

TOIRMANEWS

Fall ■ 2009

In this issue:

- TOIRMA Claims Philosophy . . .2
- TOIRMA Total Members2
- Seen & Noted3
- TOIRMA FAQs3
- TOIRMA Calendar4
- Supervisors Meet4
- Ted Lemke Retires5
- Building Alterations and
New Construction5
- TOIRMA Program Manual6
- TOIRMA Website6
- SIGNS7
- It's All In the Name7

INTRODUCING....

In the last issue of the TOIRMA NEWS, we honored the two retiring members of the TOIRMA Board of Trustees. This time, please allow me to introduce the two newest members, Mary Lou Beggs and William L. Atwood.

Mary Lou Beggs, Supervisor of Santa Anna Township, DeWitt County, has served in that position since 1995. She has also served as the President of the DeWitt County Township Officials organization for the past 12 years. Mary Lou was honored to receive the Presidents' Award from Township Officials of Illinois in 2003. She has attended many meetings since being elected to enhance her service to the electors.

William L. "Bill" Atwood, Highway Commissioner of Elmwood Township in Peoria County is the other new member. Bill is beginning his 25th year of service to Elmwood Township. Bill has also served on the Highway Commissioners' Board of Directors for 20 years providing many hours of assistance in promoting and insuring the success of the Highway Commissioners' Summer Seminar. He also served 10 years on the Heart of Illinois Fair Board and recently retired from that position.



Rod Beck



Mary Lou Beggs



William L. "Bill" Atwood

As evidenced by these two short paragraphs, these two individuals bring a wealth of township history and service to the TOIRMA Board. Both have shown their interest and commitment to township government by their involvement.

Please join me as we welcome Mary Lou and Bill to their new responsibilities. They will represent our members well.

Roderick D. Beck
Executive Director

Updated Mailing Information

Every elected official receives a copy of the TOIRMA Newsletter. We ask for assistance from the Township Officials of Illinois when we mail the newsletter and they upload their contact information to the printer. If your newsletter has an incorrect name or address, please contact TOI at 866-897-4688.

All other mailings from TOIRMA utilize our own database. If changes need to be made, please contact Angel O'Brien at 800-252-5059, ext. 1204 (aobrien@cmsi.com) or Vickie Drollinger at ext. 1139 (vdrollinger@cmsi.com).

TOIRMA CLAIMS PHILOSOPHY

It is the philosophy of the Township Officials of Illinois Risk Management Association (TOIRMA) to pay legitimate claims fairly and promptly.

Since this is a self-insured program, each and every Township that is a member of the Township Officials of Illinois Risk Management Association should be deeply concerned about the claims procedures. Proper claim control begins with a promptly reported claim.

The TOIRMA claims department received over 1100 reports of claims over the last fiscal year. The majority of claims reported to TOIRMA require further investigation and/or documentation from you, the member.

By providing the required information promptly and accurately, members will help to assure that the claims handling process operates at peak efficiency.

Since this is a self-insured program for Townships, it is the Board of Trustees' feeling that certain immunities from liability claims are available to the members.

It is the Board of Trustees' intention to utilize

The most common types of claims reported are:

- Accidents involving township autos or equipment
- Damage to township owned autos, equipment or property
- Auto and equipment towing
- Injuries arising out of and in the course of employment
- Accidents that occur on your township roads
- Damage to bridges owned by the township
- Slips and falls on township owned property

Your cooperation is necessary in order for us to handle claims effectively and promptly. Please call with any questions concerning claims or coverage.

To report a claim, call 800-252-5059:

Mike Maloy, Ext. 1191
Julie Flynn, Ext. 1245
Ambre Todd, Ext. 1190
Katie Musgrave, Ext. 1349

TOIRMA TOTAL MEMBERS

Townships • 1351 ■ MTAD's • 313

As of 7/31/2009



SEEN & NOTED:

TEAM – Together Everyone Accomplishes More !!

TOIRMA FAQs

We receive some very good questions from our members!
Below are some “Frequently Asked Questions” and answers.

- **I am a new Supervisor or Highway Commissioner...how can I find out more about TOIRMA?**

TOIRMA would be glad to send one of our Loss Control Representatives to visit you. They can review your coverage and answer any questions you may have. Please contact our office to schedule a visit at your convenience.

