

**PROFESSIONAL MUNICIPAL MANAGEMENT  
JOINT INSURANCE FUND  
MEETING AGENDA  
FEBRUARY 26, 2018 – 1:00 PM**

**MOORESTOWN TOWN HALL  
111 WEST 2<sup>ND</sup> STREET  
MOORESTOWN, NJ 08057**

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

- I. Sending sufficient notice to the Burlington County Times**
- II. Advance written notice of this meeting was filed with the Clerk/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: FEBRUARY 26, 2018  
MOORESTOWN TOWNSHIP**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ROLL CALL OF 2018 COMMISSIONERS**
  
- APPROVAL OF MINUTES:** January 22, 2018 Open Minutes.....**Appendix I**  
January 22, 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**  
.February 2018 Voucher List - Resolution No. 18-9 ..... **Page 14**  
.Treasurer’s Reports..... **Page 16**
  
- SAFETY DIRECTOR – J.A. Montgomery Risk Control**  
.Monthly Report..... **Page 21**
  
- UNDERWRITING MANAGER – Conner Strong & Buckelew Companies, Inc.**  
.Monthly Certificate Report ..... **Page 33**
  
- MANAGED CARE – Qual Care**  
.Monthly Report..... **Page 37**
  
- CLAIMS SERVICE – Qual Lynx**
  
- RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSE:  
PERSONNEL - SAFETY - PUBLIC PROPERTY - LITIGATION**
  
- OLD BUSINESS**
- NEW BUSINESS**
- PUBLIC COMMENT**
- MEETING ADJOURNED**

## Professional Municipal Management Joint Insurance Fund

9 Campus Drive – Suite 216

Parsippany, NJ 07054

Date: February 26, 2018

Memo to: Fund Commissioners  
Professional Municipal Management Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

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- ❑ **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. **Page 3.**

- ❑ *Motion to Adopt Resolution 18-6 Appointing Defense Attorneys*

- ❑ **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 is on **Page 5.**

- ❑ *Motion to Adopt Resolution 18-7 Authorizing Conference Attendance*

- ❑ **MEL/RCF/EJIF March 7<sup>th</sup> 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 8th annual seminar is scheduled for Friday, April 20th, 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. Attached on **Page 6** is 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 30<sup>th</sup> 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*

- ❑ **Due Diligence Reports:**

<b>Financial Fast Track</b>	<b>Page 8</b>
<b>Income Portfolio</b>	<b>Page 9</b>
<b>Loss Ratio Analysis</b>	<b>Page 10</b>
<b>Loss Time Accident Frequency</b>	<b>Page 11</b>
<b>POL/EPL Compliance Report</b>	<b>Page 12</b>
<b>Regulatory Affairs Checklist</b>	<b>Page 13</b>

**RESOLUTION NO. 18-6**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

**APPOINTING DEFENSE ATTORNEYS**

**Whereas**, the Professional Municipal Management Joint Insurance Fund has been organized pursuant to *N.J.S.A.* 40A:10-36 *et seq.*, and

**Whereas**, the Professional Municipal Management Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund and is subject to certain requirements of *the Local Public Contracts Law*, and

**Whereas**, the Executive Committee of the Professional Municipal Management Joint Insurance Fund finds that it is necessary and appropriate to obtain certain professional services and, therefore, to appoint and designate defense attorneys so that the claims filed against the member municipalities of the Professional Municipal Management Joint Insurance Fund and for which the Professional Municipal Management Joint Insurance Fund is obligated to provide a defense may be properly defended, and

**Now, THEREFORE, BE IT RESOLVED** by the Executive Committee of the Professional Municipal Management Joint Insurance Fund, assembled in a public session on January 22, 2018, that the following law firms and attorneys are hereby designated as approved defense attorneys for the Professional Municipal Management Joint Insurance Fund:.

**Workers Compensation Claims:**

John Geaney - Capehart Scatchard

William Freeman –Brown & Connery

Christopher Saracino – Pietras, Saracino, Smith & Meeks

**General Liability Claims:**

Betsy Ramos - Capehart Scatchard

John Gillespie – Parker McCay

Mathew Wieliczko – Zeller & Wieliczko LLP

Louis Cappelli, Jr. – Florio, Perrucci, Steinhardt & Fader

Douglas Heinhold – Raymond, Coleman, Heinhold & Norman

**BE IT FURTHER RESOLVED** by the Fund Commissioners of the Fund that the following fee schedule for Defense Attorney's for 2018 is established:

1. Third Party Liability cases - \$170/hour
2. Workers Compensation cases - \$130/hour

**PROFESSIONAL MUNICIPAL MANAGEMENT  
JOINT INSURANCE FUND**

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**CHAIRPERSON**

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**SECRETARY**

**RESOLUTION NO. 18-7**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

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

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

**WHEREAS**, certain Commissioner(s) of the Professional Municipal Management Joint Insurance Fund may need to travel to the PRIMA Conference on or about June 3, 2018 for the purpose of attending a seminar on public entity risk management and pooling, and;

**WHEREAS**, the Treasurer has certified that funds are available from the 2018 miscellaneous contingency budget not to exceed \$3,000 per attending commissioner, and;

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

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

**PROFESSIONAL MUNICIPAL MANAGEMENT  
JOINT INSURANCE FUND**

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**SECRETARY**

## 2018 MEL & MRHIF Educational Seminar

Friday April 20, 2018 9:00am to 4:00pm  
National Conference Center at the East Windsor Holiday Inn  
399 Monmouth Street, East Windsor, N.J. 08520, Turnpike Exit 8

The MEL (Municipal Excess Liability Fund) and MRHIF (Municipal Reinsurance Health Fund) are sponsoring the 8<sup>th</sup> annual educational seminar for commissioners, municipal personnel, risk managers and vendor personnel. This seminar is eligible for the following continuing educational credits:

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

### Topics

- New approaches in controlling Healthcare Costs
- Cyber Liability Risk Control
- Law Enforcement Risk Control
- Ethics in Insurance transactions involving public entities
- Update on Risk Management related legislation
- Land Use Liability

REGISTRATION: RSVP by Monday, April 16

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Credits being applied for: \_\_\_\_\_

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

Phone: \_\_\_\_\_ cell: \_\_\_\_\_ e-mail: \_\_\_\_\_

E-mail or fax registrations to Karen Kamprath: (201) 881-7633 [kkamprath@permainc.com](mailto:kkamprath@permainc.com)



**RESOLUTION NO. 18-8**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

**AUTHORIZING FUND TREASURER TO PROCESS  
CONTRACTED PAYMENTS & EXPENSES AND  
AUTHORIZATION FOR ALL PROFESSIONALS TO CONTINUE SERVICES**

**WHEREAS**, the Professional Municipal Management Joint Insurance Fund (hereinafter “the Fund”) is duly constituted as an insurance Fund and is subject to all applicable laws and regulations of the State of New Jersey; and

**WHEREAS**, the Board of Fund Commissioners has deemed it necessary and appropriate to provide authorization to the Fund Treasurer to pay certain Fund contracted payments and expenses during the month(s) when the Fund does not meet; and

**WHEREAS**, payment by the Fund Treasurer of contracted payments and expenses for the month(s) in which the Fund does not meet shall be ratified by the Fund at its next regularly scheduled meeting; now, therefore,

**BE IT RESOLVED** by the Board of Commissioners of the PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND that the Fund Treasurer is hereby authorized to process the contracted payments and Fund expenses for all months in which the Fund does not meet during the year 2018.

**BE IT FURTHER RESOLVED**, that all professionals are directed to proceed in the normal course to take any and all steps necessary to resolve cases which are outstanding for which the Fund will confirm their actions at the next regulary scheduled meeting, the only exception being if there is an item which is deemed to be extraordinary by General Counsel, authorization shall be sought either by the Chairman, Secretary or Executive Director of the Fund before that action is taken by the professional.

