



TOIRMA Update

By Jim Donelan

TOIRMA Executive Director

Resources Available to TOIRMA Members

IT'S OCTOBER and the fall season is underway. This is one of my favorite times of the year, fall baseball, the beginning of football, and the cooler weather. It's been quite a busy year in township government. There's been a consolidated election, and veteran and newly elected township officials have been sworn in. As with the changing of the seasons, township government is going through a transition with nearly 22% of officials either switching offices or new to elected office. With so many new faces we would like to highlight a few of the helpful resources available to TOIRMA Members.

Human Resources Help Line (888) 472-6785 Extension 1172

The Human Resources Help Line is a free service available to TOIRMA Members and provides access to human resource professionals to assist township officials. Our team specializes in employment laws, rules, and practices.

By calling the Help Line, we hope that your questions are answered and that there is a reduction in claims related to human resource issues. Whether you are hiring, disciplining, terminating employees, or dealing with any other employment related matter, please make sure you are consulting with TOIRMA before making these types of decisions. There is no cost to TOIRMA members for calling the Human Resource Help Line. We encourage Members to call the Help Line prior to hiring, terminating, or disciplining employees.

Highway Commissioner's Diary

TOIRMA's *Highway Commissioner's Diary* is designed to help reduce the cost of claims by providing highway commissioners a user-friendly tool to document weather conditions, sign and roadway inspections, and road work among other items. The proper documentation of such items may be the key to winning a lawsuit and minimizing your risk. The *Diary* includes: inspection worksheets, equipment inventory forms, road hazard report forms, sign worksheets, maintenance field sheets, other TOIRMA and important contact numbers, and a three-year reference calendar. The *Diary* may be obtained by contacting our office at (888) 562-7861, by email at pjacob@toirma.org, or by completing an elec-

tronic order form on TOIRMA's new "Members Only" section of our website, toirma.org.

Members Only Section of toirma.org

The new "Members Only" section of the TOIRMA website is now available and offer Members access to training videos, *Risk Reminders*, helpful resources, and safety items. Items may be ordered online and will be sent to the Member at no cost. Visit toirma.org and click on "Members Only" in the upper right corner of the website to register and order safety items.

Annual Member Survey

TOIRMA's Annual Member Survey was mailed to each township's designated TOIRMA Contact on October 1, 2021. The single-paged survey is designed to provide the TOIRMA Team with feedback directly from our Members and is helpful to us with ensuring that we are meeting the needs our Membership. Improvements to coverages have been made by TOIRMA as a direct result of past suggestions from Members in the survey. Included in the mailing is a self-addressed stamped envelope to aid in a timely response. The survey is due back by October 22, 2021. Thank you for your attention to the Annual Member Survey.

Please utilize these and other services offered by TOIRMA. We appreciate your consideration and have a safe and healthy fall.

As always, if you have any additional questions, please feel free to contact me toll-free at (888) 562-7861 or by email at: jdonelan@toirma.org.

Think Safe ... Drive Safe ... Work Safe



toirma.org

