

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND
MEETING AGENDA
AUGUST 28, 2017 – 5:15 PM**

**BOROUGH OF BARRINGTON
229 TRENTON AVENUE
BARRINGTON, NJ 08007
AGENDA AND REPORTS**

OPEN PUBLIC MEETINGS ACT - In accordance with the Open Public Meetings Act, notice of this meeting was provided by:

- I.** sending sufficient notice to the Courier Post
- 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

CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND AGENDA

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- FLAG SALUTE – MOMENT OF SILENCE**
- ROLL CALL OF 2017 EXECUTIVE COMMITTEE**
- WELCOME: BARRINGTON**
- APPROVAL OF MINUTES:** July 24, 2017 Open MinutesAppendix I
July 24, 2017 Closed Minutes **To Be Distributed**

- CORRESPONDENCE - None**

REPORTS

- EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA Risk Management Services**
Executive Director's ReportPage 1
- TREASURER – Elizabeth Pigliacelli**
Monthly Vouchers - Resolution No. 17-20Page 16
Treasurer's Report.....Page 18
Monthly ReportsPage 19
- ATTORNEY – Joseph Nardi, Esquire**
- SAFETY DIRECTOR – J.A. Montgomery Risk Control**
Monthly ReportPage 25
2018 MSI Class Request Announcement Appendix II
- UNDERWRITING MANAGER – Conner Strong & Buckelew**
Monthly Certificate Holding Report.....Page 32
- MANAGED CARE – Consolidated Services Group**
Monthly ReportPage 35
- CLAIMS SERVICE – AmeriHealth Casualty**

-
- OLD BUSINESS**
 - NEW BUSINESS**
 - PUBLIC COMMENT**
 - MEETING ADJOURNED**
 - NEXT MEETING: September 25, 2017 – Borough of Bellmawr**

Camden County Municipal Joint Insurance Fund

9 Campus Drive, Suite 216
Parsippany, NJ 07054

Date: August 28, 2017

Memo to: Executive Committee
Camden County Municipal Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

- 2018 RFQ – Fair & Open Process** – The fund office advertised Requests for Qualifications for all Fund Professional positions of the fund. Responses were due back on August 1st. Multiple responses were received for Claims Administration, Managed Care and Auditor. The Executive Director will provide a report.
- Membership Renewals** – The Fund has 5 members up for renewal at the end of the year. Renewal documents were sent out earlier this month.
- 2018 Renewal Online Underwriting Database:** The deadline for completion was August 15, 2017. The Executive Director will review the status of the renewal.
- Police Accreditation** – As a reminder to member’s Police Departments, last year the fund approved a Police Accreditation Grant Program that awards a grant of 25% of the cost associated with the process. To date, Voorhees Township has started the accreditation process and has signed up for the program. Several other members have inquired about the program. The memorandum that was distributed appears on **Page 3**.
- Safety Incentive Program – Optional Safety Award** – The notice for the 2017 Optional Safety Award was recently sent out to member entities. This is a \$500 reimbursable grant to members to purchase safety related items or training. All paperwork and vouchers must be returned to the fund office by December 1st. The notice appears on **Page 5**.
- Safety Expo** - The MEL continues to work with the New Jersey Utility Authorities Joint Insurance Fund (NJUA) to conduct its Annual Safety Expo which includes MEL member town’s water & sewer employees. The Safety Expo will be held on September 29th at the Camden County Emergency Services Training Center. A reminder notice will be mailed to all members with additional information.
- 2018 Budget** - The Executive Committee normally schedules a meeting prior to the Fund’s regular October meeting at the Collingswood Senior Community Center to review the proposed budget. It would be appropriate for the Committee to check their schedules for meeting availability during the week of October 9th.

□ **Due Diligence Reports:**

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CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND

401 Route 73N – Suite 300

Marlton, NJ 08053

Michael Mevoli, Chairman
M. James Maley, Secretary

Bradford C. Stokes, Executive Director

MEMO

TO: Members – Camden County Municipal Joint Insurance Fund
Fund Commissioners
Police Chiefs
Risk Management Consultants

FROM: PERMA Risk Management Services

DATE: July 15, 2016

RE: Police Accreditation Grant Program

In an effort to encourage member police departments to pursue accreditation, the Camden County JIF's Executive Committee has approved a Police Accreditation Grant Program for all members of the Camden County Municipal Joint Insurance Fund effective June 2016.

The Commission on the Accreditation of Law Enforcement Agencies ("CALEA") and/or the State of New Jersey Association of Chiefs of Police offer a program to obtain accreditation in order to attain the highest standards of police department management.

Any interested Municipality should convey their request for consideration to the JIF's Executive Director. All requests will be reviewed by the JIF's Executive Committee for a final determination of grant recipients. Please keep in mind that this program is capped at 6 members for the 2016-17 fund years.

Each member of the JIF is offered a 25% reimbursement of cost upon certification to support efforts to attain accreditation. The Executive Committee realizes the importance of aiding our member Police departments in becoming accredited and is pleased to assist our member departments in this endeavor.

The following are the conditions of the program:

1. The Mayor and Chief of Police are required to enter into an agreement with the Camden County Municipal Joint Insurance Fund for the receipt of funding of twenty-five percent (25%) of accreditation cost.
2. The Municipality agrees to provide funding for the remaining costs associated with becoming accredited. In addition, the Municipality shall attach a certification from their CFO that funds are available to complete the police accreditation process and further acknowledge that municipal funds will be spent first, prior to the grant being issued.
3. The Member Municipality understands that the JIF shall not be responsible nor will it commit to provide any additional funding to maintain said accreditation, and this is a one time only grant per municipality.
4. If the Municipality does not renew its membership in the JIF within three years of receiving the grant, said grant monies would be due to the JIF immediately upon membership expiration.
5. The 2016-17 Program will allow for six (6) municipalities to receive the grant monies to become accredited. The Executive Committee will consider the grant applications on a first come, first served basis.

Attached is a sample resolution in word that will have to be adopted by any participating member. If you intend to participate in this program or have any questions, please contact Bradford Stokes, Executive Director at bstokes@permainc.com or at 856-552-6816.

CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND

*40 Lake Center Executive Park
401 Route 73 North, Suite 300
Marlton, NJ 08053*

Michael Mevoli, Chairman
M. James Maley, Secretary

Bradford C. Stokes, Executive Director

Date: August 8, 2017

Memo to: Camden County Municipal JIF Fund Commissioners

Subject: 2017 Safety Incentive Program – Optional Safety Award

Dear Fund Commissioner:

The Camden County Municipal Joint Insurance Fund is pleased to announce the continuance of the Optional Safety Award in connection with the Camden JIF Safety Incentive Program. Due to the hard work and determination in reducing claims over the past several years by members of the JIF, the Fund is able to continue this popular award. Each member is entitled to \$500.00.

Attached please find information regarding the Optional Safety Award. Please feel free to contact Bradford Stokes at 856-552-6816 or bstokes@permainc.com or Karen Read at 856-552-4712 or kread@permainc.com if you have any questions.

Yours truly,

Michael Mevoli

Michael Mevoli, Chairman
Camden County Municipal Joint Insurance Fund

cc: Safety Coordinators and Risk Managers

Optional Safety Award

This program is designed to help members by offering a reimbursement for safety related expenses and to assist them in meeting their own safety objectives. Financial reimbursement will be provided for safety related items or safety training programs purchased by the member municipality up to \$500 per member. Some suggestions for eligible items are as follows:

SAFETY ITEM SUGGESTIONS	SAFETY TRAINING SUGGESTIONS
<i>Safety Signs, posters</i>	<i>Subscription for tool box topics</i>
<i>AED's, eyewash stations</i>	<i>Safety Publications, Monthly Newsletters</i>
<i>Safety Equipment</i>	<i>Safety Manuals</i>
<i>Ergonomic assessments and accessories</i>	<i>Supplemental Training - not covered by MSI or EPL</i>
<i>Safety Attire (i.e. reflective vests, protective gloves)</i>	<i>Purchase of Safety Videos & DVD's</i>

Inadmissible Reimbursements

Please note that purchases made routinely within a municipality are not eligible for reimbursement. These items include such things as batteries, office supplies, office equipment, or janitorial supplies.

Reimbursement Instructions

Reimbursements will be made for **one time purchases of up to \$500**. The optional safety budget can not be split into multiple reimbursement amounts totaling up to \$500. Please hold your receipts until you have \$500.00 worth. The Fund can pay a vendor directly if desired.

Funds must be claimed by **December 31, 2017** and a signed voucher (see attached) must be submitted along with the appropriate receipts.

Please complete the shaded areas and marked **Pay To, Address, Tax ID#** (if paying vendor directly) and sign by **Vendor's Signature**.

Completed vouchers and receipts must be sent to the Executive Director's Office:

**Camden County Municipal Joint Insurance Fund
40Lake Center Executive Park
401 Route 73 N - Suite 300
Marlton, NJ 08053
Attn: Karen Read**

CAMDEN COUNTY MUNICIPAL FUND					
FINANCIAL FAST TRACK REPORT					
AS OF June 30, 2017					
	THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE	
1. UNDERWRITING INCOME	1,072,877	6,437,259	204,655,450	211,092,709	
2. CLAIM EXPENSES					
Paid Claims	412,162	2,217,556	91,081,446	93,299,001	
Case Reserves	118,317	(290,761)	4,181,456	3,890,695	
IBNR	(259,055)	(913,895)	6,349,329	5,435,434	
Recoveries	(22,450)	(62,872)	(167,155)	(230,027)	
TOTAL CLAIMS	248,975	950,028	101,445,076	102,395,104	
3. EXPENSES					
Excess Premiums	337,582	2,025,492	55,536,497	57,561,989	
Administrative	178,513	1,057,673	36,544,486	37,602,160	
TOTAL EXPENSES	516,095	3,083,165	92,080,984	95,164,149	
4. UNDERWRITING PROFIT (1-2-3)	307,806	2,404,067	11,129,390	13,533,457	
5. INVESTMENT INCOME	(11,395)	82,662	10,166,597	10,249,259	
6. DIVIDEND INCOME	0	0	3,320,164	3,320,164	
7. STATUTORY PROFIT (4+5+6)	296,411	2,486,729	24,616,151	27,102,879	
8. DIVIDEND	0	0	18,301,650	18,301,650	
9. STATUTORY SURPLUS (7-8)	296,411	2,486,729	6,314,500	8,801,229	
SURPLUS (DEFICITS) BY FUND YEAR					
Closed	(547)	4,111	965,812	969,924	
Aggregate Excess LFC	26,124	159,713	244,478	404,191	
2013	(128,607)	(80,011)	2,353,651	2,273,640	
2014	(191,512)	(115,611)	2,414,063	2,298,453	
2015	57,341	387,056	997,191	1,384,247	
2016	702,989	1,681,245	(660,695)	1,020,550	
2017	(169,377)	450,225		450,225	
TOTAL SURPLUS (DEFICITS)	296,411	2,486,729	6,314,500	8,801,229	
TOTAL CASH				23,025,183	
CLAIM ANALYSIS BY FUND YEAR					
TOTAL CLOSED YEAR CLAIMS	0	0	81,427,837	81,427,837	
FUND YEAR 2013					
Paid Claims	14,375	511,439	3,170,042	3,681,481	
Case Reserves	73,049	(401,785)	810,282	408,497	
IBNR	39,599	(16,532)	150,343	133,811	
Recoveries	0	0	(82,459)	(82,459)	
TOTAL FY 2013 CLAIMS	127,022	93,122	4,048,209	4,141,330	
FUND YEAR 2014					
Paid Claims	104,448	478,793	2,404,399	2,883,192	
Case Reserves	89,052	14,473	933,399	947,871	
IBNR	(4,077)	(361,291)	747,665	386,374	
Recoveries	0	0	(57,443)	(57,443)	
TOTAL FY 2014 CLAIMS	189,423	131,975	4,028,019	4,159,994	
FUND YEAR 2015					
Paid Claims	22,266	201,910	2,607,706	2,809,616	
Case Reserves	23,162	(168,235)	1,190,203	1,021,968	
IBNR	(104,715)	(405,942)	1,412,301	1,006,359	
Recoveries	0	0	(15,529)	(15,529)	
TOTAL FY 2015 CLAIMS	(59,287)	(372,267)	5,194,681	4,822,414	
FUND YEAR 2016					
Paid Claims	74,305	568,364	1,471,461	2,039,825	
Case Reserves	(38,056)	(203,822)	1,247,572	1,043,750	
IBNR	(740,093)	(1,994,377)	4,039,020	2,044,643	
Recoveries	(1,200)	(41,622)	(11,724)	(53,346)	
TOTAL FY 2016 CLAIMS	(705,044)	(1,671,457)	6,746,330	5,074,873	
FUND YEAR 2017					
Paid Claims	196,769	457,050		457,050	
Case Reserves	(28,889)	468,609		468,609	
IBNR	550,231	1,864,247		1,864,247	
Recoveries	(21,250)	(21,250)		(21,250)	
TOTAL FY 2017 CLAIMS	696,860	2,768,656		2,768,656	
COMBINED TOTAL CLAIMS	248,975	950,028	101,445,076	102,395,104	

CAMDEN JOINT INSURANCE FUND							
Fixed Income Portfolio Summary and Rate Comparison							
					For Month End	6/30/2017	
			2014	2015	2016	Last Month	This Month
CAMDEN JOINT INSURANCE FUND							
Total Cash Balance (millions)			14.32	15.46	16.98	19.38	23.03
Fixed Income Portfolio							
Investments (millions), Book Value			4.92	4.92	9.99	9.99	13.97
Avg maturity (years)			1.51	1.33	0.24	2.41	2.60
Unrealized gain/(loss) (%)			0.89	0.47	0.09	0.33	0.04
Purchase/Book yield (%)			1.40	1.40	0.62	1.11	1.19
Realized gain/(loss) (%)			0.00	0.00	0.00	0.00	0.00
Total Yield (Market)			2.29	1.87	0.71	1.44	1.23
M E L PORTFOLIO							
Total Cash Balance (millions)			72.15	80.36	61.94	66.78	53.62
Fixed Income Portfolio							
Investments (millions), Book Value			48.09	48.09	53.40	44.73	44.73
Avg maturity (years)			1.90	1.58	1.64	1.51	1.44
Unrealized gain/(loss) (%)			-0.06	0.12	0.03	-0.06	-0.16
Purchase/Book yield (%)			0.82	0.82	0.82	1.03	1.04
Realized gain/(loss) (%)			0.00	0.00	0.00	0.00	0.00
Total Yield (Market)			0.76	0.94	0.85	0.97	0.88
COMPARATIVE RATES (%)							
Cash & Cash Equivalents							
NJ Cash Mgmt Fund *			0.69	0.10	0.41	0.72	0.79
TD Money Market			0.01	0.01	0.01	0.41	0.58
TD Bank Deposits			Unavailable **	Unavailable **	Unavailable **	Unavailable **	Unavailable **
Investors Bank Deposits			-	-	0.66	0.76	0.76
Treasury Issues							
1 year bills			0.12	0.32	0.61	1.12	1.20
3 year notes			0.90	1.02	1.00	1.48	1.49
5 year notes			1.64	1.53	1.33	1.84	1.77
Merrill Lynch US Govt 1-3 years ^			0.63	0.56	0.89	0.52	0.44
* Yearly data is average monthly rate.							
^Monthly data is Year to Date return							
**Effective 1/1/12 TD Bank is requiring a compensating balance to offset fees. The remaining funds must be in an interest bearing account in order to earn interest at the prevailing rate of .08%. Blended rate is not available at this time.							

