

Publication of the Ohio Township Association Risk Management Authority

"Leading the Way for Ohio Townships"



UPDATE

A QUARTERLY NEWSLETTER

SUMMER 2016

OTARMA Board of Directors

Nancy White

Chair
Mifflin Township, Franklin County

Connie Fink

Vice Chair
Springfield Township, Muskingum County

Joyce Fetzer

Secretary
Perry Township, Stark County

Matt DeTemple

Board Member
Ohio Township Association

Marsha Funk

Board Member
Brownhelm Township, Lorain County

Nick Schwab

Board Member
Reily Township, Butler County

Tom Willsey

Board Member
Ross Township, Butler County

Routing

(Name)



Endorsed by the
Ohio Township
Association



Law Enforcement Agencies May Now Be Certified

Did you know that the State of Ohio is now certifying law enforcement agencies? The Ohio Collaborative Community-Police Advisory Board recently established the first-ever standards for Use of Force/Use of Deadly Force and Agency Employee Recruitment and Hiring. This certification process is meant to ensure compliance with the recent state standards aimed at improving police and community relations.

The Use of Force/Use of Deadly Force standard requires agencies to have a policy statement covering the use of force, training, reporting, and review/investigation. The Agency Employee Recruitment and Hiring standard requires a policy statement, recruitment plan, equal opportunity plan, hiring qualifications, application process, selection process, and an annual review of the recruitment and hiring process.

Township police departments begin the certification process by submitting an application and a compliance document to the Ohio Collaborative Community-Police Advisory Board. Once these are approved, a provisional certificate is awarded. Then, an onsite peer review will be scheduled and, if the agency is in compliance, a full certification is awarded. Those agencies that don't meet the standards during the onsite review are required to develop an action plan to bring their agency into compliance. The Buckeye

Cont'd on pg. 3

OTARMA: The Choice for Ohio Townships

Ohio Township Association Risk Management Authority (OTARMA) is a governmental risk-sharing pool whose members consist solely of Ohio Townships. Precipitated by the national insurance crisis in the 1980s in which public entities were unable to purchase insurance at any cost, OTARMA was formed in March 1987 for the primary purpose of managing and funding third-party liability claims filed against its members. OTARMA subsequently expanded its coverage capability to include first-party property coverage.

Benefits of Membership

OTARMA provides its members with broader coverage than is available in the conventional insurance marketplace and provides that coverage on a continuous basis that allows members to accurately budget over a long period of time.

OTARMA is endorsed by the Ohio Township Association (OTA) and the partnership distinguishes itself by its longevity and mutual commitment to work on behalf of Ohio Townships.

“The partnership between the OTA and OTARMA is strong, as evidenced by the 1,000 townships who are members of OTARMA. Many townships have been OTARMA Members since the program started,” stated Mr. Matthew DeTemple, OTA Executive Director. “OTARMA provides a vital service to townships and does so in a cost-effective and comprehensive way.”

Mr. DeTemple continued, “As an OTA-endorsed program, OTARMA is a positive reflection on the OTA. OTARMA adds to the OTA’s fiscal stability and enables us to carry out our mission of promoting and preserving township government in Ohio. It’s a win-win partnership.”

OTARMA’s commitment to member-centered leadership and service has created the premier property and casualty program in Ohio. As a result, three out of every four townships in Ohio enjoy the opportunity to

participate in OTARMA programs and services, including renewal credits, capital distribution, the MORE Grant Program, and loss control and risk management services.

OTARMA Programs and Services

Renewal Credits

As a cost-saving measure and an incentive to continue implementing loss control best practices, OTARMA Members are eligible for reimbursement for the following:

Commercial Drivers License (CDL) Random Drug and Alcohol Testing

OTARMA will pay \$25.00 per Random Drug or Alcohol Test. The reimbursement will appear as a credit on member renewal contribution. Forms are included with member renewal applications.

Motor Vehicle Records (MVRs)

Motor Vehicle Records offer driving history information regarding insurance lapses, license suspensions, revocations, accidents, traffic violations, and unpaid, or unanswered summonses. Certain state convictions for driving under the influence of alcohol or drugs are not listed on criminal court records, heightening the importance of an MVR check. It is

recommended that member townships run an MVR search on applicants who are driving a township-provided vehicle, chauffeuring, or operating machinery.

