TOIRMA Partners with IPWMAN

By: Jim Donelan, Executive Director

There are countless examples of townships/road districts working together to get things done in communities throughout the State of Illinois. The Illinois Constitution, under Article VII, Section 10, provides local governments the authority to cooperate. Intergovernmental cooperation works well, increases efficiencies, and saves money.

TOIRMA has agreed to partner with IPWMAN. During calendar year 2019, for any TOIRMA member that joins IPWMAN, TOIRMA will reimburse that member the 2019 IPWMAN membership fee.

What is IPWMAN?

IPWMAN is a statewide mutual aid network put together with the goal of assisting local governments in being better equipped to respond to natural disasters such as tornadoes, earthquakes, flooding, other major storm events, infrastructure failures, and terrorism events. When a disaster occurs and an IPWMAN member is impacted, a request for assistance from other IPWMAN members may be made. Whether it’s the need for manpower, equipment, or both, IPWMAN can assist in accomplishing a member’s needs. However, when called upon for assistance, IPWMAN members have the option to assist or not (it is NOT mandatory).

It is the mission of IPWMAN, in the spirit of intergovernmental cooperation, to develop and maintain a statewide network of public works related agencies whose principal purpose is to provide mutual aid response and recovery assistance to each other when confronted with natural or man-made emergencies and disasters.

According to IPWMAN, membership is open to any public agency that provides public works related services. Benefits include:

- Access to personnel and resources when an emergency overwhelms resources available,
- Guidance in coordinating a response to an emergency,
- Consistent understanding of the responding and requesting agencies’ roles during response by following the mutual aid agreement,
- Response that is based upon the need of the requesting agency as opposed to unsolicited responders hampering recovery efforts, and
- Opportunities to participate in emergency training programs.

IPWMAN has responded to disasters all over the State of Illinois since 2009, and is recognized by the Illinois Emergency Management Agency. IPWMAN maintains a current, readily accessible listing of available resources for its members, provides standardized operating procedures for disaster response, has quick and direct access to public works assets, and a simplified reimbursement system.

The IPWMAN mutual aid agreement is a standard intergovernmental agreement entered into by each IPWMAN member. The agreement is self-renewing after the first year with payment of dues and members retain their ability to cancel at any time.

What to do next?

If your township/road district is interested in joining IPWMAN and utilizing the partnership with TOIRMA in 2019, please visit ipwman.org. You can also contact IPWMAN by email at info@ipwman.org or by telephone at (844) 479-6269.

Once you have paid your 2019 IPWMAN membership invoice, please provide TOIRMA a copy for reimbursement. Send it to our office by email: pjcob@toirma.org, fax: (217) 744-8010, or by mail: TOIRMA, 3217 Northfield Drive, Springfield, IL 62702.

Thank you for your attention to these matters.

Jim Donelan
Executive Director

Think Safe…Drive Safe…Work Safe
Mitigation Strategies on First Party Losses

By: Danielle Smith

Mitigation – What does that mean?

When a loss occurs it is important that you take action to avoid or reduce further damage and prevent current damages from becoming more extensive. Being preventative can help lower claim costs and reduce both the time and amount of repairs that will need to be done. The cost of these repairs is covered by the coverage form.

How can you help mitigate damages on your claims? Please see below for some common examples.

VANDALISM:
If a vandal breaks into the township building and damages the door and windows, you need to board up the door and windows or hire someone to do so in an effort to prevent further items from being stolen or other break-ins until the window and door can be properly replaced or repaired.

WATER DAMAGE:
If you have standing water in a building, it is important to call a mitigation expert such as SERVEPRO to come out, remove the water, and reduce the damages.

ROOF DAMAGE:
Should a tree fall and cause roof damage, it is important to get someone out to tarp and cover the exposed hole to prevent contents from being damaged until the damage can be assessed and repaired.

AUTO:
If you are in an accident and the covered vehicle is damaged, it may be drivable, but you’re not exactly sure the extent of damage; please have it towed. The vehicle may incur further damage if you attempt to drive it back to the shop. This mitigates further damage from happening that may not have resulted from the actual accident. TOIRMA provides towing coverage on listed autos up to $750 for towing only. If the vehicle or auto is involved in an accident, the full towing charges are covered.