**Camden Joint Insurance Fund
CLAIMS MANAGEMENT REPORT
EXPECTED LOSS RATIO ANALYSIS**

AS OF July 31, 2017

FUND YEAR 2013 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	55	MONTH	54	MONTH	43	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jul-17		30-Jun-17		31-Jul-16	
PROPERTY	535,713	371,708	69.39%	100.00%	69.48%	100.00%	69.48%	100.00%
GEN LIABILITY	1,423,316	1,016,587	71.42%	96.81%	66.44%	96.73%	35.63%	93.91%
AUTO LIABILITY	377,258	114,744	30.42%	94.86%	30.42%	94.56%	21.14%	90.64%
WORKER'S COMP	3,913,656	2,569,950	65.67%	99.74%	65.79%	99.70%	60.05%	99.02%
TOTAL ALL LINES	6,249,943	4,072,990	65.17%	98.80%	64.12%	98.74%	52.95%	97.43%
NET PAYOUT %	\$3,611,868		57.79%					

FUND YEAR 2014 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	43	MONTH	42	MONTH	31	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jul-17		30-Jun-17		31-Jul-16	
PROPERTY	591,500	358,018	60.53%	100.00%	60.53%	100.00%	61.29%	100.00%
GEN LIABILITY	1,405,625	1,304,626	92.81%	93.91%	95.54%	93.46%	41.36%	86.42%
AUTO LIABILITY	350,875	98,714	28.13%	90.64%	27.71%	90.21%	26.01%	83.75%
WORKER'S COMP	3,909,782	1,940,334	49.63%	99.02%	50.52%	98.92%	53.86%	96.90%
TOTAL ALL LINES	6,257,782	3,701,692	59.15%	97.49%	60.30%	97.31%	50.19%	94.10%
NET PAYOUT %	\$2,998,354		47.91%					

FUND YEAR 2015 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	31	MONTH	30	MONTH	19	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jul-17		30-Jun-17		31-Jul-16	
PROPERTY	541,208	602,000	111.23%	100.00%	111.23%	100.00%	114.79%	97.40%
GEN LIABILITY	1,412,638	385,619	27.30%	86.42%	25.61%	85.57%	24.30%	72.70%
AUTO LIABILITY	335,860	48,648	14.48%	83.75%	14.48%	82.91%	11.95%	68.41%
WORKER'S COMP	3,739,043	2,755,488	73.69%	96.90%	75.00%	96.57%	74.34%	88.04%
TOTAL ALL LINES	6,028,749	3,791,755	62.89%	93.99%	63.31%	93.54%	62.77%	84.19%
NET PAYOUT %	\$2,804,491		46.52%					

FUND YEAR 2016 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	19	MONTH	18	MONTH	7	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jul-17		30-Jun-17		31-Jul-16	
PROPERTY	490,882	465,378	94.80%	97.40%	94.80%	97.09%	36.84%	53.00%
GEN LIABILITY	1,437,680	124,726	8.68%	72.70%	8.82%	71.16%	4.37%	25.00%
AUTO LIABILITY	330,150	97,551	29.55%	68.41%	26.52%	66.43%	15.59%	25.00%
WORKER'S COMP	3,689,848	2,337,675	63.35%	88.04%	63.90%	86.31%	30.64%	19.00%
TOTAL ALL LINES	5,948,560	3,025,331	50.86%	84.02%	51.07%	82.44%	23.97%	23.59%
NET PAYOUT %	\$2,025,771		34.05%					

FUND YEAR 2017 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	7	MONTH	6	MONTH	-5	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jul-17		30-Jun-17		31-Jul-16	
PROPERTY	566,229	359,281	63.45%	53.00%	44.38%	45.00%	N/A	N/A
GEN LIABILITY	1,464,528	201,932	13.79%	25.00%	4.61%	19.00%	N/A	N/A
AUTO LIABILITY	324,847	39,624	12.20%	25.00%	12.34%	20.00%	N/A	N/A
WORKER'S COMP	3,837,435	794,238	20.70%	19.00%	14.93%	14.00%	N/A	N/A
TOTAL ALL LINES	6,193,040	1,395,074	22.53%	23.84%	15.05%	18.33%	N/A	N/A
NET PAYOUT %	\$688,688		11.12%					

2017 LOST TIME ACCIDENT FREQUENCY ALL JIFs				
		July 31, 2017		
	2017	2016	2015	TOTAL
	LOST TIME	LOST TIME	LOST TIME	RATE *
FUND	FREQUENCY	FREQUENCY	FREQUENCY	2017 - 2015
BURLINGTON	0.83	1.93	1.85	1.65
MORRIS	1.10	1.89	2.00	1.75
BERGEN	1.16	1.56	2.27	1.76
SUBURBAN MUNICIPAL	1.39	2.13	2.19	2.00
CENTRAL	1.44	1.70	1.95	1.76
CAMDEN	1.48	1.35	2.55	1.75
ATLANTIC	1.54	3.09	2.67	2.53
SOUTH BERGEN	1.57	2.28	2.76	2.32
NJ PUBLIC HOUSING	1.65	1.91	2.01	1.90
TRI-COUNTY	1.77	2.37	2.05	2.10
N.J.U.A.	1.79	3.15	2.60	2.63
OCEAN	1.81	2.21	2.24	2.13
PROF MUN MGMT	1.85	2.08	3.81	2.69
SUBURBAN ESSEX	2.34	1.67	2.15	2.01
MONMOUTH	3.03	1.76	2.19	2.18
AVERAGE	1.65	2.07	2.35	2.08

**Camden Joint Insurance Fund
2017 LOST TIME ACCIDENT FREQUENCY
DATA VALUED AS OF July 31, 2017**

MEMBER_ID	MEMBER	**	# CLAIMS FOR	Y.T.D LOST TIME	2017 LOST TIME	2016 LOST TIME	2015 LOST TIME	MEMBER	TOTAL RATE	
		*	7/31/2017	ACCIDENTS	FREQUENCY	FREQUENCY	FREQUENCY		2017 - 2015	
1	87 AUDUBON			0	0.00	1.10	0.00	1 AUDUBON	0.48	
2	88 AUDUBON PARK			0	0.00	0.00	0.00	2 AUDUBON PARK	0.00	
3	89 BARRINGTON			0	0.00	0.70	2.71	3 BARRINGTON	1.33	
4	90 BELLMAWR			0	0.00	0.47	5.44	4 BELLMAWR	2.15	
5	93 BROOKLAWN			0	0.00	0.00	0.00	5 BROOKLAWN	0.00	
6	94 CHESILHURST			0	0.00	0.00	0.00	6 CHESILHURST	0.00	
7	96 COLLINGSWOOD			0	0.00	0.92	0.59	7 COLLINGSWOOD	0.60	
8	99 HADDON			0	0.00	0.45	2.03	8 HADDON	0.92	
9	102 HI-NELLA			0	0.00	0.00	0.00	9 HI-NELLA	0.00	
10	103 LAUREL SPRINGS			0	0.00	1.35	8.11	10 LAUREL SPRINGS	3.17	
11	104 LAWNSIDE			0	0.00	1.20	9.80	11 LAWNSIDE	3.84	
12	107 MEDFORD LAKES			0	0.00	0.00	0.00	12 MEDFORD LAKES	0.00	
13	110 OAKLYN			0	0.00	0.00	4.41	13 OAKLYN	1.47	
14	111 PINE HILL			0	0.00	0.00	1.72	14 PINE HILL	0.72	
15	112 RUNNEMEDE			0	0.00	1.37	0.00	15 RUNNEMEDE	0.65	
16	114 VOORHEES			0	0.00	1.43	3.69	16 VOORHEES	1.95	
17	117 WOODLYNNE			0	0.00	2.82	0.00	17 WOODLYNNE	1.43	
18	451 TAVISTOCK			0	0.00	0.00	0.00	18 TAVISTOCK	0.00	
19	457 PINE VALLEY			0	0.00	0.00	0.00	19 PINE VALLEY	0.00	
20	565 CAMDEN PARKING AUTHORITY			0	0.00	0.00	14.29	20 CAMDEN PARKING AU	4.16	
21	115 WINSLOW			0	0.81	3.69	3.60	21 WINSLOW	3.02	
22	584 CHERRY HILL FIRE DISTRICT			1	1.10	2.90	2.21	22 CHERRY HILL FIRE DIS	2.30	
23	564 CHERRY HILL			0	4.14	1.01	0.97	23 CHERRY HILL	1.08	
24	98 GLOUCESTER			1	2.33	1.53	2.51	24 GLOUCESTER	2.00	
25	91 BERLIN BOROUGH			0	1.21	0.00	0.95	25 BERLIN BOROUGH	0.63	
26	106 MAGNOLIA			0	1.28	3.21	0.00	26 MAGNOLIA	1.99	
27	108 MERCHANTVILLE			0	1.06	0.00	0.00	27 MERCHANTVILLE	0.52	
28	113 SOMERDALE			0	1.23	3.52	0.00	28 SOMERDALE	2.38	
29	101 HADDONFIELD			0	2.25	0.00	4.05	29 HADDONFIELD	1.54	
30	105 LINDENWOLD			1	3.63	3.92	2.14	30 LINDENWOLD	3.46	
31	92 BERLIN TOWNSHIP			1	3.27	5.95	0.00	31 BERLIN TOWNSHIP	3.79	
32	95 CLEMENTON			1	6.41	0.00	2.99	32 CLEMENTON	2.02	
33	97 GIBBSBORO			0	1.47	0.00	3.92	33 GIBBSBORO	1.85	
34	109 MOUNT EPHRAIM			0	2.07	3.13	0.00	34 MOUNT EPHRAIM	2.71	
Totals:				5	25	1.48	1.35	2.07		1.63

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND				
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Camden Joint Insurance Fund				
Data Valued As of :		August 21, 2017		
Total Participating Members		34		
Complaint		34		
Percent Compliant		100.00%		
		01/01/17	2017	
		Compliant	EPL	Co-Insurance
Member Name	*	Deductible	Deductible	01/01/17
AUDUBON		\$ 2,500	\$ 2,500	0%
AUDUBON PARK		\$ 2,500	\$ 2,500	0%
BARRINGTON		\$ 20,000	\$ 20,000	20% of 1st 250K
BELLMAWR		\$ 20,000	\$ 20,000	20% of 1st 250K
BERLIN BOROUGH		\$ 20,000	\$ 20,000	20% of 1st 100K
BERLIN TOWNSHIP		\$ 20,000	\$ 20,000	20% of 1st 250K
BROOKLAWN		\$ 20,000	\$ 20,000	20% of 1st 250K
CAMDEN PARKING AUTHORITY		\$ 20,000	\$ 20,000	20% of 1st 250K
CHERRY HILL		\$ 20,000	\$ 20,000	20% of 1st 250K
CHERRY HILL FIRE DISTRICT		\$ 20,000	\$ 20,000	20% of 1st 250K
CHESILHURST		\$ 20,000	\$ 20,000	20% of 1st 250K
CLEMENTON		\$ 75,000	\$ 75,000	20% of 1st 250K
COLLINGSWOOD		\$ 20,000	\$ 20,000	20% of 1st 250K
GIBBSBORO		\$ 5,000	\$ 5,000	20% of 1st 100K
GLOUCESTER		\$ 20,000	\$ 20,000	20% of 1st 250K
HADDON		\$ 10,000	\$ 10,000	20% of 1st 100K
HADDONFIELD		\$ 20,000	\$ 20,000	20% of 1st 250K
HI-NELLA		\$ 20,000	\$ 20,000	20% of 1st 250K
LAUREL SPRINGS		\$ 20,000	\$ 20,000	0%
LAWNSIDE		\$ 75,000	\$ 75,000	20% of 1st 250K
LINDENWOLD		\$ 15,000	\$ 15,000	0%
MAGNOLIA		\$ 20,000	\$ 20,000	20% of 1st 250K
MEDFORD LAKES		\$ 20,000	\$ 20,000	20% of 1st 250K
MERCHANTVILLE		\$ 20,000	\$ 20,000	20% of 1st 250K
MOUNT EPHRAIM		\$ 20,000	\$ 20,000	20% of 1st 250K
OAKLYN		\$ 2,500	\$ 2,500	0%
PINE HILL		\$ 75,000	\$ 75,000	20% of 1st 250K
PINE VALLEY		\$ 2,500	\$ 2,500	0%
RUNNEMEDE		\$ 20,000	\$ 20,000	20% of 1st 250K
SOMERDALE		\$ 20,000	\$ 20,000	20% of 1st 250K
TAVISTOCK		\$ 20,000	\$ 20,000	20% of 1st 250K
VOORHEES		\$ 7,500	\$ 7,500	20% of 1st 100K
WINSLOW		\$ 20,000	\$ 20,000	20% of 1st 250K
WOODLYNNE		\$ 20,000	\$ 20,000	20% of 1st 250K

* Member does NOT participate in EPL coverage

**Camden JIF
2017 FUND COMMISSIONERS**

MEMBER	FUND COMMISSIONER	ALTERNATE FUND COMMISSIONER
Audubon	David Taraschi	Jen Dawson
Audubon Park	Sandy Hook	
Barrington	Terry Shannon	
Bellmawr	Louis. P. DiAngelo	
Berlin Boro	Millard Wilkinson	Rick Miller
Berlin Twp	Catherine Underwood	
Brooklawn	Michael Mevoli	
Camden Cty Parking Athy	Willie Hunter	Ethel Kemp
Cherry Hill	Lenore Rosner	Ari Messinger
Cherry Hill Fire District	John Foley	
Chesilhurst	Michael Blunt	
Clementon	Jenai Johnson	
Collingswood	M. James Maley	Keith Hastings
Gibbsboro	Jack Flynn	Anne Levy
Gloucester	Jack Lipsett	William P. James
Haddon Twp	Paul Dougherty	
Haddonfield	Neal Rochford	Sharon McCullough
Hi-Nella	Phyllis Twisler	
Laurel Springs	Ken Cheeseman	
Lawnside	Angelique Rankins	
Lindenwold	Craig Wells	Dawn Thompson
Magnolia	Richard Michielli	
Medford Lakes	Julie Keizer	
Merchantville	Edward Brennan	
Mt. Ephraim	M. Joseph Wolk	
Oaklyn	Michael Enos	Bonnie Taft
Pine Hill	Patricia Hendricks	
Pine Valley	Robert Mather	
Runnemede	Eleanor Kelly	Nick Kappatos
Somerdale	M. Gary Passante	
Tavistock	Terry Shannon	
Voorhees	Lawrence Spellman	Jason Ravitz
Winslow	Joseph Gallagher	
Woodlynne	Jerald Fuentes	

Camden County Municipal Joint Insurance Fund
Annual Regulatory Filing Check List
Year 2017 as of August 1, 2017

<u>Item</u>	<u>Filing Status</u>
<input type="checkbox"/> Budget	Filed 3/6
<input type="checkbox"/> Assessments	Filed 3/6
<input type="checkbox"/> Actuarial Certification	Filed 6/29
<input type="checkbox"/> Reinsurance Policies	Filed 6/6
<input type="checkbox"/> Fund Commissioners	Filed 3/6
<input type="checkbox"/> Fund Officers	Filed 3/6
<input type="checkbox"/> Renewal Resolutions	Renewing Members Filed 3/6
<input type="checkbox"/> New Members	None
<input type="checkbox"/> Withdrawals	None
<input type="checkbox"/> 2017 Risk Management Plan	Filed 3/6
<input type="checkbox"/> 2017 Cash Management Plan	Filed 3/6
<input type="checkbox"/> 2017 Risk Manager Contracts	Complete
<input type="checkbox"/> 2017 Certification of Professional Contracts	Filed 5/1
<input type="checkbox"/> Unaudited Financials	Filed 2/28
<input type="checkbox"/> Annual Audit	Filed 6/29
<input type="checkbox"/> State Comptroller Audit Filing	To be Filed
<input type="checkbox"/> Ethics Filing	On Line Filing