**ADOPTED: 2-26-18**

**BY:** \_\_\_\_\_  
**CHAIRPERSON**

**ATTEST:**

\_\_\_\_\_

<b>PROFESSIONAL MUNICIPAL MANAGEMENT FUND</b>						
<b>FINANCIAL FAST TRACK REPORT</b>						
<b>AS OF November 30, 2017</b>						
	<b>THIS MONTH</b>	<b>YTD CHANGE</b>	<b>PRIOR YEAR END</b>	<b>FUND BALANCE</b>		
1.	<b>UNDERWRITING INCOME</b>	<b>331,595</b>	<b>3,663,604</b>	<b>73,807,694</b>	<b>77,471,298</b>	
2.	<b>CLAIM EXPENSES</b>					
	Paid Claims	63,096	1,214,004	34,621,749	35,890,677	
	Case Reserves	142,114	376,666	2,063,171	2,266,961	
	IBNR	23,651	404,571	1,061,962	1,433,449	
	Recoveries	-	(6,058)	(251,739)	(106,761)	
	<b>TOTAL CLAIMS</b>	<b>228,861</b>	<b>1,989,183</b>	<b>37,495,144</b>	<b>39,484,326</b>	
3.	<b>EXPENSES</b>					
	Excess Premiums	103,691	1,140,596	19,822,739	20,963,335	
	Administrative	50,295	559,319	9,994,497	10,553,816	
	<b>TOTAL EXPENSES</b>	<b>153,986</b>	<b>1,699,915</b>	<b>29,817,236</b>	<b>31,517,151</b>	
4.	<b>UNDERWRITING PROFIT (1-2-3)</b>	(51,252)	(25,494)	6,495,314	6,469,820	
5.	<b>INVESTMENT INCOME</b>	(2,730)	50,582	4,834,333	4,884,916	
6.	<b>DIVIDEND INCOME</b>	0	38,468	1,553,016	1,591,484	
7.	<b>STATUTORY PROFIT (4+5+6)</b>	<b>(53,982)</b>	<b>63,556</b>	<b>12,882,664</b>	<b>12,946,220</b>	
8.	<b>DIVIDEND</b>	100,000	154,480	10,877,661	11,032,142	
9.	<b>STATUTORY SURPLUS (7-8)</b>	<b>(153,982)</b>	<b>(90,924)</b>	<b>2,005,002</b>	<b>1,914,078</b>	
<b>SURPLUS (DEFICITS) BY FUND YEAR</b>						
	<b>Closed</b>	(100,270)	(197,615)	1,072,865	875,249	
	<b>Aggregate Excess LFC</b>	4,435	50,219	65,074	115,293	
	<b>2014</b>	(197)	38,775	(81,056)	(42,281)	
	<b>2015</b>	(50,098)	203,204	382,632	585,835	
	<b>2016</b>	(725)	(121,810)	565,489	443,679	
	<b>2017</b>	(7,128)	(63,696)		(63,696)	
	<b>TOTAL SURPLUS (DEFICITS)</b>	<b>(153,982)</b>	<b>(90,924)</b>	<b>2,005,002</b>	<b>1,914,078</b>	
<b>TOTAL CASH</b>						
<b>5,681,959</b>						
<b>CLAIM ANALYSIS BY FUND YEAR</b>						
	<b>TOTAL CLOSED YEAR CLAIMS</b>	<b>0</b>	<b>111,499</b>	<b>32,210,660</b>	<b>32,322,159</b>	
	<b>FUND YEAR 2014</b>					
	Paid Claims	19,852	216,786	1,437,995	1,654,782	
	Case Reserves	(10,852)	(265,197)	705,510	440,313	
	IBNR	(9,000)	14,411	141,229	155,640	
	Recoveries	0	0	(72,012)	(72,012)	
	<b>TOTAL FY 2014 CLAIMS</b>	<b>0</b>	<b>(33,999)</b>	<b>2,212,722</b>	<b>2,178,723</b>	
	<b>FUND YEAR 2015</b>					
	Paid Claims	19,156	187,950	737,425	925,376	
	Case Reserves	66,702	(272,322)	684,323	412,001	
	IBNR	(36,286)	(113,207)	213,207	100,000	
	Recoveries	0	0	(15,193)	(15,193)	
	<b>TOTAL FY 2015 CLAIMS</b>	<b>49,572</b>	<b>(197,579)</b>	<b>1,619,762</b>	<b>1,422,183</b>	
	<b>FUND YEAR 2016</b>					
	Paid Claims	8,849	314,070	292,467	606,537	
	Case Reserves	17,914	225,430	493,085	718,515	
	IBNR	(26,763)	(396,350)	679,945	283,595	
	Recoveries	0	(6,058)	(13,498)	(19,556)	
	<b>TOTAL FY 2016 CLAIMS</b>	<b>0</b>	<b>137,092</b>	<b>1,451,999</b>	<b>1,589,092</b>	
	<b>FUND YEAR 2017</b>					
	Paid Claims	15,239	381,823		381,823	
	Case Reserves	68,351	696,132		696,132	
	IBNR	95,700	894,214		894,214	
	Recoveries	0	0		0	
	<b>TOTAL FY 2017 CLAIMS</b>	<b>179,289</b>	<b>1,972,169</b>		<b>1,972,169</b>	
	<b>COMBINED TOTAL CLAIMS</b>	<b>228,861</b>	<b>1,989,183</b>	<b>37,495,144</b>	<b>39,484,326</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	12/31/2017			
					2014	2015	2016	Last Month	This Month
<b>PROFESSIONAL MUNICIPAL MGMT JIF</b>									
Total Cash Balance (millions)		3.45	3.66	4.58	5.68	5.29			
<b>Fixed Income Portfolio</b>									
Investments (millions), Book Value		2.00	2.00	2.13	3.50	3.50			
Avg maturity (years)		1.99	2.08	2.67	1.57	1.48			
Unrealized gain/(loss) (%)		-0.10	0.09	-0.28	-1.02	-1.08			
Purchase/Book yield (%)		0.80	0.80	1.20	1.20	1.20			
Realized gain/(loss) (%)		0.00	0.00	0.00	0.00	0.00			
Total Yield (Market)		0.70	0.89	0.92	0.18	0.12			
<b>M E L PORTFOLIO</b>									
Total Cash Balance (millions)		72.15	80.36	61.94	52.71	59.15			
<b>Fixed Income Portfolio</b>									
Investments (millions), Book Value		48.09	48.09	53.40	53.84	53.87			
Avg maturity (years)		1.90	1.58	1.64	1.62	1.63			
Unrealized gain/(loss) (%)		-0.06	0.12	0.03	-0.54	-0.59			
Purchase/Book yield (%)		0.82	0.82	0.82	1.16	1.11			
Realized gain/(loss) (%)		0.00	0.00	0.00	0.00	0.00			
Total Yield (Market)		0.76	0.94	0.85	0.62	0.52			
<b>COMPARATIVE RATES (%)</b>									
<b>Cash &amp; Cash Equivalents</b>									
NJ Cash Mgmt Fund *		0.69	0.10	0.41	1.10	1.19			
TD Money Market		0.01	0.01	0.01	0.68	0.84			
TD Bank Deposits		Unavailable **	Unavailable **	Unavailable **	Unavailable **	Unavailable **			
Investors Bank Deposits		-	-	0.66	1.02	1.02			
<b>Treasury Issues</b>									
1 year bills		0.12	0.32	0.61	1.56	1.70			
3 year notes		0.90	1.02	1.00	1.81	1.96			
5 year notes		1.64	1.53	1.33	2.05	2.18			
Merrill Lynch US Govt 1-3 years ^		0.63	0.56	0.89	0.43	0.90			
* 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.									

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

AS OF **December 31, 2017**

**FUND YEAR 2013 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	60	MONTH	59	MONTH	48	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Dec-17		30-Nov-17		31-Dec-16	
PROPERTY	143,096	111,385	77.84%	100.00%	77.84%	100.00%	77.84%	100.00%
GEN LIABILITY	471,295	201,660	42.79%	97.10%	42.79%	97.06%	47.00%	95.70%
AUTO LIABILITY	89,158	31,841	35.71%	96.17%	35.71%	95.94%	35.71%	92.58%
WORKER'S COMP	1,209,207	1,342,269	111.00%	99.88%	111.00%	99.86%	99.15%	99.40%
<b>TOTAL ALL LINES</b>	<b>1,912,756</b>	<b>1,687,154</b>	<b>88.21%</b>	<b>99.03%</b>	<b>88.21%</b>	<b>99.00%</b>	<b>81.75%</b>	<b>98.22%</b>
<b>NET PAYOUT %</b>	<b>\$1,521,849</b>		<b>79.56%</b>					

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

	Budget	Limited	48	MONTH	47	MONTH	36	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Dec-17		30-Nov-17		31-Dec-16	
PROPERTY	184,000	143,367	77.92%	100.00%	77.92%	100.00%	77.92%	100.00%
GEN LIABILITY	473,408	419,694	88.65%	95.70%	88.65%	95.40%	95.15%	90.15%
AUTO LIABILITY	89,385	18,356	20.54%	92.58%	20.54%	92.21%	20.54%	87.18%
WORKER'S COMP	1,210,000	1,441,578	119.14%	99.40%	119.15%	99.34%	120.60%	98.10%
<b>TOTAL ALL LINES</b>	<b>1,956,793</b>	<b>2,022,995</b>	<b>103.38%</b>	<b>98.25%</b>	<b>103.39%</b>	<b>98.13%</b>	<b>105.86%</b>	<b>95.85%</b>
<b>NET PAYOUT %</b>	<b>\$1,613,489</b>		<b>82.46%</b>					

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

	Budget	Limited	36	MONTH	35	MONTH	24	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Dec-17		30-Nov-17		31-Dec-16	
PROPERTY	191,000	72,610	38.02%	100.00%	38.02%	100.00%	36.00%	100.00%
GEN LIABILITY	471,685	253,215	53.68%	90.15%	53.82%	89.48%	35.80%	79.39%
AUTO LIABILITY	75,666	60,981	80.59%	87.18%	58.12%	86.58%	35.66%	76.44%
WORKER'S COMP	1,241,000	954,246	76.89%	98.10%	76.69%	97.90%	92.02%	93.51%
<b>TOTAL ALL LINES</b>	<b>1,979,351</b>	<b>1,341,053</b>	<b>67.75%</b>	<b>95.97%</b>	<b>66.80%</b>	<b>95.67%</b>	<b>71.06%</b>	<b>90.12%</b>
<b>NET PAYOUT %</b>	<b>\$926,141</b>		<b>46.79%</b>					