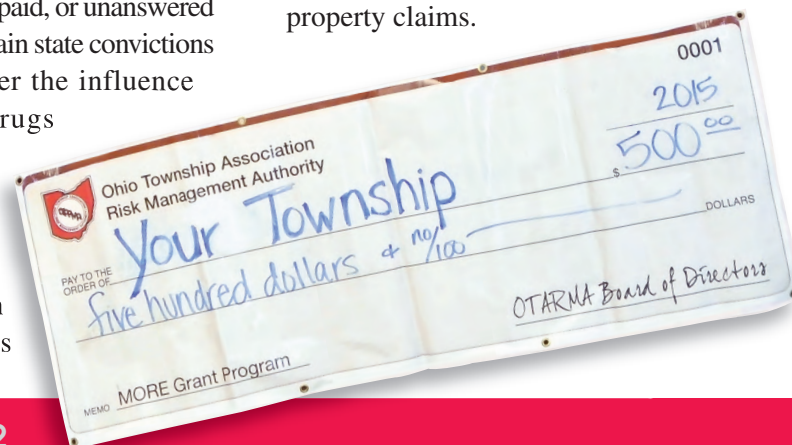
OTARMA will reimburse members for the cost of requesting MVRs for any employee or elected official who drives a vehicle on behalf of the township. This is limited to one (1) MVR per person/per year and \$8.50 maximum per MVR. The reimbursement will appear as a credit on member renewal contribution. Forms are included with member renewal applications. To apply for an MVR online, visit www.bmv.ohio.gov.

Capital Distribution

In 2016, OTARMA Members will receive a Capital Distribution which will be implemented at the member’s anniversary renewal date.

MORE Grant Program

The MORE Grant Program offers up to \$500 per township, for the purpose of assisting OTARMA Members in eliminating or preventing risk exposures that can lead to liability and property claims.



“We are very pleased to report over \$800,000 in grant funds have been awarded since the OTARMA Board of Directors announced the program at the beginning of 2013.”

Cindy Dieck, OTARMA Administrator

Applications may be submitted January 1 through December 31, 2016. All members who previously participated are welcomed and encouraged to participate again in 2016. The short one-page grant application is easy to complete and available on the homepage of the OTARMA Website at www.OTARMA.org. Submit the completed application with supporting documentation via mail, fax or email to:

Wendy French, OTARMA Customer Service Representative
OTARMA MORE Grant Program
315 South Kalamazoo Mall
Kalamazoo, MI 49007
Fax: 269-276-4095
Email: wfrench@bfgroup.com

Loss Control and Risk Management

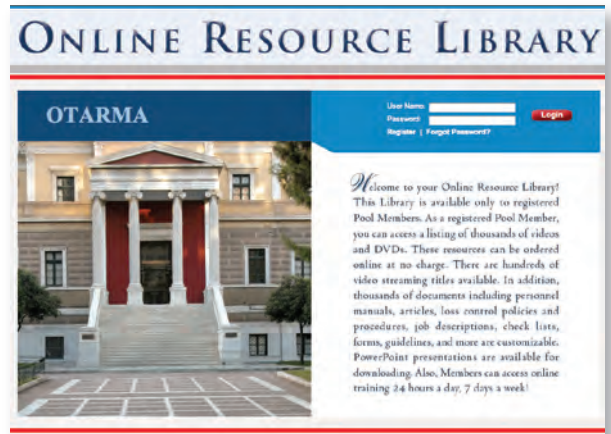
OTARMA assists Ohio Townships in creating safe communities through loss control and risk management. OTARMA, along with York Risk Pooling Services, Inc., and KLA Risk Consulting, Inc., provide members with valuable loss control services, resources and training. Services include: onsite visits, publications and webinars, customized member training sessions and complimentary access to the Online Resource Library.

The extensive Online Resource Library features DVDs, online training programs and video streaming titles. In addition, thousands of documents including personnel manuals, articles, loss control policies and procedures, job descriptions, checklists, forms, and guidelines are designed for customization. PowerPoint presentations are also available to be downloaded.

The online training program allows OTARMA Members to complete

online training courses anytime and free of charge. Five hundred courses are available, which range from safety to human resources.