CAMDEN COUNTY MUNICIPALJOINT INSURANCE FUND				
2017 RISK MANAGEMENT CONSULTANTS AGREEMENTS				
AS OF August 21, 2017				
MUNICIPALITY	RISK MANAGEMENT CONSULTANT	Resolution Received	Agreement Received	Contract Term date
AUDUBON	HARDENBERGH INSURANCE GROUP	05/31/17	05/31/17	12/31/17
AUDUBON PARK	ASSOCIATED INSURANCE PARTNERS	3/2/2017	3/2/2017	12/31/17
BARRINGTON	CONNER STRONG & BUCKELEW		4/13/2017	12/31/17
BELLMAWR	CONNER STRONG & BUCKELEW	2/1/2017	2/1/2017	12/31/17
BERLIN BOROUGH	EDGEWOOD ASSOCIATES		06/19/17	12/31/17
BERLIN TOWNSHIP	CONNER STRONG & BUCKELEW		02/03/17	12/31/17
BROOKLAWN	CONNER STRONG & BUCKELEW		01/30/17	12/31/17
CHERRY HILL	CONNER STRONG & BUCKELEW		1/19/2017	12/31/17
CHERRY HILL FIRE DISTRICT	CONNER STRONG & BUCKELEW		5/4/2017	12/31/17
CHESILHURST	EDGEWOOD ASSOCIATES		6/23/2017	12/31/17
CITY OF CAMDEN PARKING AUTHORITY	M&C INSURANCE AGENCY		01/31/17	12/31/17
CLEMENTON	HARDENBERGH INSURANCE GROUP	02/09/17	02/09/17	12/31/17
COLLINGSWOOD	CONNER STRONG & BUCKELEW		01/11/17	12/31/17
GIBBSBORO	LEONARD O'NEIL INSURANCE GROUP	01/31/17	01/31/17	12/31/17
GLOUCESTER CITY	CONNER STRONG & BUCKELEW	1/19/2017	2/1/2017	12/31/17
HADDON	WAYPOINT INSURANCE SERVICES	2/2/2017	2/2/2017	12/31/17
HADDONFIELD	HENRY BEAN & SONS	05/15/17	03/10/17	12/31/17
HI-NELLA	CONNER STRONG & BUCKELEW	03/27/17	03/27/17	12/31/17
LAUREL SPRINGS	HARDENBERGH INSURANCE GROUP	02/01/17	02/01/17	12/31/17
LAWNSIDE	M&C INSURANCE AGENCY	03/16/17	03/23/17	02/03/18
LINDENWOLD	HARDENBERGH INSURANCE GROUP	02/09/17	02/09/17	12/31/17
MAGNOLIA	CONNER STRONG & BUCKELEW	01/27/17	02/08/17	12/31/17
MEDFORD LAKES	CONNER STRONG & BUCKELEW		2/27/2017	12/31/17
MERCHANTVILLE	CONNER STRONG & BUCKELEW		1/13/2017	12/31/17
MOUNT EPHRIAM	CONNER STRONG & BUCKELEW		7/10/2017	05/31/18
OAKLYN	HARDENBERGH INSURANCE GROUP	3/1/2017	3/1/2017	12/31/17
PINE HILL	CONNER STRONG & BUCKELEW	2/7/2017	2/7/2017	12/31/17
PINE VALLEY	HENRY BEAN & SONS	1/25/2017	1/25/2017	12/31/17
RUNNEMEDE	CONNER STRONG & BUCKELEW	01/26/17	1/26/2017	12/31/17
SOMERDALE	CONNER STRONG & BUCKELEW		3/2/2017	12/31/17
TAVISTOCK	CONNER STRONG & BUCKELEW		6/21/2017	12/31/17
VOORHEES	HARDENBERGH INSURANCE GROUP	03/15/17	3/15/2017	12/31/17
WINSLOW	CONNER STRONG & BUCKELEW	5/16/2017	1/23/2017	12/31/17
WOODLYNNE	ASSOCIATED INSURANCE PARTNERS	3/2/2017	3/2/2017	12/31/17

Blank - Indicates that a Resolution and/or Agreement is not on file with the fund office yet.

RESOLUTION NO. 17-20

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND
BILLS LIST – AUGUST 2017**

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

BE IT RESOLVED that the Camden County Municipal 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.

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>
001392			
001392	COMP SERVICES, INC.	CHERRY HILL SERVICES - 08/2017	2,458.33
001392	COMP SERVICES, INC.	CLAIMS ADMIN - 08/2017	32,500.00
			34,958.33
001393			
001393	INTERSTATE MOBILE CARE INC.	DRUG & ALCOHOL MONTHLY CHARGE 7/31/2017	2,222.00
001393	INTERSTATE MOBILE CARE INC.	FOLLOW-UP TESTING - 7/31/2017	171.00
			2,393.00
001394			
001394	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 08/2017	11,090.77
			11,090.77
001395			
001395	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 07/2017	23.48
001395	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 08/2017	29,867.50
			29,890.98
001396			
001396	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING FEE 08/2017	3,855.25
			3,855.25
001397			
001397	BROWN & CONNERY, LLP	EXPENSES - 07/2017	245.39
001397	BROWN & CONNERY, LLP	ATTORNEY FEE 07/2017	1,721.58
001397	BROWN & CONNERY, LLP	LITIGATION MANAGEMENT - 07/2017	2,701.00
			4,667.97
001398			
001398	ELIZABETH PIGLIACELLI	TREASURER FEE 08/2017	1,742.50
			1,742.50
001399			
001399	CHERRY HILL FIRE DISTRICT 13	OSA 2017 - SASFETY GLASSESS - 08/2017	500.00
			500.00
001400			
001400	COURIER POST	ACCT: CHL-083028 - 07/2017 - 2016 AUDIT	134.28
001400	COURIER POST	ACCT: CHL-083028 - 07/2017 - PROF CONT	71.36
			205.64

001401			
001401	ALLSTATE INFORMATION MANAGEMNT	ACCT: 409 - ACT & STOR - 7/31/2017	72.88
001401	ALLSTATE INFORMATION MANAGEMNT	ACCT: 409 - ACT & STOR - 6/30/2017	72.88
			145.76
001402			
001402	CONNER STRONG & BUCKELEW	REIMB MEETING EXPENSE - 6/13/2017	187.19
			187.19
001403			
001403	GLOUCESTER CITY	OSA 2017 - PEDESTRAIN SIGN STOP - 7/17	500.00
			500.00
001404			
001404	CONSOLIDATED SERVICE GROUP INC	MANAGED CARE SERVICES 08/2017 - CHERRY	1,083.00
001404	CONSOLIDATED SERVICE GROUP INC	MANAGED CARE SERVICES 08/2017	8,739.58
			9,822.58
001405			
001405	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 08/2017	957.17
			957.17
	TOTAL PAYMENTS FY 2017		100,917.14

TOTAL PAYMENTS ALL FUND YEARS \$ 100,917.14

Chairperson

Attest:

_____ Dated: _____

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

Treasurer

August 28, 2017

To the Members of the
Executive Board of the
Camden County Municipal
Joint Insurance Fund

I have enclosed for your review documents which reflect the financial condition of the fund. The attached documents include details of transactions relating to deposits, claims, transfers, expenditures and Investment Income.

The statements included in this report are prepared on a "cash basis" and relate to financial activity through the period ending July 31, 2017 for 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.

- **BILL LIST FOR THE MONTH OF AUGUST:**

Payment vouchers submitted for your consideration at this meeting show on the accompanying bill list.

- **INVESTMENT INCOME:**

Net Investment Income received or accrued for July totaled \$48,049.20.

- **RECEIPT ACTIVITY FOR JULY:**

Cherry Hill Deductible	\$ 32,525.98	
Assessments	640,598.99	
MEL	<u>121,725.44</u>	
Total Receipts		<u>\$794,850.41</u>

- **CLAIM ACTIVITY FOR JULY:**

The enclosed report shows claim activity during the month for claims paid by the fund.

Property Liability Claims	\$ 266,108.61	
Workers Compensation Claims	176,115.72	
Administration Expense	<u>1,221,575.45</u>	
Total Claims/Expenses		<u>\$1,663,799.78</u>

- **CASH ACTIVITY FOR JULY:**

The enclosed report shows that during the reporting month the Fund's "Cash Position" changed from an opening balance of \$23,025,182.15 to a closing balance of \$22,216,572.71 showing a decrease of \$808,609.44.

The information contained in this report is a summary of the attached detailed schedules.

Sincerely,

Elizabeth Pigliacelli, Treasurer



Summary of Investments

Account Number **115884-000**

As of July 31, 2017

Page 1 of 9

PORTFOLIO	INVESTMENT CATEGORY	MARKET VALUE (M/V) As of 6/30/2017	% OF M/V	MARKET VALUE (M/V) As of 7/31/2017	% OF M/V
PRINCIPAL PORTFOLIO(S)					
MONEY MARKET FUNDS					
	U.S. GOV. MONEY MARKET FUNDS	\$74,659.99	0.53	\$60,598.77	0.43
	TOTAL MONEY MARKET FUNDS	74,659.99	0.53	60,598.77	0.43
U.S. TREASURY OBLIGATIONS					
	U.S. TREASURY BONDS AND NOTES	13,975,076.00	99.47	14,041,572.00	99.57
	TOTAL U.S. TREASURY OBLIGATIONS	13,975,076.00	99.47	14,041,572.00	99.57
	TOTAL PRINCIPAL PORTFOLIO(S)	14,049,735.99	100.00	14,102,170.77	100.00
	TOTAL ACCRUED INCOME	43,410.25		27,066.94	
	TOTAL MARKET VALUE WITH ACCRUED INCOME	14,093,146.24		14,129,237.71	



Summary of Activity

Account Number **115884-000**

July 1, 2017 through July 31, 2017

Page 2 of 9

	CASH	CASH MANAGEMENT
PRINCIPAL		
OPENING BALANCES:	0.00	74,659.99
RECEIPTS		
Maturities	750,000.00	0.00
Dividends	241.36	0.00
Interest	32,968.75	0.00
TOTAL RECEIPTS	783,210.11	0.00
DISBURSEMENTS		
Purchases	(793,218.75)	0.00
Wilmington Trust Fees	(1,301.20)	0.00
Other Disbursements	(2,751.38)	0.00
TOTAL DISBURSEMENTS	(797,271.33)	0.00
CASH MANAGEMENT ACTIVITY		
Cash Management Purchases	(783,210.11)	783,210.11
Cash Management Sales	797,271.33	(797,271.33)
NET CASH MANAGEMENT	14,061.22	(14,061.22)
CLOSING BALANCES:	0.00	60,598.77

JULY							
Item	Date	Check Run	Voids	Refunds	Adjustments	Totals	Comment
1	07/05/17	7,674.20				7,674.20	
2	07/12/17	21,746.33				21,746.33	
3	07/12/17	68,931.27				68,931.27	
4	07/19/17	32,947.11				32,947.11	
5	07/19/17	74,772.42				74,772.42	
6	07/26/17	16,053.36				16,053.36	
7	07/26/17	160,374.13				160,374.13	
8	08/01/17	50,509.78				50,509.78	
9	08/01/17	15,430.78	-	6,215.05		9,215.73	
10						-	
11						-	
12						-	
13						-	
14						-	
15						-	
16						-	
17						-	
18						-	
19						-	
20						-	
21						-	
22						-	
23						-	
24						-	
25						-	
26						-	
27						-	
28						-	
29						-	
30						-	
	Total	448,439.38	-	6,215.05	-	-	442,224.33
	Monthly Rpt	442,224.33					442,224.33
	Variance	6,215.05	-	6,215.05	-	-	0.00

CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND
SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED

Current Fund Year: 2017										
Month Ending: July										
	Property	Liability	Auto	Workers Comp	POL/EPL	MEL	EJIF	Admin	Cherry Hill	TOTAL
OPEN BALANCE	931,253.88	5,090,182.01	1,445,032.60	11,255,702.74	512,621.44	2,478,881.69	147,488.84	1,196,406.12	(32,386.50)	23,025,182.83
RECEIPTS										
Assessments	28,311.66	74,074.76	16,314.69	187,416.25	57,057.24	132,150.82	16,648.14	128,625.43	0.00	640,598.99
Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,525.98	32,525.98
Invest Pymnts	2,593.25	14,230.23	4,012.05	30,856.15	748.27	5,658.25	213.67	5,797.44	0.00	64,109.31
Invest Adj	11.26	60.23	17.10	133.20	6.07	29.33	1.74	24.26	0.00	283.19
Subtotal Invest	2,604.51	14,290.46	4,029.15	30,989.35	754.34	5,687.58	215.41	5,821.70	0.00	64,392.50
Other *	0.00	0.00	0.00	0.00	0.00	121,725.44	0.00	0.00	0.00	121,725.44
TOTAL	30,916.17	88,365.22	20,343.84	218,405.60	57,811.58	259,563.84	16,863.55	134,447.13	32,525.98	859,242.91
EXPENSES										
Claims Transfers	23,582.32	227,082.12	15,444.17	122,965.46	0.00	0.00	0.00	0.00	53,150.26	442,224.33
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,221,575.45	0.00	1,221,575.45
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,052.58	0.00	4,052.58
TOTAL	23,582.32	227,082.12	15,444.17	122,965.46	0.00	0.00	0.00	1,225,628.03	53,150.26	1,667,852.36
END BALANCE	938,587.73	4,951,465.12	1,449,932.27	11,351,142.88	570,433.02	2,738,445.54	164,352.39	105,225.22	(53,010.78)	22,216,573.38
REPORT STATUS SECTION										
Report Month: July										
						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				
Accrual Balances:	Accrual Balances are equal					\$0.00				

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS						
CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND						
ALL FUND YEARS COMBINED						
CURRENT MONTH	July					
CURRENT FUND YEAR	2017					
Description:	Investors Operating-58892	Investors Prop & Liab Claims- 58910	Investors WC Claims-58905	Wilmington Trust - 5884		
ID Number:						
Maturity (Yrs)						
Purchase Yield:						
TOTAL for All Accts & instruments						
Opening Cash & Investm	\$23,025,182.15	8,974,705.23	422.47	318.46	14,049,735.99	
Opening Interest Accrua	\$43,410.25	-	-	-	43,410.25	
1 Interest Accrued and/or	\$16,866.80	\$0.00	\$0.00	\$0.00	\$16,866.80	
2 Interest Accrued - disco	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3 on and/or Interest Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4 Accretion	\$283.21	\$0.00	\$0.00	\$0.00	\$283.21	
5 Interest Paid - Cash Inst	\$7,905.15	\$7,792.21	\$74.36	\$38.58	\$0.00	
6 Interest Paid - Term Ins	\$33,210.11	\$0.00	\$0.00	\$0.00	\$33,210.11	
7 Realized Gain (Loss)	\$22,994.04	\$0.00	\$0.00	\$0.00	\$22,994.04	
8 Net Investment Income	\$48,049.20	\$7,792.21	\$74.36	\$38.58	\$40,144.05	
9 Deposits - Purchases	\$1,237,074.74	\$794,850.41	\$266,108.61	\$176,115.72	\$0.00	
10 (Withdrawals - Sales)	-\$2,110,076.69	-\$1,663,799.78	-\$266,108.61	-\$176,115.72	-\$4,052.58	
Ending Cash & Investment	\$22,216,572.71	\$8,113,548.07	\$496.83	\$357.04	\$14,102,170.77	
Ending Interest Accrual Bal	\$27,066.94	\$0.00	\$0.00	\$0.00	\$27,066.94	
Plus Outstanding Checks	\$455,963.01	\$141,826.85	\$241,420.60	\$72,715.56	\$0.00	
(Less Deposits in Transit)	-\$68,694.08	\$0.00	-\$9,215.73	-\$59,478.35	\$0.00	
Balance per Bank	\$22,603,841.64	\$8,255,374.92	\$232,701.70	\$13,594.25	\$14,102,170.77	
		\$0.00	0.0	\$0.00	\$0.00	
					\$0.00	

