

**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND
MEETING AGENDA
JANUARY 22, 2018 – 1:00 PM**

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

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

- I. Sending sufficient notice to the Burlington County Times**
- II. Advance written notice of this meeting was filed with the Clerk/Administrator of each member municipalities and,**
- III. Posting this notice on the Public Bulletin Board of all member municipalities**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
MEETING: JANUARY 22, 2018
MOORESTOWN TOWNSHIP**

- MEETING OF FUND COMMISSIONERS CALLED TO ORDER**
- ROLL CALL OF 2017 COMMISSIONERS**
 - APPROVAL OF MINUTES:**
 - November 27, 2017, Open Session.....**Appendix I**
 - November 27, 2017, Closed Session.....**To be distributed**
- CORRESPONDENCE**.....None

- ADJOURN MEETING**
 - Chair vacated - Chairman asks Executive Director to run meeting

- EXECUTIVE DIRECTOR CALLS MEETING TO ORDER**
- ROLL CALL OF 2018 FUND COMMISSIONERS**
- ELECTION OF CHAIRMAN AND SECRETARY**
- ATTORNEY SWEARS IN COMMISSIONERS**

REPORTS

- EXECUTIVE DIRECTOR/ADMINISTRATOR - PERMA**
 - .Executive Director's Report..... **Page 1**

- ATTORNEY - William J. Kearns, Esquire**

- TREASURER - Thomas Tontarski**
 - .December 2017 Voucher List Resolution 17-26.....**Page 42**
 - .Dividend Voucher List Resolution 17-27.....**Page 44**
 - .January 2018 Voucher List Resolution 18-5.....**Page 45**
 - .Treasurer Reports.....**Page 47**

- UNDERWRITING MANAGER – Conner Strong & Buckelew**
 - Monthly Certificate Reports.....**Page 53**

- SAFETY DIRECTOR – J.A. Montgomery Risk Control**
 - .Monthly Report**Page 58**

- MANAGED CARE – Qual Care**
 - .Monthly Report.....**Page 64**

- CLAIMS SERVICE – Qual Lynx**

MOTION FOR EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSE:

PERSONNEL, SAFETY, PROPERTY OR PUBLIC LITIGATION

OLD BUSINESS

NEW BUSINESS

PUBLIC COMMENT

MEETING ADJOURNED

NEXT MEETING: February 26, 2018 - Moorestown Township Town Hall

Professional Municipal Management Joint Insurance Fund

9 Campus Drive – Suite 216
Parsippany, NJ 07054

Date: January 22, 2018

Memo to: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

2018 Reorganization Resolutions

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. **(Page 3)**

Motion to adopt Resolution 18-1

.Resolution 18-2 Establishment of Public Meeting Procedures	Page 7
.Resolution 18-3 Establishment of a Fiscal Management Plan	Page 9
.Resolution 18-4 2018 Risk Management Plan	Page 16

Motion to adopt Resolutions 18-2 through 18-4.

- 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 is a copy of Commissioner Czerniecki's report on the meeting. **(Appendix II)**
- E-JIF 2018 Reorganization Meeting:** The E-JIF 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. **(Appendix II)**
- 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. **(Appendix II)**
- 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.
- ❑ **Due Diligence Reports:**
 - ❑ **Financial Fast Track Report** **Page 35**
 - ❑ **Interest Rate Summary Comparison Report** **Page 36**
 - ❑ **Expected Loss Ratio Analysis** **Page 37**
 - ❑ **Claim Activity Report** **Page 38**
 - ❑ **Lost Time Accident Frequency Report** **Page 39**
 - ❑ **Regulatory Affairs Checklist** **Page 40**
 - ❑ **2018 EPL/POL Status** **Page 41**

PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

APPOINTING PROFESSIONAL AND SERVICE ORGANIZATIONS

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 Commissioners of the Professional Municipal Management Joint Insurance Fund have determined that it is in the best interest of the Professional Municipal Management Joint Insurance Fund to have the terms of appointment and contracts with its professionals begin as of February 1st each year, so that the terms begin after the annual reorganization meeting of the Professional Municipal Management Joint Insurance Fund,

Whereas, the Professional Municipal Management Joint Insurance Fund is desirous to appoint Fund Professionals – noted below – to three year terms commencing on February 1, 2018 and ending on January 30, 2020, in accordance with a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. Seq.;

Now, THEREFORE, BE IT RESOLVED by the Commissioners of the Professional Municipal Management Joint Insurance Fund, assembled in a public session on January 22, 2018, that the following be appointed:

1. **PERMA Risk Management Services** is hereby appointed as **Administrator, with Bradford C. Stokes as Executive Director and Joseph Hrubash as Deputy Executive Director and Karen Read as Account Manager** and all as agents for process of service.
2. **Mr. William John Kearns, Jr** of the law firm of **Helmer, Conley & Kasselmann**, is appointed as the **Fund Attorney** and shall receive a retainer for administrative services, legal research and legal opinions. In addition, **William Kearns** shall provide **Litigation Management Services** for the Fund.
3. **Thomas Tontarski** is appointed as **Treasurer** for the Fund.
4. **The Actuarial Advantage** is appointed as **Actuary** for the Fund.
5. **J.A. Montgomery Risk Control** is appointed as **Safety Director** for the Fund.
6. **Bowman & Company** is appointed as **Auditor** for the Fund.
7. **Conner Strong & Buckelew** is appointed as **Underwriting Manager** for the Fund.
8. **Qual-Lynx** is appointed as **Claims Administrator** for the Fund.

9. **Wilmington Trust** is appointed as **Asset Manager** for the Fund.
10. **Investors Bank** is appointed as **Banking Manager** for the Fund.
11. **Qual Care** is appointed as **Workers' Compensation Managed Care Organization** for the Fund.
12. **Russo & Associates** is appointed as **Internal Auditor** for the Fund.

Be It Further Resolved, that the Commissioners of the Professional Municipal Management Joint Insurance Fund find and determine that the appointments herein specified require either professional services for which the individuals designated are licensed to practice a profession or for extraordinary and unspecifiable services that cannot be adequately described in specifications that would make solicitation of bids for those services meaningful or advisable, and

Be It Further Resolved, that the compensation for the services shall be in accordance with the amounts budgeted for the services and contracts hereby authorized and approved by the Commissioners of the Professional Municipal Management Joint Insurance Fund, and

Be It Further Resolved, that the Chairman and Secretary of the Professional Municipal Management Joint Insurance Fund are hereby authorized to execute Agreements with the individuals, partnerships and corporations hereby appointed for the performance of professional or for extraordinary and unspecifiable services and providing for compensation, as follows

1. PERMA as Administrator for the Professional Municipal Management Joint Insurance Fund for calendar year 2018 in the amount of \$130,128.00 as set forth specifically in the Agreement. The estimated dollar amount that will be expended in connection with this three year term is \$398,245.00
2. The law firm of, Helmer, Conley & Kasselmann, with William John Kearns, Jr., Esquire, an Attorney at Law of the State of New Jersey, as the designated attorney, as the Attorney for the Professional Municipal Management Joint Insurance Fund for calendar year 2018 in the amount of \$20,258.00 for general legal services and the sum of \$17,256.00 for litigation management, plus expenses, as set forth specifically in the Agreement. The estimated dollar amount that will be expended in connection with this three year term is \$52,810.00.
3. Thomas Tontarski as Treasurer for the Professional Municipal Management Joint Insurance Fund for calendar year 2018 in the amount of \$17,511.00 as set forth specifically in the Agreement. The estimated dollar amount that will be expended in connection with this three year term is \$53,590.00.
4. The Actuarial Advantage, with Dennis R. Henry, FCAS, as its designated representative, as Actuary for the Professional Municipal Management Joint Insurance Fund for calendar year 2018 at a rate not to exceed \$38,522.00, as set forth specifically in the Agreement. The estimated dollar amount that will be expended in connection with this three year term is \$117,892.00.

5. J.A. Montgomery Risk Control, with Joanne Hall and Glenn Prince as its designated representatives, as Safety Director for the Professional Municipal Management Joint Insurance Fund for calendar year 2018 with a basic fee in the amount of \$22,705.00 as Safety Director and reimbursement of expenses for postage not to exceed \$500.00 as set forth specifically in the Agreement. The estimated dollar amount that will be expended in connection with this three year term is \$69,486.00.
6. Bowman & Company with James Miles as its designated representative, as Auditor for the Professional Municipal Management Joint Insurance Fund for calendar year 2018 on the basis of an hourly fee schedule attached to the Agreement, but not to exceed \$22,672.00 without the specific approval of the Commissioners, as set forth specifically in the Agreement. The estimated dollar amount that will be expended in connection with this three year term is \$69,419.00.
7. Wilmington Trust as Asset Manager for the Professional Municipal Management Joint Insurance Fund for calendar year 2018 at a rate of .05% of the market value of the FUND's invested assets. The estimated dollar amount that will be expended in connection with this three year term is \$5,250.00.
8. Investors Bank as Banking Manager for the Professional Municipal Management Joint Insurance Fund for calendar year 2018 at an earning rate based on a combined average balance of \$20,000,000 of participating joint insurance funds.
9. Qual Lynx as Claims Service Company for the Professional Municipal Management Joint Insurance Fund for calendar year 2018 in accordance with the fee schedule set forth in the Agreement in the amount of \$133,128.00 plus the actual cost of a performance bond as set forth specifically in the Agreement. The estimated dollar amount that will be expended in connection with this three year term is \$407,426.00.
10. Conner Strong & Buckelew as Underwriting Manager for the Professional Municipal Management Joint Insurance Fund for calendar year 2018 in the amount of \$5,858.00 as set forth specifically in the Agreement. The estimated dollar amount that will be expended in connection with this three year term is \$17,928.00.
11. Qual Care as Workers' Compensation Managed Care Organization for calendar year 2018 in the amount of \$83,152.00 as set forth specifically in the Agreement. The estimated dollar amount that will be expended in connection with this three year term is \$254,478.00
12. Russo & Associates as Internal Auditor for calendar year 2018 in the amount of \$4,211.00 as set forth specifically in the Agreement. The estimated dollar amount that will be expended in connection with this three year term is \$12,887.00.

Be It Further Resolved, that all of the Agreements set forth above are subject to specific approval by the Commissioners of the Professional Municipal Management Joint Insurance Fund, and

Be It Further Resolved, that notice of the appointments and the Agreements for professional shall be published as required by law, and

This resolution was duly adopted by the Professional Municipal Management Joint Insurance Fund at a public meeting held on January 22, 2018.

CHAIRMAN

SECRETARY

RESOLUTION NO. 18-2

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
ADOPTING PROCEDURES IN COMPLIANCE WITH THE
OPEN PUBLIC MEETINGS ACT**

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 Open Public Meetings Act, N.J.S.A. 10:4-6, et seq., and

Whereas, the participating Municipalities have made their respective designations of Commissioners who will collectively serve as the Board of Fund Commissioners of the Professional Municipal Management Joint Insurance Fund, and

Whereas, the Open Public Meetings Act provides that upon the adoption by a public body of a schedule of meetings to be held during the calendar year that no further notice of those meetings will be necessary, and

Whereas, it is necessary for the Commissioners of the Professional Municipal Management Joint Insurance Fund to make certain administrative and organizational determinations for the proper operation of the Professional Municipal Management Joint Insurance Fund,

Now, THEREFORE, BE IT RESOLVED by the Commissioners of the Professional Municipal Management Joint Insurance Fund, assembled in public session on this 23rd day of January 2018, that:

1. The Professional Municipal Management Joint Insurance Fund hereby designates the Fourth Monday (unless otherwise noted) of each Month, in the Municipal Buildings of the member municipalities set forth for each date, specifically:

February 26, 2018	Moorestown Town Hall	1:00 PM
April	To be decided	
*May 21, 2018	Moorestown Town Hall	1:00 PM
June 25, 2018	“ “	1:00 PM
July 23, 2018	“ “	1:00 PM
September 24, 2018	“ “	1:00 PM
October 22, 2018	“ “	1:00 PM
November 26, 2018	“ “	1:00 PM
January 28, 2019	“ “	1:00 PM
*Third Monday		

as the dates and places of its regular meetings and the meeting of January 22, 2018, shall serve as the 2018 Reorganization Meeting; unless otherwise modified by Resolution; all meetings shall begin at 1:00 PM unless otherwise noted.

2. A copy of all advance notices of special meetings of the Professional Municipal Management Joint Insurance Fund shall, at least forty-eight (48) hours in advance of the special meeting be mailed to the newspaper designated in this Resolution; be filed

with the Clerk of each of the municipalities which are members of the Professional Municipal Management Joint Insurance Fund and be posted in the Municipal Buildings of each of the member municipalities in the same manner as notices of other public meetings are posted.

3. Any person may request, in writing, that the Professional Municipal Management Joint Insurance Fund mail to him or her a copy of the schedule of meetings and/or advance written notice of regular, special or re-scheduled meetings of the Professional Municipal Management Joint Insurance Fund. Upon prepayment by such person of the applicable fee set forth in this Resolution, the schedule and/or advance notice shall be mailed to that person. All requests made pursuant to this paragraph shall terminate at midnight, December 31st of the current year, subject to renewal thereafter upon filing of a new written request to the Board together with the prepayment of the applicable fee. Notices requested by news media shall be mailed to one representative of such media free of charge.
4. The following newspapers are hereby designated as the official newspapers for transmittal of all notices of the Professional Municipal Management Joint Insurance Fund required pursuant to the Open Public Meetings Act:

Burlington County Times

In addition, the Fund's webpage is designated for official notices www.pmmjif.org

5. Upon the affirmative vote of three-fourths of the Commissioners present, the Professional Municipal Management Joint Insurance Fund may hold a meeting without compliance with the notice requirements of this Resolution if such a meeting is required to deal with matters of such urgency and importance that delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest, and

Be It Further Resolved, that copies of this Resolution shall be provided to the newspapers designated above to receive notice of meetings and to the Clerks of the municipalities participating in the Professional Municipal Management Joint Insurance Fund for posting as required by law and to the Administrator and Treasurer of the Professional Municipal Management Joint Insurance Fund for their information and attention.

This resolution was duly adopted by the Professional Municipal Management Joint Insurance Fund at a public meeting held on January 22, 2018.

CHAIRMAN

SECRETARY

RESOLUTION NO. 18-3

PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

ADOPTING FISCAL POLICIES AND PROCEDURES

Whereas, the Professional Municipal Management Joint Insurance Fund has been organized in accordance with the provisions of *N.J.S.A. 40A:10-36 et seq.*, and

Whereas, the participating Municipalities have made their respective designations of Commissioners who will collectively serve as the Governing Body of the Professional Municipal Management Joint Insurance Fund, and

Whereas, the Commissioners of the Professional Municipal Management Joint Insurance Fund find that it is necessary and appropriate to make decisions regarding the operations of the Professional Municipal Management Joint Insurance Fund,

Now, Therefore, Be It Resolved by the Commissioners of the Professional Municipal Management Joint Insurance Fund, meeting in public session on January 22, 2018, that:

1. There is hereby established an interest rate to be charged on all delinquent assessments for the year 2018 of ten (10%) per cent per annum from the due date for any such assessments, except that no interest shall be charged prior to January 15, 2018.
2. Bradford C. Stokes, Executive Director and/or the Account Manager so designated by the Executive Director is designated as the person authorized to accept service of process on behalf of the Professional Municipal Management Joint Insurance Fund at 9 Campus Drive Parsippany NJ 07054 and at 401 Route 73 N, Marlton NJ 08053.
3. The Executive Director of the Professional Municipal Management Joint Insurance Fund is hereby designated as the custodian of the records which shall be maintained at the office of the Administrator located at 401 Route 73 N, Marlton NJ 08053
4. Investors Bank, having principal offices within the State of New Jersey, and organized under the laws of the United States or of the State of New Jersey is hereby designated as the primary depository of the Professional Municipal Management Joint Insurance Fund and any Bank, Trust Company, Savings Bank or Savings and Loan Association, having its principal place of business in the State of New Jersey and organized under the laws of the United States of the State of New Jersey is hereby designated as an investment depository of the Professional Municipal Management Joint Insurance Fund for the term ending December 31, 2018 with a "30 – day cancellation clause", provided that prior to the deposit of any funds in any depository authorized herein, the designated institution shall file with the Treasurer of the Professional Municipal Management Joint Insurance Fund a statement certifying that the institution is covered under the provisions of the Government Units Deposit Protection Act, N.J.S.A. 18:9-41, et seq.

