL JIFs**

February 28, 2018				
FUND	2018 LOST TIME FREQUENCY	2017 LOST TIME FREQUENCY	2016 LOST TIME FREQUENCY	TOTAL RATE * 2018 - 2016
N.J.U.A.	0.00	1.89	3.15	2.31
MORRIS	0.48	1.22	2.02	1.51
SUBURBAN MUNICIPAL	0.57	1.45	2.24	1.78
BERGEN	0.85	1.36	1.62	1.46
ATLANTIC	1.29	1.84	3.29	2.32
CAMDEN	1.43	1.58	1.35	1.45
TRI-COUNTY	1.56	1.90	2.48	2.11
NJ PUBLIC HOUSING	1.68	2.16	2.23	2.16
CENTRAL	1.74	1.52	1.79	1.66
PROF MUN MGMT	1.79	2.14	2.08	2.09
SOUTH BERGEN	1.92	1.84	2.35	2.09
BURLINGTON	1.98	1.23	2.03	1.64
OCEAN	2.12	2.44	2.16	2.28
MONMOUTH	2.36	2.15	1.61	1.92
SUBURBAN ESSEX	3.81	1.88	1.84	1.98
<b>AVERAGE</b>	<b>1.57</b>	<b>1.77</b>	<b>2.15</b>	<b>1.92</b>

**\* NOTE : lost days may include claims with reserves - where claimant may not yet have had lost time**

Professional Municipal Mgmt Joint Insurance Fund									
2018 LOST TIME ACCIDENT FREQUENCY									
DATA VALUED AS OF February 28, 2018									
MEMBER_ID	MEMBER	**	# CLAIMS FOR	Y.T.D. LOST TIME ACCIDENTS	2018 LOST TIME FREQUENCY	2017 LOST TIME FREQUENCY	2016 LOST TIME FREQUENCY	MEMBER	TOTAL RATE 2018 - 2016
1	305 EVESHAM TOWNSHIP FIRE	*	2/28/2018	0	0.00	0.00	1.05	1 EVESHAM TOWNSHIP FIRE	0.49
2	307 MOORESTOWN			0	0.00	0.71	1.39	2 MOORESTOWN	0.98
3	308 WILLINGBORO			0	0.00	3.29	2.92	3 WILLINGBORO	2.94
4	304 EVESHAM			1	3.17	1.19	1.58	4 EVESHAM	1.49
5	306 MAPLE SHADE			1	8.05	4.20	2.33	5 MAPLE SHADE	3.46
Totals:				2	2	1.79	2.14	2.08	2.09
<b>Frequency = (Y.T.D. LOST TIME ACCIDENT * 200,000) / ADJUSTED HOURS WORKED</b> * Member does not participate in the FUND for Workers' Comp coverage ** Member has a higher Self Insured Retention for Workers' Comp and is EXCLUDED from this report *** MEMBER WAS NOT ACTIVE FOR THIS FUND YEAR									
2017 Loss Time Accident Frequency as of February 27, 2017					1.67				

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND				
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Professional Municipal Mgmt Joint Insurance Fund				
Data Valued As of :	April 25, 2018			
<b>Total Participating Members</b>	<b>5</b>			
Complaint	<b>4</b>			
Percent Compliant	80.00%			
		01/01/18	2018	
	Compliant	EPL	POL	Co-Insurance
Member Name	*	Deductible	Deductible	01/01/18
EVESHAM	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
EVESHAM TOWNSHIP FIRE D	No	\$ 100,000	\$ 20,000	20% of 1st 2Mil/20% of 1st 250K POL
MAPLE SHADE	Yes	\$ 10,000	\$ 10,000	0%
MOORESTOWN	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
WILLINGBORO	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
* Member does NOT participate in EPL coverage				

**Professional Municipal Management Joint Insurance Fund**  
**Annual Regulatory Filing Check List**  
**Year 2018 as of April 25, 2018**

<b><u>Item</u></b>	<b><u>Filing Status</u></b>
<input type="checkbox"/> 2018 Budget	Filed 3/5
<input type="checkbox"/> Assessments	Filed 3/5
<input type="checkbox"/> Actuarial Certification	June Filing
<input type="checkbox"/> Reinsurance Policies	June Filing
<input type="checkbox"/> Fund Commissioners	Filed 3/5
<input type="checkbox"/> Fund Officers	Filed 3/5
<input type="checkbox"/> Renewal Resolutions	None
<input type="checkbox"/> New Members	None
<input type="checkbox"/> Withdrawals	None
<input type="checkbox"/> Risk Management Plan	Filed 3/5
<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	June Filing
<input type="checkbox"/> Ethics Filing	On Line Filing

**RESOLUTION NO. 18-10**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
MARCH 2018 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 2018**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>Invoice Amount</u>
<b>001176</b>			
001176	MUNICIPAL EXCESS LIABILITY JIF	FAITHFUL PERFORMANCE BOND 2ND QTR 2018	908.28
			<b>908.28</b>
<b>001177</b>			
001177	MUNICIPAL EXCESS LIABILITY JIF	MEL PROPERTY 2ND QTR 2018	67,929.23
001177	MUNICIPAL EXCESS LIABILITY JIF	MEL 2ND QTR 2018	153,646.87
			<b>221,576.10</b>
<b>001178</b>			
001178	QUAL-LYNX	CLAIM ADJUSTING SERVICES 03/2018	11,094.05
			<b>11,094.05</b>
<b>001179</b>			
001179	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES 03/2018	1,892.08
			<b>1,892.08</b>
<b>001180</b>			
001180	PERMA	POSTAGE FEE 02/2018	5.78
001180	PERMA	EXECUTIVE DIRECTOR FEE 03/2018	10,863.08
			<b>10,868.86</b>
<b>001181</b>			
001181	THE ACTUARIAL ADVANTAGE	ACTUARY MONTHLY FEE 03/2018	3,212.67
			<b>3,212.67</b>
<b>001182</b>			
001182	QUALCARE, INC.	MANAGED CARE SERVICES - 03/2018	6,929.33
			<b>6,929.33</b>
<b>001183</b>			
001183	THOMAS TONTARSKI	TREASURER SERVICES - 03/2018	1,459.25
			<b>1,459.25</b>
<b>001184</b>			
001184	HELMER, CONLEY & KASSELMAN, PA	LITIGATION MANAGEMENT - 03/2018	1,438.00
001184	HELMER, CONLEY & KASSELMAN, PA	ATTORNEY FEE 03/2018	1,688.17
			<b>3,126.17</b>
<b>001185</b>			
001185	MUNICIPAL EXCESS LIABILITY JIF	MSI 2ND QTR 2018	4,250.25
			<b>4,250.25</b>
<b>001186</b>			

001186	COURIER TIMES INC	ACCT: 2-012012000 - 2/8/2018 - MEETING	56.34
			<b>56.34</b>
<b>001187</b>			
001187	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 03/2018	488.00
			<b>488.00</b>
		Total Payments FY 2018	265,861.38

**TOTAL PAYMENTS ALL FUND YEARS \$ 265,861.38**

\_\_\_\_\_  
Chairperson

Attest:

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

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

\_\_\_\_\_  
Treasurer

**RESOLUTION NO. 18-11**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
APRIL 2018 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 2017**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
<b>001188</b>			
001188	BOWMAN & COMPANY, LLP	AUDITOR FEE 3/29/2018 - FY 2017	7,500.00
			<b>7,500.00</b>
		Total Payments FY 2017	7,500.00

**FUND YEAR 2018**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
<b>001189</b>			
001189	APEX INSURANCE SRVS c/o XL INS	TECH ERROS & OMISSIONS 2OF2 INSTALL	2,220.00
			<b>2,220.00</b>
<b>001190</b>			
001190	APEX INS SRVS c/o QBE INSURANCE	VOLUNT EMERG SRVCS DIR&OFF 2OF2 INSTALL	1,095.00
001190	APEX INS SRVS c/o QBE INSURANCE	POL & EPL 2 OF 2 INSTALLMENT 2018	147,617.50
			<b>148,712.50</b>
<b>001191</b>			
001191	APEX INS SRVS c/o BEAZLEY	TECH ERROS & OMISSIONS 2OF2 INSTALL	1,270.00
			<b>1,270.00</b>
<b>001192</b>			
001192	QUAL-LYNX	CLAIM ADJUSTING SERVICES - 04/2018	11,094.05
			<b>11,094.05</b>
<b>001193</b>			
001193	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 04/2018	1,892.08
			<b>1,892.08</b>
<b>001194</b>			
001194	PERMA	POSTAGE FEE 03/2018	0.92
001194	PERMA	EXECUTIVE DIRECTOR FEE 04/2018	10,863.08
			<b>10,864.00</b>
<b>001195</b>			
001195	THE ACTUARIAL ADVANTAGE	ACTUARY MONTHLY FEE 04/2018	3,212.67
			<b>3,212.67</b>
<b>001196</b>			
001196	QUALCARE, INC.	MANAGED CARE SERVICES - 04/2018	6,929.33
			<b>6,929.33</b>



