Lights on for Safety!
By: Jim Donelan, Executive Director

During a recent meeting of the TOIRMA Team, we were discussing the safety of township drivers and vehicles. It was a good round table discussion with plenty of suggestions. Of course, our goal is to assist our members in being as safe as possible. This conversation led us to reviewing TOIRMA’s past safety and awareness campaigns, and there have been some effective ones. The one that came to light, pun intended, was our “Lights on for Safety” campaign.

This campaign urged our drivers to turn on their headlights, day or night. Of course, we all turn our headlights on during the nighttime, however safety experts contend that turning headlights on during the daytime reduces accident rates. According to the National Law Review, “Numerous studies have shown that a practice as simple as turning on your headlights whenever you are driving may reduce your chances of being in an accident.”

A study referenced by the National Law Review of cars using headlights during the daytime stated: “While daytime headlight usage reduced the number of two vehicle crashes by 5.7%, it also resulted in the reduction of pedestrian accidents by 12% and a 23% reduction in motorcycle accidents involving vehicles coming from the other direction.”

In Illinois, all drivers are already required to use headlights when windshield wipers are in use and during low-light conditions. Although not a requirement, using headlights during the daytime makes your vehicle more visible.

A past TOIRMA poster read:
“Day or Night, Make Sure Your Headlights are Shining Bright.”

Please consider the following when driving your township vehicles:

- Turn your headlights on in the daytime for greater visibility.
- Remember the law . . . if your windshield wipers are on . . . your headlights should be on too.
- Replace headlight bulbs as soon as they go out.
- Make sure your headlights are clean and free of dirt and debris.

Thank you for your attention to these matters.

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

TOIRMA NEWSLETTER MAILING
DID YOU KNOW?
TOIRMA uses the Township Officials of Illinois (TOI) database to mail the TOIRMA newsletter. The newsletter is published quarterly and goes to all elected officials in the State of Illinois.

If you notice that the mailing address is incorrect, please be sure to notify Pam Butler at (866) 897-4688 / pam@toi.org or Simphi Lenover at (217) 444-1128 / slenover@ccmsi.com.

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Page 7: Intergovernmental Agreements • RETROREFLECTOMETER Page 8: Claim Reporting Hotline • Human Resources Help Line • TOIRMA Contacts
SPRING SAFETY CHECKLIST: Mowing and Trimming Safety

By: Kelly Helenthal*

It’s Spring and time to get back outdoors.

This includes mowing and trimming yards and roadways. Make this a safe spring and follow some simple safety tips to keep you and your employees safe. No matter what equipment you are using, read and follow the directions in the equipment operator’s manual. Pay attention to and follow the safety instructions in the manual and the warning labels on the equipment. Do not take unnecessary risks. Taking shortcuts or being in a hurry to get the job done can lead to serious injury and damage. NEVER operate machinery while on drugs or alcohol.

1. Wear the proper protective equipment: close fitting clothes and no jewelry, safety glasses and/or a face shield. Sometimes hearing protection should be used as well.

2. Pre-Start Inspection: inspect the equipment before beginning each day. Check the belts, blades, fluids and check for accumulated grease or debris. Check to make sure the proper guards are in place.

3. Prepare the work area: remove debris and be aware of your surroundings. Maneuver hills carefully to avoid rollover accidents. Keep a safe speed. Make sure the chute is pointed away from people and property.

4. Be sure the equipment is properly turned off and stored safely when not in use.

5. Carbon Monoxide (CO) emits from equipment, so be sure to operate equipment outdoors. If you must work on the equipment indoors, make sure there is proper ventilation.

You can be seriously injured or killed if you run into obstacles while mowing. Always be looking ahead for obstacles and watch for trees, buildings, overhangs, and other obstructions. Allow enough room to safely pass between obstructions. Be careful not to get too close. Check overhead clearance before passing beneath branches, awnings, and other obstructions.

