On June 30 Rod Beck officially retired as Executive Director of the TOIRMA Program. Rod began serving township government in 1987 when he was appointed clerk of Eldorado Township, and in 1989 he was elected highway commissioner. He helped form the Western Illinois Highway Commissioners Association serving on its board, and has served on the boards of the Township Highway Commissioners of Illinois, Township Officials of Illinois (TOI), and TOIRMA.

In 2001, Rod left the TOIRMA Board of Trustees to work as our West Central Region Marketing Representative, a position he held until 2004, when he was asked to become TOIRMA’s Associate Director. Later in 2006, Rod accepted the position of Executive Director of TOIRMA, and served in that capacity until his recent retirement.

I first met Rod in 2001, when I was working as Associate Director of TOI. Always a gentleman, from day-one I liked being around him. He consistently stepped up to the plate when we needed help on any issue. Whether it was overweight road legislation at the Statehouse, drainage issues, what constitutes an intended and permitted user of a township road, or liability concerns, Rod would lend a hand.

I’ve learned a lot from him over the past fourteen years, and truly understand what big shoes I have to fill. He has served the TOIRMA Program well and it is stronger today due to his leadership and guidance.

On July 1, I became Executive Director of TOIRMA. This is a wonderful, successful organization. Like most organizations it wouldn’t be such a success if it weren’t for my predecessors, a committed board, staff, and the members we have.

Although Rod has retired as Executive Director, he will continue to serve the TOIRMA Program as Risk Management Advisor. So as we begin a new chapter together, I look forward to working with you and township government, and having a good friend and mentor around to help out, yet again.

All the best and have a safe Fall.

Jim Donelan
Executive Director
SHOULD THE POLICE BE CALLED FOR ALL AUTO ACCIDENTS?

By: Kelly Helenthal, Claim Consultant

- When you allow the other party to contact the police, their report will be something similar to “this car just came and hit me.” These remarks can become evidence against you later on.

- The police investigation, if completed, will verify necessary facts which otherwise become an argument of “he said versus she said.” For example, they can verify signage, properly working stop lights, extraneous issues/items that affect the accident, conditions of the roadway, skid marks, witnesses, etc.

- What appears to be minor damage at the scene can double and triple in the body shop without confirmation of damages and points of impact on a police report.

- The police will confirm how many people are involved, avoiding those surprise passengers who later show up with serious injuries.

- If you leave the scene without calling the police, you could be cited for leaving the scene of an accident if the other party makes a desk report later.

- There does NOT have to be an injury for the police to be called, but they may not arrive for all property damage cases due to manpower and time. If they do not come to the scene, then go to the station and make a desk report.

- Not calling the police might make you look suspect as to why you did not. Is there something to hide?

- If you come upon an accident in the roadway and you stop to lend aid, ask first if the police have been called. If they have not been called, you must call them. You do not want to be accused of causing further damage in assisting the injured (call an ambulance) or pulling a truck from a ditch (let the tow company do their job).

For assistance on reporting a claim to TOIRMA, see the tear out on page five of this newsletter. On the back side of the tear out is a TOIRMA contacts list for your reference; it includes contact information for the Springfield office, Danville office, and the Human Resources Help Line.
FAQ’S

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

1. Why cover the Multi-Township Assessing District (MTAD) if the assessor is contracted?

The MTAD should still be covered if the assessor is contracted because it is a separate entity and, therefore, would not be covered under any of the townships involved. TOIRMA’s MTAD package provides a Treasurer’s Bond and protection for the board.

2. If an employee has a minor injury, is it necessary to report it?

Yes. Please report ALL on-the-job injuries as soon as possible so that the employee will receive proper benefits and proper care.

3. What do we need to do to get Railroad Protective Liability Coverage from TOIRMA?

Effective June 1, 2006, TOIRMA began offering Railroad Protective Liability coverage by endorsement. If you are or will be working with a railroad, please call our office. We will need the assigned docket number and any other paperwork the railroad has given you.

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

If the township is going to help another entity and will be using township equipment driven by township employees, then the township needs to secure a written Intergovernmental Agreement with that entity.

5. Do we have towing coverage?

Yes. TOIRMA will pay up to $250 on a standard towing bill. Call and report the claim before faxing or mailing your tow bill.

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SEEN & NOTED:

Delays in reporting work-related injuries can cause workers’ compensation claim costs to increase by up to 51%, according to the National Council on Compensation Insurance, Inc.

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Welcome Back

In the Fall 2014 Newsletter we reported that Julie Flynn had left TOIRMA to take a position with a construction firm. I’m happy to announce that Julie is back and advises she is glad to be back! Welcome back Julie.

Matt Knight, TOIRMA Loss Control Consultant took some of the claim staff out on the road with him. In this photo Danielle Smith, TOIRMA Claim Associate is learning how to measure a building at Holland Township in Shelby County.

Erica Sandlin, TOIRMA Claim Representative is very intent on running the measuring wheel at Holland Township in Shelby County.

Former Governor Jim Edgar posed with some of the TOIRMA staff at the TOI District #4 and #6 Education Program in Bloomington, IL this past May. Jim Donelan, Executive Director; Simphi Lenover, Account Manager; Sean Richardson, Loss Control Representative; and Former Governor Jim Edgar.