<b>001197</b>				
001197	THOMAS TONTARSKI	TREASURER SERVICES 04/2018		1,459.25
				<b>1,459.25</b>
<b>001198</b>				
001198	HELMER, CONLEY & KASSELMAN, PA	LITIGATION MANAGEMENT - 04/2018		1,438.00
001198	HELMER, CONLEY & KASSELMAN, PA	ATTORNEY FEE 04/2018		1,688.17
				<b>3,126.17</b>
<b>001199</b>				
001199	ALLSTATE INFORMATION MANAGEMNT	ACCT: 413 - ACT & STOR - 3/31/2018		41.29
				<b>41.29</b>
<b>001200</b>				
001200	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 04/2018		488.00
				<b>488.00</b>
		Total Payments FY 2018	191,309.34	

**TOTAL PAYMENTS ALL FUND YEARS \$ 198,809.34**

\_\_\_\_\_  
Chairperson

Attest:

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

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

\_\_\_\_\_  
Treasurer

April 9, 2018

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

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

The statements included in this report are prepared on a “modified cash basis” and relate to financial activity through the two month period ending March 31, 2018 for Closed Fund Years 1987 to 2013, and Fund Years 2014, 2015, 2016, 2017 and 2018. 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 \$ 13,361.61. This generated an average annual yield of 1.23%. However, we have an unrealized net gain of \$2,001.68 adjusting the reported yield to -1.42% for the period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$44,691.61 as it relates to the market value of \$4,484,486.58 vs. the amount we have invested. If we include accrued interest the market value is adjusted to \$4,505,903.72.

Our asset portfolio with Wilmington Trust has 6 obligations less than two years and 1 obligation greater than two years.

#### RECEIPT ACTIVITY FOR THE PERIOD:

Subrogation Receipts \$ 20,341.20  
Overpayment Reimbursements \$ 133.50  
FY 17 Approp. Refund \$ 142.00

#### CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 241 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 \$ 183,948.53.

**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 \$ 6,812,229.64 to a closing balance of \$ 6,175,798.98 showing an increase in the fund of \$ 636,430.66.

**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 2018 Subrogation Report

DATE REC'D	CREDITED TO:	FILE NUMBER	CLAIMANT NAME	COV. TYPE	FUND YEAR	AMOUNT RECEIVED	RECEIVED Y.T.D.
2/2	MAPLE SHADE TWP.	2.018E+09	MAPLE SHADE TWP.	PR	2017	9,778.20	
2/15	EVESHAM TOWNSHIP	1255655	JOSEPH TAVELLA	WC	2016	248.00	
2/20	MAPLE SHADE TWP.	2.018E+09	MAPLE SHADE TWP.	PR	2017	315.00	
TOTAL- FEB. YTD 2018						10,341.20	10,341.20
3/12	EVESHAM TOWNSHIP	1255539	EVESHAM TOWNSHIP	PR	2016	10,000.00	
TOTAL- MAR YTD 2018						10,000.00	20,341.20

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

<b>Current Fund Year: 2018</b>										
<b>Month Ending: February</b>										
	<b>Prop</b>	<b>Liab</b>	<b>Auto</b>	<b>WC</b>	<b>0</b>	<b>POL/EPL</b>	<b>EJIF</b>	<b>Future</b>	<b>Admin</b>	<b>TOTAL</b>
<b>OPEN BALANCE</b>	354,791.46	1,696,372.93	250,342.80	3,019,688.41	0.00	142,273.19	(19,923.95)	226,452.22	1,142,232.59	6,812,229.65
<b>RECEIPTS</b>										
Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	10,093.20	0.00	0.00	381.50	0.00	0.00	0.00	0.00	0.00	10,474.70
Invest Pymnts	127.52	609.75	89.98	1,085.38	0.00	51.13	0.04	81.40	410.56	2,455.76
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Invest	127.52	609.75	89.98	1,085.38	0.00	51.13	0.04	81.40	410.56	2,455.76
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>10,220.72</b>	<b>609.75</b>	<b>89.98</b>	<b>1,466.88</b>	<b>0.00</b>	<b>51.13</b>	<b>0.04</b>	<b>81.40</b>	<b>410.56</b>	<b>12,930.46</b>
<b>EXPENSES</b>										
Claims Transfers	5,256.01	28,598.90	0.00	54,961.03	0.00	0.00	0.00	0.00	0.00	88,815.94
Expenses	0.00	0.00	0.00	0.00	0.00	152,202.50	0.00	0.00	57,307.45	209,509.95
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>5,256.01</b>	<b>28,598.90</b>	<b>0.00</b>	<b>54,961.03</b>	<b>0.00</b>	<b>152,202.50</b>	<b>0.00</b>	<b>0.00</b>	<b>57,307.45</b>	<b>298,325.89</b>
<b>END BALANCE</b>	<b>359,756.17</b>	<b>1,668,383.78</b>	<b>250,432.78</b>	<b>2,966,194.26</b>	<b>0.00</b>	<b>(9,878.18)</b>	<b>(19,923.91)</b>	<b>226,533.62</b>	<b>1,085,335.70</b>	<b>6,526,834.22</b>
<b>Report Month February</b>										
						<b>Balance Differences</b>				
Opening Balances:	Opening Balances are equal					<b>\$0.00</b>				
Imprest Transfers:	Imprest Totals are equal					<b>\$0.00</b>				
Investment Balances:	Investment Payment Balances are equal					<b>\$0.00</b>				
	Investment Adjustment Balances are equal					<b>\$0.00</b>				
Ending Balances:	Ending Balances are equal					<b>\$0.00</b>				
Accural Balances:	Accural Balances are equal					<b>\$0.00</b>				

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS						
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND						
ALL FUND YEARS COMBINED						
CURRENT MONTH	February					
CURRENT FUND YEAR	2018					
	Description:	Instrument #1	Instr #2	Instr #3	Instr #4	
	ID Number:	ASSET MGR		OPERATING ACCT	CLAIMS ACCT	ADMIN. EXPENS
	Maturity (Yrs)	0	0	0	0	0
	Purchase Yield:	0	0	0	0	0
TOTAL for All						
Accts & instruments						
Opening Cash & Investment Balance	\$6,812,230.07	3489370.2	3221859.87	100000	1000	
Opening Interest Accrual Balance	\$7,364.81	7364.81	0	0	0	
1	Interest Accrued and/or Interest Cost	\$3,400.88	\$3,400.88	\$0.00	\$0.00	\$0.00
2	Interest Accrued - discounted Instr.s	\$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
4	Accretion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Interest Paid - Cash Instr.s	\$3,223.26	\$38.46	\$3,184.80	\$0.00	\$0.00
6	Interest Paid - Term Instr.s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	Unrealized Gain (Loss)	(\$767.50)	(\$767.50)	\$0.00	\$0.00	\$0.00
8	Net Investment Income	\$5,856.64	\$2,671.84	\$3,184.80	\$0.00	\$0.00
9	Deposits - Purchases	\$308,988.09	\$0.00	\$10,474.70	\$89,003.44	\$209,509.95
10	(Withdrawals - Sales)	(\$596,839.28)	\$0.00	(\$298,325.89)	(\$89,003.44)	(\$209,509.95)
	Ending Cash & Investment Balance	\$6,526,834.64	\$3,488,641.16	\$2,937,193.48	\$100,000.00	\$1,000.00
	Ending Interest Accrual Balance	\$10,765.69	\$10,765.69	\$0.00	\$0.00	\$0.00
	Plus Outstanding Checks	\$215,327.48	\$0.00	\$0.00	\$32,811.19	\$182,516.29
	(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Balance per Bank	\$6,742,162.12	\$3,488,641.16	\$2,937,193.48	\$132,811.19	\$183,516.29