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

	Budget	Limited	24	MONTH	23	MONTH	12	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Dec-17		30-Nov-17		31-Dec-16	
PROPERTY	175,205	92,144	52.59%	100.00%	53.13%	99.33%	51.96%	95.24%
GEN LIABILITY	485,444	184,415	37.99%	79.39%	34.79%	78.18%	18.89%	60.18%
AUTO LIABILITY	63,974	7,856	12.28%	76.44%	12.28%	75.06%	11.13%	51.17%
WORKER'S COMP	1,288,669	1,043,371	80.96%	93.51%	80.37%	92.71%	45.18%	64.07%
<b>TOTAL ALL LINES</b>	<b>2,013,291</b>	<b>1,327,786</b>	<b>65.95%</b>	<b>90.13%</b>	<b>64.84%</b>	<b>89.22%</b>	<b>38.35%</b>	<b>65.44%</b>
<b>NET PAYOUT %</b>	<b>\$592,473</b>		<b>29.43%</b>					

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

	Budget	Limited	12	MONTH	11	MONTH	0	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Dec-17		30-Nov-17		31-Dec-16	
PROPERTY	185,329	202,198	109.10%	95.24%	101.97%	86.00%	N/A	N/A
GEN LIABILITY	483,019	285,261	59.06%	60.18%	49.99%	49.00%	N/A	N/A
AUTO LIABILITY	53,346	29,259	54.85%	51.17%	52.79%	45.00%	N/A	N/A
WORKER'S COMP	1,332,335	657,472	49.35%	64.07%	46.49%	52.00%	N/A	N/A
<b>TOTAL ALL LINES</b>	<b>2,054,029</b>	<b>1,174,189</b>	<b>57.17%</b>	<b>65.63%</b>	<b>52.48%</b>	<b>54.18%</b>	<b>N/A</b>	<b>N/A</b>
<b>NET PAYOUT %</b>	<b>\$416,273</b>		<b>20.27%</b>					

**2017 LOST TIME ACCIDENT FREQUENCY ALL JIFs**

December 31, 2017				
FUND	2017 LOST TIME FREQUENCY	2016 LOST TIME FREQUENCY	2015 LOST TIME FREQUENCY	TOTAL RATE * 2017 - 2015
MORRIS	1.08	1.98	2.01	1.69
BURLINGTON	1.19	2.03	1.95	1.71
BERGEN	1.22	1.58	2.27	1.68
SUBURBAN MUNICIPAL	1.39	2.24	2.25	1.95
CENTRAL	1.42	1.79	1.97	1.73
CAMDEN	1.43	1.35	2.55	1.69
SOUTH BERGEN	1.50	2.35	2.78	2.21
NJ PUBLIC HOUSING	1.65	2.13	2.06	1.95
ATLANTIC	1.65	3.21	2.69	2.40
N.J.U.A.	1.69	3.15	2.60	2.47
TRI-COUNTY	1.75	2.48	2.05	2.07
SUBURBAN ESSEX	1.88	1.80	2.15	1.95
PROF MUN MGMT	1.94	2.08	3.81	2.57
MONMOUTH	2.06	1.61	2.19	1.95
OCEAN	2.29	2.11	2.27	2.22
AVERAGE	1.61	2.13	2.37	2.02

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

Professional Municipal Mgmt Joint Insurance Fund									
2017 LOST TIME ACCIDENT FREQUENCY									
DATA VALUED AS OF December 31, 2017									
MEMBER_ID	MEMBER	**	# CLAIMS FOR	Y.T.D. LOST TIME	2017 LOST TIME FREQUENCY	2016 LOST TIME FREQUENCY	2015 LOST TIME FREQUENCY	MEMBER	TOTAL RATE 2017 - 2015
		*	12/31/2017	ACCIDENTS					
1	305 EVESHAM TOWNSHIP FIRE		0	0	0.00	1.05	2.82	1 EVESHAM TOWNSHIP I	1.32
2	307 MOORESTOWN		0	1	0.71	1.39	2.08	2 MOORESTOWN	1.40
3	304 EVESHAM		2	3	1.19	1.58	5.01	3 EVESHAM	2.34
4	308 WILLINGBORO		1	10	2.74	2.92	5.16	4 WILLINGBORO	3.57
5	306 MAPLE SHADE		0	5	4.20	2.33	1.50	5 MAPLE SHADE	2.62
Totals:				3	19	1.94	2.08		2.57
Frequency = ((Y.T.D. LOST TIME ACCIDENT * 200,000) / ADJUSTED HOURS WORKED)									
* 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									
2016 Loss Time Accident Frequency as of December 30, 2016 1.66									

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND					
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Professional Municipal Mgmt Joint Insurance Fund					
Data Valued As of :		February 20, 2018			
<b>Total Participating Members</b>		<b>5</b>			
Complaint		<b>4</b>			
Percent Compliant		80.00%			
		01/01/18		2018	
		Compliant		Co-Insurance	
Mem_ID	Member Name	*	EPL Deductible	POL Deductible	01/01/18
304	EVESHAM		\$ 20,000	\$ 20,000	20% of 1st 250K
305	EVESHAM TOWNSHIP FIRE DISTRICT		\$ 100,000	\$ 20,000	20% of 1st 2Mil/20% of 1st 250K POL
306	MAPLE SHADE		\$ 10,000	\$ 10,000	0%
307	MOORESTOWN		\$ 20,000	\$ 20,000	20% of 1st 250K
308	WILLINGBORO		\$ 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 2017 as of December 31, 2017**

<b><u>Item</u></b>	<b><u>Filing Status</u></b>
<input type="checkbox"/> 2017 Budget	Filed 3/7
<input type="checkbox"/> Assessments	Filed 3/7
<input type="checkbox"/> Actuarial Certification	Filed 6/29
<input type="checkbox"/> Reinsurance Policies	Filed 6/6
<input type="checkbox"/> Fund Commissioners	Filed 3/7
<input type="checkbox"/> Fund Officers	Filed 3/7
<input type="checkbox"/> Renewal Resolutions	None
<input type="checkbox"/> New Members	None
<input type="checkbox"/> Withdrawals	None
<input type="checkbox"/> Risk Management Plan	Filed 3/7
<input type="checkbox"/> Certification of Professional Fees	Filed 6/2
<input type="checkbox"/> Unaudited Financials	Filed 2/17
<input type="checkbox"/> Annual Audit	Filed 6/29
<input type="checkbox"/> State Comptroller Audit Filing	Filed
<input type="checkbox"/> Ethics Filing	On Line Filing

**RESOLUTION NO. 18-9**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
JANUARY 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>001143</b>			
001143	PERMA	POSTAGE FEE 12/2017	32.95
			<b>32.95</b>
<b>001144</b>			
001144	COURIER TIMES INC	ACCT: 2-012012000 - 12/29/17 - '17 ADPTE	46.68
001144	COURIER TIMES INC	UPAPPLIED BALANCE - ACCT: 2-012012000	-7.82
			<b>38.86</b>
<b>001145</b>			
001145	ALLSTATE INFORMATION MANAGEMNT	ACCT: 413 - ACT & STOR - 11/30/2017	59.80
			<b>59.80</b>
		Total Payments FY 2017	131.61

**FUND YEAR 2018**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
<b>001146</b>			
001146	MUNICIPAL EXCESS LIABILITY JIF	FAITHFUL PERFORMANCE BOND 1ST QTR 2018	908.28
			<b>908.28</b>
<b>001147</b>			
001147	MUNICIPAL EXCESS LIABILITY JIF	MEL PROPERTY 1ST QTR 2018	67,929.23
001147	MUNICIPAL EXCESS LIABILITY JIF	MEL 1ST QTR 2018	153,646.87
			<b>221,576.10</b>
<b>001148</b>			
001148	N.J. MUNICIPAL ENVIRONMENTAL	EJIF 1ST INSTALLMENT 2018	58,405.96
			<b>58,405.96</b>
<b>001149</b>			
001149	QUAL-LYNX	CLAIM ADJUSTING SERVICES - 01/2018	11,094.05
			<b>11,094.05</b>
<b>001150</b>			
001150	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 01/2018	1,892.08
			<b>1,892.08</b>
<b>001151</b>			
001151	PERMA	EXECUTIVE DIRECTOR FEE 01/2018	10,863.08
			<b>10,863.08</b>
<b>001152</b>			
001152	THE ACTUARIAL ADVANTAGE	ACTUARY MONTHLY FEE 01/2017	3,212.67
			<b>3,212.67</b>
<b>001153</b>			
001153	QUALCARE, INC.	MANAGED CARE SERVICES - 01/2018	6,929.33
			<b>6,929.33</b>