5. The State of New Jersey Cash Management Fund is hereby designated as a legal depository for the Professional Municipal Management Joint Insurance Fund for the term ending December 31, 2018.
6. The following officials of the Professional Municipal Management Joint Insurance Fund are hereby authorized to sign checks or withdrawal slips where any two (2) of the following signatures are required:

<u>Thomas Czerniecki</u>	CHAIR
<u>Richard Brevogel</u>	SECRETARY
<u>Thomas Merchel</u>	COMMISSIONER
<u>Thomas Tontarski</u>	TREASURER

7. The Professional Municipal Management Joint Insurance Fund has determined that idle funds of the Professional Municipal Management Joint Insurance Fund should be invested in legal investment vehicles at all times and that it is occasionally necessary to transfer funds for the purpose of meeting claims, expenses of the Professional Municipal Management Joint Insurance Fund or to effect investments. The Professional Municipal Management Joint Insurance Fund hereby authorizes the Treasurer to request bids and to place orders for the investment of idle funds solely in legally authorized investment vehicles and the Treasurer is hereby authorized to transfer funds by wire solely for the following purposes and subject to pertinent laws and regulations:

- A. To and from checking or savings accounts of the Professional Municipal Management Joint Insurance Fund to other accounts of the Professional Municipal Management Joint Insurance Fund.
- B. To or from checking or savings accounts of the Professional Municipal Management Joint Insurance Fund to or from accounts specified as authorized depositories of the Professional Municipal Management Joint Insurance Fund or the State of New Jersey Cash Management Funds solely for the purpose of investing for the account of the Professional Municipal Management Joint Insurance Fund.

8. All funds of the Professional Municipal Management Joint Insurance Fund for claims payments shall be withdrawn from the official named depositories by check which shall bear the signatures of at least two (2) of the following persons who are duly authorized pursuant to this Resolution to sign claim payment checks on behalf of the Professional Municipal Management Joint Insurance Fund:

Alice Lihou	Qual-Lynx
David S. Ruber	Qual-Lynx
Janet Buggle	Qual-Lynx

9. FOR WIRE TRANSFERS – that the FUND does hereby require that Investors Bank obtain voice confirmation prior to executing wire transfers to external accounts from the Fund Treasurer

This resolution was duly adopted by the Professional Municipal Management Joint Insurance Fund at a public meeting held on January 22, 2018.

CHAIR

SECRETARY

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
2018 CASH MANAGEMENT AND INVESTMENT POLICY**

1.) **Cash Management and Investment Objectives**

The Professional Municipal Management Joint Insurance Fund (hereinafter referred to as the FUND) objectives in this area are:

- a.) Preservation of capital.
- b.) Adequate safekeeping of assets.
- c.) Maintenance of liquidity to meet operating needs, claims settlements and dividends.
- d.) Diversification of the FUND's portfolio to minimize risks associated with individual investments.
- e.) Maximization of total return, consistent with risk levels specified herein.
- f.) Investment of assets in accordance with State and Federal Laws and Regulations.
- g.) Accurate and timely reporting of interest earnings, gains and losses by line of coverage in each Fund year.
- h.) Where legally permissible, cooperation with other local municipal joint insurance funds, and the New Jersey Division of Investment in the planning and execution of investments in order to achieve economies of scale.
- i.) Stability in the value of the FUND's economic surplus.

2.) **Permissible Investments**

Investments shall be limited to the following:

- a.) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America.
- b.) Government money market mutual funds
- c.) Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors.
- d.) Bonds or other obligations of the local unit or bonds or other obligations of school districts of which the local unit is a part or within which the school district is located;
- e.) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Local Government Services of the Department of Community Affairs for investment by local units.
- f.) Debt obligations of federal agencies or government corporations with maturities not greater than ten (10) years from the date of purchase, excluding mortgage backed obligations, providing that such investments are purchased through the New Jersey Division of Investment and are consistent the Division's own investment guidelines, and providing that the investment a fixed rate of interest not dependent on any index or external factors.
- g.) Repurchase agreements of fully collateralized securities, subject to rules and conditions establish by the N.J. Department of Community Affairs.
- h.) Local Government Investment Pools

No investment or deposit shall have a maturity longer than ten (10) years from date of purchase.

At any given time, the Fund's investment portfolio shall conform to the following criteria:

- a) Any bonds or other obligations held by the FUND shall have a minimum long-term investment grade underlying credit rating, or equivalent rating provided by a Nationally Recognized Statistical Rating Organization as outlined by the U.S. Securities and Exchange Commission, with the exception of bonds issued pursuant to the Municipal Qualified Bond Act, which may have an underlying credit rating below investment grade so long as the Municipal Qualified Enhanced Rating is investment grade, or equivalent rating provided by NRSO.
- b) A minimum of thirty-five (35) percent of aggregate total par amount of bonds and other obligations shall have a minimum long-term, underlying credit rating of AA-, or equivalent rating by an NRSRO.
- c) The aggregate par amount of bonds or other obligations with a long-term underlying credit rating below A-, or equivalent rating by an NRSRO, shall not exceed thirty (30) percent of the aggregate total par amount of bonds, investments and other obligations held by the Fund.
- d) The aggregate par amount of bonds or other obligations with maturities longer than five (5) years shall not exceed sixty (60) percent of the aggregate total par amount of bonds, investments and other obligations held by the FUND.

Any exception to or deviations from the above criteria must be approved by the New Jersey Division of Local Governmental Services and the New Jersey Division of Investment.

3.) **Authorized Depositories**

In addition to the above, the FUND is authorized to deposit funds in certificates of deposit and other time deposits in banks covered by the Governmental Unit Depository Protection Act, NJSA 18:9-14 et seq. (GUDPA). Specifically authorized depositories are as follows:

Investors Bank
Wilmington Trust

The FUND is also authorized to invest its assets in the New Jersey Cash Management Fund.

4.) **Authority for Investment Management**

The Treasurer is authorized and directed to make investments, with a maturity of three months or longer, through asset managers that may be selected by the Executive Board. Such asset managers shall be discretionary trustees of the FUND.

Their actions and decisions shall be consistent with this plan and all appropriate regulatory constraints.

In executing investments, asset managers shall minimize transaction costs by querying prices from at least three (3) dealers and purchasing securities on a competitive basis. When possible, federal securities shall be purchased directly from the US Treasury.

Transactions shall not be processed through brokerages which are organizationally affiliated with the asset manager. Transactions may also be processed through the New Jersey Division of Investment by the Fund's asset managers.

5.) **Preservation of Capital**

Securities shall be purchased with the ability to hold until maturity.

6.) **Safekeeping**

Securities purchased on behalf of the FUND shall be delivered electronically or physically to the FUND's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the FUND.

7.) **Selection of Asset Managers, Custodial Banks and Operating Banks**

Asset managers, custodial banks and operating banks shall be retained for contract periods of one (1) year. Additionally, the FUND shall maintain the ability to change asset managers and/or custodial banks more frequently based upon performance appraisals and upon reasonable notice, and based upon changes in policy or procedures.

8.) **Reporting**

Asset managers will submit written statements to the treasurer and executive director describing the proposed investment strategy for achieving the objectives identified herein. Asset managers shall also submit revisions to strategy when justified as a result of changing market conditions or other factors. Such statements shall be provided to the Treasurer and Executive Director. The statements shall also include confirmation that all investments are made in accordance with this plan.

Additionally, the Investment Manager shall include a statement that verifies the Investment Manager has reconciled and determined the appropriate fair value of the Funds portfolio based on valuation guidelines that shall be kept on file in the Executive Director's office.

The Treasurer shall report to the Executive Committee at all regular meetings on all investments. This report shall include information on the balances in all bank and investment accounts, and purchases, sales, and redemptions occurring in the prior month.

9.) **Audit**

This plan, and all matters pertaining to the implementation of it, shall be subject to the FUND's annual audit.

10.) **Cash Flow Projections**

Asset maturity decisions shall be guided by cash flow factors payout factors supplied by the Fund Actuary and reviewed by the Executive Director and the Treasurer.

11.) **Cash Management**

All moneys turned over to the Treasurer shall be deposited within forty-eight (48) hours in accordance with NJSA 40A:5-15.

In the event a check is made payable to the Treasurer rather than the Fund, the following procedure is to be followed:

- a.)* The Treasurer endorses the check to the Fund and deposits it into the Fund account.
- b.)* The Treasurer notifies the payer and requests that in the future any check be made payable to the Fund.

Cash may be withdrawn from investment pools under the discretion of asset managers only to fund operations, claims imprest accounts, or approved dividend payments.

The Treasurer shall escheat to the State of New Jersey checks which remain outstanding for twelve or more months after the date of issuance. However, prior to implementing such procedures, the Treasurer, with the assistance of the claims agent, as needed, shall confirm that the outstanding check continues to represent a valid claim against the FUND.

TD Bank shall retain compensating balances for the purpose of offsetting account expenses.

Professional Municipal Management Joint Insurance Fund

(hereinafter the "Fund")

ESTABLISHING THE 2018 PLAN OF RISK MANAGEMENT

BE IT RESOLVED by the Fund's governing body that the 2018 Plan of Risk Management shall be:

1.) **The perils or liability to be insured against.**

a.) The Fund insures the following perils or liability:

- **Workers' Compensation** including Employer's Liability, USL&H and Harbor Marine/Jones Act.
- **General Liability** including Police Professional Liability, Employee Benefits Liability, Quasi Municipal Organization Liability, Garage Keeper's Liability, Failure to Supply (water and electricity), Riot, Civil Commotion or Mob Action, Good Samaritan, Disinfecting Agents Release Hazard, and Skateboard Facility.
- **Automobile Liability** including PIP and uninsured/Underinsured Motorists Coverage.
- **Blanket Crime** including public employee dishonesty; forgery or alteration; theft, disappearance and destruction; robbery and safe burglary; and computer fraud with funds transfer. Excludes Statutory Positions.
- **Property** including Boiler and Machinery
- **Public Officials and Employment Practices Liability**
- **Volunteer Directors & Officers Liability**
- **Cyber Liability**
- **Optional Tenant Users Liability Insurance (TULIP) – Coverage includes general liability and liquor liability at the limit of liability as established by the TULIP program. The policy is written in the tenant/users name with the member entity as an additional insured. Coverage goes into effect upon the member entity subscription to the program and program setup for the member entity by the TULIP program administrator.**

b.) The following coverages are provided to the Fund's member local units by their membership in the Municipal Excess Liability Joint Insurance Fund (MEL).

- **Excess Workers' Compensation**
 - **Excess General Liability**
 - **Non-Owned Aircraft Liability**
 - **Excess Auto Liability**
 - **Optional Excess Public Officials & Employments Practices Liability**
 - **Optional Excess Liability**
 - **Excess Property including Boiler and Machinery**
 - **Crime** including (1) **excess public employee coverage**, (2) **excess public officials coverage** where the Statutory Positions coverage is insured commercially for primary coverage and (3) coverage for **Statutory Positions** insured on a primary basis with MEL (where approved).
 - **Excess Cyber Liability**
- c.) **Environmental Impairment Liability** Coverage is provided to the Fund's member local units by the Fund's membership in the New Jersey Municipal Environmental Risk Management Fund (i.e. E-JIF.)

2.) **The limits of coverage.**

- a.) **Workers' Compensation** limits.
- The Fund covers \$250,000 CSL.
 - The MEL covers excess claims to the following limits.
 - Workers' Compensation - statutory
 - Employer's Liability - \$6,750,000 in excess of the Fund's \$250,000
 - USL&H – Included in workers Compensation
 - Harbor Marine/Jones Act - Included in employers liability
 - Incidental Foreign Workers Compensation - included
 - Communicable Disease Coverage - included

b.) **General Liability** limits.

- The Fund covers \$250,000 CSL.
- The MEL covers excess liability claims as follows:
 - General Liability - \$4,750,000 CSL excess the Fund's \$250,000 the \$3,250,000 excess \$1,750,000 layer is subject to a \$3,250,000 per member local unit annual aggregate limit.
 - Police Professional - included in the MEL's excess General Liability limits.
 - Employee Benefits Liability - included in the MEL's excess General Liability limits.
 - Good Samaritan Liability - included in the MEL's excess General Liability limits.
 - Quasi Municipal Organization Liability. (Non-profit organizations included by a member local unit in the town's insurance program.)
 - Emergency Service Units and Auxiliaries - included in the MEL's excess General Liability limits.
 - Other - \$4,750,000 CSL excess of the Fund's \$250,000. The \$3,250,000 excess \$1,750,000 layer is included in the MEL's excess General Liability \$3,250,000 excess \$1,750,000 per member local unit annual aggregate limit.
 - Garage Keeper's Liability - \$1,750,000 CSL excess of the Fund's \$250,000. The \$250,000 layer excess of \$1,750,000 is included in the MEL's excess General Liability \$3,250,000 excess \$1,750,000 per member local unit annual aggregate limit.
 - Failure to Supply Liability - \$4,750,000 CSL excess of the Fund's \$250,000. The \$3,250,000 excess of the \$1,750,000 layer is included in the MEL's General Liability \$3,250,000 excess of \$1,750,000 per member local unit annual aggregate limit.
 - Riot, Civil Commotion or Mob Action - \$4,750,000 CSL excess of the Fund's \$250,000. The \$3,250,000 excess of the \$1,750,000 layer is included in the MEL's General Liability \$3,250,000 excess of \$1,750,000 per member local unit annual aggregate limit.
 - Dams (Class III and IV – Low Hazard) - \$4,750,000 CSL excess of the Fund's \$250,000. The \$3,250,000 excess of the \$1,750,000 layer is included in the MEL's General Liability \$3,250,000 excess of \$1,750,000 per member local unit annual aggregate limit.

- Dams (Class I and II – High Hazard) - \$750,000 CSL excess of the Fund's \$250,000.
- Subsidence Property Damage Liability- \$3,500,000 CSL excess of the Fund's \$250,000. The \$2,000,000 layer excess of \$1,750,000 layer is included in the MEL's General Liability and is subject to a \$2,000,000 “all members” annual aggregate limit excess of the \$1,750,000 each occurrence. There is no bodily injury liability sub-limit for subsidence.
- Sewer Back Up - \$3,500,000 CSL excess of the Fund's \$250,000. The \$2,000,000 layer excess of \$1,750,000 layer is included in the MEL's General Liability and is subject to a \$2,000,000 “all members” annual aggregate limit excess of the \$1,750,000 each occurrence. There is no bodily injury liability sub-limit for sewer back-up.
- Disinfecting Agents Release Hazard - \$750,000 CSL excess of the Fund's \$250,000.
- Skateboard Facilities - \$4,750,000 CSL excess of the Fund's \$250,000. The \$3,250,000 excess of the \$1,750,000 layer is included in the MEL's General Liability \$3,250,000 excess of the \$1,750,000 each occurrence. (Note: requires Fund approval). Skateboard liability coverage is subject to 20% member coinsurance of the first \$100,000.

c.) **Automobile Liability** limits.

- The Fund covers \$250,000 CSL for Bodily Injury Liability, Property Damage Liability and PIP.
- The Fund covers \$15,000/\$30,000/\$5,000 for Underinsured/Uninsured Motorists Liability.
- The MEL covers Automobile Bodily Injury and Property Damage Liability claims excess of the Fund's \$250,000 CSL limit in the MEL's excess General Liability limit except that Automobile Liability claims which penetrate the excess of \$1,750,000 layer are not subject to the aggregate limitation.
- The JIF provides PIP limits of \$250,000.
- The MEL does not provide excess PIP or Uninsured/Underinsured Motorist Coverage.

d.) **Non-Owned Aircraft.** The MEL covers \$5,000,000 CSL for Bodily Injury and Property Damage Liability, and \$5,000 medical expense for each passenger.

e.) Public Officials Liability. (POL)

- The JIF, 100% commercially insured with QBE Specialty Insurance Company, covers \$2,000,000 in the aggregate on a claims made basis per member municipality for each Fund year subject to a deductible and coinsurance as outlined below. There is a combined POL/EPL \$2,000,000 per member local unit annual aggregate.
- \$20,000 deductible per occurrence, except that a \$75,000 deductible per occurrence applies for member local units with unfavorable loss experience.
- 20% coinsurance of the first \$250,000 of the loss

NOTE: Member local units that qualify based on certain criteria have options to purchase a lower deductible and coinsurance contribution. New members with adverse loss experience may be subject to higher deductibles and coinsurance as proved by QBE Specialty Insurance Company.

f.) Employment Practices Liability (EPL)

- The JIF, 100% commercially insured with QBE Specialty Insurance Company, covers \$2,000,000 in the aggregate on a claims made basis per member municipality for each Fund year subject to a deductible and coinsurance as outlined below. There is a combined POL/EPL \$2,000,000 per member local unit annual aggregate.
- For member local units with approved EPL Loss Control/Risk Management Programs:
 - \$20,000 deductible per occurrence, except that a \$75,000 deductible per occurrence applies for member local units with unfavorable loss experience.
 - 20% coinsurance of the first \$250,000 of the loss
- For member local units without approved EPL Loss Control/Risk Management Programs:
 - \$100,000 deductible per occurrence, except that a \$150,000 deductible per occurrence applies for member local units with unfavorable loss experience.
 - 20% coinsurance (no cap) 1st \$2 million (not imposed against optional limits).