The most important thing to do once an incident happens is to stop and think and ask yourself: What can I do to reduce further damage? If you have any specific questions please contact a TOIRMA Claim Representative directly.

Tips to Avoid Distracted Driving:

The use of a cell phone while driving increases your chance of getting into a crash by 400%!

Pull over to a safe place to talk on the phone, text message, or email. Also learn how your phone’s controls work in case a call is unavoidable. Practice good habits by turning your phone off before you drive so you won’t be tempted to answer calls on the road.

Don’t touch that dial. Adjust seat positions, climate controls, sound systems and other devices before you leave or when you stop. Know how your controls work so if you must adjust something on the go, you’ll be less distracted. Use presets for radio and climate control, or have your passenger assist you.

For more information, download the ISP Distracted Driving Safety Brochure that can be found at isp.state.il.us/traffic/distractdrive.cfm.
Place all temporary Road Construction and Warning Signs where needed. Please DOCUMENT! DOCUMENT! DOCUMENT!

When documenting in the Highway Commissioner’s Diary, at a minimum, please include the following:

- How/When notified of the situation
- Time of sign placement
- Location of sign
- Take a photo
- Subsequent daily inspections (a temporary sign should be inspected and documented every 24 hours)
TOIRMA NEWS

TOIRMA MEMBER CALENDAR

Following are highlights of the upcoming TOIRMA calendar:

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

July
- Payroll audits due

TOIRMA TOTAL MEMBERS

As of 5/31/2019

Townships 1389  •  MTAD’s 307

Welcome New Member: Edwards Road District 4/Edwards County

SUMMER REMINDERS:

Building Alterations and New Construction
Will you be starting 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 or e-mail your changes to Ashley Kincaid at (217) 444-2186 (akincaid@ccmsi.com) or Beth Eyrich at (217) 444-1139 (beyrich@ccmsi.com).

Inventory Changes
Ashley and Beth also take care of vehicle and equipment changes. If you have traded or added vehicles or equipment, make sure you report them.

Kevin Bird (center), Highway Commissioner of Hickory Point Township/Macon and Chairman of the TOIRMA Board of Trustees presents door prizes to Lea Weber (left), Highway Commissioner of Rogers Township/Ford County and Dale Gillette (right), Highway Commissioner of Chatsworth Township/Livingston County at the ECIHCA Spring Seminar in Decatur on 3/27/2019

Jim Donelan, TOIRMA Executive Director presents door prize to Tom Killian, Highway Commissioner of Chenoa Township/McLean County at the TOI Education Meeting on 3/8/2019 in Bloomington

Jim Donelan, TOIRMA Executive Director presents door prize to Wilma Tally, Trustee of Canteen Township/St. Clair County at the TOI Education Meeting on 3/22/2019 in O’Fallon

Tom Cooper, Highway Commissioner of Clintonia Township/DeWitt County accepts door prize from Jim Donelan, TOIRMA Executive Director at the ECIHCA Spring Seminar in Decatur on 3/27/2019

Ron Johnson, Supervisor of St. Charles Township/Kane County accepts door prize from Jim Donelan, TOIRMA Executive Director at the TOI Education Meeting on 3/15/2019 in Rockford

Jim Donelan, TOIRMA Executive Director presents door prize to Wilma Tally, Trustee of Canteen Township/St. Clair County at the TOI Education Meeting on 3/22/2019 in O’Fallon
TOIRMA Issues Dividend

The TOIRMA Board of Trustees voted to issue a dividend to all eligible members. To be eligible, members must have been in the TOIRMA Program for the previous five consecutive years. The dividend is 15% of the contribution paid by each member in the June 1, 2013-2014 program year. This is the 28th consecutive year the Board of Trustees has declared a dividend to eligible members. To date, over $43,558,000 has been returned to the TOIRMA members. On March 15, 2019, checks were mailed to the contact of each member. Some checks were delivered at County Loss Control Meetings the week of March 18-21, 2019. Please remember, according to the Public Funds Deposit Act (30 ILCS 225/1), the dividend check should be deposited within two working days.
FAQ’S

We receive some very good questions from our members! Below are some “frequently asked questions” and answers.