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

Month	February								
Current Fund Year	2018								
		1.	2.	3.	4.	5.	6.	7.	8.
Policy Year	Coverage	Calc. Net Paid Thru Last Month	Monthly Net Paid February	Monthly Recoveries February	Calc. Net Paid Thru February	TPA Net Paid Thru February	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
2018	Prop	0.00	610.44	0.00	610.44	610.44	0.00	0.00	0.00
	Liab	610.44	(610.44)	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	975.53	0.00	975.53	975.53	0.00	0.00	0.00
	<b>Total</b>	<b>610.44</b>	<b>975.53</b>	<b>0.00</b>	<b>1,585.97</b>	<b>1,585.97</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2017	Prop	175,698.06	4,645.57	10,093.20	170,250.43	170,250.43	0.00	0.00	0.00
	Liab	47,548.29	1,715.76	0.00	49,264.05	49,264.05	(0.00)	(0.00)	0.00
	Auto	6,833.76	0.00	0.00	6,833.76	6,833.76	0.00	0.00	0.00
	WC	260,704.81	35,406.28	0.00	296,111.09	296,111.09	(0.00)	0.00	(0.00)
	<b>Total</b>	<b>490,784.92</b>	<b>41,767.61</b>	<b>10,093.20</b>	<b>522,459.33</b>	<b>522,459.33</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>(0.00)</b>
2016	Prop	86,091.26	0.00	0.00	86,091.26	86,091.26	0.00	0.00	0.00
	Liab	27,311.02	4,101.64	0.00	31,412.66	31,412.66	0.00	0.00	0.00
	Auto	7,856.09	0.00	0.00	7,856.09	7,856.09	0.00	0.00	0.00
	WC	482,385.99	6,213.98	381.50	488,218.47	488,218.47	0.00	0.00	0.00
	<b>Total</b>	<b>603,644.36</b>	<b>10,315.62</b>	<b>381.50</b>	<b>613,578.48</b>	<b>613,578.48</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2015	Prop	65,110.21	0.00	0.00	65,110.21	65,110.21	0.00	0.00	0.00
	Liab	76,244.12	4,115.71	0.00	80,359.83	80,359.83	0.00	0.00	0.00
	Auto	23,746.47	0.00	0.00	23,746.47	23,746.47	0.00	0.00	0.00
	WC	776,119.93	62.31	0.00	776,182.24	776,182.24	0.00	(0.00)	0.00
	<b>Total</b>	<b>941,220.73</b>	<b>4,178.02</b>	<b>0.00</b>	<b>945,398.75</b>	<b>945,398.75</b>	<b>0.00</b>	<b>(0.00)</b>	<b>0.00</b>
2014	Prop	143,367.15	0.00	0.00	143,367.15	143,367.15	0.00	0.00	0.00
	Liab	285,585.27	19,276.23	0.00	304,861.50	304,861.50	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	1,191,707.76	12,302.93	0.00	1,204,010.69	1,204,010.69	0.00	0.00	0.00
	<b>Total</b>	<b>1,639,016.14</b>	<b>31,579.16</b>	<b>0.00</b>	<b>1,670,595.30</b>	<b>1,670,595.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL</b>		<b>3,675,276.59</b>	<b>88,815.94</b>	<b>10,474.70</b>	<b>3,753,617.83</b>	<b>3,753,617.83</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>0.00</b>

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

<b>Current Fund Year: 2018 Month Ending: March</b>		<b>Prop</b>	<b>Liab</b>	<b>Auto</b>	<b>WC</b>	<b>0</b>	<b>POL/EPL</b>	<b>EJIF</b>	<b>Future</b>	<b>Admin</b>	<b>TOTAL</b>
OPEN BALANCE		359,756.17	1,668,383.78	250,432.78	2,966,194.26	0.00	(9,878.18)	(19,923.91)	226,533.62	1,085,335.70	6,526,834.22
<b>RECEIPTS</b>											
Assessments		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds		10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
Invest Pymnts		319.02	1,479.48	222.07	2,630.34	0.00	0.09	0.10	200.89	962.45	5,814.44
Invest Adj		(381.83)	(1,770.77)	(265.81)	(3,148.22)	0.00	(0.10)	(0.12)	(240.44)	(1,151.96)	(6,959.25)
Subtotal Invest		(62.81)	(291.29)	(43.74)	(517.88)	0.00	(0.01)	(0.02)	(39.55)	(189.51)	(1,144.81)
Other *		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	142.00	142.00
<b>TOTAL</b>		<b>9,937.19</b>	<b>(291.29)</b>	<b>(43.74)</b>	<b>(517.88)</b>	<b>0.00</b>	<b>(0.01)</b>	<b>(0.02)</b>	<b>(39.55)</b>	<b>(47.51)</b>	<b>8,997.19</b>
<b>EXPENSES</b>											
Claims Transfers		4,640.00	28,428.29	1,913.32	59,189.44	0.00	0.00	0.00	0.00	0.00	94,171.05
Expenses		908.28	0.00	0.00	0.00	0.00	0.00	0.00	221,576.10	43,377.00	265,861.38
Other *		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>5,548.28</b>	<b>28,428.29</b>	<b>1,913.32</b>	<b>59,189.44</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>221,576.10</b>	<b>43,377.00</b>	<b>360,032.43</b>
<b>END BALANCE</b>		<b>364,145.08</b>	<b>1,639,664.20</b>	<b>248,475.72</b>	<b>2,906,486.94</b>	<b>0.00</b>	<b>(9,878.19)</b>	<b>(19,923.93)</b>	<b>4,917.97</b>	<b>1,041,911.19</b>	<b>6,175,798.98</b>
<b>Report Month: March</b>											
<b>Balance Differences</b>											
Opening Balances:		Opening Balances are equal					\$0.00				
Imprest Transfers:		Imprest Totals are equal					\$0.00				
Investment Balances:		Investment Payment Balances are equal					\$0.00				
		Investment Adjustment Balances are equal					\$0.00				
Ending Balances:		Ending Balances are equal					\$0.00				
Accrual Balances:		Accrual Balances are equal					\$0.00				



SUMMARY OF CASH AND INVESTMENT INSTRUMENTS						
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND						
ALL FUND YEARS COMBINED						
CURRENT MONTH	March					
CURRENT FUND YEAR	2018					
	Description:	Instrument #1	Instr #2	Instr #3	Instr #4	
	ID Number:	ASSET MGR		OPERATING ACCT	CLAIMS ACCT.	ADMIN. EXPENS
	Maturity (Yrs)	0	0	0	0	0
	Purchase Yield:	0	0	0	0	0
TOTAL for All						
Accts & instruments						
Opening Cash & Investment Balance	\$6,526,834.64	3488641.16	2937193.48	100000	1000	
Opening Interest Accrual Balance	\$10,765.69	10765.69	0	0	0	
1	Interest Accrued and/or Interest Cost	\$10,651.45	\$10,651.45	\$0.00	\$0.00	\$0.00
2	Interest Accrued - discounted Instr.s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	(Amortization and/or Interest Cost)	(\$6,959.24)	(\$6,959.24)	\$0.00	\$0.00	\$0.00
4	Accretion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Interest Paid - Cash Instr.s	\$3,045.26	\$35.48	\$3,009.78	\$0.00	\$0.00
6	Interest Paid - Term Instr.s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	Unrealized Gain (Loss)	\$2,769.18	\$2,769.18	\$0.00	\$0.00	\$0.00
8	Net Investment Income	\$9,506.65	\$6,496.87	\$3,009.78	\$0.00	\$0.00
9	Deposits - Purchases	\$1,370,174.43	\$1,000,000.00	\$10,142.00	\$94,171.05	\$265,861.38
10	(Withdrawals - Sales)	(\$1,720,064.86)	\$0.00	(\$1,360,032.43)	(\$94,171.05)	(\$265,861.38)
	Ending Cash & Investment Balance	\$6,175,799.41	\$4,484,486.58	\$1,590,312.83	\$100,000.00	\$1,000.00
	Ending Interest Accrual Balance	\$21,417.14	\$21,417.14	\$0.00	\$0.00	\$0.00
	Plus Outstanding Checks	\$32,222.70	\$0.00	\$0.00	\$25,395.86	\$6,826.84
	(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Balance per Bank	\$6,208,022.11	\$4,484,486.58	\$1,590,312.83	\$125,395.86	\$7,826.84

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

Month	March								
Current Fund Year	2018								
Policy Year	Coverage	1. Calc. Net Paid Thru Last Month	2. Monthly Net Paid March	3. Monthly Recoveries March	4. Calc. Net Paid Thru March	5. TPA Net Paid Thru March	6. Variance To Be Reconciled	7. Delinquent Unreconciled Variance From	8. Change This Month
2018	Prop	610.44	0.00	0.00	610.44	610.44	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	500.00	0.00	500.00	500.00	0.00	0.00	0.00
	WC	975.53	10,014.37	0.00	10,989.90	10,989.90	0.00	0.00	0.00
	<b>Total</b>	<b>1,585.97</b>	<b>10,514.37</b>	<b>0.00</b>	<b>12,100.34</b>	<b>12,100.34</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2017	Prop	170,250.43	2,140.00	0.00	172,390.43	172,390.43	0.00	0.00	0.00
	Liab	49,264.05	6,442.21	0.00	55,706.26	55,706.26	(0.00)	(0.00)	0.00
	Auto	6,833.76	1,413.32	0.00	8,247.08	8,247.08	0.00	0.00	0.00
	WC	296,111.09	24,009.87	0.00	320,120.96	320,120.96	(0.00)	(0.00)	0.00
	<b>Total</b>	<b>522,459.33</b>	<b>34,005.40</b>	<b>0.00</b>	<b>556,464.73</b>	<b>556,464.73</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>0.00</b>
2016	Prop	86,091.26	2,500.00	10,000.00	78,591.26	78,591.26	0.00	0.00	0.00
	Liab	31,412.66	0.00	0.00	31,412.66	31,412.66	0.00	0.00	0.00
	Auto	7,856.09	0.00	0.00	7,856.09	7,856.09	0.00	0.00	0.00
	WC	488,218.47	4,641.07	0.00	492,859.54	492,859.54	0.00	0.00	0.00
	<b>Total</b>	<b>613,578.48</b>	<b>7,141.07</b>	<b>10,000.00</b>	<b>610,719.55</b>	<b>610,719.55</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2015	Prop	65,110.21	0.00	0.00	65,110.21	65,110.21	0.00	0.00	0.00
	Liab	80,359.83	7,671.77	0.00	88,031.60	88,031.60	0.00	0.00	0.00
	Auto	23,746.47	0.00	0.00	23,746.47	23,746.47	0.00	0.00	0.00
	WC	776,182.24	504.86	0.00	776,687.10	776,687.10	0.00	0.00	0.00
	<b>Total</b>	<b>945,398.75</b>	<b>8,176.63</b>	<b>0.00</b>	<b>953,575.38</b>	<b>953,575.38</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2014	Prop	143,367.15	0.00	0.00	143,367.15	143,367.15	0.00	0.00	0.00
	Liab	304,861.50	14,314.31	0.00	319,175.81	319,175.81	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	1,204,010.69	20,019.27	0.00	1,224,029.96	1,224,029.96	0.00	0.00	0.00
	<b>Total</b>	<b>1,670,595.30</b>	<b>34,333.58</b>	<b>0.00</b>	<b>1,704,928.88</b>	<b>1,704,928.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>TOTAL</b>	<b>3,753,617.83</b>	<b>94,171.05</b>	<b>10,000.00</b>	<b>3,837,788.88</b>	<b>3,837,788.88</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>0.00</b>

## PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND SAFETY DIRECTOR'S REPORT

**TO:** Municipal Fund Commissioners  
**FROM:** J. A. Montgomery Risk Control, JIF Safety Director  
**DATE:** April 19, 2018

---

### JIF SERVICE TEAM

Keith Hummel Associate Public Sector Director <a href="mailto:khummel@jamontgomery.com">khummel@jamontgomery.com</a> Office: 856-552-6862 Fax: 856-552-6863	Glenn Prince Associate Public Sector Director <a href="mailto:gprince@jamontgomery.com">gprince@jamontgomery.com</a> Office: 856-552-4744 Cell: 609-238-3949
Robert Garish Senior Consultant <a href="mailto:rgarish@jamontgomery.com">rgarish@jamontgomery.com</a> Office: 856-552-4650 Fax: 856-552-4651	Danielle Sanders Administrative Assistant <a href="mailto:dsanders@jamontgomery.com">dsanders@jamontgomery.com</a> Office: 856-552-6898 Fax: 856-552-6899

### MARCH ACTIVITIES

#### LOSS CONTROL SERVICES

- Township of Evesham – Conducted a Loss Control Survey on March 14
- Township of Maple Shade – Conducted a Loss Control Survey on March 19
- Township of Willingboro – Conducted a Loss Control Survey on March 16

#### MEETINGS ATTENDED

- No meetings were held in March

#### UPCOMING EVENTS

- Fund Commissioners Meeting – April 23

#### SAFETY DIRECTOR'S BULLETINS & SAFETY ANNOUNCEMENTS

- March 6 - SD Message - Important Update for Water / Wastewater / Utility Departments
- March 9 - A Bulletin from your Safety Director- Playground Inspections
- March 23 - Did You Know? – MSI Training Schedule – PMM JIF, April 2018
- March 26 - A Message From the Safety Director – Work Zone Awareness Week

**MEL MEDIA LIBRARY**

The new MEL Media Library (856-552-4900) is available for borrowing 770+ safety videos in 47 different categories plus the “In-The-Line-Of-Duty Video Series”. To view the full media catalog and rent videos please visit [www.njmel.org](http://www.njmel.org) or email the video library at [melvideolibrary@jamontgomery.com](mailto:melvideolibrary@jamontgomery.com).

The following members utilized the Media Library during the month of March.

No videos were viewed for the month of March.

**MEL SAFETY INSTITUTE (MSI)**

**NOTE: We need to keep our list of MSI Training Administrators up-to-date. If there are any changes, deletions or you need to appoint a new Training Administrator, please advise (afelip@jamontgomery.com).**

Listed below are upcoming MSI training programs scheduled for **April, May and June of 2018. Enrollment is required for all MSI classes.** MSI classes are subject to cancellation or rescheduling at any time. **Members are reminded to log on to the [www.njmel.org](http://www.njmel.org) website, then click on the MSI logo to access the Learning Management System where you can enroll your employees and verify classes. Enrolling your staff ensures you will be notified of any schedule changes.**

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

DATE	LOCATION	TOPIC	TIME
4/2/18	Deptford Twp. MUA	Flagger/Work Zone	8:00 - 12:00 pm
4/4/18	Township of Florence	Playground Safety Inspections	8:30 - 10:30 am
4/4/18	Township of Florence	Hearing Conservation	10:45 - 11:45 am
4/9/18	Township of Willingboro	DDC-6	8:30 - 3:00 pm w/lunch brk
4/10/18	Logan Twp. MUA #1	BBP	8:30 - 9:30 am
4/10/18	Logan Twp. MUA #1	Fire Safety	9:45 - 10:45 am
4/10/18	Logan Twp. MUA #1	Fire Extinguisher	11:00 - 12:00 pm
4/11/18	Borough of Runnemede	Landscape Safety	8:30 - 11:30 am
4/13/18	Township of Cherry Hill #1	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
4/13/18	Borough of Pitman	Excavation/Trenching/Shoring	8:30 - 12:30 pm
4/16/18	Township of Hainesport #1	Confined Space Awareness	8:30 - 9:30 am
4/16/18	Township of Hainesport #1	Back Safety/Material Handling	9:45 - 10:45 am
4/17/18	Logan Twp. MUA #1	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm

<b>DATE</b>	<b>LOCATION</b>	<b>TOPIC</b>	<b>TIME</b>
4/18/18	City of Burlington #2	Employee Conduct/Violence Prevention	9:45 - 11:15 am
4/18/18	City of Burlington #2	HazCom w/GHS	8:00 - 9:30 am
4/19/18	Township of Tabernacle #1	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
4/20/18	Borough of Collingswood	Driving Safety Awareness	8:00 - 9:30 am
4/20/18	Borough of Collingswood	Confined Space Awareness	9:45 - 10:45 am
4/20/18	Borough of Collingswood	Hearing Conservation	11:00 - 12:00 pm
4/23/18	Borough of Glassboro #1	Employee Conduct/Violence Prevention	8:00 - 9:30 am
4/24/18	Logan Twp. MUA #1	DDC-6	8:30 - 3:00 pm w/lunch brk
4/27/18	Township of Evesham #4	CDL-Drivers Safety Regulations	8:30 - 10:30 am
4/27/18	Township of Evesham #4	Driving Safety Awareness	10:45 - 11:45 am
5/1/18	Borough of Runnemede	Playground Safety Inspections	8:30 - 10:30 am
5/7/18	Township of Cherry Hill #4	Fall Protection Awareness	8:30 - 10:30 am
5/7/18	Township of Cherry Hill #4	LOTO	10:45 - 12:45 pm
5/10/18	Township of Winslow	CMVO	8:00 - 12:00 pm
5/11/18	Township of Mantua	Sanitation/Recycling Safety	12:30 - 2:30 pm
5/15/18	Borough of Clementon #3	Confined Space Awareness	8:30 - 9:30 am
5/15/18	Borough of Clementon #3	Fire Extinguisher	9:45 - 10:45 am
5/15/18	Borough of Clementon #3	Hearing Conservation	11:00 - 12:00 pm
5/22/18	Borough of Runnemede	Heavy Equipment Safety	8:30 - 11:30 am
5/23/18	Township of Hainesport #1	Excavation/Trenching/Shoring	8:30 - 12:30 pm
5/24/18	Township of Winslow	Landscape Safety	8:00 - 11:00 am
5/24/18	Township of Winslow	Hearing Conservation	11:15 - 12:15 pm
6/1/18	Township of Tabernacle #1	Fire Safety	8:30 - 9:30 am
6/1/18	Township of Tabernacle #1	Fire Extinguisher	9:45 - 10:45 am
6/4/18	Township of Washington (Gloucester)	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
6/7/18	Township of Cherry Hill #5	Employee Conduct/Violence Prevention	8:30 - 10:00 am
6/7/18	Township of Cherry Hill #5	Back Safety/Material Handling	10:15 - 11:15 am
6/7/18	Township of Cherry Hill #5	BBP	11:30 - 12:30 pm
6/8/18	City of Burlington #2	Landscape Safety	8:30 - 11:30 am
6/11/18	Township of Moorestown	Heavy Equipment Safety	8:30 - 11:30 am
6/13/18	Township of Hainesport #1	DDC-6	8:30 - 3:00 pm w/lunch brk
6/14/18	Borough of Collingswood	Ladder Safety/Walking Working Surfaces	8:30 - 10:30 am
6/14/18	Borough of Collingswood	Tool Box Talks Essentials	10:45 - 12:15 pm
6/15/18	Borough of Pitman	Flagger/Work Zone Safety	8:30 - 12:30 pm
6/19/18	Borough of Runnemede	CDL-Drivers Safety Regulations	8:30 - 10:30 am
6/19/18	Borough of Runnemede	Jetter/Vacuum Safety	10:45 - 12:45 pm
6/22/18	Township of Mantua	HazMat Awareness w/HazCom GHS	12:00 - 3:00 pm

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



### **Comprehensive Playground Inspection Programs**

As spring approaches, now is a great time inspect playgrounds and to review your Playground Maintenance Program. A complete Program consists of visual inspections at three basic frequencies.