NOTE: Member local units that qualify based on certain criteria have options to purchase a lower deductible and coinsurance contribution. New members with adverse loss experience may be subject to higher deductibles and coinsurance as proved by QBE Specialty Insurance Company.

g.) **Optional Directors and Officers Liability (D & O)** - Fire Companies and Emergency Service Units.

- o The JIF, 100% commercially insured with QBE Specialty Insurance Company, provides optional \$1 million or \$2 million annual aggregate limits for Fire Companies or Emergency Service Units subject to optional deductibles of \$1,000, \$2,000 or a \$5,000 deductible.

h.) **Property** (effective 12:01 A.M. December 31, 2017) –

The Fund covers \$100,000 per occurrence (Property & Time Element combined) less applicable member deductibles:

- o Flood for locations wholly or partially within 100-year flood zone
- o Boiler and Machinery
- o Named Storm (Flood & Wind)

The MEL retains and provides excess property coverage at limits of \$400,000 excess \$100,000 per occurrence (Property (& Time Element combined) except for the following:

- o Flood for locations wholly or partially within 100-year flood zone
- o Boiler and Machinery
- o Named Storm(Flood & Wind)

The MEL serves as the lead agency for the purchase of additional excess property at the following MEL statewide limits and sub-limits:

\$125,000,000	Per Occurrence – Property Damage and Time Element Combined
\$100,000,000	Aggregate – Earth Movement
\$100,000,000	Aggregate – Flood (includes Storm Surge)
Included	Named Storm

\$10,000,000	Extra Expense
\$750,000	Tenant Relocation Expenses
\$15,000,000	Leasehold Interest
\$15,000,000	Loss of Rents
\$1,000,000	Wind Turbine
Excluded	Power Generating Utilities
\$2,500,000	Computer Systems Damage
Excluded	Contingent Time Element
\$25,000,000	Debris Removal
\$2,500,000	Fine Arts
\$250,000	Fire Department Service Charge
\$250,000	Aggregate – Land and Water Contaminant Cleanup, Removal and Disposal
Excluded	Land Improvements
\$10,000,000	Miscellaneous Personal Property, Outdoor Property
\$10,000,000	Miscellaneous Unnamed Location
\$10,000,000	Off Premises Service Interruption (excludes Utilities)
\$50,000	Asbestos Removal
\$1,000,000	Transit
\$10,000,000	Valuable Papers and Records
\$25,000,000	New Construction and Additions
\$5,000,000	Soft Costs
\$1,000,000	Watercraft (Property Damage Only)
\$15,000,000	Vehicles

\$10,000,000	Bridges and Dams
\$10,000,000	Piers, Wharfs, Docks, Boardwalks and Bulkheads
\$10,000,000	Transmission and Distribution Lines <i>1 mile radius for overhead transmission</i> <i>5 mile radius for underground transmission</i>
\$1,000,000 Included	Clogging/Blocking of Pipes Equipment Breakdown
\$5,000,000	Equipment Breakdown – Ammonia Contamination
\$5,000,000	Equipment Breakdown – Spoilage
Excluded	Earth Movement – Zones 1 and 2
\$2,500,000	Per Location – Flood, Special Flood Hazard Area (SFHA) and Pumping Stations
\$1,000,000	Per Occurrence – Flood, Outside Building or Structure
Excluded	Flood – Buildings on Pilings, Special Flood Hazard Area (SFHA) Zones V, VE and V1- 30
Excluded	Named Storm – Zones 1 and 2
365 Days	Extended Period of Liability
90 Days	Newly Acquired Property
168 Hours	Earth Movement
120 Hours	Named Storm
Included	Terrorism/TRIA

- **Deductibles**

\$500,000	Per Occurrence (Property Damage & Time Element)
\$50,000	Equipment Breakdown (Property Damage)
\$50,000	Equipment Breakdown (Time Element)
\$500,000	Flood, SFHA – Buildings
\$500,000	Flood, SFHA – Time Element
\$500,000	Flood, SFHA – Contents
\$250,000	Flood, SFHA – Housing Authority/Non-Profit Buildings
\$100,000	Flood, SFHA – Housing Authority/Non-Profit Contents
\$100,000	Flood, SFHA – Housing Authority/Non-Profit Time Element
\$500,000	Pumping Stations, Lift Stations, Wet Wells, Pistol Ranges, Vehicles and Mobile Equipment, and all property located outside building or structure, but not defined as Outdoor Property (Property Damage)
\$500,000	Pumping Stations, Lift Stations, Wet Wells, Pistol Ranges, Vehicles and Mobile Equipment, and all property located outside building or structure, but not defined as Outdoor Property (Time Element)
1%	Named Storm: Covered Property in Atlantic, Ocean, Monmouth and Burlington Counties East of the Garden State Parkway and all Covered Property in Cape May (Property Damage)
1%	Named Storm: Covered Property in Atlantic, Ocean, Monmouth and Burlington Counties East of the Garden State Parkway and all Covered Property in Cape May (Time Element)
\$500,000	Named Storm – Minimum, Per Location (Property Damage & Time Element) Covered Property in Atlantic, Ocean, Monmouth and Burlington Counties East of the Garden State Parkway and all Covered Property in Cape May
\$1,000,000	Named Storm – Maximum, Per Occurrence (Property Damage & Time Element) Covered Property in Atlantic, Ocean, Monmouth and Burlington Counties East of the Garden State Parkway and all Covered Property in Cape May

- **Other Special Provisions**

- **Cape May Convention Center**

- The policy insures direct physical loss or damage caused by a Covered Cause of Loss at the Cape May Convention Center.

Ocean City Music Pier

- The policy insures direct physical loss or damage caused by a Covered Cause of Loss at the Ocean City Music Pier.

Bridges & Dams

- Bridges and dams attached to an insured location, and the relating equipment, are covered, except for Flood, Earthquake and Named Storm.

Piers, Wharfs, Docks, Bulkheads and Boardwalks

- All are covered, including any crossovers, floating docks and the buildings/structures thereon against the perils of fire, lightning, explosion, smoke, windstorm, hail, riot, civil commotion, aircraft, vehicles, vandalism, sprinkler leakage, sinkhole collapse, volcanic action, watercraft and malicious intent.

Utilities

- The following are covered:
 - Transmission and distribution lines situated beyond 1 mile radius of insured location for above ground transmission.
 - Transmission and distribution lines situated beyond 5 mile radius of insured location for below ground transmission.

Outdoor Property

- Outdoor Property means Covered Property not at an Insured Location and:
 - Outside a permanent building, or not wholly enclosed by walls and a roof; or
 - Inside a moveable container located outside a permanent building.
- Covered for the perils of fire, lightning, explosion, smoke, windstorm, hail, riot, civil commotion, aircraft, vehicles, vandalism, sprinkler leakage, sinkhole collapse, volcanic action, watercraft and malicious intent.

Retaining Structures

- Retaining structures are only covered if attached to a scheduled location.
- Covered for all perils covered by the policy.

Underground Piping

- Excludes:
 - Underground piping beyond a 1,000 foot radius of a pump station, process plant, metering pit, well or similar operational location, which is owned, leased, used, occupied or intended for use by the member entity;
 - Underground Storage Tanks and associated systems including piping;
 - Underground electric, data voice, digital, fiber optic or similar cable beyond a 1,000 foot radius of an insured location owned by the member entity; and
 - Underground gas pipelines.

Vacant and Historic Property

- Vacant Buildings:
 - Vacant Building: A building containing nothing; being without contents or occupants.
 - Except as noted below, the JIF will only provide “Named Perils” coverage on an “Actual Cash Value” basis for any vacant building.
 - The Underwriting Manager may provide “Replacement Cost” valuation with “All-Risk” coverage for any vacant building after the completion of a satisfactory inspection by the Underwriting Manager’s office and/or the insurers to verify building condition, security of the building, and status of utilities.

- Historic Property:
 - Historic Property: Any property appearing in the local register of Historic Places, National Historic Landmarks Program, or National Register of Historic Places.
 - Cost to replace, repair or restore using the same materials, workmanship and architectural features and details that existed before such loss provided they are available. If any materials or workmanship needed to replace, repair or restore a building or structure are not available, the cost to use materials and/or workmanship that will permit the replacement, repair or restoration of the building to a condition that most closely resembles the condition which existed immediately before the loss occurred will be utilized.
 - If there is an ordinance or law in effect at the time of loss that regulates zoning, land use or construction of a historic building (such as a Historic Preservation Act or other similar regulation), if that ordinance or law affects the repair or rebuilding of the historic building, and if you:
 - ✓ Repair or rebuild the building or structure as soon as reasonably possible, then you will receive Replacement Cost valuation on the damaged and undamaged portions of the building, the cost to demolish and clear the site of the undamaged portion of the building, and the increased cost to repair or rebuild the building to the same general size in accordance with the minimum standards of such ordinance or law;
 - ✓ Do not repair, rebuild or replace the building or structure, then you will receive Actual Cash Value valuation on the damaged and undamaged portions of the building, plus the cost to demolish and clear the site of the undamaged portion of the building.

- With respect to properties that qualify for "National Historic Landmark" status, the Insured shall have the sole discretion as to the means by which said property shall be repaired, rebuilt or replaced, but not to exceed the actual costs which would have been incurred in order to comply with "National Historic Landmark" status requirements.

- i.) **Blanket Crime** - The JIF provides a limit of \$50,000 less the member entity deductible of \$2,500. Coverage includes Public Employee Dishonesty, Forgery and Alteration, Theft, Disappearance and Destruction, Robbery and Safe Burglary, Computer Fraud with Funds Transfer. The MEL provides it's member JIF's **excess public employees coverage** at limits of \$1,000,000 less the member JIF's retention of \$50,000 for Public Employee Dishonesty.
- j.) **Excess Public Officials Crime Coverage** - The MEL provides excess employee dishonesty for those employed positions which are required by law to be individually bonded and where they have not applied and have not been approved for coverage under the MELJIF Statutory Position Program at a limit of \$1,000,000 less a member local units' deductible which is the higher of the following:
 - 1) The amount said persons are required by Law to be individually bonded whether or not such individual Bond is in place, or
 - 2) The amount of the individual Bond in place.

Each member local unit that has not applied for coverage under the MELJIF Statutory Position Bond is required to continue to purchase via the commercial market individual bonds providing primary coverage up to "at least the minimum limit required by law" for those employed positions required by law to be individually bonded.

- k.) **Crime Statutory Position Coverage** - The MEL provides employee dishonesty and faithful performance coverage for those employed positions which are required by law to be individually bonded and where they have applied and have been approved for coverage at a limit of \$1,000,000 per occurrence per position less a member local units' deductible of \$1,000.
- l.) **Optional Excess Liability** - The MEL offers Optional Excess General Liability, including Police Professional Liability, Employee Benefits Liability, Quasi Municipal Organization Liability (Emergency Service Units and Auxiliaries only), and Automobile Liability (not including PIP or Underinsured/Uninsured Motorist Coverage) as follows:
 - o \$2 million CSL and per member local unit annual aggregate excess of \$5 million (auto liability not aggregated).

- \$5 million CSL and per member local unit annual aggregate excess of \$5 million (auto liability not aggregated).
 - \$5 million CSL and per member local unit annual aggregate excess of \$10 million (auto liability not aggregated).
 - \$10 million CSL and per member local unit annual aggregate excess of \$10 million (auto liability not aggregated).
- m.) **Optional Excess POL/EPL** – The MEL offers optional excess POL/EPL as follows:
- \$1 million CSL and per member local unit annual aggregate excess of \$2 million
 - \$2 million CSL and per member local unit annual aggregate excess of \$2 million
 - \$3 million CSL and per member local unit annual aggregate excess of \$2 million
 - \$4 million CSL and per member local unit annual aggregate excess of \$2 million
 - \$4 million CSL and per member local unit annual aggregate excess of \$6 million
- n.) **Environmental Impairment Liability** - The limits of liability as established in the E-JIF's Plan of Risk Management and coverage documents.
- o.) **Cyber Liability** – The JIF, 100% commercially insured with XL Insurance, provides Third Party coverage including Media Communication, Network Security Liability and Privacy Liability and First Party coverage including Extortion Threat, Crisis Management Expenses and Privacy Notification Costs. The JIF limits of liability **purchased with XL** are \$3,000,000 each **event**/\$6,000,000 policy aggregate. The limits are JIF wide and shared amongst member local units of the JIF. There is a \$3,000,000 sub-limit each for (1) Privacy Notification Costs, (2) Regulatory Fines/Claims Expenses for Privacy Liability, (3) Extortion Damages for Extortion Threat and (4) Crisis Management Expenses. **There is a \$10,000 policy deductible that corresponds with each insuring agreement. The JIF also purchases excess cyber liability coverage at a \$6,000,000 policy aggregate level with Beazley.**
- n.) **Optional Tenant Users Liability Insurance (TULIP)** – Optional coverage includes general liability and liquor liability at the limit of liability as established by the TULIP program. The policy is written in the tenant/users name with the member entity as an additional insured. Coverage goes into effect upon the member entity subscription to the program and program setup for the member entity by the TULIP program administrator.

NOTICE: The above description is a general discussion of the coverage and limits provided by the FUND. However, the actual terms and conditions are defined in the policy documents and all issues shall be decided on the policy documents.

3.) **The amount of risk to be retained by the Fund.**

- a.) Workers' Compensation (all coverages) - \$250,000 CSL
- b.) General Liability (all coverages) - \$250,000 CSL
- c.) Employment Practices Liability – none 100% commercially insured with QBE Specialty Insurance Company.
- d.) Non-Owned Aircraft - none
- e.) Automobile Liability
 - o PD & BI - \$250,000 CSL
 - o Underinsured/Uninsured - \$15,000/\$30,000 CSL
 - o PIP - \$250,000 CSL
- f.) Public Officials Liability – none 100% commercially insured with QBE Specialty Insurance Company.
- g.) Optional Directors and Officials Liability – none 100% commercially insured with QBE Specialty Insurance Company.
- h.) Property - \$100,000 per occurrence less member deductibles.
- i.) JIF Blanket Crime - \$50,000 less member deductible
- j.) Optional Excess Liability – none provided by MEL
- k.) Environmental Impairment Liability - none other than the risk of a E-JIF assessment.
- l.) Residual Claims Liability - none other than the risk of a RCF assessment.
- m.) MEL Crime Policy – none provided by MEL
- n.) Optional Excess POL\EPL – none provided by MEL
- o.) Cyber Liability – none 100% commercially insured with XL Insurance and Beazley
- p.) Tenant Users Liability Insurance – none

4.) **The amount of unpaid claims to be established.**

- a.) The general reserving philosophy is to set reserves based upon the probable total cost of the claim at the time of conclusion. Historically, on claims aged eighteen (18) months, the Fund expects the claims servicing company to set reserves at 85% accuracy. The Fund also establishes reserves recommended by the Fund's actuary for claims that have been incurred but not yet reported so that the Fund has adequate reserves to pay all claims and allocated loss adjusted expense liability.
- b.) Claims reserves are subject to regular review by the Fund's Executive Director/Administrator, Attorney, Executive Committee and claims servicing company. Reserves on large or unusual claims are also subject to review by the claims departments of the commercial insurance companies or reinsurance companies providing primary or excess coverages to the Fund.