**CERTIFICATION AND RECONCILIATION OF CLAIMS PAYMENTS AND RECOVERIES
CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND**

Month		July							
Current Fund Year		2017							
		1.	2.	3.	4.	5.	6.	7.	8.
Policy Year	Coverage	Calc. Net Paid Thru Last Month	Monthly Net Paid July	Monthly Recoveries July	Calc. Net Paid Thru July	TPA Net Paid Thru July	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
2017	Property	153,495.83	23,582.32	0.00	177,078.15	177,078.15	0.00	(2,000.00)	2,000.00
	Liability	22,466.23	107,277.34	0.00	129,743.57	129,743.57	0.00	0.00	(0.00)
	Auto	20,482.50	1,541.26	0.00	22,023.76	22,023.76	0.00	0.00	0.00
	Workers Comp	239,355.26	41,835.10	0.00	281,190.36	281,190.36	(0.00)	(0.00)	(0.00)
	Cherry Hill	25,644.02	53,007.76	25,643.98	53,007.80	78,651.78	(25,643.98)	(0.00)	(25,643.98)
	Total	461,443.84	227,243.78	25,643.98	663,043.64	688,687.62	(25,643.98)	(2,000.00)	(23,643.98)
2016	Property	387,976.21	0.00	0.00	387,976.21	387,976.21	0.00	0.00	0.00
	Liability	63,685.92	36.05	0.00	63,721.97	63,721.97	0.00	0.00	0.00
	Auto	51,803.00	12,410.27	0.00	64,213.27	64,213.27	(0.00)	(0.00)	0.00
	Workers Comp	1,483,014.34	19,196.79	0.00	1,502,211.13	1,502,211.13	0.00	0.00	0.00
	Cherry Hill	6,155.97	142.50	6,295.50	2.97	7,648.30	(7,645.33)	(1,349.83)	(6,295.50)
	Total	1,992,635.44	31,785.61	6,295.50	2,018,125.55	2,025,770.88	(7,645.33)	(1,349.83)	(6,295.50)
2015	Property	561,573.44	0.00	0.00	561,573.44	561,573.44	0.00	0.00	0.00
	Liability	227,655.32	2,858.47	0.00	230,513.79	230,513.79	(0.00)	(0.00)	0.00
	Auto	30,576.84	425.50	0.00	31,002.34	31,002.34	(0.00)	(0.00)	0.00
	Workers Comp	1,974,281.35	6,533.61	0.00	1,980,814.96	1,980,814.96	0.00	(0.00)	0.00
	Cherry Hill	586.50	0.00	586.50	0.00	586.50	(586.50)	0.00	(586.50)
	Total	2,794,673.45	9,817.58	586.50	2,803,904.53	2,804,491.03	(586.50)	(0.00)	(586.50)
2014	Property	323,918.01	0.00	0.00	323,918.01	323,918.01	0.00	0.00	0.00
	Liability	825,415.39	116,910.26	0.00	942,325.65	942,325.65	0.00	0.00	0.00
	Auto	61,404.87	1,067.14	0.00	62,472.01	62,472.01	0.00	0.00	0.00
	Workers Comp	1,615,010.42	54,627.96	0.00	1,669,638.38	1,669,638.38	0.00	0.00	0.00
	Cherry Hill	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	2,825,748.69	172,605.36	0.00	2,998,354.05	2,998,354.05	0.00	0.00	0.00
2013	Property	337,742.74	0.00	0.00	337,742.74	337,742.74	0.00	0.00	0.00
	Liability	879,979.84	0.00	0.00	879,979.84	885,959.84	(5,980.00)	0.00	(5,980.00)
	Auto	101,363.20	0.00	0.00	101,363.20	101,363.20	0.00	0.00	0.00
	Workers Comp	2,279,935.73	772.00	0.00	2,280,707.73	2,286,801.73	(6,094.00)	0.00	(6,094.00)
	Cherry Hill	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	3,599,021.51	772.00	0.00	3,599,793.51	3,611,867.51	(12,074.00)	0.00	(12,074.00)
Closed FY	Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Liability	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
	Workers Comp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Cherry Hill	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		11,673,522.93	442,224.33	32,525.98	12,083,221.28	12,129,171.09	(45,949.81)	(3,349.83)	(42,599.98)

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND
 SAFETY DIRECTOR'S REPORT**

TO: Municipal Fund Commissioners
FROM: J. A. Montgomery Risk Control, JIF Safety Director
DATE: August 14, 2017

JIF SERVICE TEAM

Keith Hummel Associate Director Public Sector Risk Control 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
John Saville Senior Consultant jsaville@jamontgomery.com Office: 732-736-5009 Cell: 609-330-4092	Robert Garish Senior Consultant rgarish@jamontgomery.com Office: 856-552-4650 Fax: 856-552-4651

JULY ACTIVITIES

LOSS CONTROL SERVICES

- Borough of Audubon Park – Conducted a Loss Control Survey on July 31
- Borough of Barrington – Conducted a Loss Control Survey on July 28
- Cherry Hill Fire District – Conducted a Loss Control Survey on July 17
- Borough of Gibbsboro – Conducted a Loss Control Survey on July 25
- Borough of Hi-Nella – Conducted a Loss Control Survey on July 24
- Borough of Laurel Springs – Conducted a Loss Control Survey on July 27
- Borough of Lawnside – Conducted a Loss Control Survey on July 31
- Borough of Pine Hill – Conducted a Loss Control Survey on July 11
- Borough of Pine Valley – Conducted a Loss Control Survey on July 27
- Borough of Somerdale – Conducted a Loss Control Survey on July 28
- Township of Voorhees Fire Dept. – Conducted a Loss Control Survey on July 11
- Township of Voorhees Police Dept. – Conducted a Loss Control Survey on July 11
- Township of Voorhees – Conducted a Loss Control Survey on July 25
- Township of Winslow – Conducted a Loss Control Survey on July 24

MEETINGS ATTENDED

- Claims Meeting – July 21

- Fund Commissioner Meeting – July 24

UPCOMING EVENTS

- Claims Meeting – August 25
- Fund Commissioners Meeting – August 28
- Regional Training- Active Shooter in the Workplace – September 6
- Camden Police Ad Hoc Committee Meeting – October 6

SAFETY DIRECTOR’S BULLETINS & SAFETY ANNOUNCEMENTS

- Camden JIF - SD Message - Class III Officers, Police Agency Considerations – July 5
- Camden JIF - Executive Safety Committee Meeting on August 1, 2017 - July 7
- Camden JIF - 2018 Class Requests - Action Required If You Would Like To Host Classes in 2018 – July 10
- Camden JIF - REMINDER Executive Safety Committee Meeting – July 13
- Camden JIF - Did You Know? – MSI Training Schedule, August 2017 – July 24
- Camden JIF - MSI Bulletin - Preventing Heat-Related Illnesses – July 24

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 video catalog and rent videos please visit www.njmel.org or email the media library at melvideolibrary@jamontgomery.com. The following members utilized the Media Library during the month of June.

<u>Municipality</u>	<u># of Videos</u>
Borough of Magnolia	1

MEL SAFETY INSTITUTE (MSI)

2018 MSI COURSE CATALOG

The 2018 planning process has begun and we are excited to present the new 2018 Course Catalog. Please look through the attached Course Catalog and submit your Class Request Form for hosting on site classes in 2018, by August 31, 2017. If you are not interested in hosting any classes, no action is required.

2017 MSI COURSES

Listed below are upcoming MSI training programs scheduled for **August, September and October of 2017. 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, and 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
8/2/17	City of Burlington #2	LOTO	8:30 - 10:30 am
8/3/17	Borough of Clementon #3	Hazard ID/Job-Site Observation	8:30 - 10:30 am
8/3/17	Borough of Clementon #3	Accident Investigation	10:45 - 12:45 pm
8/3/17	Borough of Clementon #3	Toolbox Talks	1:30 - 3:00 pm
8/4/17	Borough of Audubon	HazCom w/GHS	1:00 - 2:30 pm
8/23/17	Township of Washington	LOTO	8:30 - 10:30 am
8/23/17	Township of Washington	Shop & Tool Safety	10:45 - 11:45 am
8/23/17	Township of Washington	HazCom w/GHS	12:30 - 2:00 pm
8/24/17	City of Burlington #2	Confined Space Awareness	8:30 - 9:30 am
9/11/17	Borough of Glassboro #1	Hearing Conservation	12:00 - 1:00 pm
9/11/17	Borough of Glassboro #1	Fire Safety	1:15 - 2:15 pm
9/12/17	Township of Voorhees #1	Fire Safety	9:00 - 10:00 am
9/12/17	Township of Voorhees #1	Fire Extinguisher	10:15 - 11:15 am
9/13/17	Township of Florence	CDL-Drivers Safety Regulations	8:30 - 10:30 am
9/13/17	Township of Florence	Hearing Conservation	10:45 - 11:45 am
9/14/17	Township of Delran	Leaf Collection Safety	8:00 - 10:00 am
9/14/17	Township of Delran	Back Safety/Material Handling	10:15 - 11:15 am
9/15/17	Township of Cherry Hill #4	LOTO	8:30 - 10:30 am
9/15/17	Township of Cherry Hill #4	Shop & Tool Safety	10:45 - 11:45 am
9/15/17	Township of Cherry Hill #4	HazCom w/GHS	12:30 - 2:00 pm
9/18/17	Township of Westampton	LOTO	8:30 - 10:30 am
9/19/17	Township of Voorhees #1	Driving Safety Awareness	9:00 - 10:30 am
9/19/17	Township of Voorhees #1	HazCom w/GHS	10:45 - 12:15 pm
9/20/17	Evesham Township MUA	Jetter/Vacuum Safety	8:30 - 10:30 am
9/20/17	Evesham Township MUA	CDL-Supervisors Reasonable Suspicion	10:45 - 12:45 pm
9/21/17	Township of Winslow	Seasonal (Autumn/Winter) PW Operations	8:30 - 11:30 am
9/25/17	Borough of Glassboro #1	Leaf Collection Safety	8:00 - 10:00 am

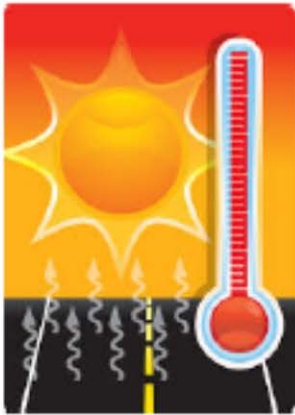
DATE	LOCATION	TOPIC	TIME
9/26/17	Borough of Clementon #3	Leaf Collection	8:30 - 10:30 am
9/26/17	Borough of Clementon #3	Snow Plow/Snow Removal	10:45 - 12:45 pm
9/26/17	Borough of Clementon #3	BBP	1:30 - 2:30 pm
9/28/17	Township of Pemberton	Seasonal (Autumn/Winter) PW Operations	8:30 - 11:30 am
9/28/17	Township of Pemberton	Hearing Conservation	12:30 - 1:30 pm
10/2/17	Borough of Magnolia	Back Safety/Material Handling	10:00 - 11:00 am
10/2/17	Borough of Magnolia	BBP	11:15 - 12:15 pm
10/3/17	Township of Winslow	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
10/6/17	Township of Delran	Hoists, Cranes, Rigging Safety	8:00 - 10:00 am
10/6/17	Township of Willingboro	Ladder Safety/Walking Surfaces	8:30 - 10:30 am
10/6/17	Township of Willingboro	Shop & Tool Safety	10:45 - 11:45 am
10/10/17	Borough of Clementon #3	PPE	8:30 - 10:30 am
10/10/17	Borough of Clementon #3	Hearing Conservation	10:45 - 11:45 am
10/10/17	Borough of Clementon #3	Asbestos, Lead, Silica Regulatory Overview	12:00 - 1:00 pm
10/13/17	Township of Tabernacle #1	BBP	8:30 - 9:30 am
10/13/17	Township of Tabernacle #1	Hearing Conservation	9:45 - 10:45 am
10/17/17	Township of Westampton	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
10/18/17	Township of Burlington #3	Hearing Conservation	8:00 - 9:00 am
10/18/17	Township of Burlington #3	Shop & Tool Safety	9:15 - 10:15 am
10/19/17	Township of Winslow	Fall Protection Awareness	8:00 - 10:00 am
10/19/17	Township of Winslow	CDL-Driver Safety Regulations	10:15 - 12:15 pm
10/20/17	Township of Evesham #4	Snow Plow/Snow Removal	8:30 - 10:30 am
10/24/17	Township of East Greenwich #2	Snow Plow/Snow Removal-Evening	7:00 - 9:00 pm
10/25/17	City of Burlington #2	Seasonal (Autumn/Winter) PW Operations	8:30 - 12:30 pm
10/27/17	Township of Mantua	Leaf Collection Safety	12:30 - 2:30 pm

CEU's for Certified Publics Works Managers		
MSI Course	CEU's/Cat	MSI Course
Accident Investigation	2 / M	Hazardous Materials Awareness w/ HazCom & GHS
Advanced Safety Leadership	10 / M	Hazard Identification - Making Your Observations Count
Asbestos, Lead & Silica Industrial Health Overview	1 / T,G	Hearing Conservation
Back Safety / Material Handling	1 / T	Heavy Equipment Safety
Bloodborne Pathogens Training	1 / G	Hoists, Cranes and Rigging
Bloodborne Pathogens Train- the- Trainer	1 / T	Housing Authority Safety Awareness
BOE Safety Awareness	3 / T	Jetter Safety
CDL – Supervisors Reasonable Suspicion	2 / M	Landscape Safety
CDL - Drivers' Safety Regulations	2 / G	Leaf Collection Safety Awareness
Coaching the Maintenance Vehicle Operator	2 / T,M	Lockout Tagout
Confined Space Entry – Permit Required	3.5 / T	Personal Protective Equipment (PPE)
Confined Space Awareness	1 / T,G	Playground Safety
Driving Safety Awareness	1.5 / T	Sanitation and Recycling Safety
Employee Conduct and Violence in the Work Place	1.5 / E	Safety Committee Best Practices
Excavation Trenching & Shoring	2 / T,M	Safety Coordinator's Skills Training
Fall Protection Awareness	2 / T,M	Shop and Tool Safety
Fast Track to Safety	4 / T	Seasonal Public Works Operations
Fire Extinguisher	1 / T	Snow Plow Safety
Fire Safety	.5/ T - .5/ G	Special Events Management
Flagger / Workzone Safety	2 / T,M	Toolbox Talk Essentials
HazCom with Globally Harmonized System	1 / T,G	
CEU's for Registered Municipal Clerks		
MSI Course	CEU's/Cat	MSI Course
Asbestos, Lead & Silica Industrial Health Overview	1 / P	Hazard Identification - Making your Observations Count
Bloodborne Pathogens Training	1 / P	Safety Committee Best Practices
Employee Conduct and Violence in the Work Place	1.5 / E	Safety Coordinator's Skills Training
		Special Event Management
TCH's For Water/ Wastewater		
MSI Course	TCH's/Cat	MSI Course
Accident Investigation	1.5 / S	Hazardous Materials Awareness w/ HazCom & GHS
Advanced Safety Leadership	10 / S	Heavy Equipment Safety
Asbestos, Lead & Silica Industrial Health Overview	1 / S	Housing Authority Safety Awareness
Back Safety / Material Handling	1 / S	Hazard Identification - Making your Observations Count
Bloodborne Pathogens Training	1 / S	Hearing Conservation
Bloodborne Pathogens Train- the- Trainer	2.5 / S	Hoists, Cranes and Rigging
BOE Safety Awareness	3 / S	Jetter Safety
CDL – Supervisors Reasonable Suspicion	1.5 / S	Ladder Safety/Walking Working Surfaces
CDL - Drivers' Safety Regulations	2 / S	Landscape Safety
Confined Space Awareness	1 / S	Leaf Collection Safety Awareness
Confined Space Entry - Permit Required	3.5 / S	Lockout Tagout
Defensive Driving-6-Hour	5.5 / S	Shop and Tool Safety
Driving Safety Awareness	1.5 / S	Office Safety
Excavation Trenching & Shoring	4 / S	Personal Protective Equipment (PPE)
Fall Protection Awareness	2 / S	Safety Committee Best Practices
Fast Track to Safety	5 / S	Safety Coordinator's Skills Training
Fire Extinguisher	1 / S	Seasonal Public Works Operations
Fire Safety	1 / S	Snow Plow Safety
Flagger / Workzone Safety	2 / S	Special Event Management
HazCom with Globally Harmonized System	1.5/ S	Toolbox Talk Essentials
CEU's for Tax Collectors		CEU's for County/Municipal Finance Officers
MSI Course	CEU's/Cat	MSI Course
Employee Conduct and Violence in the Work Place	1.5 / E	Employee Conduct and Violence in the Work Place
CEU's for Certified Recycling Professionals		CEU's for Qualified Purchasing Agents
MSI Course	CEU's/Cat	MSI Course
Fire Extinguisher Safety	1	Employee Conduct and Violence in the Work Place
Hazard Recognition- Making your Observations Count	2	
Heavy Equipment	3	
Sanitation and Recycling Safety	2	
***Category		
E- Ethics		
T- Technical		
G- Governmental		
S- Safety		
P- Professional Development		
M- Management		



July 2017

Preventing Heat-Related Illnesses – A Team Approach



Working outdoors in high heat conditions can pose a number of hazards to workers. Even healthy adults can be affected. A coordinated team approach is the best strategy to protect workers from heat-related illnesses and injuries.

