

**A RESOLUTION OF THE TOWNSHIP OF NORTH BRUNSWICK  
ACCEPTING AND ADOPTING THE  
CENTRAL JERSEY MUNICIPAL JOINT INSURANCE FUND'S  
2025 SAFETY INCENTIVE PROGRAM**

**WHEREAS**, the Township of North Brunswick is a member of the Central Jersey Municipal Joint Insurance Fund (CENTRAL JIF); and

**WHEREAS**, it is the policy of the CENTRAL JIF to achieve the best and most practical degree of freedom from accidents and / or injuries; and

**WHEREAS**, the CENTRAL JIF endeavors to ensure that all of their members' employees, volunteers and public are provided with a safe and healthy environment, free from any recognized hazards; and

**WHEREAS**, the CENTRAL JIF endeavors to ensure that all of their members are in compliance with applicable safety and health requirements; and

**WHEREAS**, the CENTRAL JIF's Safety Committee is made up of representatives of the Fund's Municipalities, along with the professionals employed by the Fund; and

**WHEREAS**, the new Program will assist all the Central JIF members in becoming or maintaining compliance with all Public Employees Occupational Safety and Health (PEOSH) Requirements; and

**WHEREAS**, the CENTRAL JIF has adopted the new 2025 SAFETY INCENTIVE PROGRAM which should succeed in providing a safe, healthful and pleasant environment; and

**NOW; THEREFORE, BE IT RESOLVED**, that the Township Council of the Township of North Brunswick, County of Middlesex, State of New Jersey, does hereby authorize the adoption of the Central Jersey Municipal Joint Insurance Fund Safety Incentive Program.

\_\_\_\_\_  
Justine Progebin  
Business Administrator

\_\_\_\_\_  
Ronald Gordon, Esq.  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
CHEIDID				
HUTCHINSON				
MEHTA				
DAVIS				
SOCIO				
GUADAGNINO				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of North Brunswick at a meeting duly held on February 3, 2025.

\_\_\_\_\_  
Lisa Russo  
Township Clerk



**CENTRAL JERSEY**  
**JOINT INSURANCE FUND**  
**2025 Safety Incentive Program**

This document provides the goals and instructions of the Fund's Safety Incentive Program. It includes important dates, forms, and templates for success.

**Office of the Safety Director**

Paul Shives, Partner & Sr. Director of Safety Services

Don Ruprecht, Assistant Director

Michael Brosnan, Law Enforcement Consultant

## INTRODUCTION

Safety Incentive Programs promote and reward activities that safety professionals and business leaders agree help reduce injuries and losses. These activities include:

- Generating support and commitment from top managers
- Creating a team approach to meet safety goals
- Training managers and workers on the needed skills, knowledge, and attitudes
- Having open and purposeful conversations among all team members
- Investigating accidents and near-misses without blame but demanding accountability.

The 2025 Central Jersey Joint Insurance Fund Safety Incentive Program (SIP) breaks down loss control activities into two components: 1) performing a safety activity and 2) documenting the safety activity. Performing the activity and recording the activity are two distinctly different tasks that often get confused and can create a disincentive to a full commitment to all facets of loss control. Points are awarded separately for each of the two components.

Safety should not be thought of as an activity that must be performed once a week or a month. The best safety is incorporated into everything every member of the team does. The ultimate goal of a loss control program is to incrementally 1) increase the frequency of the safety activity in daily routines, 2) increase the effectiveness of the safety activity, and 3) better documentation of the safety activity. Increasing the frequency is the first goal. Once the habit of performing a safety activity is established at a high level, the second goal is to improve the safety activity's effectiveness.

Members will be incentivized and rewarded for getting better in the three areas. The approach recognizes that while safety professionals know the activities of the SIP work, ***the member knows best how to incorporate the activities into their culture.*** We are here to help. Please contact the Office of the Safety Director with questions.

Paul J. Shives, Partner Senior Director of Safety Services <a href="mailto:pshives@jamontgomery.com">pshives@jamontgomery.com</a> Office: 732-736-5213	Don Ruprecht, Assistant Director Loss Control Consultant <a href="mailto:druprecht@jamontgomery.com">druprecht@jamontgomery.com</a> Office: 732-660-5051
Michael Brosnan, Assistant Director Law Enforcement Consultant <a href="mailto:mbrosnan@jamontgomemry.com">mbrosnan@jamontgomemry.com</a> Office: 732-736-5243	Natalie Dougherty Senior Risk Operations Analyst <a href="mailto:ndougherty@jamontgomery.com">ndougherty@jamontgomery.com</a> Office: 856-552-4738

## HOW THE CENTRAL JERSEY JIF SAFETY INCENTIVE PROGRAM WORKS

Qualifying for a full award requires a significant demonstration of commitment by major departments in all aspects of the program. SIP elements are scored quarterly and require a minimum of 70 out of 100 points to qualify for an award.