5.) **The method of assessing contributions to be paid by each member of the Fund.**

- a.) By November 15th of each year, the actuary computes the probable net cost for the upcoming Fund year by line of coverage and for each prior Fund year. The actuary includes all budget items in these computations. The annual assessment of each participating municipality is its pro rata share of the probable net cost of the upcoming Fund year for each line of coverage as computed by the actuary.
- b.) The calculation of pro rata shares is based on each municipality's experience modified manual premium for that line of coverage. The Fund's governing body also adopts a capping formula which limits the increase of any member's assessment from the preceding year to the Fund wide average increase plus a percentage selected by the governing body. The total amount of each member's annual assessment is certified by majority vote of the Fund's governing body at least one (1) month prior to the beginning of the next fiscal year.
- c.) The treasurer deposits each member's assessment into the appropriate accounts, including the administrative account, and the claim or loss retention trust fund account by Fund year for each type of coverage in which the member participates.
- d.) If a local unit becomes a member of the Fund or elects to participate in a line of coverage after the start of the Fund year, such participant's assessments and supplement assessments are reduced in proportion to that part of the year which had elapsed.
- e.) The Fund's governing body may by majority vote levy upon the participating municipalities additional assessments wherever needed or so ordered by the Commissioner of Insurance to supplement the Fund's claim, loss retention or administrative accounts to assure the payment of the Fund's obligations. All supplemental assessments are charged to the participating municipalities by applicable Fund year, and shall be apportioned by the year's assessments for that line of coverage.

- f.) Should any member fail or refuse to pay its assessments or supplemental assessments, or should the Fund fail to assess funds required to meet its obligations, the chairman or in the event by his or her failure to do so, the custodian of the Fund's assets, shall notify the Commissioner of Insurance and the Director of Community Affairs. Past due assessments shall bear interest at the rate established annually by the Fund's governing body.
- g.) Fund has also adopted a loss sensitive retrospective rating plan and has filed the endorsement with the Department of Banking and Insurance and the Department of Community Affairs.

6.) **Procedures governing loss adjustment and legal expenses.**

- a.) The Fund engages a claims service company to handle all claims, except for the JIF's POL/EPL Volunteer D&O and Cyber Liability insurance which is handled by Summit Risk Services representing XL Insurance and QBE Specialty Insurance Company.. The performance of the claims adjusters is monitored and periodically audited by the Executive Director's office, the Fund attorney, the MEL's attorney's office, as well as the claims department of the MEL's three major liability insurers/re-insurers [i.e. General Re and Munich Re for excess liability, and Safety National for workers' compensation]. Every three years, the MEL's internal auditors also conduct an audit.
- b.) Each member local unit is provided with claims reporting procedure and appropriate forms.
- c.) In order to control workers' compensation medical costs, the Fund has engaged a managed care organization (MCO) whose procedures are integrated into the Fund's claims process.
- d.) To provide for quality defense and control costs, the Fund has established an approved defense attorney panel with firms which specialize in Title 59 matters. The performance of the defense attorneys is overseen by the Fund attorney, as well as the various firms which audit the claims adjusters.

7.) **Coverage to be purchased from a commercial insurer, if any.**

The Fund purchases commercial insurance for POL/EPL and Volunteer D&O coverages from QBE Specialty Insurance Company, and Cyber Liability coverage from XL Insurance and Beazley.

8.) **Reinsurance to be purchased.**

The Fund does not purchase reinsurance.

9.) **Procedures for the closure of Fund years, including the maintenance of all relevant accounting records.**

- a.) The Fund utilizes the Municipal Excess Liability Residual Claims Fund (RCF) to facilitate the closure of Fund years.
- b.) Upon the transfer of outstanding liabilities of a Fund year to the RCF, the Fund adopts a resolution closing that year and transfers all remaining assets to the closed Fund year account. This amount is allocated by member local units using the same procedure as is used to calculate a dividend. Each month, interest is credited to the closed Fund year account by member.
- c.) Each year, the Fund's governing body will determine if a dividend is appropriate from the closed Fund year account, and will make application to the Department of Insurance as appropriate. Further, in the event an open Fund year incurs a deficit, the Fund's governing body will consider an inter-year transfer from the closed Fund year account to offset the deficit. In either case, the dividend or inter-Fund year transfer will be calculated on a member by member basis.
- d.) A member may apply to the Fund's governing body for a return of that member's remaining share of the closed Fund year account when five (5) years have passed since the last Fund year in which the member participated has been closed. The Fund's governing body will decide on the former member's request after evaluating the likelihood of any additional assessments from the RCF.
- e.) All dividends from the RCF will be deposited in the closed Fund year account on a member by member basis.
- f.) The Fund will retain all records in accordance with the Fund's record retention program.

10.) **Assumptions and Methodology used for the calculation of appropriate reserves requirements to be established and administered in accordance with sound actuarial principles.**

- a.) The general approach in estimating the loss reserves of the Fund is to project ultimate losses for each Fund year using paid and incurred loss data. Two traditional actuarial methodologies are used: the paid loss development method and the incurred loss development method. From the two different indications resulting from these methods the Fund Actuary chooses a "select" estimate of ultimate losses. Subtraction of the paid losses from the select ultimate losses yields the loss reserve liability or funding requirement.
- b.) The following is an overview of the two actuarial methods used to project the ultimate losses.
 - o Paid Loss Development Method - This method uses historical accident year paid loss patterns to project ultimate losses for each accident year.

Because this method does not use case reserve data, estimates from it are not affected by changes in case reserving practices. However, the results of this method are sensitive to changes in the rate of which claims are settled and losses are paid, and may underestimate ultimate losses if provisions are not included for very large open claims.

- Case Incurred Loss Development Method - This method is similar to the paid loss development method except it uses historical case incurred loss patterns (paid plus case outstanding reserves) to estimate ultimate losses. Because the data used includes case reserve estimates, the results from this method may be affected by changes in case reserve adequacy.

11.) **The maximum amount a certifying and approving officer may approve pursuant to N.J.A.C. 11:15-2.22.**

- \$10,000
- With the advance approval of the Fund Attorney, the certifying and approving officer may also pay provider bills if waiting until after the next regularly scheduled FUND meeting would result in the loss of a discount on such bills. When the certifying and approving officer utilizes this authority, a report shall be made to the Commissioners at their next meeting.
- \$50,000 Emergency Court House Authority upon the joint authorization of the Fund Attorney and Executive Director. Whenever this procedure is used, the claim shall be reported to the Commissioners at their next meeting.

This resolution was duly adopted by the Professional Municipal Management Joint Insurance Fund at a public meeting held on January 22, 2018.

CHAIR

SECRETARY

PROFESSIONAL MUNICIPAL MANAGEMENT FUND					
FINANCIAL FAST TRACK REPORT					
		AS OF	October 31, 2017		
		THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
1.	UNDERWRITING INCOME	331,595	3,332,009	73,807,694	77,139,703
2.	CLAIM EXPENSES				
	Paid Claims	83,239	1,150,908	34,621,749	35,827,581
	Case Reserves	(209,920)	234,552	2,063,171	2,124,847
	IBNR	305,969	380,920	1,061,962	1,409,798
	Recoveries	-	(6,058)	(251,739)	(106,761)
	TOTAL CLAIMS	179,287	1,760,322	37,495,144	39,255,466
3.	EXPENSES				
	Excess Premiums	103,691	1,036,906	19,822,739	20,859,645
	Administrative	50,298	509,023	9,994,497	10,503,520
	TOTAL EXPENSES	153,989	1,545,929	29,817,236	31,363,165
4.	UNDERWRITING PROFIT (1-2-3)	(1,681)	25,758	6,495,314	6,521,072
5.	INVESTMENT INCOME	899	53,313	4,834,333	4,887,646
6.	DIVIDEND INCOME	38,468	38,468	1,553,016	1,591,484
7.	STATUTORY PROFIT (4+5+6)	37,686	117,539	12,882,664	13,000,202
8.	DIVIDEND	38,468	54,480	10,877,661	10,932,142
9.	STATUTORY SURPLUS (7-8)	(782)	63,058	2,005,002	2,068,060
SURPLUS (DEFICITS) BY FUND YEAR					
	Closed	110	(97,345)	1,072,865	975,520
	Aggregate Excess LFC	4,509	45,784	65,074	110,858
	2014	63	38,971	(81,056)	(42,085)
	2015	171	253,301	382,632	635,933
	2016	228	(121,085)	565,489	444,403
	2017	(5,863)	(56,568)		(56,568)
	TOTAL SURPLUS (DEFICITS)	(782)	63,058	2,005,002	2,068,060
	TOTAL CASH				5,772,265
CLAIM ANALYSIS BY FUND YEAR					
	TOTAL CLOSED YEAR CLAIMS	0	111,499	32,210,660	32,322,159
	FUND YEAR 2014				
	Paid Claims	6,368	196,934	1,437,995	1,634,929
	Case Reserves	(84,919)	(254,344)	705,510	451,166
	IBNR	78,551	23,411	141,229	164,640
	Recoveries	0	0	(72,012)	(72,012)
	TOTAL FY 2014 CLAIMS	(0)	(33,999)	2,212,722	2,178,723
	FUND YEAR 2015				
	Paid Claims	43,509	168,794	737,425	906,220
	Case Reserves	(55,849)	(339,024)	684,323	345,299
	IBNR	12,340	(76,921)	213,207	136,286
	Recoveries	0	0	(15,193)	(15,193)
	TOTAL FY 2015 CLAIMS	0	(247,151)	1,619,762	1,372,612
	FUND YEAR 2016				
	Paid Claims	9,296	305,222	292,467	597,689
	Case Reserves	(20,856)	207,516	493,085	700,601
	IBNR	11,560	(369,587)	679,945	310,358
	Recoveries	0	(6,058)	(13,498)	(19,556)
	TOTAL FY 2016 CLAIMS	0	137,092	1,451,999	1,589,092
	FUND YEAR 2017				
	Paid Claims	24,065	366,585		366,585
	Case Reserves	(48,296)	627,782		627,782
	IBNR	203,518	798,514		798,514
	Recoveries	0	0		0
	TOTAL FY 2017 CLAIMS	179,287	1,792,880		1,792,880
	COMBINED TOTAL CLAIMS	179,287	1,760,322	37,495,144	39,255,466

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

PROFESSIONAL MUNICIPAL MGMT JIF									
Fixed Income Portfolio Summary and Rate Comparison									
					For Month End	11/30/2017			
					2014	2015			
					2016	Last Month	This Month		
PROFESSIONAL MUNICIPAL MGMT JIF									
Total Cash Balance (millions)					3.45	3.66	4.58	5.77	5.68
Fixed Income Portfolio									
Investments (millions), Book Value					2.00	2.00	2.13	3.50	3.50
Avg maturity (years) ***					1.99	2.08	2.67	1.65	1.57
Unrealized gain/(loss) (%)					-0.10	0.09	-0.28	-0.79	-1.02
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	0.41	0.18
M E L PORTFOLIO									
Total Cash Balance (millions)					72.15	80.36	61.94	56.90	52.71
Fixed Income Portfolio									
Investments (millions), Book Value					48.09	48.09	53.40	54.84	53.84
Avg maturity (years) ***					1.90	1.58	1.64	1.67	1.62
Unrealized gain/(loss) (%)					-0.06	0.12	0.03	-0.30	-0.54
Purchase/Book yield (%)					0.82	0.82	0.82	1.15	1.16
Realized gain/(loss) (%)					0.00	0.00	0.00	0.00	0.00
Total Yield (Market)					0.76	0.94	0.85	0.85	0.62
COMPARATIVE RATES (%)									
Cash & Cash Equivalents									
NJ Cash Mgmt Fund *					0.69	0.10	0.41	1.04	1.10
Wells Fargo Treasury Plus 454/Sweep					0.01	0.01	0.01	0.67	0.70
Investors Bank Deposits					-	0.66	0.66	1.02	1.02
Treasury Issues									
1 year bills					0.12	0.32	0.61	1.40	1.56
3 year notes					0.90	1.02	1.00	1.68	1.81
5 year notes					1.64	1.53	1.33	1.98	2.05
3 month bills					0.03	0.05	0.32	1.09	1.25
Merrill Lynch US Govt 1-3 years ^					0.63	0.56	0.89	0.63	0.43

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

AS OF **November 30, 2017**

FUND YEAR 2014 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	47	MONTH	46	MONTH	35	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-17		31-Oct-17		30-Nov-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%	95.40%	86.75%	95.07%	98.22%	89.48%
AUTO LIABILITY	89,385	18,356	20.54%	92.21%	20.54%	91.84%	20.54%	86.58%
WORKER'S COMP	1,210,000	1,441,666	119.15%	99.34%	119.15%	99.28%	120.60%	97.90%
TOTAL ALL LINES	1,956,793	2,023,083	103.39%	98.13%	102.93%	97.99%	106.60%	95.55%
NET PAYOUT %	\$1,582,770		80.89%					

FUND YEAR 2015 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	35	MONTH	34	MONTH	23	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-17		31-Oct-17		30-Nov-16	
PROPERTY	191,000	72,610	38.02%	100.00%	38.02%	100.00%	36.00%	99.33%
GEN LIABILITY	471,685	253,846	53.82%	89.48%	34.42%	88.77%	35.02%	78.18%
AUTO LIABILITY	75,666	43,981	58.12%	86.58%	58.12%	85.94%	35.66%	75.06%
WORKER'S COMP	1,241,000	951,746	76.69%	97.90%	77.15%	97.68%	92.02%	92.71%
TOTAL ALL LINES	1,979,351	1,322,183	66.80%	95.67%	62.46%	95.33%	70.87%	89.21%
NET PAYOUT %	\$910,183		45.98%					

FUND YEAR 2016 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	23	MONTH	22	MONTH	11	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-17		31-Oct-17		30-Nov-16	
PROPERTY	175,205	93,092	53.13%	99.33%	53.13%	98.69%	40.29%	86.00%
GEN LIABILITY	485,444	168,905	34.79%	78.18%	34.79%	76.91%	17.62%	49.00%
AUTO LIABILITY	63,974	7,856	12.28%	75.06%	12.28%	73.57%	15.32%	45.00%
WORKER'S COMP	1,288,669	1,035,644	80.37%	92.71%	78.29%	91.80%	44.06%	52.00%
TOTAL ALL LINES	2,013,291	1,305,497	64.84%	89.22%	63.51%	88.23%	36.45%	54.01%
NET PAYOUT %	\$586,982		29.16%					

FUND YEAR 2017 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	11	MONTH	10	MONTH	-1	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-17		31-Oct-17		30-Nov-16	
PROPERTY	185,329	188,978	101.97%	86.00%	119.03%	76.00%	N/A	N/A
GEN LIABILITY	483,019	241,471	49.99%	49.00%	31.03%	42.00%	N/A	N/A
AUTO LIABILITY	53,346	28,159	52.79%	45.00%	30.29%	40.00%	N/A	N/A
WORKER'S COMP	1,332,335	619,348	46.49%	52.00%	45.61%	42.00%	N/A	N/A
TOTAL ALL LINES	2,054,029	1,077,955	52.48%	54.18%	48.41%	45.02%	N/A	N/A
NET PAYOUT %	\$381,823		18.59%					