Managers and Supervisors

- Monitor the weather forecast and anticipated workload. Plan the most strenuous work for early in the day when temperatures are milder. Gradually acclimatize workers to higher temperatures. Keep a closer watch on new and seasonal employees. Older persons are also more susceptible to heat illnesses.
- Talk to staff frequently about your commitment to protecting them from the dangers of over-exposure to heat and sun. Remind them of your specific expectations on especially hot and humid days. Have a program that integrates increasing levels of safeguards as the Heat Index reaches higher temperatures.
- Provide additional provisions for water, ice, shade, and other safeguards.

Rotate personnel in and out of jobs with the highest heat or sun exposures. Train workers on heat illnesses and first aid measures.

- Investigate and evaluate new technologies such as cooling apparel, misters, and similar devices.

Employees

- Monitor the weather forecast. Know what to expect with regards to temperature and humidity.
- Come to work prepared. Eat a lighter than normal breakfast. Consider fruit instead of heavy breakfast sandwiches. Limit coffee and substitute juice and water. Drink water every 15 minutes, even if you are not yet thirsty.
- Dress wisely. Wear a hat and light-colored clothing of a breathable fabric, like cotton.
- Pace yourself. Work at a steady pace. Breaks should include time out of heat and direct sunlight. Find shady locations or use vehicles with air conditioning.
- Monitor yourself for signs of overexposure.

Co-workers

- Keep an eye on your teammates. Watch them for signs of overexposure. If you see something, say something to the worker or the supervisor. In extreme cases, you may have to call 9-1-1.

This lesson plan 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, please contact your Safety Director at 877.398.3046.

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Signs and Symptoms of Heat Illnesses

Sunburn should be avoided because it damages the skin. Although the discomfort is usually minor and healing often occurs in about a week, extensive or severe sunburn can lead to a systemic condition often referred to as sun poisoning which may require medical attention.

- Symptoms of sunburn are well known: the skin becomes red, painful, and hot after sun exposure.
- Possible blistering

Treatment: Cool the skin with water or cold compresses. Do not use butter, vinegar or other home remedies. A topical analgesic may be used AFTER removing all the heat from the affected area. If blisters do form, do not break. Lightly cover them for comfort. Avoid repeated sun exposure.

Heat cramps are the first signs of heat-related illnesses. Left untreated, they can lead to heat exhaustion or heat stroke. Muscular spasms occur from dehydration or when the body loses electrolytes during profuse sweating or when inadequate electrolytes are taken into the body. Proper acclimatization is an effective prevention strategy.

- Heat cramps usually begin in the arms, legs or abdomen.

Treatment for heat cramps is to rest in a cool place, drink water or a sports drink, and stretch and gently rub the cramp. Do not massage the cramp. This can break blood vessels.

Heat exhaustion is a warning sign and prompt actions can avert a medical emergency.

- Clammy skin; pale, cold, and sweaty
- Weakness or light-headedness. Fainting is possible.
- Fast but weak pulse
- Nausea or possible vomiting

Treatment: Move the patient to a cool place. Lie down or sit in a semi-reclined position. Apply cool compresses, especially to head / neck, and then other parts of the body as possible. Sip water.

Victims should recover after 10-15 minutes of treatment. Consider calling 9-1-1 if conditions persist.

Heat stroke is serious medical emergency, and can be life-threatening if not recognized and treated quickly.

- Hot, red, and dry (or only moist) skin
- Elevated body temperature (over 103° F)
- Fast but strong pulse
- Possible semi-consciousness or unconsciousness

Treatment: call 9-1-1. The brain has lost its ability to regulate body temperature. The emergency care of heat stroke is to cool the body as quickly as possible. One of the best methods for cooling the body during a heat emergency is to wrap the patient in cool, wet sheets. Re-wet the sheets often. Do not give anything to drink.

Visit the OSHA website (www.osha.gov) for additional resources. NIOSH is a second excellent resource (www.cdc.gov/niosh/). They have produced a Heat App and a Fast Fact card for employers and employees

CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND

Certificate Of Insurance Monthly Report

Monday, July 24, 2017

From 6/22/2017 To 7/21/2017

Holder (H) / Insured Name (I) Coverage	Holder / Insured Address	Holder Code	Description of Operations	Issue Date
<u>CAMDEN JIF</u>				
H- Camden County Bd. of Chosen Freeholders I- Township of Winslow	County of Camden Department of Parks 1301 Park Boulevard Camden, NJ 08002 125 South Route 73 Winslow, NJ 08037	1656	Certificate Holder is amended to be included as "additional 7/14/2017GL EX AU WC insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) use of New Brooklyn Park, located on Erial Road, Sicklerville, NJ 08081, for the Township's Family Day event on July 22, 2017. No fireworks or amusements.	
H- TD Bank NA ISAOA/ATIMA PR I- Borough of Audubon Park	Insurance Dept, Collateral Section 2059 Springdale Rd 22754 Cherry Hill, NJ 08003 20 Road C Audubon Park, NJ 08106		Certificate Holder & Audubon Park Fired Department are 7/10/2017GL AU EX WC amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability & as Loss Payee ATIMA, for Property pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty and Property Insurance Policies (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) for new equipment, 15 airpack, 37 air cylinders, 15 facemasks, totaling \$107,155	
H- Audubon Ventures, LLC I- Borough of Audubon	120 W Germantown Pike Suite 120 Plymouth Meeting, 25569 PA 19462 606 West Nicholson Road Audubon, NJ 08106		Audubon Ventures, LLC, Wolfson Group, Inc. and Goldman Sachs 6/28/2017 GLWC Commercial Mortgage Capital. LP are amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) as respects to use of premises at 130 W Nicolson Rd, Audubon, NJ	
H- Winslow Township Board of Education I- Township of Winslow	10 Cooper Folly Road Atco, NJ 08004 125 South Route 73 Winslow, NJ 08037	25645	Evidence of insurance for the Township's National Night Out even t6/22/2017GLAWC on 8/1/17.	

<p>H- Winslow Township Board of Education I- Township of Winslow</p>	<p>10 Cooper Folly Road Atco, NJ 08004 125 South Route 73 Winslow, NJ 08037</p>	<p>25645</p>	<p>Certificate Holder is amended to be included as "additional 7/18/2017GL EX AU WC insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) for the Township's National Night Out event on 8/1/17.</p>
<p>H- Wolfington Bus Company Inc I- Borough of Lawnside</p>	<p>Route 100 North, PO Box 218 Exton, PA 19341 4 E Douglas Ave. Lawnside, NJ 08045</p>	<p>25649</p>	<p>Certificate Holder is amended to be included as "additional 6/23/2017GL EX AU OTH insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability & as "Loss Payee" ATIMA, for Property pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty and Property Insurance Policies (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) 2013 Ford F550 Gas Glaval Entourage 24-28 Passenger Bus with Wheelchair Access VIN: 1FDGF5GY8DEA94106 value \$62,400 plus tax and tags</p>
<p>H- Plaza Grande Townhomes I- Cherry Hill Fire District #13</p>	<p>Management Group 700 Citation Lane Cherry Hill, NJ 25670 08002 1100 Marlgress Rd Cherry Hill, NJ 08003</p>	<p>Evidence of insurance with respects to the use of property at 1 6/28/2017GLAUWC Crescent Way, Cherry Hill, NJ 08002, for training from 7/1/17-12/31/17.</p>	
<p>H- Atlas Flasher & Supply Co I- Borough of Collingswood</p>	<p>430 Swedesboro Ave Mickleton, NJ 08056 678 Haddon Avenue Collingswood, NJ 08108</p>	<p>25672</p>	<p>Certificate Holder is amended to be included as "additional 6/28/2017 GLEXAUPRPD insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability & as "Loss Payee" ATIMA, for Property pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty and Property Insurance Policies (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) with respects to the lease of two (2) Trailer Mounted Solar Message Boards, with a total value on \$1,350.00, from 6/29/17-7/5/17.</p>
<p>H- Ford Motor Credit Company, LLC I- Borough of Oaklyn</p>	<p>One American Road MD 7500 Dearborn, MI 48121- 1739 500 White Horse Pike Oaklyn, NJ 08107</p>	<p>25731</p>	<p>Certificate Holder is amended to be included as "additional 7/7/2017 GLEXAU PR PD insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability & as "Loss Payee" ATIMA, for Property</p>

H- Lion Tamers Club
I- Borough of Berlin

263 Mill Road Evesham Twp, NJ 08053
59 S. White Horse Pike Berlin, NJ 08009

25746

pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty and Property Insurance Policies (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) as respects to Lease # 5820511 for (2) 2017 Ford Police Interceptor Utility Vin# 1FM5K8AR3HGD06376 & 1FM5K8AR5HGD06377 valued at \$54,512.00.

Certificate Holder is amended to be included as "additional 7/11/2017 GLEXAUWC insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) as respects use of property for fire company drill on 7/11/17.

Total # of Holders = 10



CAMDEN JIF
PPO & BILL REVIEW SAVINGS
Workers' Compensation Medical Savings By Month

Reviewed Date	Provider Billed Amt	CSG Repriced Amt	Savings	% of Savings
January	\$173,751.67	\$92,304.73	\$81,446.94	46.88%
February	\$169,379.51	\$69,348.68	\$100,030.83	59.06%
March	\$183,335.17	\$56,461.80	\$126,873.37	69.20%
April	\$102,176.52	\$54,762.68	\$47,413.84	46.40%
May	\$206,740.28	\$129,288.77	\$77,451.51	37.46%
June	\$155,219.36	\$94,359.27	\$60,860.09	39.21%
July	\$103,015.72	\$61,022.14	\$41,993.58	40.76%
TOTAL 2017	\$1,093,618.23	\$557,548.07	\$536,070.16	49.02%

Monthly & YTD Summary:

PPO Statistics	July	YTD
Bills	146	1,138
PPO Bills	136	1,058
PPO Bill Penetration	93.15%	92.97%
PPO Charges	\$92,249.22	\$1,012,445.47
Charge Penetration	89.55%	92.58%

Savings History:

Reviewed Date	Provider Billed Amt	CSG Repriced Amt	Savings	% of Savings
January	\$70,539.78	\$33,254.75	\$37,285.03	52.86%
February	\$142,366.08	\$82,244.39	\$60,121.69	42.23%
March	\$412,910.41	\$204,711.56	\$208,198.85	50.42%
April	\$372,001.82	\$200,922.56	\$171,079.26	45.99%
May	\$114,433.26	\$64,409.01	\$50,024.25	43.71%
June	\$164,776.08	\$82,217.66	\$82,558.42	50.10%
July	\$152,954.29	\$77,601.17	\$75,353.12	49.27%
August	\$182,450.42	\$128,830.85	\$53,619.57	29.39%
September	\$294,215.34	\$169,791.49	\$124,423.85	42.29%
October	\$266,883.14	\$151,891.18	\$114,991.96	43.09%
November	\$210,920.43	\$106,768.95	\$104,151.48	49.38%
December	\$150,279.36	\$91,215.82	\$59,063.54	39.30%
TOTAL 2016	\$2,534,730.41	\$1,393,859.39	\$1,140,871.02	45.01%
TOTAL 2015	\$2,642,806.56	\$1,379,391.36	\$1,263,415.20	47.81%
TOTAL 2014	\$2,462,610.10	\$1,290,804.11	\$1,171,805.99	47.58%
TOTAL 2013	\$2,350,634.69	\$1,046,355.16	\$1,304,279.53	55.49%
TOTAL 2012	\$3,492,188.94	\$1,551,241.48	\$1,940,947.46	55.58%
TOTAL 2011	\$3,001,784.51	\$1,383,535.61	\$1,618,248.90	53.91%

APPENDIX I – MINUTES

July 24, 2017 Meeting

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND
OPEN MINUTES
MEETING – JULY 24, 2017
BOROUGH OF PINE HILL 5:15 PM**

Meeting of Executive Committee called to order by Chairman Mevoli. Open Public Meetings notice read into record.

**PLEDGE OF ALLEGIANCE
MOMENT OF SILENCE OBSERVED**

ROLL CALL OF EXECUTIVE COMMITTEE:

Michael Mevoli, Chairman	Borough of Brooklawn	Present	
M. James Maley, Secretary	Borough of Collingswood	Present	
	(arrived at 5:25 pm)		
Richard Michielli	Borough of Magnolia	Present	
Louis DiAngelo	Borough of Bellmawr	Present	
Terry Shannon	Borough of Barrington	Present	
M. Joseph Wolk	Borough of Mount Ephraim	Present	
Neal Rochford	Borough of Haddonfield	Present	

EXECUTIVE COMMITTEE ALTERNATES:

Jack Lipsett	Gloucester City	Present
Joseph Gallagher	Winslow Township	Present

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA, Risk Management Services Bradford Stokes, Karen A. Read
Attorney	Brown & Connery Joseph Nardi, Esquire
Claims Service	AmeriHealth Casualty Insurance Denise Hall, Cheryl Little
Safety Director	J.A. Montgomery Risk Control John Saville
Treasurer	Elizabeth Pigliacelli
Managed Care	Consolidated Services Group Jennifer Goldstein
Underwriting Manager	Conner Strong & Buckelew

FUND COMMISSIONERS PRESENT:

Ari Messinger, Cherry Hill Alternate
Bob Mather, Pine Valley
Patricia Hendricks, Pine Hill Borough
Millard Wilkinson, Berlin Borough
David Taraschi, Audubon Borough
Edward Hill, Lawnside Borough
Jack Flynn, Gibbsboro Borough
John Foley, Cherry Hill Fire District

RISK MANAGEMENT CONSULTANTS PRESENT:

Mark von der Tann Edgewood Associates
Michael Avalone Conner Strong & Buckelew
Roger Leonard Leonard O'Neill Insurance Group
Rick Bean Henry D. Bean & Sons Insurance
Terry Mason M&C Insurance
Peter DiGiambattista Associated Insurance Partners

WELCOME: Fund Commissioner Patricia Hendricks welcomed everyone to the Borough of Pine Hill.