Objects thrown from mowing equipment can cause severe injury. Clear the work area before you begin. Pick up sticks, bottles, rocks, wires, and other debris before you begin. Keep children and bystanders away from the area. Shut off equipment when crossing a sidewalk, driveway, or road.

Mowers are not made for street or highway travel. To be safe, load mowers and other equipment onto a trailer and pull them to the job site. When the mower must be moved short distances on a public roadway, keep the following safety tips in mind: If you must drive on the roadway, observe all traffic signals, signs and rules. Mount a Slow Moving Vehicle (SMV) emblem on the back to indicate the mower is moving at a speed less than 25 mph. Use caution at intersections. Allow fast moving vehicles to go first. Make sure you have enough time to get through safely, without interrupting traffic flow. Do not stand in the road to trim grass or brush. Stand away from the road and watch for traffic.

AVOIDING ROLLOVER ACCIDENTS

When a mower becomes unstable or out of balance, it can roll over. A human’s reaction time is too slow to stop a rollover once it starts. Look over the area before you mow, noting all land elevation changes. Once you have assessed the area to be mowed, observe the following precautions to avoid rollover accidents.

• Do not mow near drop-offs, ditches, embankments, or steep slopes.
• Avoid sudden moves.
• Slow down when turning and make wide, gradual turns, especially when mowing on slopes.
• Riding Lawn Mowers/Agricultural Tractors - mow up and down slopes, not across.
• Walk Behind Mowers - mow across slopes, not up and down.

DON’T GET CAUGHT IN MOVING PARTS

• Keep both hands and feet on the equipment at all times (if applicable).
• Never use a mower or trimmer without all shields and guards in place.
• Never add blades or chains not recommended by the manufacturer.
• Shut off the engine before picking up debris or unclogging the chute.
• Never work on the equipment while it is running.
• Be cautious on wet grass.

HAVE A SAFE SPRING AND SUMMER!

*This article was written by Kelly Helenthal, former Senior Multi-Line Claim Consultant. Kelly is no longer with TOIRMA; we wish her the best in her new career.

Reference:
In 2018 TOIRMA experienced an increase in tailgate related claims. There have been a variety of circumstances and conditions that have contributed to this increase. Tailgates not closed properly and leaking materials, tailgates suddenly opening due to not being closed correctly, and tailgates simply falling off into oncoming traffic were the most common occurrences. In an effort to alleviate these claims, please incorporate tailgate inspection as part of your Heavy Equipment/Vehicle Inspection checklist (found at the back of the TOIRMA Highway Commissioner’s Diary); if you want an updated inspection sheet for your use, please contact Matt Knight at (217) 444-1387 or Sean Richardson at (217) 444-1384. Always check the tailgate before and after each load.

### Heavy Equipment/Vehicle Inspection

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<th>Equipment/Vehicle</th>
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<th>Checked By</th>
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<td>Engine Running Smoothly</td>
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<td>Engine Supports/Main Springs Good</td>
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<td>Fuel System</td>
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<td>Glass/Windshield And Wipers</td>
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<td>Seat Belts</td>
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<td>Skid Plate, Rock and Radiator Guards</td>
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TOIRMA MEMBER CALENDAR  

Following are highlights of the upcoming TOIRMA calendar:

March ................................... Renewal Packet due March 1
Dividend Issued

April ..................................... Annual billing mailed to all members renewing June 1
Dividend cashed?

June ...................................... Renewal contribution due June 1
Declaration pages and payroll audit mailed

TOIRMA TOTAL MEMBERS As of 1/31/2019

Townships  •  1388  •  MTAD’s  •  306

Welcome New Members:  Gold Hill Township/Gallatin County (100% County); Elbridge-Symmes MTAD/Edgar County; Fairmount-Perry-Chambersburg-New Salem-Griggsville-Flint MTAD/Pike County; Greenbush-Swan-Point Pleasant-Berwick MTAD/Warren County

SEEN & NOTED:

94% of crashes are due to a human choice or error.