If your township is an OTARMA Member, thank you for your commitment to your OTA-sponsored program. If your township is not yet an OTARMA



Member, we invite you to consider joining in 2016. Please contact us at 800-748-0554 and ask to speak with an OTARMA Representative. We welcome the opportunity to meet with you and explain how OTARMA can best serve you and your township.

Cont'd from pg. 1

State Sheriffs' Association (BSSA) and the Ohio Association of Chiefs of Police (OACP) provide support with the certification process. Peer-to-Peer assistance is also available.

The necessary resources to obtain the Ohio Law Enforcement Agency Certification are available through the Ohio Collaborative at its website, <http://www.ocjs.ohio.gov/ohiocollaborative>. Click on the "For Law Enforcement" tab on the homepage. Resources include: Agency Application, Compliance Expectations, Compliance Process Flow Diagram, Final Report Template, Guidelines for Self-Certification Documentation, IACP Membership Form, Resource Application, and the Standards Compliance Checklist. Many departments in OTARMA are already in compliance, but

just haven't been formally certified. Those departments that aren't in compliance will now have the tools to improve their department's policies and procedures.

Police professional claims can be very costly, often in the six-figure range. Each township is encouraged to start the certification process if it hasn't done so already. Becoming certified could help prevent these claims by ensuring each township is doing a good job of screening and hiring law enforcement staff and is up to date on written standards for Use of Force. This certification could also prove to be a powerful tool in the event of a claim or lawsuit against your township in one of these areas.

Member Profile: Jackson Township, Franklin County

Jackson Township is located in central Ohio and has grown to a population of 41,500, making it the most populated of the 17 townships in Franklin County. Last year, Jackson Township marked its 200th anniversary, celebrating a rich and ongoing history of service to township residents.

Mr. Ron Grossman is the Jackson Township Fiscal Officer, beginning his second term in office. With almost four decades of corporate finance experience, Mr. Grossman significantly contributes to the township's financial oversight. "I retired six years ago from AEP Service Corporation Finance Department in Columbus with 36 years of service doing short-term investing, cash management and forecasting," commented Mr. Grossman.



Mr. Grossman replied, "helping our fire department meet their expenditure goals and investing additional funds. I am proud of the new fire operating levy passed two years ago," stated Mr. Grossman. "Our Township started collecting taxes last year that helped with increased expenditures and investments of interim cash on a short-term basis."

OTARMA Membership is one of the ways Jackson Township demonstrates financial stewardship. Jackson Township selected OTARMA for its "good quality and cost effectiveness. It is a good buy for coverage," said Mr. Grossman.

Thank you, Jackson Township, for choosing OTARMA Membership. It is an honor to serve alongside of you, and we look forward to many more years working together on behalf of Jackson Township and fellow Ohio Townships.



When asked what he enjoys about his current responsibilities,

“ [OTARMA provides] good quality and cost effectiveness. It is a good buy for coverage. ”

Ron Grossman, Fiscal Officer, Jackson Township



Provider Profile: KLA Risk Consulting

OTARMA provides specialized risk management and loss control services to its members. In addition to services designed to reduce the impact of claims and losses, OTARMA also offers resources and training to help prevent a loss or claim *before* it occurs. This philosophy distinguishes OTARMA and has proven highly successful for OTARMA Members since the program's inception in 1987.

OTARMA's risk management services are far-reaching, offering assistance for a multitude of exposures and issues. KLA Risk Consulting is an independent consulting firm supporting OTARMA Members with loss control services and resources. The firm was founded in 1998 by Kim Arnold, President and CEO, and has grown to include Sandi Arnold, Kelly Austin, Cathy Gonzalez and Bill Balmat.

In addition to the expertise of the risk management professionals, the team at KLA calls on seasoned underwriters, highly trained claims handlers, and legal and risk pooling professionals to deliver the best service for OTARMA

Members' specific risk management needs. In-depth claims analysis, onsite reviews, an Online Resource Library, and training – online or onsite – are all part of the innovative approach to OTARMA's risk management philosophy.

KLA RISK CONSULTING
RISK MANAGEMENT & SAFETY



Education is a major part of this approach. Working directly with OTARMA Members, the risk

management team reviews exposures to determine the level of risk present. Every exposure poses a different level of risk for each OTARMA Member. Current controls are assessed. If needed, the risk management professionals discuss further options available to help protect members from losses that may be unique to a specific exposure. Options may include policies, procedures, checklists or training. Industry standard best practices are also provided to members.