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

	November 30, 2017					
COVERAGE LINE - PROPERTY						
CLAIM COUNT - OPEN CLAIMS						
Year	2013	2014	2015	2016	2017	TOTAL
October-17	1	0	2	5	10	18
November-17	1	0	2	5	6	14
NET CHGE	0	0	0	0	-4	-4
Limited Reserves						\$1,938
Year	2013	2014	2015	2016	2017	TOTAL
October-17	\$0	\$0	\$7,500	\$6,329	\$51,069	\$64,898
November-17	\$0	\$0	\$7,500	\$6,329	\$13,297	\$27,126
NET CHGE	\$0	\$0	\$0	\$0	(\$37,772)	(\$37,772)
Ltd Incurred	\$111,385	\$143,367	\$72,610	\$93,092	\$188,978	\$609,432
COVERAGE LINE - GENERAL LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2013	2014	2015	2016	2017	TOTAL
October-17	1	6	7	15	24	53
November-17	0	7	7	15	19	48
NET CHGE	-1	1	0	0	-5	-5
Limited Reserves						\$14,627
Year	2013	2014	2015	2016	2017	TOTAL
October-17	\$23,102	\$175,882	\$102,298	\$149,139	\$110,137	\$560,559
November-17	\$0	\$164,754	\$190,916	\$145,389	\$201,027	\$702,086
NET CHGE	(\$23,102)	(\$11,127)	\$88,617	(\$3,751)	\$90,890	\$141,527
Ltd Incurred	\$201,660	\$419,694	\$253,846	\$168,905	\$241,471	\$1,285,575
COVERAGE LINE - AUTO LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2013	2014	2015	2016	2017	TOTAL
October-17	0	0	1	0	4	5
November-17	0	0	1	0	4	5
NET CHGE	0	0	0	0	0	0
Limited Reserves						\$8,312
Year	2013	2014	2015	2016	2017	TOTAL
October-17	\$0	\$0	\$20,234	\$0	\$9,325	\$29,559
November-17	\$0	\$0	\$20,234	\$0	\$21,325	\$41,559
NET CHGE	\$0	\$0	\$0	\$0	\$12,000	\$12,000
Ltd Incurred	\$31,841	\$18,356	\$43,981	\$7,856	\$28,159	\$130,192
COVERAGE LINE - WORKERS COMP.						
CLAIM COUNT - OPEN CLAIMS						
Year	2013	2014	2015	2016	2017	TOTAL
October-17	10	8	11	13	38	80
November-17	10	8	9	12	33	72
NET CHGE	0	0	-2	-1	-5	-8
Limited Reserves						\$23,103
Year	2013	2014	2015	2016	2017	TOTAL
October-17	\$169,098	\$275,284	\$215,267	\$545,133	\$457,250	\$1,662,032
November-17	\$167,229	\$275,559	\$193,351	\$566,798	\$460,483	\$1,663,419
NET CHGE	(\$1,869)	\$275	(\$21,916)	\$21,665	\$3,232	\$1,388
Ltd Incurred	\$1,342,269	\$1,441,666	\$951,746	\$1,035,644	\$619,348	\$5,390,673
TOTAL ALL LINES COMBINED						
CLAIM COUNT - OPEN CLAIMS						
Year	2013	2014	2015	2016	2017	TOTAL
October-17	12	14	21	33	76	156
November-17	11	15	19	32	62	139
NET CHGE	-1	1	-2	-1	-14	-17
Limited Reserves						\$17,512
Year	2013	2014	2015	2016	2017	TOTAL
October-17	\$192,200	\$451,165	\$345,299	\$700,601	\$627,782	\$2,317,047
November-17	\$167,229	\$440,313	\$412,001	\$718,515	\$696,132	\$2,434,190
NET CHGE	(\$24,971)	(\$10,852)	\$66,702	\$17,914	\$68,351	\$117,143
Ltd Incurred	\$1,687,154	\$2,023,083	\$1,322,183	\$1,305,497	\$1,077,955	\$7,415,873

2017 LOST TIME ACCIDENT FREQUENCY ALL JIFs

November 30, 2017				
FUND	2017 LOST TIME FREQUENCY	2016 LOST TIME FREQUENCY	2015 LOST TIME FREQUENCY	TOTAL RATE * 2017 - 2015
MORRIS	1.09	1.96	2.01	1.70
BURLINGTON	1.10	1.98	1.90	1.66
CENTRAL	1.26	1.79	1.95	1.68
BERGEN	1.27	1.56	2.27	1.70
CAMDEN	1.36	1.35	2.55	1.67
SOUTH BERGEN	1.50	2.35	2.78	2.23
SUBURBAN MUNICIPAL	1.52	2.24	2.25	2.01
ATLANTIC	1.62	3.19	2.69	2.42
N.J.U.A.	1.63	3.15	2.60	2.47
NJ PUBLIC HOUSING	1.67	2.07	2.06	1.95
PROF MUN MGMT	1.78	2.08	3.81	2.54
TRI-COUNTY	1.78	2.48	2.05	2.10
SUBURBAN ESSEX	1.80	1.80	2.15	1.93
MONMOUTH	2.04	1.63	2.19	1.95
OCEAN	2.42	2.09	2.27	2.26
AVERAGE	1.59	2.11	2.37	2.02

Professional Municipal Mgmt Joint Insurance Fund

**2017 LOST TIME ACCIDENT FREQUENCY
DATA VALUED AS OF November 30, 2017**

MEMBER_ID	MEMBER	**	# CLAIMS FOR	Y.T.D. LOST TIME ACCIDENTS	2017 LOST TIME FREQUENCY	2016 LOST TIME FREQUENCY	2015 LOST TIME FREQUENCY	MEMBER	TOTAL RATE 2017 - 2015
1	305 EVESHAM TOWNSHIP FIRE	*	11/30/2017	0	0.00	1.05	2.82	1 EVESHAM TOWNSHIP I	1.35
2	304 EVESHAM			1	0.43	1.58	5.01	2 EVESHAM	2.11
3	307 MOORESTOWN			0	0.77	1.39	2.08	3 MOORESTOWN	1.44
4	308 WILLINGBORO			1	2.69	2.92	5.16	4 WILLINGBORO	3.58
5	306 MAPLE SHADE			0	4.58	2.33	1.50	5 MAPLE SHADE	2.69
Totals:				2	16	1.78	2.08		2.54

Professional Municipal Management Joint Insurance Fund
Annual Regulatory Filing Check List
Year 2017 as of December 31, 2017

<u>Item</u>	<u>Filing Status</u>
<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

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND				
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Professional Municipal Mgmt Joint Insurance Fund				
Data Valued As of :	January 16, 2018			
Total Participating Members	5			
Complaint	4			
Percent Compliant	80.00%			
		01/01/17	2017	
	Compliant	EPL	POL	Co-Insurance
Member Name	*	Deductible	Deductible	01/01/17
EVESHAM	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
EVESHAM TOWNSHIP FIRE D	No	\$ 100,000	\$ 20,000	of 1st 2Mil/20% of 1st 250K
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

RESOLUTION NO. 17-26

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
DECEMBER 2017 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>
001130			
001130	MUNICIPAL EXCESS LIABILITY JIF	FAITHFUL PERFORMANCE BOND 4TH QTR 2017	909.87
			909.87
001131			
001131	MUNICIPAL EXCESS LIABILITY JIF	MEL PROPERTY 4TH QTR 2017	61,981.92
001131	MUNICIPAL EXCESS LIABILITY JIF	MEL 4TH QTR 2017	143,309.30
			205,291.22
001132			
001132	QUAL-LYNX	CLAIMS ADJUSTING SERVICES - 12/2017	11,094.00
			11,094.00
001133			
001133	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 12/2017	1,446.52
			1,446.52
001134			
001134	PERMA	POSTAGE FEE 11/2017	2.70
001134	PERMA	EXECUTIVE DIRECTOR FEE 12/2017	10,681.17
			10,683.87
001135			
001135	THE ACTUARIAL ADVANTAGE	ACTUARIAL SERVICES - 12/2017	3,147.25
			3,147.25
001136			
001136	QUALCARE, INC.	MANAGED CARE SERVICES - 12/2017	6,929.34
			6,929.34
001137			
001137	THOMAS TONTARSKI	TREASURER FEE 12/2017	1,430.67
			1,430.67
001138			
001138	HELMER, CONLEY & KASSELMAN, PA	LITIGATION MANAGEMENT - 12/2017	1,409.82
001138	HELMER, CONLEY & KASSELMAN, PA	ATTORNEY FEE 12/2017	1,655.08
			3,064.90
001139			
001139	MUNICIPAL EXCESS LIABILITY JIF	MSI 4TH QTR 2017	4,174.50
			4,174.50

01140			
001140	SPARK CREATIVE GROUP	WEBSITE HOSTING & DOMAIN MAINT. 05/18	350.00
			350.00
001141			
001141	COURIER TIMES INC	ACCT: 2-01212000 - 11/5/17 - BUDGET	43.92
			43.92
001142			
001142	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 12/2017	478.66
			478.66
	Total Payments FY 2017		249,044.72

TOTAL PAYMENTS ALL FUND YEARS \$ 249,044.72

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. 17-27

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
DIVIDENDS LIST**

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

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

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

FUND YEAR CLOSED

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001126			
001126	SAYREVILLE BOROUGH	2017 DIVIDIENDS	25.00
			25.00
001127			
001127	EVESHAM TOWNSHIP	2017 DIVIDIENDS	27,733.27
			27,733.27
001128			
001128	MAPLE SHADE TOWNSHIP	2017 DIVIDIENDS	12,391.58
			12,391.58
001129			
001129	MOORESTOWN TOWNSHIP	2017 DIVIDIENDS	21,976.31
			21,976.31
	Total Payments Closed Year	62,126.16	
	TOTAL PAYMENTS ALL FUND YEARS \$	62,126.16	

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. 18-5

**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>
001143			
001143	PERMA	POSTAGE FEE 12/2017	32.95
			32.95
001144			
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
			38.86
001145			
001145	ALLSTATE INFORMATION MANAGEMNT	ACCT: 413 - ACT & STOR - 11/30/2017	59.80
			59.80
		Total Payments FY 2017	131.61

FUND YEAR 2018

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

6,929.33

001154			
001154	THOMAS TONTARSKI	TREASURER FEE 01/2018	1,459.25
			1,459.25
001155			
001155	BACIO CATERING AND MARKETPLACE	PAYMENT REIMBURSEMENT FOR LUNCH MTG	140.00
			140.00
001156			
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
			3,126.17
001157			
001157	MUNICIPAL EXCESS LIABILITY JIF	MSI 1ST QTR 2018	4,250.25
			4,250.25
001158			
001158	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 01/2018	488.00
			488.00

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

January 11, 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 December 31, 2017 for Closed Fund Years 1987 to 2012, and Fund Years 2013, 2014, 2015, 2016 and 2017. 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 \$ 10,708.42. This generated an average annual yield of 1.16%. However, we have an unrealized net loss of \$9,995.00 adjusting the reported yield to .07% for the period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$37,653.29 as it relates to the market value of \$3,498,722.39 vs. the amount we have invested. If we include accrued interest the market value is adjusted to \$3,502,588.99.

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 \$30,452.38 w/YTD \$37,116.83
Overpayment Reimbursements \$ 88.00

CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 185 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 \$ 201,646.02.

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 \$ 5,772,267.44 to a closing balance of \$ 5,287,373.97 showing a decrease in the fund of \$ 484,893.47.

BILL LIST FOR THE PERIOD:

Vouchers to be submitted for your consideration at the scheduled meeting show on the accompanying bill list.

The information contained in this summary of the document provided in this report. Other detailed information is contained in the attached documents or a more specific explanation on any question can be obtained by contacting me at 609-744-3597.

Respectfully Submitted,

Thomas J. Tontarski
Treasurer

**PROFESSIONAL MUNICIPAL MANAGEMENT JIF
SUBROGATION REPORT 2017**

DATE REC'D	CREDITED TO:	FILE NUMBER	CLAIMANT NAME	COV. TYPE	FUND YEAR	AMOUNT RECEIVED	RECEIVED Y.T.D.
3/18	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	98.00	
YTD-2017							98.00
5/17	MOORESTOWN TWP.	Z47066	MOORESTOWN TWP.	PR	2016	2,512.94	
5/26	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	144.00	
5/26	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	72.00	
MTD-MAY						2,728.94	
YTD-2017							2,826.94
6/17	EVESHAM TOWNSHIP	X71495	DANIEL BURDETTE	WC	2013	292.51	
MTD-JUNE						292.51	
YTD-2017							3,119.45
MTD-JULY						0.00	
YTD-2017							3,119.45
8/11	EVESHAM TOWNSHIP	1263418	EVESHAM TOWNSHIP	PR	2016	3,545.00	
MTD-AUG						3,545.00	
YTD-2017							6,664.45
MTD-SEP						0.00	
YTD-2017							6,664.45
MTD-OCT						0.00	
YTD-2017							6,664.45
11/6	MAPLE SHADE TWP.	201810843	MAPLE SHADE TWP.	PR	2017	8,580.00	
MTD-NOV						8,580.00	
YTD-2017							15,244.45
12/4	WILLINGBORO TWP.	2.017E+09	WILLINGBORO TWP.	PR	2017	18,550.00	
12/6	MAPLE SHADE TWP.	1263864	MAPLE SHADE TWP.	PR	2016	3,322.38	
MTD-DEC						21,872.38	
YTD-2017							37,116.83

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

Current Fund Year: 2017 Month Ending: November										
	Prop	Liab	Auto	WC	0	POL/EPL	EJIF	Future	Admin	TOTAL
OPEN BALANCE	305,086.69	1,841,891.12	284,820.00	2,622,788.47	0.00	104.63	25.21	209,751.46	507,799.86	5,772,267.44
RECEIPTS										
Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	29,075.10	0.00	0.00	402.90	0.00	0.00	0.00	0.00	0.00	29,478.00
Invest Pymnts	580.08	3,181.59	469.03	4,832.03	0.00	0.24	61.00	538.20	1,615.04	11,277.21
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Invest	580.08	3,181.59	469.03	4,832.03	0.00	0.24	61.00	538.20	1,615.04	11,277.21
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	29,655.18	3,181.59	469.03	5,234.93	0.00	0.24	61.00	538.20	1,615.04	40,755.21
EXPENSES										
Claims Transfers	35,231.60	27,441.51	0.00	29,900.40	0.00	0.00	0.00	0.00	0.00	92,573.51
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38,487.65	38,487.65
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	35,231.60	27,441.51	0.00	29,900.40	0.00	0.00	0.00	0.00	38,487.65	131,061.16
END BALANCE	299,510.27	1,817,631.20	285,289.03	2,598,123.00	0.00	104.87	86.21	210,289.66	470,927.25	5,681,961.49
Report Month: November										
						Balance Differences				
Opening Balances:		Opening Balances are equal				\$0.00				
Imprest Transfers:		Imprest Totals are equal				\$0.00				
Investment Balances:		Investment Payment Balances are equal				\$0.00				
		Investment Adjustment Balances are equal				\$0.00				
Ending Balances:		Ending Balances are equal				\$0.00				
Accural Balances:		Accural Balances are equal				\$0.00				

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS							
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND							
ALL FUND YEARS COMBINED							
CURRENT MONTH	November						
CURRENT FUND YEAR	2017						
Description:	Instrument #1	Instr #2	Instr #3	Instr #4	Instr #5	Instr #6	
ID Number:	OPERATING A	CASH MGMT	INVEST ACCT	ASSET MGR	CLAIMS ACC	EXPENSE ACC	
Maturity (Yrs)	0	0	0	0	0	0	0
Purchase Yield:	0	0	0	0	0	0	0
TOTAL for All							
Accts & instruments							
Opening Cash & Investment Balance	\$5,772,267.87	2.79397E-09	-1.7235E-10	497.98	3487932.56	0	2.32831E-10
Opening Interest Accrual Balance	\$17,737.46	0	0	0	17737.46	0	0
1 Interest Accrued and/or Interest Cost	\$3,475.75	\$0.00	\$0.00	\$0.00	\$3,475.75	\$0.00	\$0.00
2 Interest Accrued - discounted Instr.s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 (Amortization and/or Interest Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Accretion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5 Interest Paid - Cash Instr.s	\$1,888.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6 Interest Paid - Term Instr.s	\$17,483.27	\$0.00	\$0.00	\$0.00	\$17,483.27	\$0.00	\$0.00
7 Unrealized Gain (Loss)	(\$8,095.00)	\$0.00	\$0.00	\$0.00	(\$8,095.00)	\$0.00	\$0.00
8 Net Investment Income	(\$2,730.31)	\$0.00	\$0.00	\$0.00	(\$4,619.25)	\$0.00	\$0.00
9 Deposits - Purchases	\$160,539.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 (Withdrawals - Sales)	(\$262,122.32)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ending Cash & Investment Balance	\$5,681,961.92	\$0.00	(\$0.00)	\$497.98	\$3,497,320.83	\$0.00	\$0.00
Ending Interest Accrual Balance	\$3,729.94	\$0.00	\$0.00	\$0.00	\$3,729.94	\$0.00	\$0.00
Plus Outstanding Checks	\$22,077.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Less Deposits in Transit)	(\$20,495.10)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance per Bank	\$5,683,544.01	\$0.00	(\$0.00)	\$497.98	\$3,497,320.83	\$0.00	\$0.00