Per presentation by Tim Peters at the East Central Illinois Highway Commissioners Association 37th Annual Spring Seminar this past March/2018 at Decatur. Tim is a Local Policy and Technology Engineer at the Illinois Department of Transportation.

Tom Stokes, Highway Commissioner of Dale Township/ McLean County was the winner of the TOIRMA door prize at the Township Highway Commissioners of Illinois 36th Annual Summer Seminar this past August. Pictured are Matt Knight, TOIRMA Loss Control Consultant; Mickey Goral, TOIRMA Member Services Associate; Tom Stokes; Jim Donelan, TOIRMA Executive Director; and Sean Richardson, TOIRMA Loss Control Consultant.

Crystal Smith, Assessor of Charleston Township/Coles County was the winner of the TOIRMA door prize at the 111th Annual Educational Conference of the Township Officials of Illinois this past November. Pictured are Crystal Smith and Jim Donelan, TOIRMA Executive Director.

To be continued...
Danielle Smith joined TOIRMA in July of 2014 as a Claim Associate. She graduated in May of 2014 from Capella University with a Bachelor’s degree in Business. She currently lives on a family farm with her husband and toddler and is expecting their newest addition to the family in June of 2019. Danielle is transitioning to a new position on our team. She will be moving from claims into the Underwriting Tech position in February. She is grateful to work on such a great team that is flexible and is always allowing room to grow. Danielle enjoys working with our members and looks forward to providing them with excellent customer service in her new position.

Jess Stitt joined TOIRMA on April 30, 2018 as Claim Associate. She is new to the claim handling field, but brings along 17 years of customer service experience. Jess is doing a great job with her claims training and was recently promoted to a Claim Associate II. She and her husband have four children that love sports and vacationing. Jess enjoys spending time with her family and attending her children’s various extracurricular activities. She is happy to be a part of the TOIRMA Team and looks forward to the knowledge and experience she will gain during her journey.

Bailey Howard joined the TOIRMA team as a Medical Only Claim Representative in August 2017. She has gained great knowledge and experience while handling the TOIRMA medical only claims, as well as first party property casualty claims. This has allowed her to move forward with her career and Bailey was recently promoted to a Claim Associate. Bailey will be handling new claims set up, while also assisting in handling Workers’ Compensation claims and working her way up to eventually handling her own case load. She was recently engaged to a great guy and will be married by the end of the year. Bailey is very excited to learn and grow more with the TOIRMA team and looks forward to what the future holds.

TOIRMA Staff Updates:

INVESTING IN WORKPLACE TRAINING

By: Mickey Goral, TOIRMA Member Services Associate

Earlier this year I received a telephone inquiry from one of our member townships, asking if TOIRMA had CPR and AED training programs available to its members. The short answer is yes we do and we were able to accommodate a training need of one of our members. After receiving a proactive call of this type, I began thinking about the importance of investing in workplace training in both safety and health.

The workplace can sometimes be a hazardous place, especially in the areas of road maintenance and repair. However, peril can also exist in an office environment as well. Therefore we all must be vigilant and current when it comes to training.

Training programs for safety and health are beneficial to both employees and employers and ultimately the taxpayers. Education and training provides employees with the required skills necessary to improve their overall well-being, as they become more aware of potential dangers in the workplace. Typically employers see an increase in employee productivity, as well as reduced absenteeism due to injury and illness. Workplace training can also have a positive impact on both direct and indirect costs for your township. Besides building a knowledgeable workforce, savings can be realized in health care costs as well as lessening the risks of legal exposure.

In addition to CPR and AED training, TOIRMA can also provide an on-site Safety Training or Shop Safety Training at your location. Please contact us if you believe any of these programs would be of benefit to your township.

Workplace safety and training inevitably improves efficiency and productivity. It is an investment in the quality of your people and township and it’s an investment that can pay off greatly over time.