1. What is Builder’s Risk Coverage?

Builder’s Risk Coverage protects buildings during construction. For example, if a tornado destroyed a building in progress, there would be no coverage unless the township had Builder’s Risk Coverage. Sometimes a general contractor will provide Builder’s Risk Coverage. You may also secure Builder’s Risk Coverage through TOIRMA. Please call the TOIRMA office before construction begins so that we can make sure you are properly covered.

2. 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.

3. Do we need to report rental equipment to TOIRMA?

Yes. Please report any rental equipment to TOIRMA for documentation. We need to know the year, make, model, serial number, value, dates of rental, and name of rental company.

4. Does TOIRMA provide any tree removal?

TOIRMA will pay up to $2,500 (with no deductible) for the clean-up, removal, and replacement of trees downed on the township property due to lightning, wind, rain or ice storms. This extension does not apply to those trees that are under the normal responsibility of the Highway Commissioner.

5. Does TOIRMA offer a Death Benefit?

Your TOIRMA package includes Comprehensive Accidental Death and Dismemberment coverage for elected officials of the township. The coverage provides continuous, non-stop protection against covered benefits that occur whether or not you are on township business. Please refer to your TOIRMA Summary of Coverages for more details.

TOIRMA Staff Updates:

Anitra Calvert joined the TOIRMA team in March 2019. She has over 19 years of claim handling experience in both personal and commercial lines, as well as litigated claims. She recently remarried and she and her husband, who is also in the insurance industry, have five children between them (two sets of twins!). They are truly the modern day Brady Bunch and enjoy every moment of craziness at their home. All five kids play travel sports, so outside of the office, Anitra is usually found on the soccer fields or on a baseball diamond. She is looking forward to being on the TOIRMA team and working together with our members.

Kim Rosdail joined TOIRMA as a new hire in March 2019. Kim holds her Illinois Producer’s License for Life/Health/Property-Casualty/Auto. Kim is currently enrolled at Eastern Illinois University pursuing her bachelor’s degree. Kim has 35 years of claim handling experience. She is married and has three children and two grandchildren. Her passion is spending time with her family and cycling with her husband. Kim is delighted to be a part of the TOIRMA team and looks forward to assisting the members with their claim needs. She is grateful to be a part of such a forward thinking company that continues to train and educate employees which provides them an opportunity to grow within the organization.
JULIE — Frequently Asked Questions

Do I have to call JULIE, Inc.?
Yes. Illinois state law requires that anyone planning an outdoor project that requires digging, regardless of the depth or the size of the project, must call JULIE first.

Is JULIE, Inc. a utility company and/or government agency?
No. JULIE is a not-for-profit corporation. JULIE does not own or mark any underground lines. The organization’s mission is to prevent damages to underground utilities, the environment and property, reduce service interruptions and costly repairs, and save lives.

How much does it cost to use JULIE, Inc.?
The call to JULIE and the locating service provided by utility members are free to homeowners and excavators.

When is the Call Center open?
Call Center operators are available 24 hours a day, 365 days per year.

Will JULIE, Inc. tell me the specific location or depth of the public utilities?
No. JULIE does not have information on the specific location or depth of underground lines.

If I am the subcontractor on a job, do I have to get a locate request ticket or will the general contractor’s ticket protect me?
According to state law, the person (company) doing the digging is required to call JULIE with the locate request information at least 48 hours/two working days in advance of the start of the excavation, not the homeowner or company for whom the work is being done. The general contractor’s locate request only applies to its company. The general contractor should only request a locate if the general contractor itself is planning to dig at the site.

When should I pre-mark the work site?
If the excavation site cannot be clearly and adequately identified through the locate request, JULIE recommends that the excavator designate the route or area to be excavated using white paint, flags, stakes or a combination of these methods prior to contacting JULIE. Black may be used when snow is on the ground.

May I dig after the 48-hour advance notice?
State law requires that the excavator exercise due care at all times to protect underground utility lines. If, after waiting the required 48 hours, the excavator observes clear evidence that there is an unmarked utility line in the area of the proposed excavation, the excavator should not begin excavating until two (2) hours after an additional call is made to the Statewide One-Call Notice System for the area or until all facilities have been marked, whichever is shorter.

What are the excavator’s responsibilities while digging?
The excavator has an obligation to honor all time/marking requirements and then to dig in a reasonable and prudent manner, taking all reasonable and required precautions to avoid damaging underground lines. The Act requires extra precautions, such as hand digging and/or vacuum excavation within 18 inches on either side of a marked underground line to the depth of the excavation.