<b>001154</b>			
001154	THOMAS TONTARSKI	TREASURER FEE 01/2018	1,459.25
			<b>1,459.25</b>
<b>001155</b>			
001155	BACIO CATERING AND MARKETPLACE	PAYMENT REIMBURSEMENT FOR LUNCH MTG	140.00
			<b>140.00</b>
<b>001156</b>			
001156	HELMER, CONLEY & KASSELMAN, PA	LITIGATION MANAGEMENT FEE 01/2018	1,438.00
001156	HELMER, CONLEY & KASSELMAN, PA	ATTORNEY FEE 01/2018	1,688.17
			<b>3,126.17</b>
<b>001157</b>			
001157	MUNICIPAL EXCESS LIABILITY JIF	MSI 1ST QTR 2018	4,250.25
			<b>4,250.25</b>
<b>001158</b>			
001158	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 01/2018	488.00
			<b>488.00</b>
		Total Payments FY 2018	324,345.22

**TOTAL PAYMENTS ALL FUND YEARS \$ 324,476.83**

\_\_\_\_\_  
Chairperson

Attest:

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

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

\_\_\_\_\_  
Treasurer

February 15, 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 one month period ending January 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 \$ 5,957.65. This generated an average annual yield of 1.18%. However, we have an unrealized net loss of \$8,950.00 adjusting the reported yield to-.59% for the period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$46,693.29 as it relates to the market value of \$3,489,370.20 vs. the amount we have invested. If we include accrued interest the market value is adjusted to \$3,496,735.01.

Our asset portfolio with Wilmington Trust has 2 obligations less than two years and 4 obligations greater than two years.

#### RECEIPT ACTIVITY FOR THE PERIOD:

Subrogation Receipts \$ 00  
Overpayment Reimbursements \$ .00  
Premium Assessments \$ 1,983,222.61

#### CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 90 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 \$ 126,901.90.

**CASH ACTIVITY FOR THE PERIOD:**

The enclosed report shows that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$ 5,287,373.97 to a closing balance of \$ 6,812,229.64 showing an increase in the fund of \$ 1,524,855.67.

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

<b>Current Fund Year: 2018</b>										
<b>Month Ending: January</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	267,598.08	1,512,809.94	227,318.82	2,481,190.20	0.00	97.11	91.80	4,839.25	792,930.81	5,286,876.01
<b>RECEIPTS</b>										
Assessments	91,545.94	216,961.94	24,052.34	664,087.38	0.00	146,747.78	39,624.77	457,445.66	342,756.79	1,983,222.60
Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invest Pymnts	(328.50)	(1,857.13)	(279.07)	(3,045.94)	0.00	(0.12)	(0.14)	(5.94)	(973.40)	(6,490.24)
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Invest	(328.50)	(1,857.13)	(279.07)	(3,045.94)	0.00	(0.12)	(0.14)	(5.94)	(973.40)	(6,490.24)
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>91,217.44</b>	<b>215,104.81</b>	<b>23,773.27</b>	<b>661,041.44</b>	<b>0.00</b>	<b>146,747.66</b>	<b>39,624.63</b>	<b>457,439.72</b>	<b>341,783.39</b>	<b>1,976,732.36</b>
<b>EXPENSES</b>										
Claims Transfers	263.88	24,782.88	0.00	101,855.14	0.00	0.00	0.00	0.00	0.00	126,901.90
Expenses	908.28	0.00	0.00	0.00	0.00	0.00	58,405.96	221,576.10	43,586.49	324,476.83
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>1,172.16</b>	<b>24,782.88</b>	<b>0.00</b>	<b>101,855.14</b>	<b>0.00</b>	<b>0.00</b>	<b>58,405.96</b>	<b>221,576.10</b>	<b>43,586.49</b>	<b>451,378.73</b>
<b>END BALANCE</b>	<b>357,643.36</b>	<b>1,703,131.87</b>	<b>251,092.09</b>	<b>3,040,376.50</b>	<b>0.00</b>	<b>146,844.77</b>	<b>(18,689.53)</b>	<b>240,702.87</b>	<b>1,091,127.71</b>	<b>6,812,229.64</b>
<b>REPORT STATUS SECTION</b>										
<b>Report Month: January</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>					
Accrual Balances:	Accrual 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	January					
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	\$5,286,876.44	3498722.39	1687154.05	100000	1000	
Opening Interest Accrual Balance	\$3,866.60	3866.6	0	0	0	
1	Interest Accrued and/or Interest Cost	\$3,498.21	\$3,498.21	\$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	\$2,459.75	(\$402.19)	\$2,861.94	\$0.00	\$0.00
6	Interest Paid - Term Instr.s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	Unrealized Gain (Loss)	(\$8,950.00)	(\$8,950.00)	\$0.00	\$0.00	\$0.00
8	Net Investment Income	(\$2,992.04)	(\$5,853.98)	\$2,861.94	\$0.00	\$0.00
9	Deposits - Purchases	\$2,434,601.34	\$0.00	\$1,983,222.61	\$126,901.90	\$324,476.83
10	(Withdrawals - Sales)	(\$902,757.46)	\$0.00	(\$451,378.73)	(\$126,901.90)	(\$324,476.83)
	Ending Cash & Investment Balance	\$6,812,230.07	\$3,489,370.20	\$3,221,859.87	\$100,000.00	\$1,000.00
	Ending Interest Accrual Balance	\$7,364.81	\$7,364.81	\$0.00	\$0.00	\$0.00
	Plus Outstanding Checks	\$26,656.43	\$0.00	\$0.00	\$23,443.76	\$3,212.67
	(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Balance per Bank	\$6,838,886.50	\$3,489,370.20	\$3,221,859.87	\$123,443.76	\$4,212.67

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

Month		January							
Current Fund Year		2018							
		1.	2.	3.	4.	5.	6.	7.	8.
Policy Year	Coverage	Calc. Net Paid Thru Last Month	Monthly Net Paid January	Monthly Recoveries January	Calc. Net Paid Thru January	TPA Net Paid Thru January	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
2018	Prop	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Liab	0.00	610.44	0.00	610.44	610.44	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>610.44</b>	<b>0.00</b>	<b>610.44</b>	<b>610.44</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2017	Prop	175,434.18	263.88	0.00	175,698.06	175,698.06	0.00	0.00	0.00
	Liab	42,069.02	5,479.27	0.00	47,548.29	47,548.29	(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	191,935.90	68,768.91	0.00	260,704.81	260,704.81	0.00	0.00	0.00
	<b>Total</b>	<b>416,272.86</b>	<b>74,512.06</b>	<b>0.00</b>	<b>490,784.92</b>	<b>490,784.92</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	23,516.08	3,794.94	0.00	27,311.02	27,311.02	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	475,009.11	7,376.88	0.00	482,385.99	482,385.99	0.00	0.00	0.00
	<b>Total</b>	<b>592,472.54</b>	<b>11,171.82</b>	<b>0.00</b>	<b>603,644.36</b>	<b>603,644.36</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	68,504.88	7,739.24	0.00	76,244.12	76,244.12	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	768,778.98	7,340.95	0.00	776,119.93	776,119.93	(0.00)	0.00	(0.00)
	<b>Total</b>	<b>926,140.54</b>	<b>15,080.19</b>	<b>0.00</b>	<b>941,220.73</b>	<b>941,220.73</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	278,426.28	7,158.99	0.00	285,585.27	285,585.27	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	1,173,339.36	18,368.40	0.00	1,191,707.76	1,191,707.76	0.00	0.00	0.00
	<b>Total</b>	<b>1,613,488.75</b>	<b>25,527.39</b>	<b>0.00</b>	<b>1,639,016.14</b>	<b>1,639,016.14</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>3,548,374.69</b>	<b>126,901.90</b>	<b>0.00</b>	<b>3,675,276.59</b>	<b>3,675,276.59</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:** February 7, 2018

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**JIF SERVICE TEAM**

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**JANUARY ACTIVITIES**

**LOSS CONTROL SERVICES**

- Township of Evesham, Indian Springs Golf Course – Conducted a Loss Control Survey on January 8

**MEETINGS ATTENDED**

- Reorganization Meeting – January 22

**UPCOMING EVENTS**

- Fund Commissioners Meeting – February 26

**SAFETY DIRECTOR’S BULLETINS & SAFETY ANNOUNCEMENTS**

- PMM JIF - SD Bulletin - Reminder to check Motor Vehicle Records – January 8

- PMM JIF - SD Bulletin - New CDL Opioid Testing Regulations – January 17
- PMM JIF - SD Message - Indoor Air Quality Training – January 18
- PMM JIF - Did You Know? – MSI Training Schedule, February 2018 – January 22
- PMM JIF - 2018 Safety Contract – January 23
- PMM JIF - SD Bulletin - Annual reminder to post 300A Summary Injury Logs – January 29

## **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 January.

No videos were viewed for the month of January.

## **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 **February, March and April 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.