### Mandatory elements of the 2025 Safety Incentive Program

1. Governing body adopts a resolution agreeing to participate in the Program
2. Attendance at quarterly Executive Safety Committee meetings & workshops.
3. Members with CDL drivers must query the Clearinghouse and conduct Motor Vehicle Record checks at least once in 2025. Members must identify a Designated Employer Representative.
4. Managers and supervisors must attend the MEL's Managers & Supervisors Training.

### Important Dates

**March 31, 2025** – Submit governing body Resolution agreeing to participate in SIP

**April 15, 2025** – Submit 1<sup>st</sup> Quarter Safety Incentive Program Summary Report via Survey Monkey

**July 15, 2025** – Submit 2<sup>nd</sup> Quarter Safety Incentive Program Summary Report via Survey Monkey

**October 15, 2025** – Submit 3<sup>rd</sup> Quarter Safety Incentive Program Summary Report via Survey Monkey

**January 2026** – 4<sup>th</sup> Quarter Safety Incentive Program Summary Report will be reviewed onsite.

### Quarterly Elements of Program

1. Submit quarterly Safety Incentive Program reports by the designated dates to the Office of the Safety Director via Survey Monkey. Please contact Don Ruprecht at [druprecht@jamontgomery.com](mailto:druprecht@jamontgomery.com) or Natalie Dougherty at [ndougherty@jamontgomery.com](mailto:ndougherty@jamontgomery.com) if you have questions. A sample quarterly report is provided in this packet, and SIP Quarterly SIP Report Links are posted on the [Fund's SIP webpage](#).
  - The Program runs from January 1, 2025, to December 31, 2025.
  - Members will be provided with reviews of their Program during the year.
2. Safety Coordinators should keep documentation of safety activities by each department in a central location, available for review by the Fund's Safety Consultant. Safety activities include:
  - Minutes of Safety Committee meetings and accident / injury analysis
  - Formal and informal training classes
  - Facility, vehicle, and equipment inspections
  - Job Site Observations / after-action debriefings
  - Toolbox Talks / Safety Briefings
  - Safety reports and updates to the governing body
3. Attendance at Fund Workshops, Executive Safety Committee meetings, and the MEL's Manager and Supervisor training will be tracked by the Safety Director. Members should also maintain their documentation.
4. Elements of the Program will be reviewed during loss control visits with various departments. The Safety Consultant will work to secure a commitment to participation and discuss strategies for improvement in safety activities with department representatives.

## Scoring Guide for Safety Activities and Documentation

Generate Support from Upper Management	
<b>Mandatory element</b>	Governing body adopted the Safety Incentive Program Resolution by March 31, 2025
<b>10 points</b>	Activity: at least two verbal reports about the safety programs or efforts will be presented to elected officials at a public meeting. One report should be in the 1 <sup>st</sup> or 2 <sup>nd</sup> quarter of the year, and at a minimum, one follow-up report during the 3 <sup>rd</sup> or 4 <sup>th</sup> quarter.
	Documentation: Reports to the Council / Committee during public meetings should be reflected in the minutes of the public meetings.
Inspect Facilities, Vehicles, and Major Equipment	
<b>Mandatory element</b>	Conduct regulatory inspections of CDL vehicles, fire extinguishers, and fire sprinkler systems, as evidenced by the Risk Control Consultant during loss control visits.
<b>10 points</b>	Activity: Conduct inspections of major municipal buildings, playgrounds, non-CDL vehicles, and other significant exposures.
<b>5 points</b>	Documentation: SOPs, checklists, forms, and similar documents will be reviewed during loss control visits.
Conduct Motor Vehicle Record Checks & Clearinghouse Queries	
<b>10 points</b>	Conduct Motor Vehicle Record checks of all employees who operate department vehicles or personal vehicles on department business.
<b>Mandatory elements</b>	<ol style="list-style-type: none"> <li>1. Query the USDOT Drug &amp; Alcohol Clearinghouse on all CDL drivers employed by the member.</li> <li>2. Designate one or more Designated Employer Representatives (DER)</li> </ol>
Attend MSI LIVE & Formal Classroom Training	
<b>Mandatory element</b>	Complete regulatory safety training such as Bloodborne Pathogen and Fire Safety for affected employees, Attorney General-required training for law enforcement, and Division of Fire Safety-required training for fire service. This can be a combination of classroom, pre-recorded, and informal training.
<b>Mandatory element</b>	Managers and supervisors attend the MEL's Manager and Supervisor training class.
<b>5 points</b>	Activity: Representatives of all major departments attend instructor-led classes, seminars, conferences, and similar interactive educational sessions of at least 1-hour duration on a regular basis.
Informal Training	
<b>10 points</b>	Activity: Department leaders should provide frequent and timely educational sessions of less than 1 hour that may include MSI LIVE classes and videos, pre-shift safety briefings, videos, and pre-recorded webinars to employees of all major departments.