#### **Annual Audits**

A comprehensive playground risk management program starts with an annual audit. The audit consists of inventorying and examining each piece of playground and ancillary equipment, the park's grounds and structures, and perimeter streets and curbs. ***Take pictures to document the condition of each piece of playground equipment and the surrounding areas.***

#### **Periodic (weekly to monthly) Inspections**

Many departments begin to ramp-up the inspection program's frequency rate beginning in Spring. The frequency of a playground's inspection is determined by several factors; the season, how many children use the playground, harsh environments such as on a beach, neighborhood demographics, age of equipment, history of damage, and more. ***Define the frequency of inspections in the written Playground Maintenance Program.***

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

#### **Daily Inspections**

Workers are in the parks almost every day; cutting grass, picking up trash, or even just driving by on their way to other assignments. ***Instruct workers to visually check the playground equipment and grounds for obvious problems*** such as broken equipment, graffiti, etc. This quick check does not require paperwork unless a deficiency is found. ***Instruct workers to immediately correct conditions that can be fixed, or report conditions as soon as possible conditions that cannot be corrected.*** The Playground Maintenance Program should describe the documentation process for when repairs are made, or how a deficiency report is submitted.

Playgrounds require maintenance and repairs from time to time. ***Record even routine maintenance activities*** such as replenishing mulch or closing the gaps on S-hooks. Playground owners should have a 'paper trail' of work performed by employees. ***Document all repairs to playground equipment.*** Repairs should be made using manufacturer's parts. Use tamper-resistant hardware.

Spring is also a good time to review your policies with employees who will be in and around playgrounds. ***Hold a Safety Briefing to remind employees what to look for, what deficiencies can be fixed immediately, and how to report deficiencies that cannot be corrected on the spot.*** A Safety Briefing lesson plan is provided on page 2.

Please use the bolded italicized items above as an Action Plan to ready your playgrounds for the summer season. We also want to remind our members of three other resources;

1. The MSI has a Playground Safety Inspector class. Check the website for a class near you.
2. The MSI has an online Playground Safety Inspection class for Public Works and Recreation.
3. Your Safety Consultant is ready to assist with any aspect of your program.

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

## Safety Briefing

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

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

- Damaged playground equipment
- Broken glass
- Graffiti
- *[ADD ADDITIONAL OR LOCAL CONCERNS]*

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

- Mulch around playground equipment that has been significantly kicked out such as under swings
- Objects, such as tables or toys that were moved into the fall zones of playground equipment
- Swings over the top of the swing set's top support bar
- A loose or damaged component that can be quickly tightened, fixed, or replaced.

Our policy is to take care of it right then and record it *[HOW - write it down where or call it in to who.]*. For example, if you are collecting trash and see that the mulch at the bottom of the sliding board is kicked out, we want you to take 5 minutes to rake mulch back under the slide. Or, to sweep up broken glass. But, we also need to document it. This helps the town protect itself from liability claims.

If you see a condition that will require lengthy repairs, call **[WHO]** at your first opportunity. If the condition is severe enough, stay there until we can make it safe. If it is not a severe hazard, and you have a cone or CAUTION tape, secure the scene as best you can. If you are not sure of how dangerous a condition is, contact **[WHO]** for guidance.

If you see conditions such as:

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

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

What questions do you have?



## Professional Municipal Mgmt JIF Certificate of Insurance Monthly Report

From 1/22/2018 To 2/22/2018

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - Shop Rite of Paramus I - Borough of Maywood	224 Route 4 East Paramus, NJ 07652	Evidence of insurance for Borough of Maywood Baseball tagging events 3/10/18,4/22/18,6/10/18 and 7/7/2018	1/24/2018 #1846166	GL AU EX WC
H - CURE INSURANCE ARENA I - Township of Willingboro	81 HAMILTON AVE. Trenton, NJ 08611	EVIDENCE OF INSURANCE	2/2/2018 #1851012	GL AU EX WC OTH
H - NJCDDA KIMBERLY MCGOWAN I - Township of Willingboro	47 HIGHFIELD RD Colonia, NJ 07067	EVIDENCE OF INSURANCE	2/2/2018 #1851412	GL AU EX WC OTH
H - Monica Buckley Foundation I - Township of Moorestown	401 Providence Dr Moorestown, NJ 08057	Re: Recreation afterschool SMASH programs Certificate holder & the Monica Buckley Foundation is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect Recreation afterschool SMASH programs.	2/7/2018 #1853593	GL AU EX WC
<b>Total # of Holders: 4</b>				

02/22/2018

1 of 1

## Professional Municipal Mgmt JIF Certificate of Insurance Monthly Report

From 2/22/2018 To 3/22/2018

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - Burlington County Fire Academy I - Evesham Township Fire District	49 Rancocas Rd Mt Holly, NJ 08060	Evidence of insurance with respect to use of training facilities	3/1/2018 #1866528	GL AU EX WC
H - Burlington County Board of I - Township of Maple Shade	Chosen Freeholders 49 Rancocas Road P.O. Box 6000 Eastampton, NJ 08060	The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to the Burlington County road closing of CR 537 (Main Street) in Maple Shade. Events are listed below: Memorial Day, 05/28/2018, 10:30am - 12pm From 914 East Main Street (VFW Post 2445) to Fellowship Road FOOD TRUCK FESTIVAL, 06/04/2018, 6PM-9PM, From Fellowship Road to Coles Avenue INDEPENDENCE DAY CELEBRATION, 06/30/2018, 12PM-2PM, From Fellowship Road to Coles Avenue SIDEWALK SALE, 09/08/2018 9AM-3PM, From Fellowship Road to Coles Avenue(Rain Date 09/15/2018 9AM-3PM From Fellowship Road to Coles Avenue) HALLOWEEN PARADE, October 31, 2018, 5PM-6PM, From Fellowship Road to Coles Avenue HOLIDAY FESTIVAL, December 7, 2018, 5:30 PM- 9:30 PM, From Fellowship Road to Coles Avenue	3/9/2018 #1868711	GL AU EX WC
H - Evesham Residents and Businesses I - Township of Evesham	Main Street Marlton , NJ 08053	Evidence of insurance as respects to Taste of Evesham on Main Street between Cooper Ave. and Locust Ave., Marlton NJ to be held May 20, 2018 from 10:00am to 6:00pm. Does not include amusements or fireworks.	3/15/2018 #1870719	GL AU EX WC
H - Burlington County Board of I - Township of Evesham	Chosen Freeholders, Attn: Insurance & Risk Management Division 49 Rancocas Rd PO Box 6000 MT Holly, NJ 08060	Certificate holder is amended to be included as additional insured the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy(but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) participation in the Taste of Evesham on Sunday May 20, 2018. Does not include amusements or fireworks.	3/15/2018 #1870720	GL AU EX WC
H - Burlington County Board of I - Township of Evesham	Chosen Freeholders Attn: Insurance & Risk Management Division 49 Rancocas Road PO Box 6000 Mt Holly, NJ 08060	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 and Excess Liability pursuant to the Terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy(but only with respect to the Liability caused in whole or in part by the acts or omissions of the named insured) participation in the Marlton Day on Saturday, June 9, 2018 from 7:30am to 5:30pm along Main Street. Does not include amusements or fireworks.	3/15/2018 #1870760	GL AU EX WC
H - Evesham Residents and	Main Street	Evidence of insurance with respects to Marlton Day on Saturday,	3/15/2018	GL AU EX