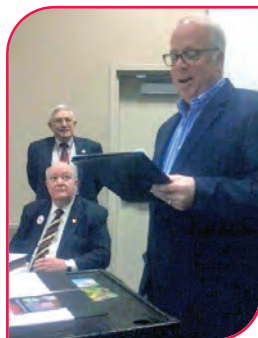
For more information about KLA Risk Consulting, please visit its website at www.klaconsulting.com. For questions about OTARMA, including how to become a member, please contact us at 800-748-0554 and ask to speak with an OTARMA Representative.

GFOA Awards OTARMA Certificate of Achievement for Excellence in Financial Reporting

News Release

Printed with permission from the Government Finance Officers Association

The Certificate of Achievement for Excellence in Financial Reporting has been awarded to Ohio Township Association Risk Management Authority by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant



accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

York Risk Services Group, Inc., Ohio Township Association Risk Management Authority



The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, Illinois, and Washington, D.C.

MORE Grant Program

For the third consecutive year, a grant of \$500 per township will be available to each OTARMA Member. The purpose of the grant is to assist OTARMA Members in eliminating or preventing risk exposures that lead to liability and property claims.

Consideration for the grant funds is given upon submission of a completed application and verifying documentation. The application requires contact information, the amount of funding requested, the type of expense and a general description of how the funds have been used. Verifying documentation must include a receipt.

The MORE Grant Program provides an OTARMA Member up to \$500 for the following qualifying expenses:

- **Ohio Township Association Annual Conference** - Registration fees (only) for the Ohio Township Association's Annual Conference;
- **Safety Equipment** - Automatic Electronic Defibrillators (AEDs) and Personal Protective Equipment (PPE) such as reflective vests, turnout gear, respiratory devices, bulletproof vests, and other safety or protective equipment; and
- **Risk Management and Safety Training, Workshops or Seminars** - The fees for risk management and safety education.

The MORE Grant Program is only available for OTARMA Members and only OTARMA Members are eligible to apply and receive funds. Each member is encouraged to take advantage of this valuable member benefit. The one-page grant application is available on the OTARMA Website at www.OTARMA.org. Submit the completed application with supporting documentation via mail, fax or email to:

Wendy French, OTARMA Customer Service Representative
OTARMA MORE Program
315 South Kalamazoo Mall
Kalamazoo, MI 49007
Fax: 269-276-4095
Email: wfrench@bfgroup.com

For more details about the MORE Grant Program, please contact your OTARMA Representative at 800-748-0554. Thank you to the many townships that completed the MORE Grant application and congratulations to the recipients of awarded funds.



Berlin Township, Mahoning County: (left to right) Trustees Denny Furman and Jodi Kale, Trustee; and Megan Roschek, OTARMA Representative



Boardman Township, Mahoning County: (left to right) Megan Roschek, OTARMA Representative; and Thomas Costello, Trustee

2016 Ohio Township Association Winter Conference and Trade Show

By Jim DeLucas, OTARMA Representative

More than 2,400 attendees gathered at the Greater Columbus Convention Center, January 28-31, 2016, for the annual Ohio Township Association (OTA) Winter Conference and Trade Show. The conference welcomed township trustees, fiscal officers, employees, administrators, road and cemetery superintendents, zoning officials and legal counsel, as well as companies and organizations serving townships.

Highlights of the conference included more than 80 educational workshops, a trade show with more than 100 vendors, and events for networking. Wednesday's schedule included a legislative reception at the Ohio Statehouse offering an opportunity to meet with state legislators and exchange ideas regarding the future of township government.

On Thursday morning, the general session began with welcoming remarks by Matthew DeTemple, OTA Executive Director, and the honoring of OTA Leadership graduates who were honored for their accomplishments. The session also featured a presentation on crisis communications by Anthony Huey, president of Reputation Management. Mr.

Huey shared best practices in engaging the media and 11 additional audiences during a crisis. That evening, Casino Night guests were invited by Burnham & Flower Insurance

Group to enjoy complimentary beverages, try their hand at blackjack or poker, and pose for a keepsake photo from the photo booth. The tailgate-themed event was well attended.