CPR and AED training are conducted by Sean Richardson, TOIRMA Loss Control Consultant. He can be reached at (217) 444-1384 or sean.richardson@ccmsi.com.

The Safety Training and Shop Safety Training are conducted by Matt Knight and/or Sean Richardson, TOIRMA Loss Control Consultants. Matt can be reached at (217) 444-1387 or mknight@ccmsi.com. Sean’s contact information is listed above.
KNOW YOUR COVERAGES...

TOIRMA TEST

1. What has the towing limit per occurrence been increased to?
   a. $250
   b. $350
   c. $400
   d. $750

2. What is RHB 4846?
   a. OSHA Mandate
   b. Provides that it is a violation of the Illinois Vehicle Code to use an electronic communication device while operating a motor vehicle
   c. A law that provides it is a violation on the second or subsequent offense to use an electronic communication device while operating a motor vehicle
   d. Deals with grants available to townships

3. What does an Illinois township have to do in order to place a traffic control sign?
   a. Follow the Manual on Uniform Traffic Control Devices (MUTCD)
   b. Follow the Illinois Department of Transportation’s (IDOT) Manual on Uniform Traffic Control Devices
   c. Follow the Illinois Compiled Statutes
   d. Receive written approval from the county engineer or superintendent of highways prior to placement of traffic control devices
   e. All of the Above

4. What is a type of malicious software that restricts access to an infected machine, usually by systematically encrypting files on the system’s hard drive, and then demands payment of a ransom, usually in a crypto-currency (e.g. Bitcoin) in exchange for the key to decrypt the data?
   a. Ransomware
   b. Worm
   c. Trojan
   d. Virus

5. How much coverage is provided by TOIRMA for cleanup, removal, and replacement of downed trees on township property due to lightning, wind, rain or ice storms?
   a. $1,500
   b. $2,000
   c. $2,500
   d. None — excluded from coverage

6. How much coverage is provided by TOIRMA for cleanup, removal, and replacement of downed trees on township property due to lightning, wind, rain or ice storms?
   a. $1,500
   b. $2,000
   c. $2,500
   d. None — excluded from coverage

7. What is the proper method for mounting and dismounting equipment?
   a. Turn away from the machine and work your way down, holding on to hand holds
   b. Use steering wheel to get your bearings
   c. Look first, jump second
   d. 3 Point Contact (the Safety Triangle)

8. Which of the below are prudent things to use for Road Construction Safety?
   a. Use of flaggers
   b. Signals and Signs
   c. Protective Equipment
   d. Communication Equipment
   e. All of the Above

9. What are good sign maintenance practices?
   a. If an existing sign comes down or is stolen, just discontinue signage at that spot
   b. Make sure weeds, shrubbery, construction materials and snow are not hiding signs
   c. Night time inspections are helpful to make sure signs are functioning properly at night
   d. All of the above
   e. B & C

10. What is IPWMAN?
    a. IPWMAN stands for Illinois Public Works Mutual Aid Network
    b. A statewide mutual aid network in Illinois that provides public works mutual aid to member agencies during natural or man-made emergencies and disasters, as well as during preplanned events
    c. A company that sells personal protective equipment
    d. Brand new pilot program and services that have not been used yet
    e. A & B

Test your TOIRMA knowledge!
These questions can be answered if you paid attention to the Summer, Fall, and Winter 2018 TOIRMA newsletters. Answers appear at the end. How do you rate?