03/22/2018

## Professional Municipal Mgmt JIF Certificate of Insurance Monthly Report

From 2/22/2018 To 3/22/2018

Businesses I - Township of Evesham	Marlton , NJ 08053	June 9, 2018 from 7:30am to 5:30pm along Main Street. Does not include amusements or fireworks.	#1870761	WC
H - Burlington County Board of I - Township of Evesham	Chosen Freeholders Attn: Insurance & Risk Management Division 49 Rancocas Road PO Box 6000 Mt. Holly, NJ 08060	Certificate holder is amended to be included as additional insured the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, Conditions, limitations, and exclusions of the JIF Casualty Insurance Policy(but only with respect to liability caused In whole or in part by the acts or omissions of the named insured) participation in the Harvest Fest on Saturday, September 29, 2018 from 8:00am to 5:30pm along Main Street. Does not include amusements or fireworks.	3/15/2018 #1870833	GL AU EX WC
H - Evesham Residents and Businesses I - Township of Evesham	Main Street Marlton , NJ 08053	Evidence of insurance as respects to the Evesham Harvest Fest to be held on September 29, 2018 from 8:00am to 5:30pm	3/15/2018 #1870834	GL AU EX WC
H - Burlington County Board of I - Township of Evesham	Chosen Freeholders Attn: Insurance & Risk Management Division 49 Rancocas Road PO Box 6000 Mt Holly, NJ 08060	Certificate holder is amended to be included as additional insured the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, Conditions, limitations and exclusions of the JIF Casualty Insurance Policy(but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) as respects to the use of Main Street on Thursday, November 22, 2018 for the annual Turkey Trot from 7:00am to 10:00am. Does not include amusements or fireworks.	3/15/2018 #1871053	GL AU EX WC
H - Burlington County Board of I - Township of Evesham	Chosen Freeholders Attn: Insurance & Risk Management Division 49 Rancocas Road PO Box 6000 Mt Holly, NJ 08060	Certificate holder is amended to be included as additional insured the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, Conditions, limitations and exclusions of the JIF Casualty Insurance Policy(but only with respect to liability caused In whole or in part by the acts or omissions of the named insured) as respects to the use of Main Street from Maple Ave to Evans Rd on Tuesday, July 4, 2018 for the annual July 4th parade from 6:00am to 2:00pm. Also, along a certain location on Marlton Parkway/Taunton Lake Blvd (CR#544) from Wescott Rd to Kings Grant Drive/Barton Run Blvd from 6:30pm to 10:00pm for July 4th festivities.	3/15/2018 #1871054	GL AU EX WC
H - Evesham Residents and Businesses I - Township of Evesham	Main Street Marlton , NJ 08053	Evidence of insurance as with respects to the Annual Parade on Main Street, Marlton, NJ 08053 to be held on July 4, 2018 from 6:00am to 2:00pm. Does not include amusements or fireworks.	3/15/2018 #1871055	GL AU EX WC

03/22/2018

**Professional Municipal Mgmt JIF  
Certificate of Insurance Monthly Report**

From 2/22/2018 To 3/22/2018

H - Evesham Residents and Businesses  I - Township of Evesham	Main Street Marlton , NJ 08053	Evidence of insurance as respects to the Turkey Trot on Main Street, Marlton, NJ 08053 on Thursday, November 22, 2018 from 7:00am to 10:00am. Does not include amusements And fireworks.	3/15/2018  #1871056	GL AU EX WC
<b>Total # of Holders: 12</b>				



**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
CUMULATIVE SAVINGS SUMMARY**

<b>2018</b>	<b>UNITS OF SERVICE</b>	<b>BILLED</b>	<b>APPROVED</b>	<b>SAVINGS</b>	<b>% SAVINGS</b>
JANUARY	36	\$171,386.29	\$51,320.26	\$120,066.03	70.1%
FEBRUARY	81	\$70,783.00	\$29,690.36	\$41,092.64	58.1%
MARCH	62	\$53,513.34	\$22,266.74	\$31,246.60	58.4%
APRIL					
MAY					
JUNE					
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					
<b>TOTALS</b>	<b>179</b>	<b>\$295,682.63</b>	<b>\$103,277.36</b>	<b>\$192,405.27</b>	<b>65.1%</b>

<b>2017</b>	<b>UNITS OF SERVICE</b>	<b>BILLED</b>	<b>APPROVED</b>	<b>SAVINGS</b>	<b>% SAVINGS</b>
JANUARY	90	\$124,479.14	\$32,991.31	\$91,487.83	73.5%
FEBRUARY	73	\$43,620.94	\$14,376.83	\$29,244.11	67.0%
MARCH	44	\$74,889.92	\$22,958.12	\$41,931.80	69.3%
APRIL	76	\$44,271.09	\$17,633.34	\$26,637.75	60.2%
MAY	121	\$98,838.91	\$40,566.82	\$58,272.09	59.0%
JUNE	87	\$44,670.32	\$13,049.00	\$31,621.32	70.8%
JULY	159	\$99,431.84	\$25,411.99	\$74,019.85	74.4%
AUGUST	121	\$100,731.03	\$29,729.50	\$71,001.53	70.5%
SEPTEMBER	73	\$41,319.27	\$16,398.22	\$24,921.05	60.3%
OCTOBER	73	\$32,018.60	\$10,388.23	\$21,630.37	67.6%
NOVEMBER	8	\$5,294.10	\$4,427.21	\$866.89	16.4%
DECEMBER	111	\$58,226.66	\$19,797.40	\$38,429.26	66.0%
<b>TOTALS</b>	<b>1036</b>	<b>\$767,791.82</b>	<b>\$247,727.97</b>	<b>\$520,063.85</b>	<b>67.7%</b>

<b>2016</b>	<b>UNITS OF SERVICE</b>	<b>BILLED</b>	<b>APPROVED</b>	<b>SAVINGS</b>	<b>% SAVINGS</b>
JANUARY	77	\$90,269.69	\$31,754.94	\$58,514.75	64.8%
FEBRUARY	88	\$53,424.04	\$21,536.23	\$31,887.81	59.7%
MARCH	99	\$90,381.60	\$28,598.21	\$61,783.39	68.4%
APRIL	82	\$104,251.70	\$34,457.52	\$69,794.18	66.9%
MAY	104	\$127,741.41	\$32,886.89	\$94,854.52	74.3%
JUNE	107	\$118,751.30	\$33,366.11	\$85,385.19	71.9%
JULY	79	\$40,442.57	\$20,142.37	\$20,300.20	50.2%
AUGUST	92	\$32,588.12	\$12,780.16	\$19,807.06	60.8%
SEPTEMBER	48	\$34,210.25	\$13,172.14	\$21,038.11	61.5%
OCTOBER	56	\$76,857.84	\$31,806.84	\$45,051.00	58.6%
NOVEMBER	43	\$141,199.34	\$58,996.38	\$82,202.96	58.2%
DECEMBER	71	\$39,689.40	\$15,462.62	\$24,226.78	61.0%
<b>TOTALS</b>	<b>946</b>	<b>\$949,807.26</b>	<b>\$334,960.41</b>	<b>\$614,846.85</b>	<b>64.7%</b>



**PROFESSIONAL MUNICIPAL MANAGEMENT JIF  
SAVINGS BY SPECIALTY  
January 1, 2018 – March 31, 2018**

	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
Hospital	6	\$93,732.30	\$23,681.43	\$70,050.87	74.7%
Neurosurgery	3	\$50,900.00	\$16,582.48	\$34,317.52	67.4%
Physical Therapy	82	\$49,418.29	\$6,621.00	\$42,797.29	86.6%
Ambulatory Surgical Center	5	\$33,034.00	\$19,618.10	\$13,415.90	40.6%
Anesthesiology	9	\$15,620.00	\$8,997.70	\$6,622.30	42.4%
Occ Med/Primary Care	18	\$13,604.30	\$6,254.48	\$7,349.82	54.0%
Orthopedic Surgery	7	\$9,141.96	\$3,526.18	\$5,615.78	61.4%
Ortho/Neuro	10	\$8,798.69	\$5,692.82	\$3,105.87	35.3%
Durable Medical Equipment	1	\$4,995.00	\$3,138.00	\$1,857.00	37.2%
MRI/Radiology	13	\$4,664.03	\$2,513.20	\$2,150.83	46.1%
Behavioral Health	12	\$2,975.00	\$2,395.00	\$580.00	19.5%
Emergency Medicine	3	\$2,777.00	\$787.94	\$1,989.06	71.6%
Hand Surgery	3	\$2,332.00	\$1,204.34	\$1,127.66	48.4%
Other	3	\$1,908.16	\$1,646.35	\$261.81	13.7%
Physical Medicine & Rehabilitation	1	\$1,438.50	\$373.05	\$1,065.45	74.1%
Pain Management	2	\$281.40	\$186.00	\$95.40	33.9%
Physicians Fees	1	\$62.00	\$59.29	\$2.71	4.4%
<b>Grand Total</b>	<b>179</b>	<b>\$295,682.63</b>	<b>\$103,277.36</b>	<b>\$192,405.27</b>	<b>65.1%</b>

**TOP 10 PROVIDERS  
January 1, 2018 - March 31, 2018**

	UNITS OF SERVICE	APPROVED
VIRTUA WEST JERSEY HEALTH, INC.	3	\$21,334.24
TARIQ S. SIDDIQI, MD	2	\$16,535.11
SUMMIT SURGICAL CENTER, LLC	2	\$8,829.20
SOUTH JERSEY MUSCULOSKELETAL INST	1	\$8,300.90
IVY REHAB NETWORK, INC	61	\$5,195.00
ROTHMAN INSTITUTE OF NEW JERSEY	1	\$4,825.35
PREMIER ORTHOPEDIC OF SOUTH JERSEY	12	\$4,030.33
WEST JERSEY ANESTHESIA ASSOCIATES	3	\$3,680.00
VIRTUA HAND CENTER	4	\$3,284.86
LOURDES ANESTHESIA ASSOC PA	4	\$3,157.70

# ***APPENDIX I - MINUTES***

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
 OPEN SESSION MINUTES  
 MEETING – FEBRUARY 26, 2018  
 111 WEST 2<sup>ND</sup> STREET  
 MOORESTOWN TOWNSHIP  
 1:00 PM**

Meeting of 2018 Fund Commissioners called to order. Open Public Meetings notice read into record.