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

Month		November								
Current Fund Year		2017								
		1.	2.	3.	4.	5.	6.	7.	8.	
Policy Year	Coverage	Calc. Net	Monthly	Monthly	Calc. Net	TPA Net	Variance	Delinquent	Change	
		Paid Thru Last Month	Net Paid November	Recoveries November	Paid Thru November	Paid Thru November	To Be Reconciled	Unreconciled Variance From	This Month	
2017	Prop	169,523.80	35,231.60	29,075.10	175,680.30	175,680.30	0.00	0.00	0.00	
	Liab	39,763.04	681.10	0.00	40,444.14	40,444.14	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	150,463.95	8,400.90	0.00	158,864.85	158,864.85	0.00	0.00	0.00	
	Total	366,584.55	44,313.60	29,075.10	381,823.05	381,823.05	0.00	0.00	0.00	
2016	Prop	86,763.64	0.00	0.00	86,763.64	86,763.64	(0.00)	(0.00)	0.00	
	Liab	19,765.58	3,750.50	0.00	23,516.08	23,516.08	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	463,747.89	5,226.00	127.90	468,845.99	468,845.99	0.00	0.00	0.00	
	Total	578,133.20	8,976.50	127.90	586,981.80	586,981.80	0.00	0.00	0.00	
2015	Prop	65,110.21	0.00	0.00	65,110.21	65,110.21	0.00	0.00	0.00	
	Liab	60,047.75	2,882.60	0.00	62,930.35	62,930.35	(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	742,121.98	16,273.50	0.00	758,395.48	758,395.48	0.00	0.00	0.00	
	Total	891,026.41	19,156.10	0.00	910,182.51	910,182.51	0.00	0.00	0.00	
2014	Prop	143,367.15	0.00	0.00	143,367.15	143,367.15	0.00	0.00	0.00	
	Liab	234,812.12	20,127.31	0.00	254,939.43	254,939.43	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	1,166,382.66	0.00	275.00	1,166,107.66	1,166,107.66	(0.00)	(0.00)	0.00	
	Total	1,562,917.89	20,127.31	275.00	1,582,770.20	1,582,770.20	(0.00)	(0.00)	0.00	
2013	Prop	111,384.84	0.00	0.00	111,384.84	111,384.84	0.00	0.00	0.00	
	Liab	201,478.06	0.00	0.00	201,478.06	201,478.06	0.00	0.00	0.00	
	Auto	31,840.75	0.00	0.00	31,840.75	31,840.75	0.00	0.00	0.00	
	WC	1,152,061.39	0.00	0.00	1,152,061.39	1,152,061.39	0.00	0.00	0.00	
	Total	1,496,765.04	0.00	0.00	1,496,765.04	1,496,765.04	0.00	0.00	0.00	
Closed	Prop	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Liab	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Auto	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	WC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL		4,895,427.09	92,573.51	29,478.00	4,958,522.60	4,958,522.60	(0.00)	(0.00)	0.00	

Professional Municipal Mgmt JIF Certificate of Insurance Monthly Report

From 10/22/2017 To 11/21/2017

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - Suffolk County Fire Academy I - Evesham Township Fire District	The Lt. Joseph P. DiBernardo Memorial Foundation 676 Maple St Yaphank, NY 11980	Evidence of insurance as respects training.	11/2/2017 #1792407	GL AU EX WC
H - NJ Department of Environmental I - County of Hunterdon	Protection Trenton, NJ 08625	The Certificate Holder and County of Hunterdon Board of Chosen Freeholders is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to conference at the 4H Fairgrounds in May 2018	11/3/2017 #1792437	GL EX
H - Sun National Bank Ctr I - Township of Willingboro	81 Hamilton Ave Trenton, NJ 08611	Evidence of insurance.	11/21/2017 #1797554	GL AU EX WC
H - Gotta Cheer Snowman Showdown I - Township of Willingboro	Timber Creek HS 501 Jarvis Rd Sicklerville, NJ 08081	Evidence of insurance.	11/21/2017 #1797555	GL AU EX WC
H - Royalty Championship Timber I - Township of Willingboro	Creek 501 Jarvis Rd Sicklerville, NJ 08081	Evidence of insurance.	11/21/2017 #1797556	GL AU EX WC
H - Gotta Cheer Holiday Cheer I - Township of Willingboro	Classic, Timber Creek 501 Jarvis Rd Sicklerville, NJ 08081	Evidence of insurance.	11/21/2017 #1797558	GL AU EX WC
H - Willingboro High School I - Township of Willingboro	20 John F Kennedy Way Willingboro, NJ 08046	Evidence of insurance.	11/21/2017 #1797559	GL AU EX WC

11/22/2017

1 of 1

Professional Municipal Mgmt JIF
Certificate of Insurance Monthly Report

From 10/22/2017 To 11/21/2017

Total # of Holders: 7				

Professional Municipal Mgmt JIF Certificate of Insurance Monthly Report

From 11/22/2017 To 12/22/2017

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - NJ Department of Environmental I - Professional Municipal Management JIF	Protection Trenton, NJ 08625	The Certificate Holder and County of Hunterdon Board of Chosen Freeholders is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to conference at the 4H Fairgrounds.	12/5/2017 #1811498	GL AU EX WC
H - Maple Shade Twp Recreation I - Township of Maple Shade	Department 200 Stiles Ave Maple Shade, NJ 08052	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 all recreation programs affiliated with the township. Does not include amusements or fireworks.	12/7/2017 #1812843	GL AU EX WC
H - Township of Maple Shade I - Township of Maple Shade	200 Stiles Ave, Box 368 Maple Shade, NJ 08052-0368	JIF Blanket Crime: Evidence of Public Employee Dishonesty (Employees & Volunteers) - Coverage O; Forgery and Alteration - Coverage B; Theft, Disappearance and Destruction - Coverage C; Robbery and Safe Burglary - Coverage D; and Computer Fraud with Funds Transfer - Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all Statutory positions (those positions required by law to be individually bonded). MEL Crime Policy: Evidence of Statutory Bond Coverage Coverage O applies to Statutory Court positions such as Magistrate, Court Clerk, Court Administrator and the position of Fire District Treasurer.	12/7/2017 #1813218	OTH
H - Township of Willingboro I - Township of Willingboro	One Salem Road Willingboro, NJ 08046	JIF Blanket Crime - Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all Statutory positions (those positions required by law to be individually bonded). MEL Crime Policy - Evidence of Statutory Bond coverage Coverage O applies to Statutory Court positions such as Magistrate, Court Clerk, Court Administrator and the position of Fire District Treasurer.	12/7/2017 #1813219	OTH
H - Township of Evesham I - Township of Evesham	984 Tuckerton Road Marlton, NJ 08053	JIF Blanket Crime: Evidence of Public Employee Dishonesty (Employees & Volunteers) - Coverage O; Forgery and Alteration - Coverage B; Theft, Disappearance and Destruction - Coverage C; Robbery and Safe Burglary Coverage D; and Computer Fraud with Funds Transfer - Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all Statutory positions those positions required by law to be individually bonded). MEL Crime Policy: Evidence of Statutory Bond Coverage Coverage O applies to Statutory Court positions such as Magistrate, Court Clerk, Court Administrator and the position of Fire District Treasurer.	12/7/2017 #1813220	OTH

Professional Municipal Mgmt JIF Certificate of Insurance Monthly Report

From 11/22/2017 To 12/22/2017

H - Big NJ Portfolio LP & The Flynn I - Township of Moorestown	Co PO box 829805 Philadelphia, PA 19182	Re: use of 1245 North Church St by Moorestown Twp Police Dept 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 1245 North Church St by Moorestown Twp Police Dept	12/13/2017 #1817756	GL AU EX WC
H - Burlington County Highway Dept I - Township of Moorestown	PO Box 6000 Eastampton, NJ 08060	Evidence of insurance as respect to snow plowing shared services for 2018.	12/13/2017 #1817762	GL AU EX WC
H - Burlington County Highway Dept I - Township of Moorestown	PO Box 6000 Eastampton, NJ 08060	Evidence of insurance as respects road opening permits for 2018.	12/13/2017 #1817763	GL AU EX WC
H - Delran Junior Marksman I - Township of Moorestown	Po Box 1134 Riverside, NJ 08075	Evidence of insurance as respects use of marksman facility for 2018 by Moorestown Police Dept	12/13/2017 #1817764	GL AU EX WC
H - Moorestown Mall Management I - Township of Moorestown	Office 400 Route 38 Moorestown, NJ 08057	RE: Police Vehicle for the Touch-A-Truck Program. Certificate holder & Moorestown Mall LLC, PREIT Services LLC & PREIT Assoc. LP & Twin Oaks Community Service are Additional Insureds on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to the Police Vehicle for the Touch-A-Truck Program.	12/13/2017 #1817766	GL AU EX WC
H - Moorestown Public Schools/BOE I - Township of Moorestown	Administration Bldg 803 North Stanwick Rd Moorestown, NJ 08057	Evidence of insurance as respects to use of fields and public school gym facilities for parks and recreation sports in 2018.	12/13/2017 #1817768	GL AU EX WC
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 10-6-2018, Halloween Parade 10-28-2018, MBA Candle Light Night 11-2-2018; Lions Club Christmas Parade 12-1-2018 on Chester Avenue, Main Street and Church Street for 2018 by the Moorestown Township & Police Dept.	12/13/2017 #1817769	GL AU EX WC

Professional Municipal Mgmt JIF Certificate of Insurance Monthly Report

From 11/22/2017 To 12/22/2017

H - National Football League, NFL I - Township of Moorestown	Properties LLC 280 Park Ave New York, NY 10017	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 flag football league for fall 2018.	12/13/2017 #1817771	GL AU EX WC
H - PSE&G Holiday Lighting Group I - Township of Moorestown	24 Brown Ave Springfield, NJ 07081	Evidence of insurance as respects to holiday events and decorations in 2018.	12/13/2017 #1817772	GL AU EX WC
H - Taylor Rental I - Township of Moorestown	3531 Route 38 Mt. Laurel, NJ 08054	The Certificate Holder is an Additional Insured and Loss Payee on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect equipment rental for 2018.	12/13/2017 #1817773	GL AU EX WC
Total # of Holders: 15				

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
 SAFETY DIRECTOR’S REPORT**

TO: Municipal Fund Commissioners
FROM: J.A. Montgomery Risk Control, JIF Safety Director
DATE: January 3, 2018

JIF SERVICE TEAM

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

NOVEMBER AND DECEMBER ACTIVITIES

LOSS CONTROL SERVICES

November

- Township of Evesham Fire District – Conducted a Loss Control Survey on November 10
- Township of Willingboro Police Dept. – Conducted a Loss Control Survey on November 30

December

- Township of Maple Shade Police Dept. – Conducted a Loss Control Survey on December 13

MEETINGS ATTENDED

- Fund Commissioners Meeting – November 27

UPCOMING EVENTS

- Reorganization Meeting – January 22

SAFETY DIRECTOR’S BULLETINS & SAFETY ANNOUNCEMENTS

November

- PMM JIF - Did You Know? – MSI Training Schedule, December 2017 – November 28
- PMM JIF - SD Bulletin - Disposal of Improperly Discarded Syringes – November 30

December

- PMM JIF - Did You Know? – MSI Training Schedule, January 2018 – December 18

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 or email the video library at melvideolibrary@jamontgomery.com.

The following members utilized the Media Library during the month of November and December.

No videos were viewed for the month of November and December.

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 **January, February and March 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 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
1/8/18	Borough of Lindenwold #1	CDL-Drivers Safety Regulations	8:00 - 10:00 am
1/8/18	Borough of Lindenwold #1	Driving Safety Awareness	10:15 - 11:45 am
1/8/18	Borough of Lindenwold #1	BBP	12:30 - 1:30 pm
1/9/18	Township of Pemberton	Excavation/Trenching/Shoring	8:30 - 1:00 pm w/lunch brk
1/12/18	Township of Berlin #2	Seasonal (Autumn/Winter) PW Operations	8:00 - 11:00 am
1/17/18	Township of Burlington #3	BBP	8:00 - 9:00 am

DATE	LOCATION	TOPIC	TIME
1/17/18	Township of Burlington #3	Confined Space Awareness	9:15 - 10:15 am
1/19/18	Township of Cherry Hill #4	DDC-6	8:30 - 3:00 pm w/lunch brk
1/22/18	Borough of Lindenwold #1	Landscape Safety	8:00 - 11:00 am
1/22/18	Borough of Lindenwold #1	Fire Safety	11:15 - 12:15 pm
1/22/18	Borough of Glassboro #1 (Fire Dept.)	Confined Space Awareness- Evening	7:00 - 8:00 pm
1/24/18	Pennsauken SA #3	BBP	8:30 - 9:30 am
1/24/18	Pennsauken SA #3	Jetter/Vacuum Safety	9:45 - 11:45 am
1/25/18	Township of Moorestown	LOTO	8:30 - 10:30 am
1/25/18	Township of Moorestown	Employee Conduct/Violence Prevention	10:45 - 12:15 pm
1/26/18	Borough of Collingswood	CMVO	8:30 - 12:30 pm
1/29/18	Borough of Lindenwold #1	PPE	8:00 - 10:00 am
1/29/18	Borough of Lindenwold #1	Hearing Conservation	10:15 - 11:15 am
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
2/5/18	Borough of Lindenwold #1	DDC-6	8:00 - 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
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

DATE	LOCATION	TOPIC	TIME
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
3/20/18	Logan Twp. MUA #1	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm
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

CEU's for Certified Publics Works Managers			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Accident Investigation	2 / M	Hazardous Materials Awareness w/ HazCom & GHS	3 / T
Advanced Safety Leadership	10 / M	Hazard Identification - Making Your Observations Count	1 / T,M
Asbestos, Lead & Silica Industrial Health Overview	1 / T,G	Hearing Conservation	1 / T,G
Back Safety / Material Handling	1 / T	Heavy Equipment Safety	1 / G - 2 / T
Bloodborne Pathogens Training	1 / G	Hoists, Cranes and Rigging	2 / T
Bloodborne Pathogens 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		
CEU's for Registered Municipal Clerks			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Asbestos, Lead & Silica Industrial Health Overview	1 / P	Hazard Identification - Making your Observations Count	2 / P
Bloodborne Pathogens Training	1 / P	Safety Committee Best Practices	1.5 / P
Employee Conduct and Violence in the Work Place	1.5 / E	Safety Coordinator's Skills Training	6 / P
		Special Event Management	2 / P
TCH's For Water/ Wastewater			
MSI Course	TCH's/Cat.	MSI Course	TCH's/Cat.
Accident Investigation	1.5 / S	Hazardous Materials Awareness w/ HazCom & GHS	3 / S
Advanced Safety Leadership	10 / S	Heavy Equipment Safety	3 / S
Asbestos, Lead & Silica Industrial Health Overview	1 / S	Housing Authority Safety Awareness	3 / S
Back Safety / Material Handling	1 / S	Hazard Identification - Making your Observations Count	1.5 / S
Bloodborne Pathogens Training	1 / S	Hearing Conservation	1 / S
Bloodborne Pathogens 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		
CEU's for Tax Collectors		CEU's for County/Municipal Finance Officers	
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Employee Conduct and Violence in the Work Place	1.5 / E	Employee Conduct and Violence in the Work Place	1.5 / E
CEU's for Certified Recycling Professionals		CEU's for Qualified Purchasing Agents	
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			



Disposal of Improperly Discarded Syringes

Depending on your department policies, select the option below that best reflects how employees should respond when they discover an improperly discarded syringe. Amend your BBP Exposure Control Plan to reflect these procedures.

OPTION – Do not touch the syringe, but instead notify the proper agency to collect the syringe

There is a possibility that in the course of cleaning our parks, playgrounds, restrooms, and other places around town, that you may discover a syringe that was left there by someone. The syringe could be used for a lawful purpose, such as by a person with diabetes who was careless, or it could have been dropped by a user of illegal drugs. There is no way of telling which, and either way, it does not matter. ALL syringes and other contaminated sharps will be treated as follows:

1. DO NOT HANDLE OR PICK UP THE SYRINGE.
2. Secure the area so that no one intentionally or accidentally come in contact with the syringe. This can mean standing there, placing a cone over it, or by some other means. You can imagine a child in the park, investigating what you were doing and the potentially disastrous outcome if they find the syringe.
3. Call WHO [Identify the department your agency will notify to come and properly pick-up and dispose of the syringe and provide the phone number. Also give after- hours or emergency contact numbers.]
4. Notify your supervisor and continue to maintain control of the area until the syringe is removed.