<b>5 points</b>	Documentation: Sample sign-in sheets with training points, lesson plans, or similar notes of what was covered may be requested during loss control visits
<b>Job Site Observations / Coaching</b>	
<b>10 points</b>	Activity: Department leaders visit and observe various tasks being performed by employees (at least monthly for service agencies such as Public Works, Police, Recreation, and Fire and at least quarterly for administrative agencies).
<b>5 points</b>	Documentation: Sample JSO forms, follow-up or debriefing notes, and similar documents shall be available for review during loss control visits.
<b>Safety Committee Meetings and Accident / Injury Analysis</b>	
<b>20 points</b>	Activity: Representatives of multiple departments (Public Works and Police are required) meet at least quarterly to discuss safety events, projects, and goals. Safety Meetings should include a review and analysis of accidents / injuries for ways to improve the organization.
<b>5 points</b>	Documentation: Minutes of the meeting will be electronically sent to the Safety Director's office after each meeting.

**Central Jersey Joint Insurance Program**  
**2025 Safety Incentive Program**  
**Acceptance Resolution**

TOWNSHIP / BOROUGH / CITY OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_, STATE OF NEW JERSEY

RESOLUTION NO. \_\_\_\_\_

RESOLUTION ACCEPTING AND ADOPTING THE CENTRAL JERSEY MUNICIPAL JOINT INSURANCE FUND'S 2025 SAFETY INCENTIVE PROGRAM

WHEREAS, \_\_\_\_\_ is a member of the Central Jersey Municipal Joint Insurance Fund (CENTRAL JIF); and

WHEREAS, it is the policy of the CENTRAL JIF to achieve the best and most practical degree of freedom from accidents and / or injuries; and

WHEREAS, the CENTRAL JIF endeavors to ensure that all of their members' employees, volunteers and public are provided with a safe and healthy environment, free from any recognized hazards; and

WHEREAS, the CENTRAL JIF endeavors to ensure that all of their members are in compliance with applicable safety and health requirements; and

WHEREAS, the CENTRAL JIF's Safety Committee is made up of representatives of the Fund's Municipalities, along with the professionals employed by the Fund; and

WHEREAS, the new Program will assist all the Central JIF members in becoming or maintaining compliance with all Public Employees Occupational Safety and Health (PEOSH) Requirements; and

WHEREAS, the CENTRAL JIF has adopted the new 2025 SAFETY INCENTIVE PROGRAM which should succeed in providing a safe, healthful and pleasant environment; and

NOW; THEREFORE, BE IT RESOLVED, by the Township / Borough / City Committee / Council of \_\_\_\_\_, County of \_\_\_\_\_, State of New Jersey that the Central Jersey Joint Insurance Fund SAFETY INCENTIVE PROGRAM be adopted by the Township / Borough / City of \_\_\_\_\_.

ATTEST

ATTEST

, Mayor

Presented by:

Seconded by:

Roll Call Vote:

AYES:

NAYES:

ABSTAINING:

ABSENT:

To participate in the Safety Incentive Program please return the adopted Acceptance Resolution to the Safety Director by March 31, 2025 to:

<p><b>J. A. Montgomery Consulting</b> <b>Natalie Dougherty</b> E-mail: <a href="mailto:ndougherty@jamontgomery.com">ndougherty@jamontgomery.com</a></p>
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CENTRAL JERSEY JOINT INSURANCE FUND  
FIRST QUARTER SAFETY INCENTIVE PROGRAM REPORT FORM  
**APRIL 15, 2025**

**MUNICIPALITY:**

**1. QUARTERLY SAFETY COMMITTEE MEETING**

**Date**

**Departments Attending:**

Department:

Department:

Minutes from meeting were submitted to Don Ruprecht.

- Yes
- No

Injuries/Claims were reviewed?

- Yes
- No

**2. INSPECTIONS OF FACILITIES, VEHICLES AND MAJOR EQUIPMENT**

Check the box for the major Departments who complete documented inspections of their buildings, vehicles, and major pieces of equipment:

- Police
- Recreation
- Public Works/Utilities
- Senior Services
- Fire & EMS

**3. ANNUAL MOTOR VEHICLE RECORD VERIFICATIONS:**

- Annual motor vehicle record checks of all employees and volunteers who drive municipal or private vehicles on municipal business were conducted during this quarter.
- Annual query of all CDL-holders was conducted in the FMCSA Drug & Alcohol Clearinghouse
- Name of Designated Employer Representative (DER):

**4. FORMAL INSTRUCTOR-LED CLASSES, EITHER IN-PERSON OR VIRTUAL**

Check the box for the major Departments whose employees attended at least 1 class this quarter:

- Police
- Recreation
- Public Works/Utilities
- Senior Services
- Fire & EMS

**5. ASYNCHRONOUS LEARNING (MSI LIVE, or Other Recorded Classes and Videos)**

Check the box for the Major Departments whose employees attended asynchronous learning:

- Police
- Recreation
- Public Works/Utilities
- Senior Services
- Fire & EMS

**6. JOB SITE OBSERVATIONS**

Check the box for the major Departments who hold job site briefings, workplace coaching or after-action debriefings:

- Police
- Recreation
- Public Works/Utilities
- Senior Services
- Fire & EMS

**REPORT SUBMITTED BY:**

**PLEASE CLICK THE "DONE" BUTTON BELOW. THANK YOU**