<b>DATE</b>	<b>LOCATION</b>	<b>TOPIC</b>	<b>TIME</b>
2/1/18	Township of Pemberton	Heavy Equipment Safety	8:30 - 11:30 am
2/2/18	Borough of Pitman	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
2/7/18	Pennsauken SA #3	Shop & Tool Safety	8:30 - 9:30 am
2/7/18	Pennsauken SA #3	Hazard ID: Making Your Observation Count	9:45 - 11:45 am
2/9/18	Township of Mansfield	Snow Plow/Snow Removal	8:30 - 10:30 am
2/14/18	Township of Burlington #3	Fire Safety	8:00 - 9:00 am
2/14/18	Township of Burlington #3	Fire Extinguisher	9:15 - 10:15 am
2/16/18	Borough of Pitman	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm
2/21/18	Pennsauken SA #3	Hearing Conservation	8:30 - 9:30 am



<b>DATE</b>	<b>LOCATION</b>	<b>TOPIC</b>	<b>TIME</b>
2/21/18	Pennsauken SA #3	Fire Safety	9:45 - 10:45 am
2/21/18	Pennsauken SA #3	Fire Extinguisher	11:00 - 12:00 pm
2/23/18	Township of Cherry Hill #4	DDC-6	8:30 - 3:00 pm w/lunch brk
2/23/18	Borough of Somerdale	HazMat Awareness w/HazCom GHS	8:00 - 11:00 am
2/26/18	Township of Moorestown	Flagger/Work Zone	8:30 - 12:30 pm
3/1/18	Borough of Somerdale	Fire Safety	8:00 - 9:00 am
3/1/18	Borough of Somerdale	Fire Extinguisher	9:15 - 10:15 am
3/2/18	Borough of Collingswood	Flagger/Work Zone Safety	8:30 - 12:30 pm
3/6/18	Deptford Twp. MUA	HazCom w/GHS	8:00 - 9:30 am
3/6/18	Deptford Twp. MUA	Fire Extinguisher	9:45 - 10:45 am
3/6/18	Deptford Twp. MUA	Respiratory Protection	11:00 - 12:00 pm
3/7/18	Pennsauken SA #3	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm
3/9/18	Township of Berlin #2	CSE-Permit Required w/Classroom Demo	8:00 - 12:00 pm
3/12/18	Borough of Glassboro #1	HazMat Awareness w/HazCom GHS	12:00 - 3:00 pm
3/14/18	Township of Hainesport #1	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
3/14/18	Township of Burlington #3	BBP	8:00 - 9:00 am
3/14/18	Township of Burlington #3	Confined Space Awareness	9:15 - 10:15 am
3/16/18	Township of Moorestown	Flagger/Work Zone	8:30 - 12:30 pm
3/19/18	Borough of Glassboro #1	Playground Safety Inspections	8:00 - 10:00 am
3/22/18	Township of Delran	Landscape Safety	8:00 - 11:00 am
3/22/18	Township of Delran	Shop & Tool Safety	11:15 - 12:15 pm
3/23/18	Township of Evesham #4	LOTO	8:30 - 10:30 am
3/23/18	Township of Evesham #4	BBP	10:45 - 11:45 am
3/26/18	Borough of Collingswood #1	Hoists, Cranes, Rigging Safety	8:00 - 10:00 am
3/26/18	Borough of Collingswood #1	Back Safety/Material Handling	10:15 - 11:15 am
3/26/18	Borough of Collingswood #1	BBP	11:30 - 12:30 pm
3/27/18	Township of Winslow	Heavy Equipment Safety	8:00 - 11:00 am
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
4/6/18	Borough of Pitman	Excavation/Trenching/Shoring	8:30 - 12:30 pm
4/9/18	Borough of Glassboro #1	Jetter/Vacuum Safety	8:00 - 10:00 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 #4	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
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

<b>DATE</b>	<b>LOCATION</b>	<b>TOPIC</b>	<b>TIME</b>
4/18/18	City of Burlington #2	Employee Conduct/Violence Prevention	8:00 - 9:30 am
4/18/18	City of Burlington #2	HazCom w/GHS	9:45 - 11:15 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

<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			



### Conducting Motor Vehicle Record Checks

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

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

- Once a year for all full-time, part-time, seasonal and volunteer employees who drive a public or personal vehicle as part of their job responsibilities,
- As part of the pre-employment screening process, and
- Before approving volunteer firefighters, EMTs, or OEM personnel's "Blue Light" applications.

Here are answers to several frequently asked questions:

#### **IS IT LEGAL TO OBTAIN MVR'S?**

Employer may order MVRs on their employees under the Federal Driver's Privacy Act which defines the following "permissible uses" of an MVR:

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

Employees must be made aware their MVRs will be checked periodically. This can be accomplished by including the provision in their handbook or policy manual, or by signing an acknowledgement. Prospective employees should sign an acknowledgement as part of the agency's pre-employment screening process. The policy must be enforced consistently and without discrimination.

#### **WHO SHOULD OBTAIN THE MVR ABSTRACTS?**

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

This bulletin is intended for general informational 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 877.266.3046.

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## HOW DO I ORDER MVRs?

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

Public employers requiring more than 25 MVRs will need to establish a Customer Abstract Information Retrieval (CAIR) account by applying on-line at <http://www.state.nj.us/mvcbiz/Records/CAIR.htm>. There is an annual fee. This allows the employer to request up to 5,000 MVRs per year. A User Guide is also available on the CAIR homepage. New regulations require users to log in to their account at least every 90 days or their account will be suspended and update their password every 45 days. Suspended accounts need to be reactivated by a CAIR Administrator. The Safety Director suggests users put a reminder on their calendars.

## HOW DO I EVALUATE INFORMATION ON THE MVR?

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

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

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

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

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

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

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

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

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

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

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

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



January 2018

### New Commercial Driver License Opioid Testing Regulations

On November 13, 2017 The U.S. Department of Transportation (DOT) published a final rule that added Methylenedioxyamphetamine (MDA) and four semi-synthetic opioids (Hydrocodone, Oxycodone, Hydromorphone, Oxymorphone) as test substances for holders Commercial Drivers' Licenses and other safety-sensitive employees. **The new testing procedures are effective January 1, 2018.**

The recommendations to add the four semi-synthetic drugs were based on a review of scientific information and on input from the Drug Testing Advisory Board on the methods necessary to detect the analytes of drugs and on drug abuse trends. The Department of Health and Human Services explained that the four prescription pain medications were added to the standard testing panel because data indicates that although they are prescribed, they are also the prescription pain medications that are most frequently used without medical authorization. In short, the changes are in response to the national opioid epidemic. DOT regulations still permit the employee to produce a legitimate medical explanation for the presence of drugs in his / her system and updated guidance to Medical Review Officers on verifying valid prescription medication use.

The Office of the Safety Director recommends the following three action items:

1. Review your policy manual for employees who hold a Commercial Driver's License or who are classified as safety-sensitive.

In the past, changes were generally minor and needed only short amendments to current policies. With the addition of these synthetic and prescription drugs to the list, there may be an increase in positive tests. Comprehensive new policies are most likely necessary to protect the employer and CDL drivers under the new rules. New or revised policies should be reviewed by the employer's attorney.

2. Educate CDL-drivers and other safety-sensitive employees on the changes. A sample Shift Briefing is provided on the MEL website and page 2 of this Bulletin.
3. Contact your drug and alcohol testing agency and make sure they are prepared to follow the new guideline.

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.

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## Shift Briefing

Beginning January 1, 2018, The U.S. Department of Transportation (DOT) added Methylenedioxyamphetamine (MDA) and four semi-synthetic opioids to their drug-test panel for CDL drivers and safety sensitive employees

- Hydrocodone
- Oxycodone
- Hydromorphone
- Oxymorphone

Common names for these semi-synthetic opioids include OxyContin®, Percodan®, Percocet®, Vicodin®, Lortab®, Norco®, Dilaudid®, and Exalgo®. These new substances are in addition to marijuana, other opioids, amphetamines, and PCP. The changes are in response to the national opioid epidemic.

The changes are reflected in our Policy Manual. Our Manual is located **[WHERE]**

Remind CDL holders of the following drug and alcohol policies

- Alcohol may not be consumed 4 HOURS before reporting for duty. Please make sure you follow this when reporting for snow plowing and other emergencies.
  - Safety sensitive employees may never have a blood alcohol content above 0.04% when on duty.
- Marijuana use, including medical marijuana, is prohibited for CDL drivers.
- As a CDL driver, when prescribed a medication, you have an obligation to discuss with a physician the effect and possible side-effects of that medication when operating commercial motor vehicles (CMV). You also have an obligation to disclose to **[WHO in your organization]** that you are taking “a medication that may affect your ability to operate CMV” and that you have discussed this with the prescribing physician and you are cleared to perform safety sensitive functions such as driving, or that you were advised against performing safety sensitive functions.
  - It is the policy of this agency, when a prescribed drug is disclosed to us, we will **[FILL IN YOUR PROCEDURE FROM YOUR MANUAL]**
- As a CDL driver, you also have an obligation to be aware of how over-the-counter (OTC) medications can affect your ability to safely operate large vehicles. Many OTC medications include warnings against operating heavy equipment or ‘may cause drowsiness’. It is our policy: **[explain your policy]**
  1. OTC medication with such warnings be disclosed to **[WHO in your organization]**. A decision will be made how to handle the situation based on assignments, the individual’s previous experience with the medication, and other relevant factors. Confidentiality is taken very seriously by this organization and will be maintained.
  2. That drivers must evaluate themselves if they are able to safely report for duty.
    - However, if you are involved in an accident where you will be tested for controlled substances, YOU will be responsible for your actions.