OPTION – Pick-up the syringe and dispose of it properly

There is a possibility that in the course of cleaning our parks, playgrounds, restrooms, and other places around town, that you may discover a syringe that was left there by someone. The syringe could be used for a lawful purpose, such as by a person with diabetes who was careless, or it could have been dropped by a user of illegal drugs. There is no way of telling which, and in the end, it does not matter. ALL syringes and other contaminated sharps will be handled in this manner:

1. NEVER INTENTIONALLY HANDLE A SYRINGE WITH YOUR HANDS, EVEN IF WEARING GLOVES. You must use a tool, such as pliers or a piece of paper / cardboard to pick up a syringe. [Demonstrate sliding paper / cardboard under a syringe.]
2. After picking up the syringe with a tool, drop it into a puncture-resistant container such as a soda or ice-tea bottle with a wide mouth and screw-on cap. [Departments may consider providing proper sharps containers, such as a plastic or cardboard sharp shuttle for employees.]
3. If you are using a make-shift container, place a label on it. [Departments should have a supply of red biohazard labels. HOLD UP A SAMPLE LABEL.]
4. Tape the lid or cap in place and you can then throw the bottle in a normal trash container – not a recycling container.
5. Notify your supervisor of the incident.

If you do stick yourself with the syringe, immediately report it to your supervisor

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.



PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND

CUMULATIVE CLAIMS SUMMARY

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	\$51,931.80	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%
TOTALS	1036	\$767,791.82	\$247,727.97	\$520,063.85	67.7%

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	\$19,807.96	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%
TOTALS	946	\$949,807.26	\$334,960.41	\$614,846.85	64.7%

2015

	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
JANUARY	113	\$165,310.10	\$90,766.02	\$74,544.08	45.1%
FEBRUARY	129	\$230,692.36	\$84,816.61	\$145,875.75	63.2%
MARCH	152	\$96,836.26	\$42,041.32	\$54,794.94	56.6%
APRIL	161	\$107,319.66	\$42,081.95	\$65,237.71	60.8%
MAY	192	\$124,860.76	\$44,440.41	\$80,420.35	64.4%
JUNE	187	\$92,811.14	\$34,469.85	\$58,341.29	62.9%
JULY	152	\$106,502.78	\$31,989.55	\$74,513.23	70.0%
AUGUST	114	\$53,791.53	\$21,388.48	\$32,403.05	60.2%
SEPTEMBER	175	\$79,210.95	\$30,111.94	\$49,099.01	62.0%
OCTOBER	111	\$56,796.68	\$23,790.96	\$33,005.72	58.1%
NOVEMBER	68	\$80,656.76	\$23,300.05	\$57,356.71	71.1%
DECEMBER	95	\$49,979.96	\$17,794.26	\$32,185.70	64.4%
TOTALS	1649	\$1,244,768.94	\$486,991.40	\$757,777.54	60.9%



PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
Top 10 Providers By Charges
PAR/ NonPAR January -
December 2017

	CHARGES	APPROVED	SAVINGS	% SAVINGS	SPECIALTY
Participating Provider	\$577,799.71	\$157,221.48	\$420,578.23	72.8%	
IVY REHAB NETWORK, INC	\$182,150.00	\$27,350.00	\$154,800.00	85.0%	Physical Therapy
PREMIER ORTHOPEDIC OF SOUTH JERSEY	\$102,382.27	\$29,724.46	\$72,657.81	71.0%	Orthopedic Surgery
PREMIER SURGICAL CENTER, LLC	\$87,405.65	\$22,610.15	\$64,795.50	74.1%	Ambulatory Surgery Center
KENNEDY UNIVERSITY HOSPITAL, INC.	\$44,433.32	\$21,296.46	\$23,136.86	52.1%	Hospital
ADVANCED SURGICAL INSTITUTE	\$34,030.00	\$9,450.00	\$24,580.00	72.2%	Ambulatory Surgery Center
U.S. HEALTHWORKS MEDICAL GROUP	\$31,481.33	\$13,109.60	\$18,371.73	58.4%	Occupational Medicine
ONE CALL MEDICAL, INC.	\$27,137.46	\$12,977.12	\$14,160.34	52.2%	MRI/Radiology
STRIVE PHYSICAL THERAPY	\$26,980.00	\$5,783.00	\$21,197.00	78.6%	Physical Therapy
HAND SURGERY AND REHAB CENTER	\$21,684.68	\$8,545.69	\$13,138.99	60.6%	Hand Surgery
REHAB EXCELLENCE CENTER, LLC	\$20,115.00	\$6,375.00	\$13,740.00	68.3%	Physical Therapy
Out Of Network	\$19,958.40	\$14,926.30	\$5,032.10	25.2%	
LOURDES ANESTHESIA ASSOC PA	\$4,200.00	\$2,246.30	\$1,953.70	46.5%	Anesthesia
JOHN MCGOWAN PHD	\$4,195.00	\$3,180.00	\$1,015.00	24.2%	Behavioral Health
GARY M. GLASS MD	\$3,400.00	\$2,450.00	\$950.00	27.9%	Behavioral Health
LOUIS D'ANGELO DMD	\$2,411.00	\$2,349.00	\$62.00	2.6%	Dentist
WORKERS COMP PSYCH NET	\$2,220.00	\$1,780.00	\$440.00	19.8%	Behavioral Health
MEDSOURCE LLC	\$1,800.00	\$1,390.00	\$410.00	22.8%	Durable Medical Equipment
WILLINGBORO TOWNSHIP	\$1,310.40	\$1,277.00	\$33.40	2.5%	Emergency Medical Services
RADIOLOGY ASSOCIATES OF NEW JERSEY	\$149.00	\$149.00	\$0.00	0.0%	MRI/Radiology
OCM FN, LLC	\$138.00	\$105.00	\$33.00	23.9%	MRI/Radiology
NOVACARE REHABILITATION	\$135.00	\$0.00	\$135.00	100.0%	Physical Therapy
Grand Total	\$597,758.11	\$172,147.78	\$425,610.33	71.2%	



**PROFESSIONAL MUNICIPAL MANAGEMENT JIF
CHARGES/SAVINGS BY SPECIALTY**

January - December 2017

	CHARGES	APPROVED	SAVINGS	% SAVINGS
Ambulatory Surgical Center	\$168,125.80	\$48,014.00	\$120,111.80	71.4%
Anesthesiology	\$15,487.00	\$8,208.29	\$7,278.71	47.0%
Behavioral Health	\$11,580.00	\$8,880.00	\$2,700.00	23.3%
Cardiology	\$758.00	\$481.83	\$276.17	36.4%
Dentistry General	\$2,411.00	\$2,349.00	\$62.00	2.6%
Diagnostic Radiology	\$45.00	\$14.88	\$30.12	66.9%
Durable Medical Equipment	\$1,850.00	\$1,440.00	\$410.00	22.2%
Emergency Medicine	\$9,909.00	\$3,066.40	\$6,842.60	69.1%
General Surgery	\$3,153.00	\$1,446.43	\$1,706.57	54.1%
Hand Surgery	\$10,537.13	\$6,002.63	\$4,534.50	43.0%
Hospital	\$70,361.97	\$35,354.43	\$35,007.54	49.8%
Internal Medicine	\$81.00	\$25.86	\$55.14	68.1%
Laboratory Services	\$2,688.02	\$413.06	\$2,274.96	84.6%
MRI/Radiology	\$27,574.46	\$13,341.06	\$14,233.40	51.6%
Neurology	\$660.00	\$614.82	\$45.18	6.8%
Neurosurgery	\$19,706.13	\$6,092.30	\$13,613.83	69.1%
Occupational Medicine	\$36,595.13	\$15,882.99	\$20,712.14	56.6%
Occupational Therapy	\$2,854.00	\$1,570.57	\$1,283.43	45.0%
Ophthalmology	\$445.00	\$374.11	\$70.89	15.9%
Optometrists	\$120.00	\$120.00	\$0.00	0.0%
Orthopedic Surgery	\$107,341.97	\$32,703.92	\$74,638.05	69.5%
Other	\$1,310.40	\$1,277.00	\$33.40	2.5%
Pathology	\$95.00	\$56.01	\$38.99	41.0%
Pharmacy	\$3,759.81	\$1,978.76	\$1,781.05	47.4%
Physical Medicine & Rehabilitation	\$14,767.90	\$4,515.90	\$10,252.00	69.4%
Physical Therapy	\$237,241.10	\$44,051.14	\$193,189.96	81.4%
Physicians Fees	\$395.00	\$225.00	\$170.00	43.0%
Urgent Care Center	\$17,457.00	\$8,865.20	\$8,591.80	49.2%
Urology	\$482.00	\$362.38	\$119.62	24.8%
Grand Total	\$767,791.82	\$247,727.97	\$520,063.85	67.7%

Valued as of 12/31/17

APPENDIX I -Minutes

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
 OPEN SESSION MINUTES
 MEETING – NOVEMBER 27, 2017
 MOORESTOWN TOWN HALL
 111 WEST 2ND STREET
 MOORESTOWN, NJ 08057 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	Present
Richard Brevogel, Secretary	Township of Willingboro	Absent
Thomas Merchel	Township of Moorestown	Present
Joseph Andl	Township of Maple Shade	Present

SPECIAL FUND COMMISSIONERS:

Nelson Wiest	Township of Maple Shade	Present
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APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes Karen A. Read Rachel Chwastek
Treasurer	Tom Tontarski
Attorney	Helmer, Conley & Kasselmann, P.A. William Kearns, Esquire John Shields, Esquire
Auditor	Bowman & Company
Claims Service	Qual Lynx Kathy Kissane
Safety Director	J.A. Montgomery Risk Control Glenn Prince
Managed Care Organization	QualCare Stephen McNamara
Underwriting Manager	Conner Strong & Buckelew

ALSO PRESENT:

George Gravenstine, AJM Insurance
 Larry Graham, Fairview Insurance

APPROVAL OF MINUTES: OCTOBER 23, 2017 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF OCTOBER 23, 2017

Moved: Commissioner Wiest
Second: Commissioner Czerniecki
Vote: 3 Ayes, 0 Nays, 1 Abstention

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR:

2018 Budget – At the October Fund Meeting, the Board of Fund Commissioners introduced the Budget for 2018 in the amount of \$3,938,404. There was slight decrease of \$38.00 on the MEL Premium since introduction, so the revised amount is \$3,938,366. In accordance with state regulations, the proposed budget has been advertised in the Fund’s official newspaper and sent to each member municipality/entity.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2018 BUDGET

Moved: Commissioner Andl
Second: Commissioner Wiest
Vote: 4 Ayes, 0 Nays

MOTION TO CLOSE THE PUBLIC HEARING ON THE 2018 BUDGET

Moved: Commissioner Andl
Second: Commissioner Wiest
Vote: 4 Ayes, 0 Nays

MOTION TO ADOPT BUDGET & CERTIFY ASSESSMENTS

Moved: Commissioner Andl
Second: Commissioner Wiest
Vote: 4 Ayes, 0 Nays

RCF Report: The RCF met on October 18, 2017 at the Forsgate Country Club and held a public hearing and adopted the 2018 Budget. Enclosed in the agenda was a copy of Commissioner Czerniecki’s report.

EJIF Report: The EJIF met on October 18, 2017 at the Forsgate Country Club and held a public hearing and adopted the 2018 Budget. Enclosed in the agenda was a copy of Commissioner Czerniecki’s report. The EJIF also met on November 15th at the League.

MEL Report: The MEL met on October 18, 2017 at the Forsgate Country Club to introduce the 2018 Budget. Enclosed is a copy of Commissioner Czerniecki’s report. The MEL also met on November 15th and adopted the 2018 Budget.

MEL, RCF & EJIF Representative - The fund elected its representative to the MEL, RCF

& EJIF for the 2018 Fund Year.

Motion to elect Thomas Czerniecki as the Professional Municipal Management Joint Insurance Fund's 2018 representative to the Municipal Excess Liability Joint Insurance Fund, the Residual Claims Fund Joint Insurance Fund and the Environmental Joint Insurance Fund.

Moved: Commissioner Merchel
Second: Commissioner Andl
Vote: 3 Ayes, 0 Nays, 1 Abstention

Elected Officials Training: This year’s elected officials training program will focus on “Land Use Liability and Technology Risk Management”. Sessions will be scheduled after the New Year through the office of Mr. Kearns. The on-line version will also be available.

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

League Magazine – Enclosed on Page 4 are articles on cyber security that appeared in the New Jersey League of Municipalities magazine written by Marc Pfeiffer of the Bloustein Local Government Research Center at Rutgers.

December Meeting – For the past several years, the JIF has voted to cancel the December meeting and to process any necessary claim payments and professional fees for the month. Should the Commissioners wish to follow past procedures, Resolution 17-24 authorizing this action is part of the agenda. (Page 7)

MOTION TO CANCEL DECEMBER MEETING

Moved: Commissioner Andl
Second: Commissioner Wiest
Vote: 4 Ayes, 0 Nays

Due Diligence Reports: The Executive Director advised the FFT for September showed the fund’s surplus over 2 million. Reviewing the Expected Loss Ratio Analysis Report, the actuary had pegged the fund at 45% and the fund is actually trending at 48%. The Loss Time Accident Frequency for the JIF is 1.72 in October, which is driven by loss time accidents and there were two in this report. The Executive Director advised he spoke with the Evesham Fire Chief and he has promised they are very close to be complaint with the EPL/POL guidelines to drop the deductible.

The Executive Director advised with next year’s meeting schedule, the fund typically meets in March, but not April, and the Executive Director has a conflict in March and requests for next year the fund meet in April instead of March. This meeting is typically the fund’s luncheon. The commissioners and fund professionals did not think that would be an issue. His office will circulate dates.

The Executive Director advised the MEL has launched a new website an app that you can download and choose which information you’d like the app to alert you to.

The Executive Director then asked if there were any questions and concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: Mr. Kearns advised he has nothing to report this month.

TREASURER: The Treasurer reviewed his reports included in the agenda.

Payment of November 2017 Vouchers Resolution 17-25

Fund Year 2017	38,487.65
Total	38,487.65

MOTION TO RATIFY RESOLUION 17-25 VOUCHER LIST FOR THE MONTH OF NOVEMBER AS SUBMITTED

Moved: Commissioner Merchel
 Second: Commissioner Wiest
 Vote: Unanimous

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

2013	0.00
2014	6,368.26
2015	43,509.22
2016	9,295.95
2017	24,065.25
Closed	0.00
TOTAL	83,238.68

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER: The Executive Director advised the certificate report was included in the agenda. The report included 2 certificates that were issued from 9/22/2017 to 10/21/2017.

SAFETY DIRECTOR:

REPORT: Safety Director advised included in his report is all the risk control activities through the month of October, as well as a list of MSI Training and Fast Track training information. Two safety bulletins were included in the report, Leaf Collection Time ... An Important Reminder and October is Fire Prevention Month. He advised he has two loss control visits scheduled in December. 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 September's reports were included in the agenda. Mr. McNamara reported there were 73 bills during the month of October totaling \$32,018.60; of that amount \$10,388.23 was paid for a savings of \$21,630.37 which is a 67.6% savings.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: The Claims Manager advised the PAR 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 Wiest
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Motion: Commissioner Wiest
Second: Commissioner Andl
Vote: Unanimous

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

Motion: Commissioner Wiest
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 Andl
Second: Commissioner Wiest
Vote: Unanimous

MEETING ADJOURNED: 1:30pm

**NEXT REGULAR MEETING: January 22, 2018
Moorestown Town Hall 1:00PM**

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY

APPENDIX II
MEL, RCF, EJIF & REPORTS



Municipal Excess Liability Joint Insurance Fund

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

Date: January 3, 2018

To: Executive Committee
 Professional Municipal Management Joint Insurance Fund

From: Commissioner Thomas Czerniecki

Subject: January MEL Report

Presentations – Executive Director acknowledged Kathleen Wilkinson (Technical Writer), Joanne Hall (Safety Director), Paul Shives (Fund Commissioner 1988-1992 and September to January 2018; Chairman 2007-2008) and Robert Landolfi (Fund Commissioner June 2012 to January 2018; MEL Chairman 2017). In particular, Executive Director noted that Paul Shives and Robert Landolfi were two of the longest serving JIF Fund Commissioners and charter Commissioners of Joint Insurance Funds.

2018 Reorganization - The MEL conducted its 2018 Reorganization. The Board of Fund Commissioners held elections for officers and board members, noted below.