Answer Key: 1) d. 2) b. 3) e. 4) a. 5) c. 6) f. 7) e. 8) e. 9) b. 10) c.
INTERGOVERNMENTAL AGREEMENTS: AN OVERVIEW

By: Chuck Davis, Attorney & Brandon Clark, Attorney at Brown, Hay & Stephens, LLP

Townships are no strangers to the fiscal belt-tightening that has affected all levels of government in the State of Illinois. In this age of budgetary constraints and financial uncertainty, a particular type of contractual arrangement, the intergovernmental agreement, offers townships and other units of local government the possibility of both increased efficiency as well as significant savings through joint cooperation in the delivery of services. An intergovernmental agreement is simply an understanding between two units of government on an issue of mutual concern. While these agreements can range from the informal to the strikingly complex, among many other potential variations, this article focuses on the essentials of formal, written contracts entered into between local public bodies. Intergovernmental agreements are expressly contemplated under Illinois law. Article VII, Section 10 of the Illinois Constitution states that units of local government and school districts may contract or otherwise associate among themselves in exercising, combining, or transferring powers and functions so long as that action is not otherwise prohibited by law. The extremely broad enabling language in the State Constitution is further developed by the Illinois Intergovernmental Cooperation Act, 5 ILCS 220, et seq., itself a wide-reaching grant of authority permitting public entities to enter into agreements to perform services and activities within their respective powers. Together, these sources of law give Illinois townships a great deal of latitude to contract with other governmental bodies, so long as the agreement does not attempt to accomplish something which is otherwise prohibited by state or federal law.

Among other specific grants available to townships in the Township Code, 60 ILCS 1/30-150 allows township voters to authorize its board to enter into contracts with municipalities falling wholly or partly within the township’s borders to provide police protection services in cooperation with the county sheriff for unincorporated portions of the township. Likewise, the Township Code expressly permits townships to jointly act with municipalities in establishing and maintaining cemeteries within the boundaries of either unit of local government.

Intergovernmental agreements might be particularly attractive to share or delegate responsibility for such traditional township functions as roadway maintenance and repair, right-of-way mowing and maintenance, snow and ice plowing and removal, and salt purchase and storage. Additionally, for capital-intensive projects like water and sewer service provision, units of local government may benefit from cooperation by achieving economies of scale and decreasing service duplication. From delegation of yard waste pickup all the way to creation of new, independent public bodies, the intergovernmental agreement can at once be a flexible and a powerful tool to accomplish a wide variety of objectives.

Intergovernmental agreements have great potential to foster efficient service and cost savings, but such agreements must be entered into with both eyes open. When drafting these documents, townships officials must seriously consider issues such as how liability is to be apportioned among agreement participants. Drafters must also be wary of the prior appropriation rules found in both the Municipal and County Codes. Therefore, to make the most of this potentially powerful tool without exposing your township to undue liability exposure and risk, consultation with your township legal counsel is crucial. Prior to adopting an intergovernmental agreement, be sure to contact TOIRMA and provide them a draft of the agreement for review.

For additional information on intergovernmental agreements, refer to the TOIRMA Program Manual. Go to the sixth grey tab titled General Risk Management, then go to the tab titled General Information and reference the article on Intergovernmental Agreements on pages 2 and 3 as well as the Elements of a Good Intergovernmental Cooperation Agreement on page 4.

The Illinois Technology Transfer (T2) Center recently introduced a new piece of equipment that is available through the T2 center for all Illinois Local Public Agencies.

The Road Vista 922 Retrorreflectometer is available for use to complete a Sign Inventory Management Program for your Local Public Agency. It ensures a cost effective, safe, absolute means of meeting the minimum retroreflectivity requirements for traffic signs. The device captures measurements for any type of retroreflective material and measures to ensure compliance with MUTCD minimum retroreflectivity requirements.

Here are links to some training videos:

1. The 922 Training Videos (Modules 1-4) are a few sections down on the page: https://pppcatalog.com/video-gallery/

2. The 922 Training Video Top 5: https://www.youtube.com/watch?v=hVhRw4iGtNc#action=share

The equipment is part of the T2 Equipment Loan Program.

Please contact Barry Kent at barry.kent@illinois.gov or (217) 785-2350 to reserve.
CLAIM REPORTING HOTLINE
(844) 562-2720 | Available 24/7 | toirma.org/claims-management

Human Resources Help Line  Don’t forget to call for help with employee issues. (888) 472-6785 Ext. 1172

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