APPROVAL OF MINUTES: OPEN & CLOSED SESSION OF JUNE 26, 2017

MOTION TO APPROVE THE OPEN & CLOSED MINUTES OF JUNE 26, 2017

Motion: Commissioner Wolk
Second: Commissioner Michielli
Vote: Unanimous

CORRESPONDENCE: NONE

REGULATORY AFFAIRS: The 2016 Audit Report, Actuarial Certification & Statement of Actuarial Opinion has been filed with the State. The Synopsis of the Audit has been advertised in the Fund's newspaper.

2018 RFQ FAIR & OPEN PROCESS: The Fund Office has advertised Requests for Qualifications for all Fund Professional positions of the Fund. Responses are due back on August 1, 2017. A report will be made at the August meeting.

MEMBERSHIP RENEWALS: The Fund has 5 members up for renewal at the end of the year. Renewal documents will be sent out in August.

2018 RENEWAL ONLINE UNDERWRITING DATABASE: Members and Risk Managers have received notification that the database is set up to begin the 2018 underwriting renewal. The deadline for completion is August 15, 2017.

2017 SAFETY EXPO: The MEL continues to work with the New Jersey Utility Authorities Joint Insurance Fund to conduct its Annual Safety Expo which included MEL member town's water & sewer employees. The Safety Expo will be held on September 29th at the

Camden County Emergency Services Training Center. A reminder notice will be mailed to all members with additional information.

DUE DILIGENCE REPORTS – Included in the agenda were due diligence reports as follows: the Financial Fast Track, Pure Loss Ratio Report, Claims Analysis by Fund Year, Claims Activity Report, Lost Time Frequency Report, Interest Rate Summary Comparison Report, and Regulatory Compliance Report.

Executive Director said the May 31st Financial Fast Track shows a very healthy surplus at \$8.5 million which is up \$187,000 over last month. The loss ratio report as of May 31st reflects the actuary had us targeted at 13% and we are at 12.92% and the June 30th report shows actuary target at 18% and we stand at 15%. Lost Time Accident Frequency as of May 31st we are standing at 1.57 and 1.38 for June.

Executive Director's Report Made Part of Minutes.

TREASURER: Executive Director reviewed the reports included in the agenda.

Approving Payment of Resolution 17-19 July 2017 Vouchers

2016	\$17,000.00
2017	\$1,204,575.45
TOTAL	\$1,221, 575.45

Confirmation of June 2017 Claims Payments/Certification of Claims Transfers:

Closed	.00
2013	14,374.87
2014	104,447.61
2015	15,791.86
2016	80,600.41
2017	224,412.81
TOTAL	439,627.56

MOTION TO APPROVE RESOLUTION 17-19 JULY 2017 VOUCHERS

Motion: Commissioner Michielli
 Second: Commissioner Lipsett
 Roll Call Vote: 8 Ayes - 0 Nays

MOTION TO RATIFY & APPROVE CERTIFICATION OF CLAIMS/CONFIRMATION OF CLAIM PAYMENTS FOR THE MONTHS OF MAY 2017 AS PRESENTED AND APPROVE THE TREASURER’S REPORT:

Motion: Commissioner Wolk
 Second: Commissioner Michielli
 Vote: Unanimous

Treasurer's Report Made Part of Minutes.

ATTORNEY: Attorney Nardi discussed the defense attorney RFQ process and is following up to make with the defense panel that are currently working on cases.

SAFETY DIRECTOR: Safety Director John Saville reviewed the Safety Director's report. Three Safety Director's Bulletins were included in the agenda on Short Term Stationary Work Zones, Ladder Safety and Don't Get Caught in the Crush Zone. Mr. Saville reminded everyone completion of the Safe Patient Lifting Training is part of the incentive program for Police, Fire and EMS and to date we have 13 members that had at least one person do the training. Mr. Saville urged members to please be sure to have someone attend the training. The Executive Safety Committee meeting will be held on August 1st at Tavistock County Club.

Monthly Activity Report/Agenda Made Part of Minutes.

UNDERWRITING MANAGER:

Executive Director reviewed the monthly Certificate Report on page 32 for the period 5/22/17 to 6/21/17 with 24 certificates issued. Executive Director said a majority of them were for the fireworks and we did not hear of any issues at all.

List of Certificates Made Part of Minutes.

MANAGED CARE: Managed Care Provider Jennifer Goldstein reviewed the enclosed report as of June 2017 where there was a savings of 39.21% for the month and a total of 49.88% for the year. Jennifer Goldstein reviewed the 2nd Quarter 2017 Workers' Comp Injury Review.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR: Denise Hall said her report is for closed session.

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES:
PERSONNEL - SAFETY & PROPERTY OF PUBLIC LITIGATION:**

Motion:	Commissioner DiAngelo
Second:	Commissioner Michielli
Vote:	Unanimous

MOTION TO RETURN TO OPEN SESSION:

Motion:	Commissioner Lipsett
Second:	Commissioner Shannon
Vote:	Unanimous

MOTION TO APPROVE CLAIMS AS DISCUSSED IN EXECUTIVE SESSION:

Motion: Commissioner DiAngelo
Second: Commissioner Lipsett
Roll Call Vote: 9 Ayes – 0 Nays

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN:

Motion: Commissioner Michielli
Second: Commissioner Wolk
Vote: Unanimous

MEETING ADJOURNED: 5:42 PM

Karen A. Read, Assisting Secretary for
M. JAMES MALEY, SECRETARY

Appendix II

2018 MSI Class Request Announcement



To: Safety Coordinators, Fund Commissioners, RMC's, Exec. Directors
From: Susan Kopec, Training and Administration Associate Director
Date: July 10, 2018
Re: 2018 MSI Class Requests – TO BE SCHEDULED FOR JANUARY THROUGH DECEMBER

We are pleased to present the 2018 MEL Safety Institute Course Catalog and request form.

Please review the attached 2018 Course Catalog.

The Catalog includes a list of individual classes that you can request to host at your site. We remind you that host locations must guarantee at least **15 participants who must be pre-registered through the Learning Management System at least 15 working days prior to the date of the class.** Classes with fewer than 15 registered participants seven days before the scheduled training date are subject to cancellation. **Host classrooms must comfortably seat at least 50 students** (some classes require tables and chairs), accommodate audio-visual presentations, and have adequate parking nearby.

Submit requests for the classes you would like to host in 2018 on the attached Class Request Form. Fax all requests to 856-552-4741 prior to August 31, 2017. If you are not interested in hosting classes, no further action is needed. Should you need assistance or to confirm receipt, contact Andrea Felip at 856-552-4740. Submitting a request does not guarantee that the class will be scheduled at your location. We try to accommodate requests by offering a good distribution of classes throughout the State to maximize the available MSI resources.

To help you decide what training is needed for your employees, visit the MEL homepage at <http://njmel.org/> and click on the MSI symbol at the top of the page. You will find the **Training Needs Assessment Guide**, in a simple question and answer format. You can also review the course descriptions under the Work Place Colleges or review the attached Course Catalog. If you need help, please contact your Safety Consultant or the MSI Help Line at: (866) 661-5120.

The MEL Safety Institute recognizes the need to provide assistance for individuals with disabilities. If you have employees who may need special assistance such as sign interpretative services employers may requests assistance when the courses are confirmed. The MSI will work with your municipality / entity to make reasonable accommodations for training sessions.

	Course Description	Target Audience
Accident Investigation	2 hours - This course leads the student through the three step process of 1) collecting good information of the incident, 2) identifying the root cause and contributing factors and 3) creating an action plan to incorporate what was learned from the investigation. .	Recommended upon initial assignment This course is strongly recommended for persons involved with incident investigation and analysis, including supervisors, managers and safety coordinators, accident review committee members, and those in safety leadership roles. Continuing Educational Approvals: CPWM - 2.0 Management CEU Credits Water/Wastewater - 1.5 Hrs. Safety TCH
Asbestos, Lead and Silica Industrial Health Overview REVISED to include OSHA's new Silica rule.	1 hour - This course is a primer on the regulations and restrictions for workers who perform tasks that could potentially expose them to asbestos, silica, or lead. Please note:, there are specific requirements for persons who perform housekeeping operations in areas that contain or presumed to contain asbestos. This class does not meet the OSHA Asbestos Awareness training requirement.	Recommended upon initial assignment and refresher training as needed for employees and supervisors who perform housekeeping or maintenance in areas which may have asbestos containing materials (ACM) or presumed asbestos containing materials (PACM), and products that may contain silica or lead. Continuing Education Approvals: CPWM 1.0 Technical CEU Credits CPWM 1.0 Government CEU Credits RMC 1.0 Professional Development CEU Credits Water/Wastewater 1.0 Safety TCH
Back Safety / Material Handling Also available through MSI On-line learning	1 hour - This course reviews the structure of the spine and common back injury mechanisms. Students will be given the opportunity to discuss common manual labor tasks and best practices to minimize stress on the body.	Recommended upon initial assignment and refresher training as needed for employees and supervisors who are involved in manual material handling. Continuing Education Approvals: Water/Wastewater - 1.0 Safety TCH CPWM - 1.0 Technical CEU Credit
Bloodborne Pathogens Also available through MSI On-line learning, and "Fast Track to Safety" days	1 hour - This course reviews the requirements of OSHA's Bloodborne Pathogen Standard and common applications to tasks performed by public employees. Course requires follow up action by employers. Employers must explain safeguards specific to the individual work places to complete annual training.	Required upon initial assignment and annual retraining for those employees who come into contact with blood or bodily fluids. This typically includes staff that collects trash, clean restrooms, handles raw sewage, and <u>must</u> perform first aid as part of their job duties. Continuing Education Approvals: CPWM - 1.0 Government CEU Credits RMC - 1.0 Professional Development Water/Wastewater - 1.0 Safety TCH

<p>Bloodborne Pathogens Administrator Training</p> <p><i>Limited Offering Please let us know if you would like to host</i></p>	<p>2 hours - This course prepares the attendee to fulfill the role of the Bloodborne Pathogen Administrator for their organization. Course objectives are to discuss key elements of the OSHA Standard and the role of the local Program Administrator, including hazard determination, written policies, reporting potential exposures, and evaluating training programs.</p>	<p>Recommended upon initial assignment for employees and supervisors who desire to conduct annual retraining.</p> <p>Continuing Education Approvals: CPWM - 1.0 Technical CEU Credit CPWM - 1.0 Management CEU Credit Water/Wastewater - pending</p>
<p>CDL – Drivers’ Safety Regulations</p> <p><i>Members requesting this class are encouraged to invite their HR / Personnel representative to attend.</i></p>	<p>2 hours - Drivers and mechanics of commercial motor vehicles face significant regulations which exceed those of drivers of passenger cars. The Federal Motor Carrier Safety Act requires employers to train Commercial Driver’s License holders on the regulations concerning drug and alcohol testing, driver and vehicle disqualification, and other safety issues. HR and Personnel representatives may benefit from this discussion</p> <p>This class will review the five types of drug and alcohol testing, medical qualification, and the effects of fatigue for drivers. Vehicle issues such as pre-trip inspection, licensing, and safe operation will also be covered.</p>	<p>Required (49 CFR Part 40) upon initial assignment and periodic retraining for drivers who hold a Commercial Drivers License (CDL).</p> <p>Also, suggested for supervisors, Human Resource Officers, and truck mechanics.</p> <p>Continuing Education Approvals: CPWM - 2.0 Government CEU Credits Water/Wastewater - 2.0 Safety TCH</p>
<p>CDL – Supervisors’ Reasonable Suspicion</p> <p><i>This class is workbook based and requires a classroom with tables and chairs.</i></p>	<p>2 hours - The Federal Motor Carrier Safety Act requires supervisors of Commercial Motor Vehicle drivers be trained on how to detect and approach a driver suspected of being under the influence of alcohol or controlled substances.</p> <p>This class will review the requirements of the Federal regulations, indicators of this misuse in the workplace, how to approach a driver, and the documentation needed.</p>	<p>Regulatory (49 CFR Part 40) upon initial assignment and periodic retraining for immediate supervisors of drivers with Commercial drivers License (CDL).</p> <p>Also, suggested for department heads and Human Resources / Personnel representatives</p> <p>Continuing Education Approvals: (Initial Training) CPWM- 2.0 Management CEU Credits (Initial Training) Water/Wastewater 1.5 Safety TCH</p>
<p>Coaching the Emergency Vehicle Operator (CEVO) - Police, Fire or EMS</p> <p><i>Please indicate whether you are requesting CEVO for police officers, firefighters, or ambulance drivers.</i></p> <p><i>This class is workbook based and requires a classroom with tables and chairs. **We ask that the host location provide TV and DVD player for the CEVO courses.</i></p>	<p>4 hours - Driving an emergency vehicle, whether it’s a police car, fire truck or ambulance, is a dangerous activity. The CEVO programs are customized to each type of vehicle. The program addresses the unique hazards associated with emergency responses and the defensive measures to be used while operating these vehicles.</p> <p>The hazards include the use of emergency warning lights and sirens, along with the reactions of other drivers to the warning devices. Proper procedures and measures are presented for dealing with the various situations and conditions encountered on the road.</p>	<p>Recommended upon initial assignment and retraining as needed for police, fire, and emergency medical personnel.</p>

<p>Coaching the Maintenance Vehicle Operator (CMVO)</p> <p><i>This class is workbook based and requires a classroom with tables and chairs.</i></p> <p><i>**We ask that the host location provide a TV and DVD player for this CMVO course.</i></p>	<p>4 hours - This Coaching program is customized to address the unique hazards associated with larger maintenance vehicles, along with the safety considerations while operating these vehicles.</p> <p>These specific hazards deal directly with the large size and weight of the vehicles, traveling at slow speeds, and frequent stopping, as well as the use of warning lights and the reactions of other drivers to the warning devices. Proper procedures and measures are presented for dealing with the various situations and conditions encountered on the road.</p>	<p>Recommended upon initial assignment and retraining as needed for personnel who operate large maintenance vehicles such sweepers, dump trucks, backhoes, and front-end loaders.</p> <p>Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits CPWM - 2.0 Management CEU Credits</p>
<p>Coaching the School Bus Driver</p> <p><i>This class is workbook based and requires a classroom with tables and chairs.</i></p> <p><i>**We ask that the host location provide a TV and DVD player for this course.</i></p>	<p>4 hours - Coaching The School Bus Driver encourages drivers to analyze and discuss safe driving issues, capitalizing and building on their driving experience.</p> <p>The program specifically focuses on defensive driving techniques related to school bus drivers.</p>	<p>Recommended upon initial assignment and retraining as needed for personnel who drive school buses.</p>
<p>Confined Space Awareness Training</p>	<p>1 hour - <u>This class is intended for workers who either do not enter confined spaces or who may only enter a non-permit confined space.</u> Confined spaces have the potential to contain hazardous atmospheres or other life threatening conditions.</p> <p>The class defines a confined space and discusses the application of the definition to typical conditions found in public work places. Students will be made aware of the potential hazards of entering a confined space.</p>	<p>Required upon initial assignment and retraining as needed for personnel who are not authorized to enter confined spaces.</p> <p><i>This class is <u>not</u> intended to train workers who enter confined spaces as part of their job duties.</i></p> <p>Continuing Education Approvals: CPWM - 1.0 Government CEU Credit CPWM - 1.0 Technical CEU Credit Water/Wastewater - 1.0 Safety TCH</p>
<p>Confined Space Entry with Equipment Demonstration in Classroom</p>	<p>4 hours - <u>This class is intended for workers who enter permit-required and non-permit confined spaces.</u> A review of the OSHA standards that will have an impact on confined space entry. Discussion will include the definition of confined space, a thorough review of hazards and ways to identify and evaluate hazards, personal protective equipment, entry procedures and entry permits. Training includes an equipment demonstration.</p> <p>Host member must provide air monitoring equipment, ventilation equipment, harnesses & tripod.</p> <p>*Maximum class size is 15 students.</p>	<p>Required upon initial assignment and retraining as needed for personnel who enter non-permit or permit-required confined spaces.</p> <p><i>This class may <u>not</u> satisfy all the required training requirements of OSHA 1910.146. Additional performance and rescue operation evaluations may be required, depending on job duties of personnel who enter confined spaces.</i></p> <p>Continuing Education Approvals: CPWM - 3.5 Technical CEU Water/Wastewater - 3.5 Safety TCH</p>