The luncheon on Friday welcomed keynote speaker Damian Mason, a full-time farmer and comedian, who shared his thoughts on how to "Work Smart, Laugh Hard." The conference concluded with the General Session on Saturday morning.

We extend our gratitude to Matthew DeTemple, OTA Executive Director, Heidi Fought, Director of Governmental Affairs, and Heather Whisman, Administrative Assistant, for organizing another exceptional conference. We recognize and appreciate the amount of work it takes to successfully host a statewide gathering of this magnitude.

Thank you to those who were able to attend the conference. If you were not able to join us this year, we hope you can make plans to attend January 25-27, 2017, in Columbus. We look forward to seeing everyone next year.



Canfield Township, Mahoning County: (left to right) Brian Governor, Trustee; Megan Roschek, OTARMA Representative; Trustees Marie Izzo-Cartwright and Steve Maszczak; and Carmen Heasley, Fiscal Officer



Jackson Township, Franklin County: (left to right, front, holding check) Ed Barber, OTARMA Representative; Caroline Shroyer, owner of Grove City Tree Service; (back) Grove City Tree Service employees John Sprague, Jimmy Kellison and Jeremy Larrick; Robert Snyder, Jackson Township Road Superintendent; and Jackson Township Service Technicians Tony Mowery and Pat Stage



OTARMA Service Center
315 S. Kalamazoo Mall
Kalamazoo, MI 49007

PRESORTED
STANDARD
U.S. POSTAGE
PAID
SOUTHFIELD, MI
PERMIT #63

If your contact information needs to be updated or if you want to receive newsletters electronically, please contact the OTARMA Service Center at (800) 748-0554, ext. 3136.

OTARMA Welcomes New Members

Blackcreek Township, Mercer County

Located in western Ohio, Blackcreek Township is a close-knit community of just under 700 residents. “In December 2015, we had the pleasure of welcoming Blackcreek Township to OTARMA. The township selected OTARMA for increased coverage and cost savings,” commented Craig Hibner, OTARMA Representative.

Bloom Township, Scioto County

“Bloom Township became an OTARMA Member in January for enhanced coverage and decreased costs,” commented Craig Hibner, OTARMA Representative. Bloom Township is located in southern Ohio and is home to 3,235 residents.

Bridgewater Township, Williams County

Located in northeastern Ohio, Bridgewater Township became an OTARMA Member in February. The township became interested in OTARMA because of a recommendation by the local agent, decreased costs and improved coverage. “We look forward to serving Bridgewater Township,” said Thomas Welsh, OTARMA Representative.

Elizabeth Township, Miami County

“Elizabeth Township is a vibrant community of 1,620 residents located in western Ohio. The township joined OTARMA in

December 2015 for cost savings and increased coverage,” observed Craig Hibner, OTARMA Representative.

Miami Township, Greene County

“Miami Township joined OTARMA in February for savings and coverage,” commented Thomas Welsh, OTARMA Representative. The township serves 5,200 residents in southwestern Ohio.

Perry Township, Shelby County

“Perry Township became an OTARMA Member in February for improved coverage,” commented Craig Hibner, OTARMA Representative. Perry Township is located in western Ohio and is home to 1,200 residents.

Sprigg Township, Adams County

Located in southern Ohio, Sprigg Township is home to 2,000 residents. “In January, we had the pleasure of welcoming Sprigg Township to OTARMA. The township selected OTARMA for cost savings and increased coverage,” commented Craig Hibner, OTARMA Representative.

Zane Township, Logan County

“Zane Township joined OTARMA in December 2015 for savings and coverage,” commented Craig Hibner, OTARMA Representative. The township serves 1,000 residents in western Ohio.

Upcoming Events

OTARMA Board Meeting

July 21-23, 2016

Ohio Township Association Summer Events & Training

Baseball Outings

- Cincinnati Reds v. San Diego Padres

Saturday, June 25, 4:10 p.m.

Pete Rose’s induction night into the Reds Hall of Fame

- Cleveland Indians v. New York Yankees

Saturday, July 9, 4:10 p.m.

OTA Golf Outing and Public Records Training

Friday, August 5, Dublin, Ohio

Public Records Training - 9:00 a.m.

Golf Outing - 1:30 p.m., shotgun start

For more information and to register, please call the Ohio Township Association office at 614-863-0045, or go to www.ohiotownships.org/events/baseball-outings to submit your registration online today!