**ROLL CALL OF 2018 FUND COMMISSIONERS:**

Thomas Merchel, Chairman	Township of Moorestown	Present
Richard Brevogel, Secretary	Township of Willingboro	Present
Joseph Andl	Township of Maple Shade	Present
Thomas Shanahan, Alternate	Township of Evesham	Present

**SPECIAL FUND COMMISSIONERS:**

Greg Rucker, Dir. Of Public Safety	Township of Willingboro	Absent
------------------------------------	-------------------------	--------

**APPOINTED OFFICIALS PRESENT:**

Executive Director/Administrator	PERMA Risk Management Services <b>Bradford C. Stokes,</b> <b>Karen A. Read</b> <b>Rachel Chwastek</b>
----------------------------------	--

Treasurer	<b>Tom Tontarski</b>
-----------	----------------------

Attorney	Kearns, Reale & Kearns, Esquires <b>William Kearns, Esquire</b>
----------	--

Auditor	Bowman & Company
---------	------------------

Claims Service	Qual Lynx <b>Kathy Kissane</b>
----------------	-----------------------------------

Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b> ( <i>via telephone</i> )
-----------------	--

Managed Care Organization	QualCare <b>Stephen McNamara</b>
---------------------------	-------------------------------------

Underwriting Manager	Conner Strong & Buckelew
----------------------	--------------------------

ALSO PRESENT:



George Gravenstine, AJM Insurance  
Tom Stenberg, AJM Insurance

**APPROVAL OF MINUTES: JANUARY 22, 2018 - Open & Closed Minutes**

**MOTION TO APPROVE OPEN & CLOSED MINUTES OF JANUARY 22, 2018:**

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

**CORRESPONDENCE:** NONE.

**EXECUTIVE DIRECTOR:**

**Appointing Defense Attorneys:** As discussed at last month's meeting, the Fund received proposals from various law firms to serve on the Fund's defense panel. Mr. Kearns reviewed the responses and has recommended that the firms listed in Resolution 18-6 be re-appointed to serve in this capacity. The rate of compensation is reflected in the resolution.

**MOTION TO ADOPT RESOLUTION 18-6 APPOINTING DEFENSE ATTORNEYS**

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

**2018 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 Indianapolis from June 3–6. Resolution 18-7 authorizing travel expense was included in the agenda.

**MOTION TO ADOPT RESOLUTION 18-7 AUTHORIZING CONFERENCE ATTENDANCE**

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

**MEL/RCF/EJIF March 7th Meeting & Commissioners Retreat:** The MEL, RCF and EJIF will be holding their March 7<sup>th</sup> meetings in conjunction with the MEL Annual Retreat at the Hyatt Regency Princeton.

**2018 MEL & MR HIF Educational Seminar:** The 8<sup>th</sup> annual seminar is scheduled for Friday, April 20<sup>th</sup>, beginning at 9:00 AM at the National Conference Center in East Windsor, NJ. The seminar qualifies for an extensive list of Continuing Educational Credits including CFO/CMFO, Public

Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees and insurance producers associated with MEL and MR HIF members as well as personnel who work for service companies that are engaged by MEL member JIFs and MR HIF member HIFs. Included in the agenda was the enrollment form.

**Elected Officials Training Course:** Every year, the MEL holds training seminars for elected officials and reduces a member’s assessment by \$250 for each municipal elected officials completing the course by May 1<sup>st</sup>. This year’s elected officials training program will focus on “Land Use Liability and Technology Risk Management. This course will be available on-line in early March.

Members will also be asked to update the MEL’s Employment Practices Program this year. Compliance includes updating Personnel Manuals, Training for Managers and Supervisors & Police Command Staff and offering training to non-supervisory personnel. Information will be sent out in the next few months.

**Risk Management Information/Operating System (RMIS):** The MEL awarded a contract to Origami Risk to provide the online underwriting database; anticipated launch date is early March. This past year marked the last renewal utilizing the Exigis program. The system will remain locked as the data is transitioned to the new platform and verified. Once verification is complete, then the new platform will be made available to members to amend their schedules. We are also working with Origami on training.

**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.

**March Meeting Cancellation** – A reminder that the Fund will not be meeting in March, the next meeting will be on April 30th at the Indian Spring Golf Course. Attached on Page 7 is Resolution 18-8 authoring the Treasurer to process payments & expenses and authorizing Fund Professionals to continue services.

**MOTION TO ADOPT RESOLUTION 18-8 AUTHORIZING THE CANCELLATION OF MARCH’S MEETING AND ALLOWING THE TREASURER TO PROCESS PAYMENTS AND EXPENSES**

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

**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 Financial Fast Track, dated December 31, 2017 (a handout) shows

the fund's surplus over \$2 million. The funds Loss Ratio Analysis is on target with the actuary's projection of 65 and the actual at 57. The Evesham Fire District is very close to compliance, and the fund will be updated when appropriate. The Executive Director asked if there were any questions and then concluded his report.

Executive Director's Report Made Part of Minutes.

**ATTORNEY:** None.

**TREASURER:** Mr. Tontarski reviewed the treasurer's report with the Fund.

**Payment of February 2018 Vouchers Resolution 18-9**

Fund Year 2017	131.61
Fund Year 2018	324,345.22
<b>Total</b>	<b>324,476.83</b>

**MOTION TO APPROVE RESOLUTION 18-9 VOUCHER LIST FOR THE MONTH OF FEBRUARY AS SUBMITTED**

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

**Confirmation of Claims Payments/Certification of Claims Transfers for the Month of January 2018:**

<b>2018</b>	610.44
<b>2017</b>	74,512.06
<b>2016</b>	11,171.82
<b>2015</b>	15,080.19
<b>2014</b>	25,527.39
<b>Closed</b>	0.00
<b>TOTAL</b>	<b>126,901.90</b>

Treasurer's Report Made Part of Minutes.

**SAFETY DIRECTOR:**

**REPORT:** Safety Director advised included in his report is all the risk control activities through the month of January, as well as a list of MSI Training and Fast Track training information. Included in the agenda were three safety director bulletin – Conducting Motor Vehicle Record Checks, New Commercial Driver License Opioid Testing Regulations and NJPEOSH Recordkeeping – Annual Reminder. The Safety Director also advised there would be a Police Chiefs Ad Hoc Committee Meeting on March 23<sup>rd</sup>. 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:** Stephen McNamara advised January's reports were included in the agenda. Mr. McNamara reported there were 41 bills during the month of January totaling \$173,426.96, of that amount \$53,277.59 was paid for a savings of \$120,149.37 which is a 69.3% savings.

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**

Motion: Commissioner Andl  
Second: Commissioner Brevogel  
Vote: Unanimous

**MOTION TO RETURN TO OPEN SESSION:**

Motion: Commissioner Brevogel  
Second: Commissioner Andl  
Vote: Unanimous

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

Motion: Commissioner Brevogel  
Second: Commissioner Andl  
Roll Call Vote: 4 Ayes – 0 Nays

**OLD BUSINESS:** NONE

**NEW BUSINESS:** NONE

**PUBLIC COMMENT:** NONE

**MOTION TO ADJOURN MEETING:**

Motion: Commissioner Brevogel  
Second: Commissioner Andl  
Vote: Unanimous

**MEETING ADJOURNED: 1:34pm**

**NEXT REGULAR MEETING: April 30, 2018**  
**Indian Springs Country Club 11:00AM**

---

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

***APPENDIX II***  
***MEL, EJIF & RCF Reports***



## **Municipal Excess Liability Joint Insurance Fund**

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

**Date:** Friday, April 6, 2018

**To:** Board of Fund Commissioners  
Professional Municipal Management Joint Insurance Fund

**From:** Commissioner Thomas Merchel

**Subject:** MEL Report

**Financial Fast Track:** Executive Director distributed the Financial Fast Track as of December 31, 2017; statutory surplus is \$21.7 million.

**Management Committee:** Committee met in February to review draft professional service agreements reflecting some modifications requested by vendors and an overall change to outline services in the contract. (In 2006, format was changed to refer to other documents for delineation of services, such as bylaws and risk management plan.) Board accepted the Committee's recommended changes.

Board also accepted Committee's recommendation and confirmed the MEL's arrangement with QBE to increase land-use liability limits. Committee was also authorized to approve final details for a policy offer to individual planning board members (that complete MEL training course).

Due to timing matters, not all local JIFs included this funding in the 2018 budgets. We recommend the MEL reimburse this cost to the local JIF for 2018; the Board approved a budget transfer of \$900,000 from the MEL's Aggregate Loss Fund Contingency Account to the MEL's 2018 Liability Premiums account. Local JIFs will need to include in their 2019 budget.