I have hit an underground line – what do I do now?
First, if you have created a potentially dangerous situation (i.e., damaged gas line, etc.), evacuate the area and immediately call 911 and/or the proper emergency responders. State law also requires the excavator call JULIE and the owner of the damaged utility.

How long do I have to wait after calling in an emergency locate request?
An emergency locate request call is processed immediately by the JULIE system. According to state law, excavators must wait at least two hours (or until the date and time requested on the notice, whichever is longer) before digging. If an earlier start time is needed, the excavator must demonstrate that site conditions warrant the earlier start time. If a member(s) does not respond within the required wait time, call the member company directly and/or JULIE again. JULIE will send another request to the member(s) not responding.

Are all underground line owners members of JULIE, Inc.?
While all underground utility facility owners and operators (except for the Illinois Department of Transportation, the Toll Authority and railroads) are required by state law to be members of JULIE, Inc., there may be some line owners and operators who are not current members. Non-members can be reported to the Illinois Commerce Commission at (217) 558-4010 (see Suspected Violations/ICC Administrative Penalty Program).

There is no reason to take a chance when it comes to safety. JULIE’s call center agents are available to receive and process requests 24 hours a day, seven days a week at either 811 or (800) 892-0123. E-Request is a free, online option via illinois1call.com. Readers are encouraged to visit our website and follow us @Julie1Call (Facebook or Twitter) for more information.
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<thead>
<tr>
<th>Executive Office</th>
<th>Administrative and Claims</th>
<th>Customer Service</th>
<th>Claims</th>
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<tr>
<td>3217 Northfield Drive</td>
<td>Towne Centre Building</td>
<td>Simphi Lenover, ext. 1128</td>
<td>Bailey Howard, ext. 1418</td>
</tr>
<tr>
<td>Springfield, IL 62702-1400</td>
<td>2 East Main Street, Suite 208</td>
<td>Account Manager</td>
<td>(217) 477-3038 Fax</td>
</tr>
<tr>
<td>(217) 744-8010</td>
<td>Danville, IL 61832-5852</td>
<td>(217) 477-6628 Fax</td>
<td><a href="mailto:bhoward@ccmsi.com">bhoward@ccmsi.com</a></td>
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<tr>
<td>(217) 744-8011 Fax</td>
<td>(217) 446-1089</td>
<td><a href="mailto:slenover@ccmsi.com">slenover@ccmsi.com</a></td>
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<tr>
<td>Toll Free (888) 562-7861</td>
<td>Toll Free (800) 252-5059</td>
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Beth Eyrich, ext. 1139  
(217) 477-6739 Fax  
beyrich@ccmsi.com

Danielle Smith, ext. 1204  
(217) 477-6604 Fax  
dssmith@ccmsi.com  
(On Maternity Leave June/July/August)

Ashley Kincaid, ext. 2186  
(217) 477-7417 Fax  
akincaid@ccmsi.com

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<td>(217) 477-6691 Fax</td>
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<td>Ashley Kincaid, ext. 2186</td>
<td>Erica Sandlin, ext. 1263</td>
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<td><a href="mailto:akinson@ccmsi.com">akinson@ccmsi.com</a></td>
<td><a href="mailto:esandlin@ccmsi.com">esandlin@ccmsi.com</a></td>
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<tr>
<td>Loss Control</td>
<td>Anitra Calvert, ext. 1372</td>
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<tr>
<td>Matt Knight, ext. 1387</td>
<td>(217) 477-6490 Fax</td>
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<td>(217) 477-6887 Fax</td>
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<td>Sean Richardson, ext. 1384</td>
<td>Julie Flynn, ext. 1245</td>
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<tr>
<td>(217) 477-6884 Fax</td>
<td>(217) 477-6645 Fax</td>
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<td><a href="mailto:sean.richardson@ccmsi.com">sean.richardson@ccmsi.com</a></td>
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<td>Katie Musgrave, ext. 1349</td>
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<tr>
<td>Claim Supervisor</td>
<td>(217) 477-6649 Fax</td>
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<td><a href="mailto:kmusgrave@ccmsi.com">kmusgrave@ccmsi.com</a></td>
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