- **How can I obtain an employee-posting package?**

You can get necessary employee postings for free by visiting the Illinois Department of Labor website: www.state.il.us/agency/idol/Posters/poster.htm

- **If we contract an individual's services, are they covered for Workers' Compensation by TOIRMA?**

Workers' Compensation is only provided for employees of the township. To qualify as an employee, the individual must receive a W-2 from

the township. Contracted individuals usually receive a 1099, and would therefore need to secure their own insurance coverage. It is always recommended that townships obtain certificates of coverage from contracted individuals for their records.

- **What if the township is going to help the city (or another entity) with some work?**

If the township is going to assist another entity and will be using township equipment driven by township employees, then the township should initiate an Intergovernmental Agreement with that entity.

- **If I use my personal vehicle for township business, am I covered?**

As a rule, coverage follows the vehicle. In the event of a loss, your personal auto policy would provide the initial liability payment. If the vehicle is being used for township business, your TOIRMA auto liability coverage would come into play after your personal liability coverages are exhausted. We do not provide physical damage coverage for personal vehicles. ■

TOIRMATIDBITS

TOIRMA Member Calendar Following are highlights of the upcoming TOIRMA calendar:

October Client Satisfaction Survey mailed

November Client Satisfaction Survey due
TOI's Annual Educational Conference in Springfield (11/8 – 11/10)

Supervisors Meet

The TOIRMA staff attends many Highway Commissioner functions throughout the year. This year, we have had the privilege of attending several Educational Workshops sponsored by the Township Supervisors of Illinois as pictured here.



>
June 19, 2009
Mickey Goral, Supervisor of Rockford/ Winnebago and Annette Miller, Supervisor of Elgin/Kane hard at work.



^ June 19, 2009 Supervisor's Zone Meeting in Rockford, IL.



^ July 10, 2009 in Fairview Heights - newly elected Supervisors are standing.

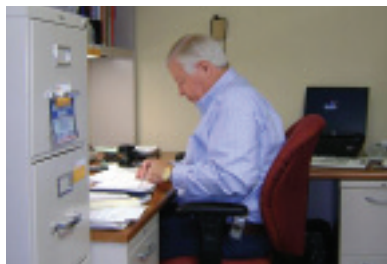


< July 10, 2009 World's Largest Catsup Bottle just outside Fairview Heights - the perks of traveling.

Ted Lemke Retires

Ted Lemke started his career with Cannon Cochran Management Services, Inc. (CCMSI) on March 3, 1986 in the Loss Control Department. The TOIRMA Program started on June 1, 1986 and Ted has been involved with TOIRMA from day one. He has traveled many miles up and down, back and forth, crisscrossing the State of Illinois visiting townships and attending meetings. Ted officially retired on June 30, 2009 and has left big shoes for Jeremy Deck and Matt Knight to fill as they continue providing Loss Control services to the TOIRMA Program.

Ted and his wife Fran like to travel. Their grandchildren are also looking forward to spending more time with them! Please join us in wishing Ted a Happy Retirement. ■



Building Alterations and New Construction

Did you start an addition or remodeling project on your township building this summer? If so, did you call TOIRMA to report your project? Maybe you put up a new building. Did you call TOIRMA? If not, please call your changes into Vickie at 800-252-5059, ext. 1139 (vdrollinger@ccmsi.com) or Angel at ext. 1204 (aobrien@ccmsi.com).

Vickie and Angel also take care of vehicle and equipment changes. If you have traded or added vehicles or equipment, make sure you call in your changes. ■



TOIRMA Executive Office on the Move

Later this fall, the TOIRMA Executive Office will be moving from Peoria to Springfield. The new office is located at 3217 Northfield Drive, just off of North Dirksen Parkway. It is easily accessible and has plenty of parking. The Northfield Inn is located across the street. Watch the TOIRMA website for updates at www.toi.org/toirma. ■

Thumbing Through the TOIRMA Program Manual

Loss Control

So far, we have reviewed General Information, Intergovernmental Agreements, Summary of Coverages, and Declaration Pages. Continuing the series, we will look at the Loss Control section.

Go to the seventh gold tab titled Loss Control. You will find the following tabs:

- Loss Control Policy – a loss control policy should be adopted by the township. The policy statement is an indication the township does realize the responsibility it has to provide safe conditions for all township employees and township residents.
- Highway Commissioner’s Diary – the diary was started in 1993 as a tool to assist Highway Commissioners in documenting weather conditions, inspections, road work, etc.
- Hazard Identification – a Safety and Health Survey and Park Inspection Checklist are provided to aid in maintaining a safe environment for township employees and the general public.
- Accident Investigation – explains the importance of complete accident / incident investigations.
- Vehicle/Equipment Inspection – an Operator / Driver Vehicle Condition Report is included to help maintain vehicles and equipment in safe operating condition.
- Work Consideration Program – a means to minimize the length of periods of disability resulting from a work related injury.