**Emergency Restoration Services – Request for Qualifications (RFQ):** The MEL issued an RFQ for Emergency Restoration Services to update the list of qualified vendors that member towns/authorities can select from for the period of 2018 through 2020. In January, the Board agreed to add firms on a rolling basis that respond following the initial deadline. Once approved

a copy of each vendor's response will be posted to the MEL website. Board voted to update the list to include responses received on 3/1/18 from ServPro of Woodbury/Deptford and on 3/19/18 from Stretch's Professional Cleaning Services Inc.

**Crossing Guard Training Video:** The MEL awarded a contract to Rutgers to produce an updated crossing guard video with December 31, 2017 as the contract term. Board approved Rutgers' request for no cost extension until August 31, 2018 for completion of filming and production.

**Legislative Committee:** Committee submitted the minutes of their January 12<sup>th</sup> and February 26<sup>th</sup> meetings.

**Coverage Committee:** Committee submitted the minutes of their February 15<sup>th</sup> meetings.

**Safety & Education Committee:** Committee submitted the minutes of their January 19<sup>th</sup> and March 16<sup>th</sup> minutes.

**Marketing Committee:** Committee submitted the minutes of their March 2<sup>nd</sup> meeting.

**Model Personnel Policy Committee:** Every two years, the MEL asks members to update their Employment Practices Compliance Program. The Program includes updating Personnel Manuals and compliance with training requirements. The Committee met on February 15<sup>th</sup> and March 16<sup>th</sup> (minutes enclosed). Committee expects to complete its process and announce the EPL Program requirements during the month of April.

**Cyber Task Force:** The Task Force last met on February 15<sup>th</sup> to outline its next steps. Task force plans to work on a program to educate members on the tools available to them through the MEL.

**RCF:** A copy of Commissioner Clarke's report on the RCF's January Reorganization distributed for information.

**Risk Management Information/Operating System (RMIS):** The data has been successfully transitioned to Origami. Perma issued member logins to most JIFs. Initial announcement included a link to short training videos. Once members have an opportunity to review the videos and the worksheets, training webinars will be scheduled.

**2018 MEL & MRHIF Educational Seminar:** The 7<sup>th</sup> annual seminar is scheduled for Friday, April 20<sup>th</sup> beginning at 9:00 AM at the National Conference Center in East Windsor, NJ.

**League Magazine:** Executive Director distributed the latest in the series of "Power of Collaboration" ads to appear in the League magazine.

**2018 Financial Disclosures:** The Division of Local Government Services has notified the Fund office that rosters of those that are required to file must be finalized by April 4<sup>th</sup>.



Following this, the DLGS expects to issue a separate notice with filing instructions, which must be completed by April 30<sup>th</sup>.

**Claims Committee:** The Claims Review Committee met on January 3, 2018 and March 1, 2018. Minutes of the January and March meetings were enclosed under separate cover.

**June Meeting:** As a reminder this meeting is scheduled for Thursday June 7<sup>th</sup> at 11:15AM at the Forsgate Country Club so as not to conflict with the PRIMA conference (June 3<sup>rd</sup> – June 6<sup>th</sup>).

**Opra Requests.** Fund Attorney said her office works with Perma to respond to Opra requests. She noted, in particular, a recent request from newspaper that contacted individual towns. Brad Stokes from Perma contacted the newspaper and was able to directly provide the information requested, alleviated this burden from member towns.



**New Jersey Municipal Environmental  
Risk Management Fund**

9 Campus Drive, Suite 216  
Parsippany, New Jersey 07054  
Tel (201) 881-7632

DATE: April 6, 2018  
TO: Fund Commissioners  
Professional Municipal Management Joint Insurance Fund  
FROM: Commissioner Thomas Merchel  
SUBJECT: Summary of Topics Discussed at E-JIF Meeting

---

**REVISED BUDGET-** The revised 2018 budget was included in the agenda. The revisions reflect new members added to the local JIFs for 2018. A motion was passed approving the revisions to the 2018 budget and associated professional fee increases.

**ENVIRONMENTAL ENGINEER RFQ** – The contract between the E-JIF and its two Environmental Engineers will expire 12/31/18. A motion authorizing the Executive Director to issue an RFQ for the position of Environmental Engineer(s) was passed by the Executive Committee.

**NEXT MEETING-** The next meeting of the EJIF is scheduled for **Thursday**, June 7, 2018 at the Forsgate CC, Jamesburg.

NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND						
2018 BUDGET BASED ON 2010 CENSUS						
2/27/2018 16:13	2018 Adopted	Pompton Lakes : New Member	West Deptford : New Member	Frelinghuysen : Returning Member	2018 Revised	
	TOTAL	MOR JIF	TRICO JIF	MOR JIF	TOTAL	
I. Claims and Excess Insurance						
Claims						
1	Non-Site Specific	299,024	798	1,558	160	301,540
2	Site Specific	353,432	943	1,841	189	356,405
3	Legal Defense	1,036,097	2,765	5,401	556	1,044,818
4	Superfund Buyout	625,632	1,669	3,261	335	630,898
5	LFC	14,860				14,860
6	<b>Total Loss Fund</b>	<b>2,329,045</b>	<b>6,174</b>	<b>12,061</b>	<b>1,241</b>	<b>2,348,521</b>
7						
II. Expenses, Fees & Contingency						
Professional Services						
10	Actuary	62,936				62,936
11	Attorney	76,562	204	398	41	77,205
12	Auditor	15,959				15,959
13	Executive Director	282,678	754	1,474	152	285,057
14	Treasurer	19,683				19,683
15	Legislative Agent	45,000				45,000
16	Underwriting Managers	223,892	597	1,166	120	225,776
17	Environmental Services	429,759	1,146	2,240	230	433,375
18	Claims Administration	26,460	71	138	14	26,684
19						
20	<b>Subtotal - Contracted Prof Svcs</b>	<b>1,182,929</b>	<b>2,773</b>	<b>5,416</b>	<b>557</b>	<b>1,191,675</b>
21						
Non-Contracted Services						
23	Postage	5,473	14	28	3	5,518
24	Printing	4,250	11	22	2	4,284
25	Telephone	2,423	7	13	1	2,444
26	Expenses contingency	14,808	40	78	8	14,934
27	Member Testing	8,233				8,233
28						
29	<b>Subtotal - Non-contracted svcs</b>	<b>35,186</b>	<b>72</b>	<b>141</b>	<b>14</b>	<b>35,413</b>
30						
31	<b>Subtotal-Contracted/Non-contra</b>	<b>1,218,116</b>	<b>2,845</b>	<b>5,557</b>	<b>572</b>	<b>1,227,088</b>
32						
33	Excess Aggregate Insurance	573,935	1,532	2,993	308	549,967
34						
35	General Contingency	29,863	527	1,028	106	60,323
36						
37	<b>Total Exp, Fees &amp; Contingency</b>	<b>1,821,914</b>	<b>4,903</b>	<b>9,577</b>	<b>985</b>	<b>1,837,379</b>
38						
39	<b>TOTAL JIF APPROPRIATIONS</b>	<b>4,150,959</b>	<b>11,077</b>	<b>21,638</b>	<b>2,226</b>	<b>4,185,900</b>



## Municipal Excess Liability Residual Claims Fund

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

April 6, 2018

Memo to: Fund Commissioners  
Professional Municipal Management Joint Insurance Fund

From: Commissioner Thomas Merchel

Re: Topics Discussed at the RCF April 6<sup>th</sup> Meeting

**Annual Retreat:** Following meetings of the RCF, EJIF and MEL, the Board of Fund Commissioners held its annual one-day retreat on April 6<sup>th</sup> at the Hyatt Regency in Princeton. Each MEL sub-committee provided a report on its 2017 activities and noted future objectives. In addition, several Fund Commissioners were invited to highlight local JIF initiatives used to address claim trends specific to their pool.

**2018 MEL & MR HIF Educational Seminar:** The 8<sup>th</sup> annual seminar is scheduled for Friday, April 20<sup>th</sup> beginning at 9:00 AM at the National Conference Center in East Windsor, NJ. The seminar qualifies for an extensive list of Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees and insurance producers associated with MEL and MR HIF members as well as personnel who work for service companies that are engaged by MEL member JIFs and MR HIF member HIFs.

**Claims Committee:** The Claims Review Committee met on January 3, 2018 and March 1, 2018. Minutes of the January and March meetings were distributed under separate cover.

**2018 Financial Disclosures:** The Division of Local Government Services has notified the Fund office that rosters of those that are required to file must be finalized by April 4<sup>th</sup>. Commissioners and Fund Professionals were provided logins and filing instructions, which must be completed by April 30<sup>th</sup>.

**Next Meeting:** The next meeting of the RCF will be **Thursday June 7, 2018** at 10:30AM at the Forsgate Country Club-Monroe, NJ.