

TOIRMANEWS

Summer ■ 2009

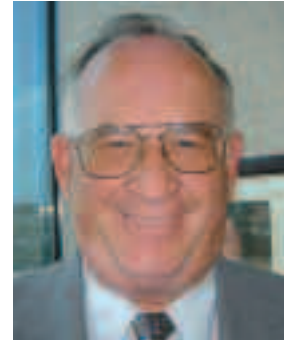
In this issue:

"Signs" of Summer2
 TOIRMA FAQs3
 Welcome Township Officials . . .3
 TOIRMA Tidbits4
 TOIRMA Calendar4
 Human Resources Help Line . . .4
 Seen & Noted5
 Loss Control Message5
 TOIRMA Program Manual6
 TOIRMA Declares Dividend . . .7

THANK YOU

Regretfully, I must announce the departure of two long standing members of the TOIRMA Board of Trustees, Ambrose Reuter and Dorothy Nagy. They will complete their terms in May 2009. They will certainly be missed.

Ambrose Reuter, currently Chairman of the Board and Supervisor of Dixon Township, Lee County, began serving on the board in 1995 and has been a member since then. He has held the position of Secretary in addition to being the Chairman for the past four years. Ambrose has served as Supervisor of Dixon Township since October 1, 1984. He served as township trustee for 11 years before being appointed supervisor.



Rod Beck

Dorothy Nagy, currently Vice-Chairman of the Board and Supervisor of Foster Township, Madison County, began serving on the TOIRMA Board June 1, 1997 and has been a member since that time. Dorothy has served as Supervisor of Foster Township for 24 years and served as township trustee for four years prior to becoming supervisor.



Ambrose Reuter



Dorothy Nagy

Ambrose and Dorothy have driven countless miles and attended many meetings since becoming members of the TOIRMA Board of Trustees. The TOIRMA Program has been enhanced by their service to the program on behalf of member townships across the state.

On behalf of TOIRMA and our 1349 members and 312 MTAD's, THANK YOU both for your dedicated service. Both will leave big "shoes to fill" as we face the challenges ahead. However, they have helped lay the foundation for the continued success of TOIRMA.

BEST WISHES ON YOUR DESERVED RETIREMENT. ENJOY IT FULLY.

Roderick D. Beck
Executive Director

OUR MISSION

Through innovative management, leadership, and financial administration, TOIRMA will provide the necessary coverage to help townships solve problems and operate in the most fiscally efficient way.

“Signs” of Summer. Summer is Just Around the Corner!

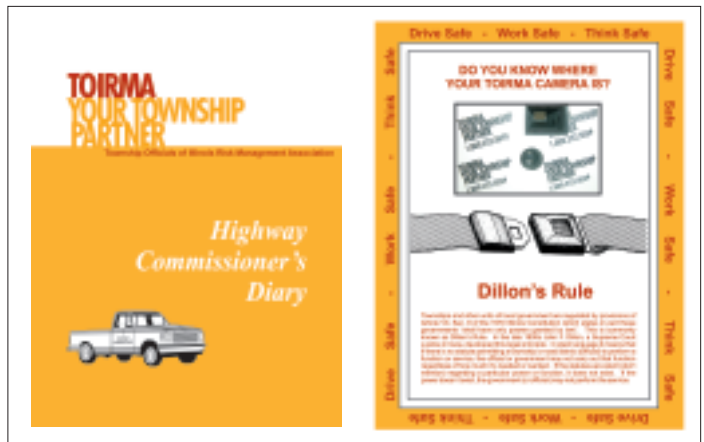


“Signs” of summer are warm weather, green grass, leaves on trees, flowers, crops growing in fields, etc. As we get out and about enjoying summer, we add to our “To Do” list that has built up all winter. I am sure on your list you have potholes to repair, roads to resurface, brush to cut back, and signs to inspect.

Make sign inspection a priority. Document your inspections in your TOIRMA Highway Commissioner’s Diary. If a sign is missing, document when you noticed it missing and when you replaced it. Report any sign thefts in your township to the sheriff’s department. Be aware of brush obstructing the view of a sign. A quick entry of cutting brush along with the location should be documented. If the sign reflectivity is poor, replace the sign and document when you replaced it. Documentation is the best reference and can help defend the township in a lawsuit.

We ask that you report incidents as soon as possible in order to investigate and protect evidence to defend the township if a lawsuit is filed. We will request photos of the scene. We will ask for documentation from your Highway Commissioner’s Diary. Months may pass before a suit is filed. A plaintiff can allege anything. If we have photos and documentation, we can refute any false allegations. Your Highway Commissioner’s Diary entries as well as photos can be used as evidence. We hope that any accidents on your roads don’t result in a lawsuit, but in the event they do we will be prepared.

Enjoy the summer and good luck in getting everything on your “To Do” list finished!



TOIRMA FAQs

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

- **Do we need to report RENTAL EQUIPMENT to TOIRMA?**

Yes. Please report any rental or leased equipment to TOIRMA for documentation providing the rental company, dates of rental, year, make, model, serial number, and value.

- **What is BUILDER'S RISK coverage and why would we need it?**

Builder's Risk coverage protects buildings during construction. For example, if a tornado destroyed a building in progress, there would be no coverage on the completed work and materials destroyed unless the township had Builder's Risk Coverage.

Sometimes a general contractor will provide Builder's Risk Coverage, but you may also secure this coverage through TOIRMA. Please call the TOIRMA office before construction begins so that we can make sure you are properly covered.