When our Loss Control staff conducts a Loss Control Visit, they have several checklists that are reviewed. If you have any questions on Loss Control procedures, please contact Jeremy Deck at 800-252-5059, ext. 1384 (jdeck@ccmsi.com) or Matt Knight at ext. 1387 (mknight@ccmsi.com).



TOIRMA Website

Please take a minute to look at the TOIRMA website. It provides information on the TOIRMA Board of Trustees, Staff, Claim Management, Loss Control, Administrative / Underwriting, Marketing, Newsletters / Posters, and Related Information. The website went live on June 1, 2008 and is a work in progress.

For the new officials, the Newsletters / Posters may be of interest to you. There are five years of published newsletters archived for your review and two years of posters. If there is something you would like to see added to the website, please contact Simphi Lenover at slenover@ccmsi.com.



Sign, sign, everywhere a sign has become a recurring tune heard throughout townships and road districts in Illinois.

Whether it is the new retroreflectivity standards, stolen signs, sign obstructions, or warning signs, "SIGN" talk is more prevalent than ever before. We realize most of you are aware of the fact that you may need new retroreflective signs, and that you need to check for stolen and obstructed signs. One area that sometimes gets overlooked is warning signs.

If you happen to be working on a road, spreading gravel, or performing some type of road maintenance, please place the appropriate temporary signage to provide ample warning for oncoming traffic of the current road surface or condition, and the presence of personnel and equipment. It is important to remember to take these signs with you for placement when maintenance practices are performed. Whether it is in the back of a truck, in a loader bucket, or even strapped to the side of a piece of equipment, the main thing is to get that sign out there. Be resourceful. If you have a good method or invention for carrying signs that works for you, share it with others. You might hear these words "Hey, that's a good idea. Why didn't I think of that?"

Remember, a sign may be just a sign to some. But to others it might be a lifesaver. Be careful and be



safe.

It's All In the Name

Vickie Collins was married on July 4 and is now known as Vickie Drollinger. She can still be reached at ext. 1139, but her e-mail has been updated to vdrollinger@ccmsi.com.



TOIRMA/Peoria

Executive Office
401 Main Street, Suite 1010
Peoria, IL 61602-1241
309-674-8010
309-674-8011 Fax
Toll Free 888-562-7861
www.toi.org/toirma

Rod Beck

Executive Director
rbeck@toirma.org

TOIRMA/Danville

Administrative and Claims
Towne Centre Building
2 East Main Street
Danville, IL 61832-5852
Toll Free 800-252-5059
217-443-0927 Fax
www.ccmsi.com

Simphi Lenover

Account Manager, ext. 1128
217-477-6628 Fax
slenover@ccmsi.com

Vickie Drollinger

Underwriter, ext. 1139
217-477-6739 Fax
vdrollinger@ccmsi.com

Angel O'Brien

Underwriting Technician,
ext. 1204
217-477-6604 Fax
aobrien@ccmsi.com

Marylee Donnelly

Sr. Claim Supervisor, ext. 1155
217-477-6655 Fax
mdonnelly@ccmsi.com

Katie Musgrave

Claim Supervisor, ext. 1349
217-477-6649 Fax
kmusgrave@ccmsi.com

Julie Flynn

Claim Consultant, ext. 1245
217-477-6645 Fax
jflynn@ccmsi.com

Mike Maloy

Claim Consultant, ext. 1191
217-477-6691 Fax
mmaloy@ccmsi.com

Ambre Todd

Claim Representative, ext. 1190
217-477-6742 Fax
atodd@ccmsi.com

Tracy Walton

Claim Associate, ext. 1242
217-477-6842 Fax
twalton@ccmsi.com

Jeremy Deck

Marketing Representative/Loss
Control Consultant, ext. 1384
217-477-6884 Fax
jdeck@ccmsi.com

Matt Knight

Loss Control Representative,
ext. 1387
217-477-6887 Fax
mknight@ccmsi.com

Human Resources Help Line

Don't forget to call for help with employee issues. **1-888-472-6785 Ext. 1180**



Township Officials of Illinois Risk Management Association
Your Township Partner

Towne Centre Building
2 East Main Street
Danville, IL 61832-5852

PRE SORTED
STANDARD
US POSTAGE PAID
ASTORIA, IL
PERMIT NO. 9