<p>DDC-6 Defensive Driving</p> <p><i>This class is workbook based and requires a classroom with tables and chairs.</i></p> <p><i>**We ask that the host location provide a TV and DVD player for this Defensive Driving course.</i></p>	<p>6 hours - This course created by the NJ State Safety Council will review the hazards encountered on the road by drivers every day, including those created by road conditions, weather, traffic, and the actions of other drivers. Defensive driving training can greatly reduce the likelihood of your drivers being involved in a collision, by providing them with the knowledge needed to recognize hazardous conditions and take actions to avoid collisions. Successful completion of this course may entitle the driver to a discount on the base rate for their liability and collision coverage's on their personal auto insurance.</p> <p>*Strict maximum class size of 35 students.</p>	<p>Recommended upon initial assignment and retraining as needed for personnel who drive both municipal and their own vehicles to perform work tasks.</p> <p>Continuing Education Approvals: Water/Wastewater - 5.5 Safety TCH</p>
<p>Driving Safety Awareness</p>	<p>1.5 hours - This class is directed at employees who drive cars or light trucks on behalf of an employer. The tremendous loss potential of motor vehicle accidents is explained including property damage, auto liability and employee injury.</p> <p>Topics include hydroplaning, the effects of excessive speed, and inclement weather. Distracted driving, the effects of fatigue and alcohol on driver performance and the practice of defensive driving are discussed. Through class participation, the concept of reaction time and stopping distances are presented.</p>	<p>Recommended upon initial assignment and retraining as needed</p> <p>Continuing Education Approvals: CPWM - 1.5 Technical CEU Credits Water/Wastewater - 1.5 Safety TCH</p>
<p>Employee Conduct and Violence Prevention in the Workplace</p>	<p>1.5 hours - This course describes basic employee conduct in the work place. It reviews what is and is not acceptable conduct in the workplace. It also addresses violence in the work place. Specifically, the four types of work place violence, how to recognize the warning signs, and presents coping strategies including de-escalation methods.</p>	<p>Recommended upon initial assignment and retraining as needed</p> <p>The course is excellent training for those who deal with the public.</p> <p>Continuing Education Approvals: CPWM - 1.5 Ethics CEU Credits RMC - 1.5 Ethics CEU Credits CTC - 1.5 Ethics CEU Credits CMFO/CCFO - 1.5 Ethics CEU Credits QPA - 1.5 Ethics CEU Credits</p>

<p>Excavation, Trenching and Shoring</p> <p><i>This class requires a classroom with tables and chairs.</i></p>	<p>4 hours - The types and hazards of excavation and trenches will be reviewed. Topics include an employer assigned Competent Person, soil analysis and the types and characteristics of soil. Equipment and protective systems such as trench boxes and built-in-place shoring will be discussed. This standard applies to all open excavations made in the earth's surface, including trenches that create a hazard to near-by workers.</p>	<p>Required upon initial assignment and retraining as needed for workers with the potential to enter excavations and trenches, including Building & Grounds, Public Works, or Water / Wastewater Utility staffs.</p> <p>Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits CPWM - 2.0 Management CEU Credits Water/Wastewater- 4.0 Safety TCH</p>
<p>Fall Protection Awareness</p>	<p>2 hours - This course discusses where fall protection is needed and presents the different options for safeguarding workers. The focus is on specific fall hazards in common operations and how employees should protect themselves from falls. The course emphasizes rules for working safely at heights and various types of fall protection systems.</p>	<p>Required upon initial assignment and retraining as needed for workers who are exposed to falls of 4 feet or more. This may include Public Works and Utilities (falls into pits).</p> <p>Continuing Education Approvals: Water/Wastewater - 2.0. Safety TCH</p>
<p>Fast Track to Safety</p> <p>Limited Offering</p> <p>Please let us know if you would like to host. Host town must provide facility that holds a minimum of 75 attendees.</p>	<p>5 hours - Fast Track to Safety is a full day session that includes five topics created to meet many of your regulatory training needs in one day. Sessions include refresher training in BBP, Hazard Communication / RTK, Fire Safety, PPE and Workplace Violence Awareness.</p> <p>Full day participation is required to receive certificate of completion.</p>	<p>Required annual retraining for Public Works, Recreation, or Utility workers who are potentially exposed to bodily fluids, chemicals, and have fire safety responsibilities</p> <p>Continuing Education Approvals: CPWM - 4.0 Technical CEU Credits Water/Wastewater - 5.0 Safety TCH</p>
<p>Fire Extinguisher Safety</p>	<p>1 hour - Employers who designate employees fight small incipient fires must provide fire extinguisher training. Topics include matching the fire extinguishers to the 5 classes of fires, the limitations of fire extinguishers, and the proper use and inspection of extinguishers.</p>	<p>Required upon initial assignment and annual refresher for Public Works, Utility and others who have been designated by the employer to use an extinguisher.</p> <p>Continuing Education Approvals: CPWM – 1.0 Technical CEU Credits Water/Wastewater - 1.0 Safety TCH</p>
<p>Fire Safety</p> <p><i>Also available through MSI On-line learning, and "Fast Track to Safety" days</i></p>	<p>1 hour - This class discusses the fire triangle as a visual representation of control measures to prevent fires. This class will also cover worker's responses to fire and other workplace emergencies.</p> <p>Employers will need to explain safeguards specific to the individual work places.</p>	<p>Required for all workers upon initial assignment and annual refresher Training must reflect only the duties and responsibilities of the employee.</p> <p>Continuing Education Approvals: CPWM – 0.5 Technical & 0.5 Governmental CEU Credits Water/Wastewater - 1.0 Safety TCH</p>

<p>Flagger and Work Zone Safety</p> <p><i>This class is workbook based and requires a classroom with tables and chairs.</i></p>	<p>4 hours - Students will review the requirements of the Manual on Uniform Traffic Control Devices and discuss how the requirements impact work zones that occur on or near roadways. Various scenarios will be discussed along with the proper traffic control measures for each situation.</p> <p>*Maximum class size is 25 students.</p>	<p>Required upon initial assignment and retraining as needed for workers who plan, set-up, or work within roadway work zones.</p> <p>Continuing Education Approvals: CPWM - 2.0 Technical & 2Management. CEU Credits Water/Wastewater - 2.0 Safety TCH</p>
<p>Fleet Mechanic Safety Awareness for Supervisors</p> <p>NEW for 2018</p> <p>Limited offerings</p> <p>Please let us know if you would like to host this program.</p>	<p>Half day program aimed at fleet supervisors and lead mechanics. Program will include broad understanding of types of injuries and illnesses sustained by mechanics in municipal garages and an outline of safety and environmental topics that need to be covered with all shop employees.</p>	<p>Watch for course announcements</p> <p>Continuing Education Approvals: To be determined</p>
<p>Forklift Operator Certification</p> <p>Certification for host employees only</p>	<p>Up to 6 hours – This program is intended for trained and experienced forklift operators. This class is not an initial or remedial operator training program. A classroom session which reviews best practices for forklift operation will be followed by certification demonstration of skills.</p> <p>Host location must provide forklift in good operating condition and space for challenge course. Certification will be for a single operator on a single vehicle. Maximum 10 students. Highly recommended that a supervisory representative also attend the Train- the Trainer program for subsequent refresher training.</p>	<p>Required for all workers upon initial assignment and 3-year re-certification. OSHA requires employers ensure that each operator is competent to operate a powered industrial truck, documented by training and evaluation by a qualified person.</p> <p>Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits Water/Wastewater -2.0 Safety TCH</p>
<p>Forklift Operator Evaluation Train-the-Trainer</p>	<p>3 hours - Employers must provide evaluations for their forklift operators every 3 years. This class will prepare <u>experienced and qualified forklift operators</u> to conduct in-house evaluations for their forklift operators. Attendees will be provided with course materials necessary to run a refresher class and certify skill performance.</p> <p>Host location must provide forklift in good operating condition and space for challenge course. Visiting evaluators can not be certified on host's vehicles.</p>	<p>Required upon initial assignment as an employer evaluator.</p>

<p>Hazard Communication / Globally Harmonized System (GHS)</p> <p><i>Also available through MSI On-line learning, and "Fast Track to Safety" days</i></p>	<p>1.5 hours - This course will meet the general training requirements for RTK, HazCom and GHS. Content includes understanding labels, using safety data sheets and basic chemical terminology. The rights and responsibilities of employees are also reviewed.</p> <p>Employers will need to explain safeguards specific to the individual work places.</p>	<p>Required upon initial assignment and retraining every second year for workers who work with chemicals as part of their work assignments.</p> <p>Continuing Education Approvals: CPWM - 1.0 Technical CEU Credits CPWM - 1.0 Governmental CEU Credits Water/Wastewater – 1.5 Safety TCH</p>
<p>HazMat Awareness with Hazard Communication / Globally Harmonized System (GHS)</p>	<p>3 hours - This is a chemical safety course for employees who work with hazardous chemicals in their work place (HazCom), and may also discover or respond to chemical emergencies outside of their workplace (HazMat).</p> <p>This course reviews the definition of hazardous substances, the risks associated with them in the workplace and at an incident. Training will cover recognition and identification of hazardous substances in an emergency, the role of the first responder, & HazCom / GHS / Right to Know rules.</p>	<p>Required for all workers upon initial assignment and annual refresher for employees who can be reasonably expected to discover a chemical release and those who respond to chemical releases in a supporting role. This typically includes employees of Public Works, Utilities, Police, and EMS.</p> <p>Continuing Education Approvals: CPWM - 3.0 Technical CEU Credits Water/Wastewater - 3 Safety TCH</p>
<p>Hazard Identification - Making Your Observations Count</p>	<p>2 hours - Department supervisors have the responsibility of monitoring the actions of their employees and work places for hazards that may cause injury or harm.</p> <p>This program discusses the self-evaluation process of work places for common hazards created by the building, machinery or processes, and employee activities. The class will also provide an overview of the workplace observation process, sample formats to record the observations and ways to document corrective actions.</p>	<p>Recommended upon initial assignment and retraining as needed for employees who conduct facility inspections or Job Site Observations for their department or agency</p> <p>Continuing Education Approvals: CPWM - 1.0. Technical CEU Credits CPWM - 1.0 Management CEU Credits Water/Wastewater - 1.5 Safety TCH RMC - 2.0 Professional Development CEU Credits</p>
<p>Hearing Conservation</p>	<p>1 hour - The Hearing Protection Standard will be reviewed, along with specific examples of what constitutes excessive noise exposures. Various types of hearing protective devices will be discussed, along with the advantages and disadvantages of each.</p>	<p>Required for all workers upon initial assignment and annual refresher for employees who are part of the employer's Hearing Conservation Program.</p> <p>Recommended for employees who are exposed to loud noises, but not in the Hearing Conservation Program.</p> <p>Continuing Education Approvals: CPWM - 1.0 Government CEU Credits CPWM - 1.0 Technical CEU Credit Water/Wastewater - 1.0 Safety TCH</p>

Heavy Equipment Safety	3 hours - The operation of dump trucks, loaders, backhoes, bucket trucks and other specialized equipment is a hazardous exposure for municipalities and public authorities. This program will provide the attendees with the knowledge and skills needed to understand the safe and effective operation of specialized equipment in the workplace, the proper use of the equipment, vehicle capacities and limitations, and procedures for safe operation.	Recommended upon initial assignment and retraining as needed for employees who operate construction and maintenance vehicles. Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits CPWM - 1.0 Governmental CEU Credits Water/Wastewater - 3.0 Safety TCH
Hoists, Cranes and Rigging Limited Offering Please indicate if you would like to host this class. Dates and locations to be announced.	2 hours - Moving heavy objects requires knowledge of hoisting and rigging. This session will cover DOT regulations on hoist equipment, sling types, and equipment inspection. Basic rigging techniques will be discussed with emphasis on operations such as moving pipe, moving road plates and lifting large or bulky equipment such as pumps or hydrants.	Required for all workers upon initial assignment and refresher training every 3 years for employees who use auto cranes, chain hoists, and similar lifting equipment. Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits Water/Wastewater - 2.0 Safety TCH
Housing Authority Safety Awareness Training for Facility Maintenance Personnel	3 hours - This class provides students with a discussion of the hazards and hazard control tactics associated with general housing maintenance, grounds keeping (from lawn maintenance to snow removal) and custodial tasks. The core class covers the fundamentals of Machinery, Tools and Equipment, Back Care and Safe Lifting, Slips and Falls, HazCom, Fire Safety and Blood Borne Pathogens. Additional classes may be needed for those whose work involves potential asbestos contact, electrical safety, Lock Out Tag Out and Confined Space Entry.	Required for all workers upon initial assignment and annual refresher for employees who are potentially exposed to blood or bodily fluids and hazardous chemicals and who play a role in the employer's fire prevention, LOTO, or confined space programs. Continuing Education Approvals: CPWM - 3.0 Technical CEU Credits Water/Wastewater - 3.0 Safety TCH
Housing Authority Sensibility #1 - Employee Conduct and Violence in the Workplace	1.5 hours - This is the first of a three-part series on workplace violence, conflict resolution and stress management. This course describes basic employee conduct in the work place. It reviews what is and is not acceptable conduct in the workplace regarding harassment and other civil rights issues. It also addresses violence in the work place. Specifically, the four types of work place violence, how to recognize the warning signs, and coping strategies including violence de-escalation methods.	Recommended upon initial assignment and retraining as needed The course is excellent for those who deal with the public.