Chairman	1	Richard Hirsh	Atlantic Fund
Secretary	2	Mauro Tucci	Suburban Essex Fund
	3	Joseph Wolk	Camden Fund
	4	Charles Cuccia	South Bergen
	5	James Gildea	Suburban Fund
	6	Robert Law	Trico Fund
	7	Jon Rheinhardt	Morris Fund
	1	Thomas Nolan	Monmouth Fund
	2	Joseph D'Arco	NJSI
	3	Tom Czerniecki	PMM Fund
	4	Meghan Jack	Burlco Fund
	5	Cynthia Ege	PAIC
	6	Bernie Rutkowski	NJUA Fund
	7	Mark Antozzeski	First Responders Fund
		Paul Tomasko	Bergen Fund
		John Clarke	NJPHA
		Joy Tozzi	Mid Jersey Fund

	Veronica Laureigh	Ocean Fund
	William Northgrave	Central Fund

2018 MEETING SCHEDULE:

2018 Meeting Schedule		
March 7, 2018 (Wed)	Princeton Marriott	9:00 am
June 7, 2018 (Thurs)	Forsgate Country Club	11:15 am
September 5, 2018 (Wed)	Forsgate Country Club	11:15 am
October 17, 2018	Forsgate Country Club	11:15 am
November 14, 2018	Atlantic City Convention Center	5:00 pm
January 2, 2019	Forsgate Country Club	11:15 am

2018 Standing Committees Chairpersons

Management Committee	Mauro Tucci
Marketing Committee	Mauro Tucci
Coverage Committee	Mauro Tucci
Investment Committee	James Gildea
Legislative Committee	Charles Cuccia
Nominating Committee	Charles Cuccia
Safety & Education Committee	Bernard Rutkowski
Audit Committee	Jon Rheinhardt
Claims Review Committee	Richard Hirsh

Chairman Hirsch also added several members to committee. Fund Commissioners and Risk Management Consultants are encouraged to volunteer on standing committees.

2018 Fund Professionals & Professional Service Agreements – The MEL board awarded professional service agreements in accordance with a fair and open process for Fund years 2018, 2019 & 2020. Resolution reflected professional fees for 2018 and for the term of the contract.

Management Committee: As part of the Requests for Qualifications process, the MEL noted that the “services” section of professional service contracts were going to be reviewed. A meeting of the Management Committee will be scheduled to review the recommended modifications.

Purchase of Excess Insurance – The Board of Fund Commissioners adopted a resolution confirming the placement of excess coverage. The MEL commercial carrier for excess workers’ compensation is Safety National, Genesis is the excess liability and optional pol/epl carrier, Munich Reinsurance provides the optional excess liability; Caitlin provides the non-owned aircraft and the commercial carrier for excess property and boiler/machinery is Zurich. Underwriting Manager’s memorandum on the renewal is attached to this report.

Risk Management Plan - The Board of Fund Commissioners adopted the 2018 MEL Risk Management Plan. The plan has been amended to reflect excess rates and carriers for 2018.

Elected Officials Seminars: VCS is in the process of converting this year's Elected Officials Seminar to an online version, pursuant to the MEL's contract for the preparation of online courses.

Technology Best Practices: In September of 2016, the MEL awarded a contract to Rutgers to assist with implementing Cyber Security Risk Management. Marc Pfeiffer has been working with the Cyber Task Force with this objective which has taken longer than anticipated. The Board agreed to extend the term of the contract to February 2018.

RCF: The Residual Claims Fund scheduled its 2018 Reorganization meeting for Wednesday, January 3, 2018 at 10:30 am in the Forsgate Country Club located in Jamesburg, NJ. The Fund elected John Clark as its representative to the Residual Claims Fund for the 2018 Fund Year.

Legislative Committee: The committee met on November 15, 2017 and submitted the minutes of the meeting. Committee is scheduled to meet on January 12, 2018.

The JIF investment legislation has been voted out of the Assembly Financial Institutions Committee with amendments. It now has to get scheduled in the Assembly. If successful, it will go back to the Senate (where it already passed) to address the amendments.

Coverage Committee: Coverage Committee met on December 4, 2017 and submitted the minutes of its meeting. Committee is scheduled to meet on February 15, 2018.

Safety & Education Committee: Committee is scheduled to meet on January 19, 2018.

Claims Committee: The Claims Review Committee met on November 29, 2017 and is scheduled to meet immediately following today's Board meeting. Minutes of the November 29, 2017 meeting are enclosed under separate cover.

Cyber Task Force: The MEL's Cyber Task Force has been working on Minimum Standards for Cyber Security. The MEL will provide some reimbursement of cyber liability claim deductibles for members who are compliant. Task Force met on December 4th for its final review of the standards. The MEL Cyber Risk Management Plan has been distributed to members and is posted to the MEL website – njmel.org. The Cyber Task Force will meet again and develop objectives for 2018.

Annual MEL Commissioner Retreat: The Board of Fund Commissioners annual retreat will be scheduled in conjunction with the March 7, 2018 Fund meeting, which will be held in the Princeton Forrestal Marriott at 9:00 am.

MEL Mobile Application: The MEL updated its website (njmel.org) and launched a mobile application in November. Everyone is encouraged to download the mobile application and register for a "role(s)". The MEL will use the mobile application to issue "push alerts" based on municipal and authority roles. By registering for a "role(s)", you will be able to limit alerts

to information meaningful to you. Instructions to download the mobile app can be found on the webpage - njmel.org.

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 January 2018. This past summer 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.

Emergency Restoration Services – Request for Qualifications (RFQ): The MEL issued a Request for Qualifications 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. Due date is December 29th. Board of Fund Commissioners authorized the Executive Director to post the responses received on the MEL webpage – njmel.org.



Edward Cooney, MBA
Vice President
Account Executive/Underwriting Manager

Major Accounts

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9 Campus Drive
Parsippany, NJ 07054
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December 22, 2017

**RE: Municipal Excess Liability Joint Insurance Fund
2018 Insurance Renewal**

Joe / Dave,

On behalf of the Underwriting Manager team for the MEL, we want to provide you a general summary of the renewal and to confirm all coverages are bound. A full, detailed Confirmation of Insurance will be provided as we finish rectifying the renewal exposures with your team.

Thank you for all of your efforts and assistance regarding this renewal!

Coverage	Rate Delta
Property	0.5%
Casualty	Genesis = (5%) Munich = Flat
Workers' Compensation	Flat
Public Officials / EPL	3.5% (+ 5% for Land Use)
Volunteer D&O	Flat
Cyber	1.2%
Non-Owned Aircraft	Flat

Property - Despite the severity and frequency in natural disasters affecting the marketplace in 2017, the total property program only saw a 0.5% (half point) rate increase. Our primary with Zurich stayed flat with current terms, while our excess markets increased about 14% with current terms. As a market comparison, most Property insurers looked for no less than a 10% increase, while those at low attachments or insuring CAT regions looked for 20%.

Casualty - We are entering the second year of our two-year agreements with both Genesis and Munich. As agreed, Genesis provided a 5% reduction in all rates, while Munich provided a flat rate. These terms follow 2017's 5% and 2% reduction from the reinsurers, respectively.

Workers' Compensation - We are entering the third year of a three-year agreement with Safety National with an agreed to flat rate.



**New Jersey Municipal Environmental
Risk Management Fund**

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

DATE: January 3, 2018
TO: Executive Committee
Professional Municipal Management Joint Insurance Fund
FROM: Commissioner Thomas Czerniecki
SUBJECT: Summary of Topics Discussed at E-JIF Meeting

2018 REORGANIZATION- The election of the slate was confirmed. Below is a listing of the 2018 Executive Committee and the 2018 Fund Professionals.

		<u>2018</u>
Chairman:	Sub Essex JIF	Joe Catenaro
Secretary:	Monmouth	Thomas Nolan
Executive Committee:	Camden	Joe Wolk
	Sub-Muni	Jim Gildea
	Trico	Robert Law
	South Bergen	Greg Franz
	Bergen	Paul Tomasko
	Burlco	Meghan Jack
Alternates:		
#1	NJUA	Bernie Rutkowski
#2	PMM	Tom Czerniecki
#3	Morris	Michael Guarino
#4	Ocean	Veronica Laureigh
#5	Central	William Northgrave

REORGANIZATIONAL RESOLUTIONS – The Resolutions necessary to undertake the 2018 Reorganization of the Fund were reviewed and adopted by the Board.

FUND PROFESSIONALS & PROFESSIONAL SERVICE AGREEMENTS – The EJIF Board awarded professional service agreements 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. Contracts will be forwarded to each Fund Professional which will outline adjustments to compensation for Fund year 2018.

The Board of Fund Commissioners made the following appointments:

Executive Director	Stephen Sacco, Perma Risk Management Services
Fund Attorney	Fred Semrau, Esquire
Fund Treasurer	Charles Cuccia
Asset Manager	Wilmington Trust
Fund Auditor	Nisivoccia LLP
Underwriting Manager	Danskin Insurance Agency and Conner Strong & Buckelew
Actuary	AON Worldwide, Inc.
Environmental Engineer	PS&S and First Environment (<i>As per the agreed pricing as a result of the 2016 RFQ process for the 2018 fund year. This will be a 1 year appointment.</i>)
Claims Administrator	Peter King, Esquire
Legislative Agent	Princeton Public Affairs Group

2018 STANDING COMMITTEES - Five standing committees were established for the 2018 Fund year. The five (5) committees are Coverage committee, Rules & Contracts committee, Budget & Finance committee, Nominating committee, and Claims committee.

EXCESS AGGREGATE INSURANCE - The Underwriting Manager indicated that excess coverage for the EJIF, previously provided by Liberty International Underwriters, will be issued in 2018 by a Liberty subsidiary, Ironshore Insurance Company. The proposed Ironshore policy form is different from the expiring Liberty form and has been modified to reflect the EJIF as the underlying bearer of risk. A summary is as follows:

EXCESS COVERAGE RENEWAL

COVERAGE: Follow Form Excess Pollution Liability – Claims Made Coverage

COMPANY: Ironshore Insurance Company

LIMIT OF LIABILITY: \$ 9,000,000 Pollution Incident Limit
\$ 9,000,000 Aggregate Limit

SELF INSURED RETENTION: \$3,000,000 Aggregate of All Losses Incurred

EJIF COVERAGE – During the November EJIF Meeting, the EJIF Board approved the new Storage Tank Form, the \$250,000 Transit Coverage sublimit to the EIL Policy and a revised Risk Management Plan. All these changes are effective January 1, 2018.

2018 MEETING SCHEDULE:

2018 Meeting Schedule

March 7, 2018	Princeton Forrestal Center	9:00 am
June 7, 2018	Forsgate Country Club	10:50 am
September 5, 2018	Forsgate Country Club	10:50 am
October 17, 2018	Forsgate Country Club	10:50 am
November 14, 2018	Sheraton Hotel-Atlantic City	12:00 pm
January 2, 2019	Forsgate Country Club	10:50 am



Municipal Excess Liability Residual Claims Fund

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

January 3, 2018

Memo to: Executive Committee
Professional Municipal Management Joint Insurance Fund

From: Commissioner Thomas Czerniecki

Re: Topics Discussed at the RCF 2018 Reorganization Meeting

Executive Committee Nominations: The MEL Audit Committee made a recommendation from a Best Practices standpoint that the RCF Chair & Secretary positions be rotated in order to build a knowledge-base of the RCF and its critical operations. Although the RCF conducts its meetings as a Board of Commissioners, regulations require the election of an Executive Committee.

Below is a listing of the 2018 Executive Committee.

2018 Executive Committee
Robert Law, Trico JIF, Chairman
Gregory Franz, South Bergen JIF, Secretary
Paul Tomasko, Bergen JIF
James Gildea, Suburban Muni JIF
John Clarke, MEL JIF
Tom Nolan, Monmouth JIF
Joseph Wolk, Camden JIF

The Fund also elected the following alternates for the 2018 Fund Year:

2018 Alternate Executive Committee
David Matchett, Burlco JIF
Brian Bigler, NJUA JIF
Joseph Catenaro, Suburban Essex JIF
Richard Hirsch, Atlantic JIF
Jon Rheinhardt, Morris JIF
Tom Czerniecki, PMM JIF
Sherry Sims, NJPHA JIF
Veronica Laureigh, Ocean JIF
<i>To be appointed, Central JIF</i>

RCF Claims Committee: Nomination Committee submitted the following to serve on the 2018 RCF Claims Committee:

2018 RCF Claims Committee	
Robert Law, Trico JIF, Chairman	
Gregory Franz, South Bergen JIF, Secretary	
David Matchett, Burlco JIF	
Sherry Sims, NJPHA JIF	
James Gildea, Suburban Municipal JIF	
Jon Rheinhardt, Morris JIF	

The proposed terms for both RCF Chair and Secretary as well as RCF Claims Chair would be for a 2-year term at which point the Secretary would then assume the Chair position. The RCF Chair would also serve as the RCF Claims Chair.

Reorganizational Resolutions: The Board adopted the following resolutions as part of the reorganization process:

Resolution 1-18 Fund Professionals & Professional Service Agreements: The RCF board resolved to award professional service agreements 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. In October, the Board accepted a recommendation reflecting professional compensation for Fund Year 2018; annual amounts and estimated 3-year contracts amounts were reflected in Resolution 1-18 as per Local Finance Notice 2017-10.

The Board of Fund Commissioners confirmed the following appointments:

2018 Fund Professionals	
Administrator	Joseph Hrubash, PERMA Risk Mgmt. Services
Deputy Administrator	Paul Miola, Arthur J. Gallagher Risk Mgmt. Services
Attorney	Fred Semrau, Esq of Dorsey & Semrau
Excess Claims Supervisor	CB Claims LLC
Treasurer	Charles Cuccia
Actuary	The Actuarial Advantage
Auditor	Ferraioli, Wielkocz, Cerullo & Cuva, P.A.
Asset Manager	Wilmington Trust
Banking Manager	Investors Bank

Resolution 2-18 Fiscal Management Plan: Resolution submitted designating Official Depositories and approving a Cash Management Plan; authorizing Signatories on Administrative Accounts; authorizing Signatories on Claim Accounts; establishing a rate of interest for delinquent assessments; establishing a wire transfer procedure; and certifying Approval Officer for all Fund expenses. In addition to the Chair, Secretary and Treasurer, Commissioner James Gildea was designated as the additional RCF Commissioner signatory.

Resolution 3-18 Public Meeting Procedures: The Board of Fund Commissioners confirmed the following meeting schedule:

2018 Meeting Schedule & 2019 Reorganization			
March 7, 2018	Princeton Forrestal Center	9:00 am	
June 7, 2018	Forsgate Country Club	10:30 am	
September 5, 2018	Forsgate Country Club	10:30 am	
October 17, 2018	Forsgate Country Club	10:30 am	
January 2, 2019	Forsgate Country Club	10:30 am	

The RCF Claims Committee will meet on the same day as the Executive Committee at the above listed locations at 9:00AM before the Fund meeting. In addition to the above, the RCF Claims Committee will meet via teleconference at 9:00AM on May 2, 2018, July 18, 2018 and December 5, 2018; Teleconference will be initiated from the fund office located at 9 Campus Drive – Suite 216, Parsippany, NJ.

The Fund’s newspaper is The Star Ledger (Newark). In addition, the MEL’s webpage is designated for official notices – www.njmel.org.

Resolution 4-18 Fund Records: The Board confirmed the establishment of a Fund Records program appointing the Fund Secretary as custodian of records and Account Manager as Assistant Fund Secretary.

Resolution 5-18 Risk Management Plan: The Board adopted the 2018 Risk Management Plan which detailed coverage, assessment methodology and procedure for closure of fund years.

Claims Committee: The Claims Review Committee met on November 29, 2018 and met the morning of the Commissioner’s meeting. Minutes of the November meeting were enclosed under separate cover.

JIF Investment Legislation: Executive Director reported the JIF investment legislation has been voted out of the Assembly Financial Institutions Committee with amendments. It now has to get scheduled in the Assembly. If successful, it will go back to the Senate (where it already passed) to address the amendments.

Acknowledgement of Service:

Commissioner Matchett was presented with a token of appreciation for the years he served as RCF Chair and RCF Claims Committee Chair.

Commissioner Cook was presented with a bouquet for her years of service on the RCF Board and the RCF Claims Committee; the Board wished her best of luck on her retirement.

Commissioner Shives was thanked for his years of service on the RCF; the MEL would be making a presentation honoring him.

Commissioner Landolfi was thanked for his years of service on the RCF; the MEL would be making a presentation honoring him and congratulating his retirement.

Fund Attorney: The Fund Attorney reported there are 6 EPL/POL claims - down from 300 - left to be settled since that line of coverage was transferred out of the MEL.

Next Meeting: The next meeting of the RCF will be March 1, 2018 at 9:00AM at the Princeton Forrestal Center in Princeton, NJ.