Anyone can make a mistake and get themselves in a bad situation. Our agency has an Employee Assistance Program. If you need help, or think you may need help, contact **[WHO and how]**.



### **NJPEOSH Recordkeeping – Annual Reminder**

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

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

#### **Recording of Occupational Injuries**

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

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

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

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

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

#### **Reporting of Serious Occupational Injuries to NJPEOSH**

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

#### **Links to additional resources**

NJPEOSH 16-page guide to Recording and Reporting of Occupational Injuries and Illnesses is available at [http://lwd.dol.state.nj.us/labor/forms\\_pdfs/lsse/NJOSH300.pdf](http://lwd.dol.state.nj.us/labor/forms_pdfs/lsse/NJOSH300.pdf)

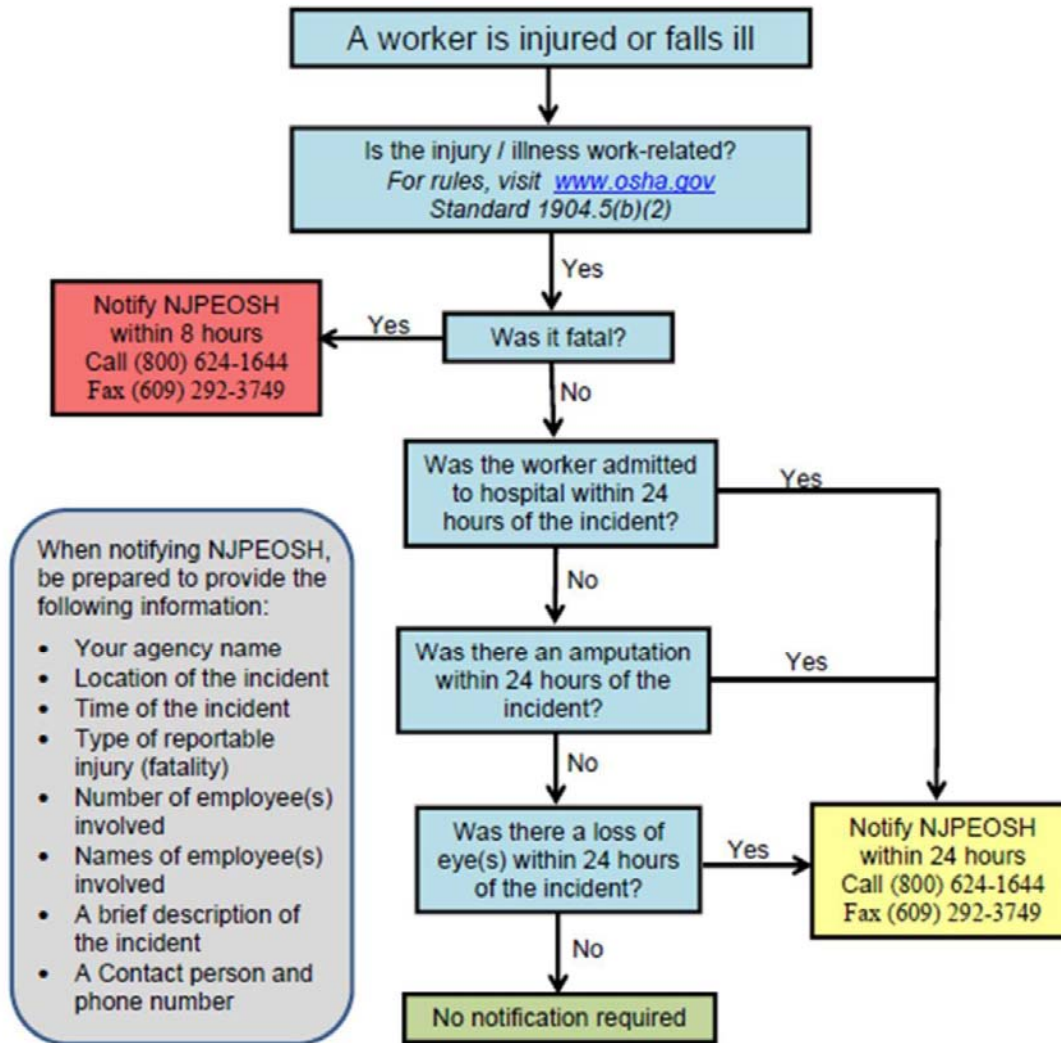
The NJPEOSH revised Public Employee Alert #27 with the new reporting regulations is available at [http://lwd.dol.state.nj.us/labor/forms\\_pdfs/lsse/Alert27.pdf](http://lwd.dol.state.nj.us/labor/forms_pdfs/lsse/Alert27.pdf)

Now is also a good time to verify the PEOSH poster is posted. A copy can be downloaded at [http://lwd.dol.state.nj.us/labor/forms\\_pdfs/lsse/wps35.pdf](http://lwd.dol.state.nj.us/labor/forms_pdfs/lsse/wps35.pdf)

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## NJPEOSH Injury Reporting Requirements



**Notes:**

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

# J.A. Montgomery

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## Risk Control

Since 1924

To: Bradford C. Stokes, Executive Director  
Fund Commissioners  
Risk Management Consultants  
Safety Committee Members  
Fund Professionals

From: David N. Grubb, PERMA

Topic: Professional Municipal Management Joint Insurance Fund  
Risk Control Service Team

Date: January 26, 2018

We are pleased to announce the following changes to the J.A. Montgomery Risk Control service team.

Joanne Hall will retire in early 2018 after a 35 year distinguished career as a safety professional. Joanne has been with J. A. Montgomery Risk Control as a Vice President since 2004 where she leads the public entity unit.

It is also our pleasure to announce that Paul Shives will be assuming Joanne's responsibilities as Vice President in mid-January. Paul joins J. A. Montgomery from his previous position as the Municipal Manager of Toms River, a community of 94,000 residents with 450 full time employees. Paul earned a masters degree in Public Administration from West Virginia University and has been active as a Commissioner with several joint insurance funds since 1988. For example, he chaired the claims committee that settled all Superstorm Sandy claims from over 200 municipalities in under three years without any litigation.

**Chief Keith Hummel (Ret.)** will remain in the role of Safety Director for the PMM JIF and provide support for Glenn Prince, who will remain as your primary contact for all on-site visits, safety committees and safety related resources. Both Keith Hummel and Glenn Prince are also available to provide law enforcement consultation services as requested by the Joint Insurance Fund.

On behalf of all of us at J.A. Montgomery Risk Control, we look forward to providing quality risk control services for the Professional Municipal Management Joint Insurance Fund.

## Professional Municipal Mgmt JIF Certificate of Insurance Monthly Report

From 12/23/2017 To 1/22/2018

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - South Jersey Independent Youth I - Township of Willingboro	Football Association 6 Surrey Lane Burlington Twp., NJ 08016	Evidence of Insurance as respects to sports events for Panthers Football League.	12/27/2017 #1830899	GL AU EX WC
H - NJ Department of Health, Ofc of I - Township of Maple Shade	EMS PO Box 360 Trenton, NJ 08625	Evidence of Insurance as respects Maple Shade First Aid Squad, 44 South Maple Ave., Maple Shade, NJ 08052	1/2/2018 #1835295	GL AU EX WC
H - Grapevine Wrestling League I - Township of Willingboro	230 Hewlings Ave Riverside, NJ 08073	RE: willingboro - Participation in various wrestling tournaments 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 participation in various tournaments.	1/3/2018 #1835437	GL AU EX WC
H - State of New Jersey - Dept. of I - Township of Willingboro	Health Office of EMS PO Box 360 Trenton, NJ 08625	Evidence of Insurance with respects to the Willingboro Twp emergency services vehicles. Malpractice & Professional liability included in the general liability and excess liability coverage.	1/3/2018 #1835439	GL AU EX WC
H - County of Burlington, Ofc of I - Township of Willingboro	Fire Marshall 49 Rancocas Rd. PO Box 6000 Eastampton, NJ 08060	Evidence of insurance as respects to use of facilities by Willingboro Twp Fire Department, Police Department & Emergency Squad for training purposes.	1/3/2018 #1835440	GL AU EX WC
H - New Jersey Transit Corporation I - Township of Maple Shade	One Penn Park Plaza East Newark, NJ 07105	Re: License #0375-3290-01 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 license #0375-3290-01-parcel use as soccer field.	1/3/2018 #1835493	GL AU EX WC
H - New Jersey Transit Corporation I - Township of Maple Shade	c/o Greystone Mgmt Solutions, One Penn Park Plaza East, 7th fl Newark, NJ 07105	Re: License #0375-3290-01 The Certificate Holder and State of NJ is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect license #0375-3290-01 parcel use as soccer field.	1/3/2018 #1835647	GL AU EX WC