TOIRMA TOTAL MEMBERS

As of 7/31/2015

Townships * 1376
MTAD’s * 313

Welcome New Members:
Covington-Hoyleton MTAD/Washington County and Elm Grove Township/Tazewell County
To report a claim, please call 800-252-5059 with the following information

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<thead>
<tr>
<th>TOWNSHIP - TOWING/GLASS CLAIM</th>
<th>WORKERS COMPENSATION CLAIM</th>
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</thead>
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<td>✓ Date of Loss</td>
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<tr>
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<td>✓ Township Name &amp; County</td>
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<tr>
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<tr>
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<th>CLAIM STAFF</th>
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<tbody>
<tr>
<td>✓ Township Name &amp; County</td>
<td>Danielle Smith, ext. 1418 217-477-3038 Fax <a href="mailto:dsmith@ccmsi.com">dsmith@ccmsi.com</a></td>
</tr>
<tr>
<td>✓ Mailing Address</td>
<td>Kelly Henthal, ext. 1372 217-477-6490 Fax <a href="mailto:kenthal@ccmsi.com">kenthal@ccmsi.com</a></td>
</tr>
<tr>
<td>✓ Phone#</td>
<td>Heather Vargas, ext. 1242 217-477-6842 Fax <a href="mailto:hvargas@ccmsi.com">hvargas@ccmsi.com</a></td>
</tr>
<tr>
<td>✓ Date of Loss</td>
<td>Erica Sandlin, ext. 1263 217-477-6863 Fax <a href="mailto:esandlin@ccmsi.com">esandlin@ccmsi.com</a></td>
</tr>
<tr>
<td>✓ Time</td>
<td>Julie Flynn, ext. 1245 217-477-6645 Fax <a href="mailto:jflynn@ccmsi.com">jflynn@ccmsi.com</a></td>
</tr>
<tr>
<td>✓ Location</td>
<td>Mike Maloy, ext. 1191 217-477-6691 Fax <a href="mailto:mmaloy@ccmsi.com">mmaloy@ccmsi.com</a></td>
</tr>
<tr>
<td>✓ Description of Incident</td>
<td>Katie Musgrave, ext. 1349 217-477-6649 Fax <a href="mailto:kmusgrave@ccmsi.com">kmusgrave@ccmsi.com</a></td>
</tr>
<tr>
<td>✓ Name, Address, Phone# of party claiming damage or injury</td>
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<td>✓ Witness Name and Phone#</td>
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<tr>
<td>✓ Authorities &amp; Report#</td>
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</tbody>
</table>
TOIRMA CONTACT INFORMATION 2015

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Rod Beck
Risk Management Advisor
rbeck@toirma.org

Pat Jacob
Administrative Assistant
pjacob@toirma.org

TOIRMA CONTACT INFORMATION 2015

TOIRMA CONTACT INFORMATION 2015

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www.ccmsi.com

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beyrich@ccmsi.com

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

Human Resources Help Line

1-888-472-6785 Ext. 1172 or Ext. 1146 (All calls promptly returned within 24 hours.)

All TOIRMA members have access to Human Resources professionals to assist in answering employment-related questions and issues.

The Human Resources Help Line covers many areas such as: Discipline & Documentation • Legal Termination • Discrimination

Another service brought to you by TOIRMA.
TOIRMA COUNTY LOSS CONTROL MEETINGS

Each year TOIRMA conducts loss control meetings in designated counties. These meetings provide an opportunity for the township officials and staff to “refresh” their knowledge of TOIRMA’s coverages. The agenda covers TOIRMA history, loss control, coverages, and claims. The meetings usually involve 15-20 people in a small group setting and provide a networking opportunity with other township officials.

In June 2015 we began another cycle of County Loss Control Meetings. If you are interested in hosting a meeting, please call Matt or Sean. To be a host for the 2015-2016 year, your building should be suitable for seating approximately 20 people and should be located within one of the following counties:

- Bond
- Carroll
- Christian
- Clark
- Cumberland
- Fulton
- Henry
- Kendall
- Knox
- Lee
- Logan
- McDonough
- Ogle
- Pike
- Warren
- Will
- Winnebago

Matt and Sean are also available to make presentations at County Highway Commissioner meetings and County Association meetings. Their contact information is:

Matt Knight: 217-444-1387 or mknight@ccmsi.com
Sean Richardson: 217-444-1384 or sean.richardson@ccmsi.com

At the County Loss Control meetings, each attendee receives two hours of education/training towards the ten hours needed for the TOI education/training certificate.

HIGHWAY COMMISSIONER’S DIARY

Some minor changes were made to the Highway Commissioner’s Diary that you will start seeing this fall.

1. A year was added to the cover to track revisions.
2. The Maintenance Field Sheet, Township Road Hazard Report, and Sign Worksheet/Work Crew were eliminated.
3. A Heavy Equipment/Vehicle Checklist was added.
4. The JULIE form was updated.
5. The diaries are re-ordered every 1½ - 2 years. Each time, the inside calendar and the contact numbers are also updated.

If you need a Highway Commissioner’s Diary, please call Debbie Prentice at 217-444-1128 or e-mail dprentice@ccmsi.com.

WORKERS’ COMPENSATION WORKPLACE NOTICE

A Workers’ Compensation Workplace Notice must be posted at each place of employment (if multiple sites). A copy of the notice is in the Workers’ Compensation Claims section (last section) of your TOIRMA Program Manual and is normally part of the employee-posting package available from the Illinois Department of Labor (https://www.illinois.gov/idol/Employers/Pages/posters.aspx).

The Illinois Department of Labor can come in and do a safety inspection of your township at any time. One of the items they often look for is the posted Workers’ Compensation Workplace Notice. To complete the poster, add the date you joined TOIRMA, your agreement number, and your Employer’s FEIN.

If you have any questions about this poster or other reporting requirements, please call Matt Knight, 217-444-1387 or Sean Richardson, 217-444-1384.

* Please Note: Some commercial sign companies will try to sell the employee-posting package to you. You can access, download, and print or order these posters at the above website at NO COST.
Human Resources Help Line

Don’t forget to call for help with employee issues. 1-888-472-6785 Ext. 1172 or Ext. 1146

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