Housing Authority Sensibility #2 - Conflict Resolution	2 hours - In this course you will learn strategies for effectively resolving typical conflict situations you encounter on and off the job. Students will learn steps to de-escalate and resolve conflict, as well as how to use skills such as assertiveness and listening effectively. This course is interactive and there are skill building exercises included.	Recommended upon initial assignment and retraining as needed The course is excellent for those who deal with the public.
Housing Authority Sensibility #3 - Stress and Stress Management	1 hour - This course presents an overview of the types of stress that we face at home and at work. This class gives advice on how to deal with stress in today's high speed world. This course is interactive and participants will have hands on experience in stress reduction techniques. *Maximum 35 Attendees	Recommended upon initial assignment and retraining as needed
Jetter / Vacuum Safety Awareness	2 hours - The general hazards of working in and around wastewater and sewage will be reviewed. The hazards created by operating vacuum and jetting equipment will be discussed, as well as the safety considerations for each. Employers will need to explain safeguards specific to their individual work places.	Recommended upon initial assignment and retraining as needed for employees who use vacuum or jetting equipment as part of their job duties. Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits Water/Wastewater - 2.0 Safety TCH
Ladder Safety / Walking & Working Surfaces	2 hours - The objectives of the course are to familiarize participants with OSHA walking / working surface requirements. Requirements include how to safeguard openings and slip-fall prevention from walking areas such as stairs and skylights. The course shows the various types of ladders and scaffolds, and how to use them safely.	Recommended upon initial assignment and retraining as needed for employees who use ladders and portable scaffolds Continuing Education Approvals: Water/Wastewater - 2.0. Safety TCH
Landscape Safety	3 hours - This course covers several of the most commonly used types of landscape equipment: mowers and tractors, chainsaws, chippers, stump grinders, and utility vehicles. The course objective is to present the safety considerations for landscape equipment, processes, and chemicals. <i>Content may be adapted to particular needs of participants.</i>	Recommended upon initial assignment and retraining as needed for employees who operate landscape equipment. This may include employees of Public Works, Building & Grounds, and Utilities. Continuing Education Approvals: CPWM 2.0 Technical CEU Credits Water/Wastewater - 2.0 Safety TCH

Leaf Collection Safety Awareness	2 hours - A review of the hazards of collecting leaves, including working on roadways, noise, moving machinery, and muscle strains. The class covers various methods of leaf pick-up, including leaf vacuums, claw attachments, and bagged leaf collections. Students will review safeguards for each method.	Recommended upon initial assignment and retraining as needed for employees who collect leaves on roadways. This may include employees of Public Works, and Building & Ground. Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits Wastewater - 2.0 Safety TCH
Lock Out / Tag Out (Control of Hazardous Energy)	2 hours - The OSHA standard and the need to identify various types of energy, as well as the need to develop shutdown and lockout procedures for each piece of equipment will be reviewed. Examples of safety measures and the various types of lockout devices will also be discussed. This class will also review the basics of electrical safety and the hazards associated with electrical and other energy sources. Employers will need to explain safeguards specific to their individual work places.	Required upon initial assignment and retraining as needed for workers who participate in the employer's Lock Out / Tag Out Program Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits Water/Wastewater - 2.0 Safety TCH
Office Safety <i>Also available through MSI On-line learning</i>	2 hours - This course will review the main hazards that are faced in the office setting such as electrical hazards, workstation ergonomics, slips/trips & falls, emergencies and hazard communication as it pertains to office environments.	Recommended upon initial assignment and retraining as needed for employees who work in office settings. Continuing Education Approvals: Water/Wastewater - 2.0 Safety TCH
Personal Protective Equipment <i>Also available through "Fast Track to Safety" days</i>	2 hours - The OSHA hazard assessment process to identify the hazards associated with each type job will be reviewed to identify the need for PPE, and determine the type of PPE needed. Various types of PPE will be discussed, and how to choose the most appropriate style for protection.	Recommended upon initial assignment and retraining as needed for supervisors and employees who use or specify PPE Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits Water/Wastewater - 2.0 Safety TCH
Playground Safety Inspections <i>Also available through MSI On-line learning</i>	2 hours - This class provides attendees with a survey of the playground environment, types of injuries, the nomenclature of the individual pieces of equipment and the application of the inspection criteria. Photos will illustrate the concerns or provide illustration of the criteria. Includes a brief description of the test kit tools and recommended action plan for compliance with NJ playground regulations.	Recommended upon initial assignment and retraining as needed for employees who inspect, maintain or repair public playgrounds. Continuing Education Approvals: CPWM - 2.0 Technical CEU Credit

<p>Safety Committee Best Practices</p>	<p>1.5 hours - The foundation of an effective safety program is involvement of both management and employees in an effective safety committee.</p> <p>This program will present the steps to develop and run an effective safety committee. Topics will include: designing and planning your committee, choosing members for your committee, the role of the committee members, effective meeting strategies, and establishing goals and objectives for the safety committee.</p>	<p>Recommended upon initial assignment to a Safety Committee</p> <p>Continuing Education Approvals: CPWM - 1.5 Management CEU Credits RMC – 1.5 Professional Development CEU Credits Water/Wastewater - 1.5 Safety TCH</p>
<p>Safety Coordinators' Skills Training</p> <p>Limited Offering</p> <p><i>This class requires a classroom with tables and chairs.</i></p>	<p>6 hours - This is a nuts and bolts primer for new Safety Coordinators, or experienced coordinators who wish to refresh their skills. Topics include: 1) team building and holding effective meetings, 2) conducting Job Site Observations and facility inspections, 3) accessing the MSI and other training resources, and 4) coordinating an accident / injury investigation process. Attendees will leave with a strong understanding of the MEL / JIF system and how each entity's safety program fits into the system.</p>	<p>Recommended upon initial assignment</p> <p>Continuing Education Approvals: CPWM - 3.0 Management CEU CPWM - 3.0 Government CEU Credits RMC - 6.0 Professional Development CEU Credits Water/Wastewater- 5 Safety TCH</p>
<p>Sanitation and Recycling Safety</p>	<p>2 hours - This course will discuss various topics relating to Sanitation Safety for solid waste and recyclable collection crews including the review of appropriate personal protective equipment, safe operating procedures, proper lifting techniques, proper driving techniques, rider positions, effective route layout and relevant provisions of the MUTCD pertaining to traffic safety.</p>	<p>Recommended upon initial assignment and retraining as needed for employees who collect solid waste (trash or recycling) on community streets.</p> <p>Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits</p>
<p>Schools: Chemical Lab Safety for Science Teachers</p>	<p>1 hour - This program focuses on the exposures to both teachers and students from work in chemistry labs.</p> <p>Topics include a review of chemical safety, available emergency equipment such as showers, appropriate personal protective equipment, effective experiment planning and the vital importance of prudent chemical storage.</p>	<p>Required for all workers upon initial assignment and annual refresher for employees who are potentially exposed to blood or bodily fluids and hazardous chemicals and who play a role in the employer's fire prevention, LOTO, or confined space programs.</p>

<p>Schools: Safety Awareness Training for School Custodians / Facilities Management</p>	<p>3 hours - This class provides attendees with a discussion of the hazards and hazard control tactics associated with general school maintenance, grounds keeping (from lawn maintenance to snow removal) and custodial tasks. The core class covers the fundamentals of Machinery, Tools and Equipment, Back Care and Safe Lifting, Slips and Falls, HazCom, Fire Safety and Blood Borne Pathogens. Additional classes may be needed for those whose work involves potential asbestos contact, electrical safety, Lock Out Tag Out and Confined Space Entry.</p>	<p>Required for all workers upon initial assignment and annual refresher for employees who are potentially exposed to blood or bodily fluids and hazardous chemicals and who play a role in the employer’s fire prevention, LOTO, or confined space programs.</p> <p>Continuing Education Approvals: CPWM - 3.0 Technical CEU Credits Water/Wastewater - 3.0 Safety TCH</p>
<p>Seasonal (Autumn/Winter) Public Works Operations</p> <p><i>(Combined Leaf Collection and Snow Plow Safety)</i></p>	<p>3 hours - This course will discuss various topics related to both leaf collection and snow plowing. They are combined in this single class to encourage participation by both employees and supervisors.</p> <p>Topics include fatigue, noise, and hazards of machinery. Main topics including the review of: safe operating procedures, ergonomic considerations, proper driving techniques, review of the various types of equipment, appropriate personal protective equipment, effective route layout and relevant provisions of the MUTCD pertaining to mobile work zones.</p>	<p>Recommended upon initial assignment and retraining as needed for employees who operate both leaf vacuums and snow plows.</p> <p>Continuing Education Approvals: CPWM - 3.0 Technical CEU Credits Water/Wastewater - 3.0 Safety TCH</p>
<p>Seasonal (Summer) Employee Orientation</p>	<p>4 hours - This class is for seasonal/part-time workers employed by municipalities. Also good for supervisors responsible for training seasonal/ part time workers.</p> <p>Class will cover the exposures that employees may encounter, including an overview of outdoor safety, youth employment rules, heat stress, PPE, HazCom, bloodborne pathogens and employment practices. The presentation will also include videos on the various topics.</p>	<p>Recommended upon initial assignment for new or returning seasonal employees.</p>
<p>Shop and Tool Safety</p>	<p>1 hour - The OSHA standard relating to machine guarding will be reviewed. The emphasis of the class is on the safe use of common hand and power tools, ranging from chisels to circular saws to jack hammers.</p>	<p>Recommended upon initial assignment and retraining as needed for employees who use hand & power tools.</p> <p>Continuing Education Approvals: CPWM - 1.0 Technical CEU Credit Water/Wastewater - 1.0 Safety TCH</p>

<p>Snow Plow / Snow Removal Safety</p>	<p>2 hours - The hazards of icy road surfaces, low visibility and objects being obstructed by snow can create a hazardous situation for the operators of snow plows.</p> <p>This program will review the hazards associated with the operation of snowplows, snow blowers and shoveling snow. Proper planning and safety measures are presented in this program.</p>	<p>Recommended upon initial assignment and retraining as needed for supervisors and employees who plow snow on city streets</p> <p>Continuing Education Approvals: CPWM - 2.0 Technical CEU Credits Water/Wastewater - 2.0 Safety TCH</p>
<p>Special Event Management</p>	<p>2 hours - This presentation will focus on issues and exposures created by special events. Proper planning procedures will be reviewed, and many hazard and liability considerations will be discussed.</p> <p>The goal of the program will be to allow the attendees to coordinate the planning process and preparations for special events.</p>	<p>Recommended upon initial assignment and retraining as needed for employees who plan special events.</p> <p>Continuing Education Approvals: CPWM - 2.0 Management CEU Credits RMC - 2.0 Professional Development CEU Credits Wastewater - 2.0 Safety TCH</p>
<p>Toolbox Talk Essentials</p>	<p>1.5 hours - For staff members who present tool box talks as part of their department safety training program.</p>	<p>Suggested for safety coordinators, supervisors, managers and those in safety leadership roles.</p> <p>Continuing Education Approvals: CPWM - 1 Management CEU Credit Water/Wastewater -1.0 Safety TCH</p>

MSI Online Courses

Online courses are also available. They can be completed on an individual employee basis or as department-level group training. Unless noted in the description, these self-directed courses are about ½ hour in length and are complete with a short quiz at the conclusion.

To access the classes, users must log in to the MSI website at <http://firstnetcampus.com/meljif/entities/mel/logon.htm>

1. If you have taken MSI classes in the past, enter your username and password. If you do not know your username/password, check with your Training Administrator or call the MSI Helpline listed below. If you are new, click "I am a new user." Complete the fields and you will receive a confirmation email with your username and password.
2. Once logged in, click on "MSI On-Line Training Courses."
3. Choose the course you would like to complete. Click enroll.
4. Choose "Click Here" to go to your authorized course list.
5. Click the program name to launch the course. Click Start to begin.
6. Upon completion of the course and questions you will navigate to the "Student Center" tab to print your Certificate of Completion. Learning Transcripts are automatically updated in the MSI Learning Management System.

Note: Please see MSI website instructions for running online training in a group setting, have group participation recorded in transcripts, and receive certificates.

Course Title	Course Description
Aquatic Safety for Camp Counselors Part of Camp Counselor Suite	As a counselor you have a crucially important role in protecting kids during swim time this summer. This pool safety training contains footage of an actual drowning and explains how counselors can work together to make swim time safe all summer long.
Avoid Back Pain	This course reviews the structure of the back and common mechanisms of injuries to the back. Course discusses common manual labor tasks and best practices to minimize stress on the body.
Bloodborne Pathogens	This course reviews the requirements of the OSHA Bloodborne Pathogen Standard and common applications to tasks performed by public employees. To complete training employers will need to review the local exposure control plan and identify local contacts and specific steps to be taken to in the event of an exposure incident.
Bullying Prevent at Camp Part of Camp Counselor Suite	This course will teach you what bullying is, what the consequences could be, and how to identify, stop and prevent bullying.
Child Sexual Abuse Prevention at Camp Part of Camp Counselor Suite	This course will teach you how to identify red flags warning signs of abuse and methods to protect campers from peer-to-peer sexual abuse and adult-to-child sexual abuse.

Crossing Guard Training	'Street Smart is Street Safe' discusses the basic principles School Crossing Guards need to protect children and themselves. The program is designed to be a part of an initial training program as well as a refresher course for experienced crossing guards.
Crush Zone Training	Too many accidents involve workers who are caught between moving and stationary objects and the results have been devastating. This course will raise awareness about some of the most common 'Crush Zone' hazards faced by public employees.
Cyber Security	Cyber Crime now poses a constant and serious threat to the security of government, corporations and individuals. The highly sophisticated, deceptive methods of cyber criminals put our confidential information, finances, and very ability to function at risk. Following the five simple steps presented in this program will go a long way to protecting you and the organizations so essential to our safety, financial security, and way of life.
Driving – Emergencies & Natural Disasters	In this course, host and cartoonist Bruce Blitz will depict a variety of potentially dangerous situations while offering insights that just might save your life when driving in an emergency or natural disaster
Driving – Urban Driving	Join host Bruce Blitz as he “draws” you into an entertaining and educational look at driving in the urban environment. Topics include following distances and distracted driving.
Fire Safety	This class discusses common control measures to prevent fires and worker’s responses to fire and other workplace emergencies. Employers will need to explain safeguards specific to the individual work places to fulfill training requirements.
Hazard Communication / Globally Harmonized System (GHS)	This course will meet the general training requirements for RTK, HazCom and GHS. Content includes understanding labels, using safety data sheets and basic chemical terminology. The rights and responsibilities of employees are also reviewed. Employers will need to explain safeguards specific to their individual work place.
New Employee Safety Orientation, Part 1	This program discusses our commitment to the health and safety of all employees and the public served by local government. The presentation details the core values of trust, care, knowledge and communication as well as the ‘no tolerance’ policy towards harassment and discrimination.
New Employee Safety Orientation, Part 2	This program continues the discussion in Part 1 about the health and safety of public employees. In this presentation, employees are introduced to safety guidelines for working around blood, chemicals, and machinery. The course also includes safety lessons on two of the most common injuries to municipal employees: strains to the back and slip-trip & falls.
Office Safety	This course will review the main hazards that are faced in the office setting such as electrical hazards, workstation set up and design, slips/trips & falls, emergencies and hazard communication as it pertains to office environments
Playground Safety for Camp Counselors Part of Camp Counselor Suite	This course will teach you how most playgrounds injuries occur and the strategies you can use to prevent them from happening at your camp.
Playground Safety Inspections for Public Works or Recreation Departments	This 10 minute course will show how to identify potential hazards and how to correct them, ensuring that playgrounds are safe for all children.

Safe Patient Lifting for Emergency Responders	This class will discuss body mechanics and other considerations for police, fire, and emergency medical responders when they lift and carry patients.
(The) Professional Lifeguard Part of Camp Counselor Suite	The Professional Lifeguard training helps guards understand their responsibilities and the practical application of their skills on the pool deck. Guards will understand the following key lifeguard attributes upon completion: rescue ready, positioned to protect, singularly focused, aggressively scanning and protecting everyone.
Trip and Transportation Safety Part of Camp Counselor Suite	This 10 minute training will help you plan and prepare for all off site adventures to make them memorable, safe and fun.

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

2018 MSI Class Request

For January 1, 2018 – December 31, 2018

All requests to host classes MUST be received by August 31, 2017

(Requests received after August 31, 2017 will be put on a waitlist for scheduling upon availability)

Member Name: _____
 (Name of Municipality, Authority, School District, County, etc)

Name of JIF: _____
 (Joint Insurance Fund)

County: _____

Requestor's Name: _____

Title: _____

Phone Number: (_____) _____

Fax Number: (_____) _____

E-mail Address: _____

Class Name	Desired Month	Other considerations <small>(Day of week, time of day preference - An attempt will be made to accommodate preferences as best we can)</small>	Number of Attendees
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In requesting a class, your Municipality, Authority, School District, County, etc. will be considered the Host member. With that you are agreeing to:

- **Enroll 15+ participants at least 15 working days prior to the date of the class.** You can enroll participants for any class as soon as the calendar is posted on the MSI Learning Management System.
- Provide a training room to accommodate the class. Typically, the maximum class size is 50. **We ask that the facility have a screen or blank wall suitable for projecting slides and a TV and VCR available for all Driver Safety classes.** The class will appear on the MSI calendar and open enrollments will be accepted to supplement enrollments up to the maximum class size.

Fax all requests to 856-552-4741 and call to confirm receipt at 856-552-4740.