01/22/2018

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## Professional Municipal Mgmt JIF Certificate of Insurance Monthly Report

From 12/23/2017 To 1/22/2018

H - Burlington County Board of I - Township of Moorestown	Chosen Freeholders PO Box 6000 Eastampton, NJ 08060	Evidence of insurance as respects for Moorestown Day and Rotary Run 6-2-2018, Independence Day Parade 7-4 2018, Autumn in Moorestown 10-13-2018, Lions Club Christmas Parade 12-1-2018 on Chester Avenue, Main Street and Church Street for 2018 by the Moorestown Township & Police Dept.	1/8/2018 #1837236	GL AU EX WC
H - NJ TRANSIT c/o Greystone Mgmt I - Township of Maple Shade	Solutions ONE PENN PLAZA EAST Newark, NJ 07105	RE: Agreement L0339-0720-02 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 lease Agreement L0339-0720-02, R station 1 East Front St.	1/9/2018 #1837525	GL AU EX WC
H - Willingboro High School I - Township of Willingboro	20 John F Kennedy Way Willingboro, NJ 08046	Evidence of insurance.	1/11/2018 #1839492	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 events attached.	1/11/2018 #1839589	GL AU EX WC
H - County of Burlington, Ofc of I - Township of Willingboro	Fire Marshall 49 Rancocas Rd. PO Box 6000 Westampton, NJ 08060	Evidence of insurance as respects to use of facilities by Willingboro Twp Fire Department, Police Department & Emergency Squad for training purposes.	1/16/2018 #1841297	GL AU EX WC
H - Evesham BOE I - Township of Evesham	25 S Maple Ave Marlton , NJ 08053	Re: June 5, November 6, 2018 elections 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 for the use of the school facilities for Primary Election on June 5, 2018 and November 6, 2018.	1/16/2018 #1841520	GL AU EX WC
H - Burlington County Board of I - Township of Evesham	Chosen Freeholders PO Box 6000 Eastampton, NJ 08060	Evidence of insurance as respects to 2018 Municipal Alliance Grant Agreement	1/16/2018 #1841521	GL AU EX WC

01/22/2018

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

From 12/23/2017 To 1/22/2018

H - Burlington County Board of I - Township of Evesham	Chosen Freeholders PO Box 6000 Eastampton, NJ 08060	Evidence of insurance as respects to 2018 Municipal Alliance Grant Agreement	1/16/2018 #1841536	GL AU EX WC
H - Burlington County Board of I - Township of Evesham	Chosen Freeholders PO Box 6000 Eastampton, NJ 08060	Evidence of insurance as respects to Shared Services Agreement for snow plow removal of county roads in Evesham Twp.	1/16/2018 #1841538	GL AU EX WC
H - Burlington County Board of I - Township of Evesham	Chosen Freeholders PO Box 6000 Eastampton, NJ 08060	Evidence of insurance as respects to our Shared Services Agreement with the County and 911 calls(Res 284-2010)	1/16/2018 #1841540	GL AU EX WC
H - Burlington County Board of I - Township of Evesham	Chosen Freeholders PO Box 6000 Eastampton, NJ 08060	Re: Branch of the County Library 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 Branch of the County Library	1/16/2018 #1841541	GL AU EX WC
H - Golf Cart Services Inc. I - Township of Evesham	4296 York Rd New Oxford, PA 17350	Re: 1/1/18 - 10/20/18 lease 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 Lease of 75 2015 E-Z Go TXT 48 V electric golf cars(\$4950 ea). The lease agreement is from 1/1/18 10/20/18.	1/16/2018 #1841543	GL AU EX WC
H - Golf Cart Services Inc. I - Township of Evesham	4296 York Rd New Oxford, PA 17350	Re:use of a 2016 E-Z-Go Terrain 250 gasoline utility vehicle with Fairway Caf EZ Junior unit(\$14000). 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 use of a 2016 E-Z-Go Terrain 250 gasoline utility vehicle with Fairway Caf EZ Junior unit(\$14000).	1/16/2018 #1841544	GL AU EX WC
H - Verizon Global Real Estate I - Township of Evesham	Cushman & Wakefield of Florida, Inc. Mail Code FLTDSB1W 7701 E. Telecom Parkway Temple Terrace, FL 33637	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 use of Verizon New Jerseys parking lot located at 5 North Maple Ave., Marlton, NJ 08053	1/16/2018 #1841662	GL AU EX WC

01/22/2018

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

From 12/23/2017 To 1/22/2018

H - Willingboro Township BOE I - Township of Willingboro	440 Beverly-Rancocas Rd Willingboro, NJ 08046	Re: use of facilities Evidence of insurance as respects use of facilities	1/17/2018 #1841872	GL AU EX WC
<b>Total # of Holders: 22</b>				



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

2018	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
JANUARY	41	\$173,426.96	\$53,277.59	\$120,149.37	69.3%
FEBRUARY					
MARCH					
APRIL					
MAY					
JUNE					
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					
<b>TOTALS</b>	<b>41</b>	<b>\$173,426.96</b>	<b>\$53,277.59</b>	<b>\$120,149.37</b>	<b>69.3%</b>

2017	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
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>

2016	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
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  
CHARGES/SAVINGS BY SPECIALTY**

**January 2018**

	<b>BILLED</b>	<b>APPROVED</b>	<b>\$ SAVINGS</b>	<b>% SAVINGS</b>
Ambulatory Surgical Center	\$5,975.00	\$2,488.00	\$3,487.00	58.4%
Anesthesiology	\$5,520.00	\$3,082.00	\$2,438.00	44.2%
Behavioral Health	\$320.00	\$250.00	\$70.00	21.9%
Durable Medical Equipment	\$4,995.00	\$3,138.00	\$1,857.00	37.2%
Hospital	\$84,338.30	\$19,089.84	\$65,248.46	77.4%
MRI/Radiology	\$3,186.00	\$1,537.00	\$1,649.00	51.8%
Neurosurgery	\$50,900.00	\$16,582.48	\$34,317.52	67.4%
Occ Med/Primary Care	\$786.53	\$486.71	\$299.82	38.1%
Orthopedic Surgery	\$9,141.96	\$3,526.18	\$5,615.78	61.4%
Pharmacy	\$2,040.67	\$1,957.33	\$83.34	4.1%
Physical Medicine & Rehabilitation	\$1,438.50	\$373.05	\$1,065.45	74.1%
Physical Therapy	\$4,785.00	\$767.00	\$4,018.00	84.0%
<b>Grand Total</b>	<b>\$173,426.96</b>	<b>\$53,277.59</b>	<b>\$120,149.37</b>	<b>69.3%</b>





**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**  
**Top 10 Providers By Charges**  
**PAR/NonPAR**  
**January 2018**

<b>Participating Provider</b>	<b>BILLED</b>	<b>APPROVED</b>	<b>\$ SAVINGS</b>	<b>% SAVINGS</b>	<b>SPECIALTY</b>
<b>VIRTUA WEST JERSEY HEALTH, INC.</b>	\$84,338.30	\$19,089.84	\$65,248.46	77.4%	Hospital
<b>TARIQ S. SIDDIQI, MD</b>	\$50,500.00	\$16,415.94	\$34,084.06	67.5%	Neurosurgery
<b>PREMIER ORTHOPEDIC OF SOUTH JERSEY</b>	\$9,016.96	\$3,466.38	\$5,550.58	61.6%	Orthopedic Surgery
<b>ORTHOFIX INC</b>	\$4,995.00	\$3,138.00	\$1,857.00	37.2%	Durable Medical Equipment
<b>WEST JERSEY ANESTHESIA ASSOCIATES</b>	\$4,320.00	\$2,392.00	\$1,928.00	44.6%	Anesthesia
<b>PREMIER SURGICAL CENTER, LLC</b>	\$3,985.00	\$896.00	\$3,089.00	77.5%	Ambulatory Surgery Center
<b>IVY REHAB NETWORK, INC</b>	\$3,760.00	\$515.00	\$3,245.00	86.3%	Physical Therapy
<b>AVIA PARTNERS INC</b>	\$2,040.67	\$1,957.33	\$83.34	4.1%	Pharmacy
<b>CENTENNIAL SURGERY CENTER</b>	\$1,990.00	\$1,592.00	\$398.00	20.0%	Ambulatory Surgery Center
<b>ONE CALL MEDICAL, INC.</b>	\$1,808.00	\$635.00	\$1,173.00	64.9%	MRI/Radiology
<b>Out Of Network</b>	<b>\$2,898.00</b>	<b>\$1,842.00</b>	<b>\$1,056.00</b>	<b>36.4%</b>	
<b>OCM FN, LLC</b>	\$1,343.00	\$867.00	\$476.00	35.4%	MRI/Radiology
<b>LOURDES ANESTHESIA ASSOC PA</b>	\$1,200.00	\$690.00	\$510.00	42.5%	Anesthesia
<b>JOHN MCGOWAN PHD</b>	\$320.00	\$250.00	\$70.00	21.9%	Behavioral Health
<b>RADIOLOGY ASSOCIATES OF NEW JERSEY</b>	\$35.00	\$35.00	\$0.00	0.0%	MRI/Radiology
<b>Grand Total</b>	<b>\$166,651.93</b>	<b>\$51,939.49</b>	<b>\$117,712.44</b>	<b>69.4%</b>	

# ***APPENDIX I - MINUTES***

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
 OPEN SESSION MINUTES  
 MEETING – JANUARY 22, 2018  
 111 WEST 2<sup>ND</sup> STREET  
 MOORESTOWN TOWNSHIP  
 1:00 PM**

Meeting of 2017 Fund Commissioners called to order. Open Public Meetings notice read into record.