- **What does our Supervisor's/Treasurer's Bond cover?**

The Supervisor's/Treasurer's Bond is provided per statute. The Bond provides coverage for 100% of all funds under the care, custody and control of the Supervisor/Treasurer. Financial information is collected on the TOIRMA Renewal Packet and is used to update the Bond (beginning balance for all funds plus the total revenues for all funds).

WELCOME NEW AND RE-ELECTED TOWNSHIP OFFICIALS

Congratulations on being elected as a township, road district, or MTAD official. The Township Officials of Illinois (TOI) has an article posted on their website titled "You have been elected, now what?" You can find the article at <http://www.toi.org/documents/April2009Oaths.doc>.

Below is some information you should be aware of:

- April 17, 2009 – Renewal billing mailed to all TOIRMA members on the June 1 common expiration date. The payments are due June 1, 2009. If a payment can't be made by June 1, please call the Danville office and speak with Angel O'Brien or Vickie Collins and make arrangements for payment.

- With the renewal bill was a TOIRMA Contact Update form asking if the TOIRMA contact remains the same or needs to be changed. If changes need to be made, they are to be noted on the form. The completed form should be returned to the Danville office.
- May 4, 2009 – Mailing sent to the Supervisor or member contact with the Supervisor's/Treasurer's Bond Application and Bond Certificate. The Bond Application needs to be signed by the Supervisor/Treasurer, witnessed (does not have to be a Notary), and returned to the Danville office. The Bond Certificate should be signed and filed as indicated.

If you have any questions, please do not hesitate to contact the Danville office at 1-800-252-5059 and speak with Angel O'Brien at Ext. 1204 or Vickie Collins at Ext. 1139.

TOIRMATIDBITS

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

JuneRenewal contribution due June 1
Declaration pages and payroll audit mailed

JulyPayroll audit due



On March 4, 2009 TOIRMA, Washington County Highway Commissioners, and IDOT's Technology Transfer Center sponsored a Flagger Training Class at the Okawville Community Center in Okawville, IL. Sixteen Highway Commissioners and Road District employees from Washington, Clinton, and St. Clair Counties attended. The class was led by Roy Williamson, Training Development Technician from IDOT's Technology Transfer Center.



Human Resources Help Line

We have talked about the Human Resources Help Line in the last two TOIRMA newsletters. We cannot stress this enough – it is an election year – the Human Resources Help Line is FREE to our TOIRMA members. The Human Resources Help Lines gives our TOIRMA members access to human resources professionals that can assist in answering employment-related questions. They can also assist with issues such as discipline and documentation, legal termination, and discrimination.

The toll-free number is: 1-888-472-6785, Ext. 1180 or Ext. 1201



SEEN & NOTED:

Buckle Up Every Trip, Every Time

A MESSAGE FROM LOSS CONTROL:

TOIRMA has provided "Caution: Stay Back 50 Feet" stickers for its members since 2003. The tailgates on the dump trucks for townships come in all different shapes and sizes. Matt Knight and Jeremy Deck recently researched "new ways" to make sure your stickers will fit on your trucks. Please feel free to cut the stickers to the appropriate size and shape. If you mess it up, it is okay, call us and we will send you more! Matt and Jeremy would like to say "THANK-YOU" to Pilot and Grant Townships in Vermilion County and Compromise Township in Champaign County for the use of their tailgates.



TOIRMA TOTAL MEMBERS

Townships • 1349 ■ MTAD's • 312

As of 4/30/2009

Thumbing Through the TOIRMA Program Manual

Summary of Coverages and Declaration Pages

The current TOIRMA Program Manual was issued in the fall of 2006. It is the fourth Program Manual that has been published since the inception of the TOIRMA Program in 1986.

Summary of Coverages

The first tab in your TOIRMA Program Manual is titled Summary of Coverages. The Summary of Coverages is just what it says – a summary of your TOIRMA coverages. It is a handy tool that you can reference for program limits and deductibles.

At renewal time each year we send out an updated Summary of Coverages. You will receive a 2009 Summary of Coverages with your Declaration Pages that will be mailed in early June. When you receive them, put them in your TOIRMA Program Manual after the Summary of Coverages tab.

Declaration Pages

The second tab in your TOIRMA Program Manual is titled Declaration Pages. The Declaration Pages are a dated statement issued by TOIRMA giving information about the current year's coverages. Declaration Pages are not issued until payment is received. When you receive the Declaration Pages in June, insert them in your TOIRMA Program Manual so you'll always know where to find them.



PRESS RELEASE

TOIRMA Declares Dividend for 18th Consecutive Year

The TOIRMA Board of Trustees voted to issue a dividend to all eligible townships. To be eligible, the township must have been a TOIRMA member for the previous five consecutive years. This year's dividend is 15% of the contribution paid in the June 1, 2003-2004 program year. This is the 18th consecutive year a dividend has been paid. Over \$1,700,000 was paid out this year making a grand total of \$23,744,513 paid during the 18 years.

The dividends were mailed on March 13, 2009 and are clearly marked "VOID WITHIN 60 DAYS FROM ISSUE DATE."



Jeremy Deck, TOIRMA Marketing Representative/Loss Control Consultant delivers a dividend check to Chris Heidorn, Supervisor of Milton Township/DuPage County.

TOIRMA Towne Centre Building 2 East Main Street Danville, IL 61832-5852	<u>March 13, 2009</u>
PAY TO THE ORDER OF <u>TOIRMA Members</u>	\$ <u>1,740,630.00</u>
<u>One million seven hundred forty thousand six hundred thirty and no/100</u> DOLLARS	
MEMO: <u>Result of Good Risk Management</u>	<u>Roderick D. Beck</u>

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Rod Beck

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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

TOIRMA
YOUR TOWNSHIP
PARTNER

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STANDARD
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ASTORIA, IL
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