**ROLL CALL OF 2017 FUND COMMISSIONERS:**

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

**SPECIAL FUND COMMISSIONERS:**

Nelson Wiest	Township of Maple Shade	Absent
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**APPOINTED OFFICIALS PRESENT:**

Executive Director/Administrator	PERMA Risk Management Services <b>Bradford C. Stokes, Karen A. Read 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>
Managed Care Organization	QualCare <b>Stephen McNamara</b>
Underwriting Manager	Conner Strong & Buckelew <b>Edward Cooney</b>

ALSO PRESENT:

George Gravenstine, AJM Insurance

**APPROVAL OF MINUTES: NOVEMBER 27, 2017 - Open & Closed Minutes**

**MOTION TO APPROVE OPEN & CLOSED MINUTES OF NOVEMBER 27, 2017:**

Moved: Commissioner Andl  
Second: Commissioner Merchel  
Vote: 2 Ayes – 0 Nays – 2 Abstain

**CORRESPONDENCE:** NONE.

**MOTION TO ADJOURN:**

Moved: Commissioner Merchel  
Second: Commissioner Shanahan  
Vote: 4 Ayes – 0 Nays

Meeting of 2017 Fund Commissioners closed by the Executive Director, Bradford C. Stokes.

Meeting of the 2018 Fund Commissioners called to order by Executive Director, Bradford C. Stokes. The Executive Director advised that Thomas Czerniecki is leaving the Township of Evesham and therefore will no longer be serving as a Commissioner for the PMM JIF.

**ROLL CALL OF 2018 FUND COMMISSIONERS:**

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

**MOTION TO NOMINATE TOM MERCHEL TO SERVE AS CHAIRMAN FOR FUND YEAR 2018:**

Moved: Commissioner Brevogel  
Second: Commissioner Shanahan

**MOTION TO NOMINATE RICHARD BREVOGEL TO SERVE AS SECRETARY FOR FUND YEAR 2018:**

Moved: Commissioner Merchel  
Second: Commissioner Andl

**MOTION TO CLOSE NOMINATIONS AND CONFIRM ELECTION TOM MERCHEL TO SERVE AS CHAIRMAN AND RICHARD BREVOGEL TO SERVE AS SECRETARY FOR FUND YEAR 2018**

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

The Fund Attorney administered the Oaths of Office to the Fund Commissioners.

**EXECUTIVE DIRECTOR:**

**Fund Professionals & Professional Service Agreements:** In July, the board authorized the advertisement of RFQ's for professional positions in accordance with a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. Seq. for fund years 2018, 2019 and 2020. Enclosed with the reorganization resolutions is Resolution 18-1 reflecting appointments and establishing compensation for Fund Year 2018.

**MOTION TO ADOPT RESOLUTION 18-1**

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

The Executive Director reviewed Resolution 18-2 Establishment of Public Meeting Procedures, Resolution 18-3 Establishment of a Fiscal Management Plan and Resolution 18-4 2018 Risk Management Plan with the Commissioners.

Commissioner Andl agreed to be a check signer for the Fund.

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

**MOTION TO ADOPT RESOLUTION 18-2 THROUGH 18-4**

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

**Residual Claims Fund 2018 Reorganization Meeting:** The Residual Claims Fund's 2018 Reorganization meeting was held on January 3, 2018 at the Forsgate Country Club. Enclosed in the agenda was a copy of Commissioner Czerniecki's report on the meeting.

**E-JIF 2018 Reorganization Meeting:** The E-JIF 2018 Reorganization meeting was held on January 3, 2018 at the Forsgate Country Club. Enclosed in the agenda was a copy of Commissioner Czerniecki's report on the meeting.

**MEL 2018 Reorganization Meeting:** The MEL 2018 Reorganization meeting was held on January 3, 2018 at the Forsgate Country Club. Enclosed is a copy of Commissioner Czerniecki's report on the meeting.

**Special Fund Commissioner:** With the Fund's membership at four, the bylaws require the appointment of a Special Fund Commissioner in an effort to avoid tying votes. For 2018, Willingboro has this privilege and they are appointing Greg Rucker, Director of Public Safety.

**2018 Assessments:** The 2018 Assessments were mailed to all member towns in mid-December. First Installment payments were due to the Treasurer by January 15, 2018.

**2018 Budget:** In accordance with the regulations, the budget adopted by the Fund has been advertised in the Fund’s official newspaper. In addition, PERMA has sent the budget to member municipalities and will file the same with the State.

**Elected Officials Training:** This year’s elected officials training program focus is on “Land Use Liability and Technology Risk Management”. As in the past, the MEL will reduce each member’s 2018 liability claims premium by \$250 for each municipal elected official and authority commissioner who completes the course by May 1, 2018. The Fund will be scheduling sessions in the coming months. The MEL is making available an on-line training program for elected officials to earn the training credit. The Fund office will be sending out instructions on this training option.

**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.

**Thomas Czerniecki’s Departure:** Thomas Czerniecki is leaving Evesham Township and as such the Fund needs a new Representative for the MEL, EJIF and RCF. Richard Brevogel nominated Thomas Merchel.

**MOTION TO ELECT THOMAS MERCHEL AS REPRESENTATIVE**

Moved:	Commissioner Brevogel
Second:	Commissioner Andl
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 October 31, 2017 shows the fund’s surplus over \$2 million. The funds Loss Ratio Analysis is on target with the actuary’s projection of 54.18 and the actual at 52.48. The fund’s Loss Time Accident Frequency is 1.78, better than last year’s 2.08. The Executive Director asked if there were any questions and then concluded his report.

Executive Director's Report Made Part of Minutes.

**ATTORNEY:** Mr. Kearns asked if any of the Fund’s members were involved in Opioid Litigation against the drug companies. Mr. Kearns advised there will be a program in April regarding these suits, and the League will be sending out a memo probably next week. He asked that the Commissioners decide whether they wish to get involved in these suits. There was discussion among the Commissioners regarding the liability if they were to start supplying public places such as libraries with Narcan and staff with training.

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

**Payment of December 2017 Vouchers Resolution 17-26**

Fund Year 2017	249,044.72
<b>Total</b>	<b>249,044.72</b>

**Payment of Dividends List Vouchers Resolution 17-27**

Fund Year 2016	62,126.16
<b>Total</b>	<b>62,126.16</b>

**Payment of January 2018 Vouchers Resolution 18-5**

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

**MOTION TO APPROVE RESOLUTION 17-26 VOUCHER LIST FOR THE MONTH OF DECEMBER, RESOLUTION 17-27 DIVIDENDS LIST AND RESOLUTION 18-5 VOUCHER LIST FOR THE MONTH OF JANUARY AS SUBMITTED**

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

**Confirmation of Claims Payments/Certification of Claims Transfers for the Month of November 2017:**

<b>2017</b>	44,313.60
<b>2016</b>	8,976.50
<b>2015</b>	19,156.10
<b>2014</b>	20,127.31
<b>2013</b>	0.00
<b>Closed</b>	0.00
<b>TOTAL</b>	<b>92,573.51</b>

Treasurer's Report Made Part of Minutes.

**UNDERWRITING MANAGER:**

**REPORT:** Underwriting Manager went over the renewal with the commissioners. He advised the property was a flat renewal, there are additional resources now for the cyber liability and the information is available on the MEL website. Public Officials and Liability coverage was expanded, a big focus is land use liability - and now each member has \$1,000,000 in coverage. He advised the monthly certificate report was included in the agenda. There were 7 certificates issued from 10/22/2017 through 11/21/2017. The Underwriting Manager asked if there were any questions and then concluded his report.

Monthly 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 November and December, as well as a list of MSI Training and Fast Track training information. Included in the agenda was a safety director bulletin – Disposal of Improperly Discarded Syringes. 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 December's reports were included in the agenda. Mr. McNamara reported there were 111 bills during the month of December totaling \$58,226.66, of that amount \$19,797.40 was paid for a savings of \$38,429.26 which is a 66.0% 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 Brevogel
Second:	Commissioner Andl
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 Merchel
Vote:	Unanimous

**MEETING ADJOURNED: 1:55pm**

**NEXT REGULAR MEETING: February 26, 2018**  
**Moorestown Town Hall 1:00PM**

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