

STATEWIDE INSURANCE FUND

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Risk Management Program  
Fund Year 2021

## **STATEWIDE INSURANCE FUND**

### **2121 FUND YEAR RISK MANAGEMENT PROGRAM**

#### **Introduction**

The STATEWIDE Insurance Fund (STATEWIDE) is comprised of public entities (local units) that have decided to pursue risk management alternatives. Each of the local units share similar risk characteristics and in a cooperative effort, they will control losses to reduce cost and achieve greater safety and productivity in the work place.

The objective of the Fund is to reduce the cost of losses incurred in the normal course of business. The Fund will use modern loss prevention techniques, loss control practices and experience refined claims adjustment techniques.

Through this pooling arrangement, the Fund participants anticipate receiving:

- 1) Improved safety and loss control activities and a safer work environment.
- 2) The benefits of self-insurance while still protecting against the infrequent catastrophic loss.
- 3) The stability of reinsurance and benefits of group purchase of insurance.
- 4) Reduced budgets due to the spread of risk resulting in stability of loss costs.

#### **Criteria for Membership**

- 1) Each prospective member shall meet the requirements for membership set forth in the Fund's Bylaws.
- 2) The prospective member's five (5) year claims history must show safety performance consistent with the Fund's objectives and the applicant's physical location and make-up must indicate a likelihood of satisfactory future claim performance.
- 3) If required by the Executive Committee, a safety inspection and evaluation conducted by the Fund's safety consultant or Administrator, at the expense of the applicant, show the applicant meets the Fund's safety standards.
- 4) The Fund has the administrative and financial capability to absorb additional memberships without undue inconvenience or strain; and
- 5) All primary, excess and/or reinsurance carriers for the fund must approve admission of the prospective member.

#### **Operational Details**

- 1) The member local units of the Fund have passed resolutions to become members of this Fund and to authorize the group purchase of excess coverage described herein and to cooperate with each other in safety and loss control activities and to share all expenses of operating the Fund.
- 2) This Fund is established for the purpose of purchasing reinsurance/primary insurance and excess liability coverage from commercial insurance companies with A.M. Best Rating of A- or

better.

3) Workers' Compensation Coverage is provided on a self-insured basis with the purchase of reinsurance or excess insurance in excess of the self-insured retention.

4) The property (including automobile physical damage), general liability and automobile liability coverages are provided on a self-insured basis with the purchase of reinsurance or excess insurance in excess of the self-insured retention, or applicable deductibles.

5) The boiler and machinery policy is purchased from a commercial reinsurer or insurance company on a group basis.

6) The public official's and employment practices liability coverages are provided on an individual member basis.

7) The environmental liability and excess liability coverage is provided on a primary group purchase basis.

8) The AL/GL/Law Enforcement coverage is provided on a self-insured basis with the purchase of reinsurance or excess insurance in excess of the self-insured retention.

9) The crime coverage is provided on a primary group purchase basis.

10) The cyber liability coverage is provided on an individual basis

11) The non-owned aircraft liability is provided on a primary group basis.

12) The Fund is composed of the member local units as shown in the attached list.

13) The Fund shall purchase risk management, loss control and claims adjustment services.

14) This Risk Management Program will be attached to the copy of the coverage certificate issued to the Fund.

**Coverage – Please see coverage for document attached for specific details.**

### **Claim Reserving Practices**

#### **Case Reserves**

STATEWIDE's reserving philosophy involves establishing adequate reserves based upon our evaluation of the claim. The Fund strives to set reserves to meet the expected total cost of the claim at the time of conclusion.

Reserves shall be established on each claim presented in a manner which accurately reflects the full, known liability of the Fund at any given point in time.

The assumptions and methodology used for the calculation of appropriate reserves shall be established, maintained and administered in accordance with sound actuarial principles.

#### **IBNR**

For those coverages self insured, it is the responsibility of the Actuary, on behalf of the Fund to establish reserves for the claims that have been incurred but not yet reported.

### **Claims Handling Objectives:**

It is our objective to control claim costs, through well planned claims management. We strive to control costs of claim benefits and expenses.

We employ experienced claim and management professionals. When a claim occurs we form a team of comprised of the employer, medical professionals, claims adjusters, the risk manager and legal professionals who work together on behalf of the member or its employees.

Whenever an investigation indicates that prompt, fair and equitable settlement of a claim is appropriate and possible, the claim servicing organization, insurer or reinsurer shall submit to the Executive Committee and the Administrator for review, a notice of recommended settlement except for claims under \$5,000 or within the reserves previously established by the Fund. Medical bill payment authority for Workers Compensation claims is extended to \$20,000 for treatment that has been previously rendered.

### **Procedures Governing Loss Adjustment:**

The Fund has engaged the services of a third party claims administrator to receive incident reports, notices of claim and other related information for worker's compensation, property, general liability and automobile liability.

The claims servicing organization, reinsurer or insurance companies will when it has been determined that a claim is compensable, under contract to the Fund, perform the following:

- 1) Review every claim and loss report submitted by the participants during the term of this contract.
- 2) Conduct an investigation of each qualified claim or loss to the extent deemed necessary.
- 3) Maintain a file, either in paper or electronic form, for each qualified claim or loss, which shall be available for review by the Fund.
- 4) Adjust, settle or advise of non-compensability or coverage
  - a) within the stated settlement authority limit (for self insured coverage's)
  - b) with specific approval of the fund, if outside the stated limit of authority (for self insured coverage's)
- 5) Perform necessary and usual administrative and clerical work in connection with each qualified claim or loss, including the preparation of checks or vouchers, releases, agreements and other documents needed to finalize a claim.
- 6) Establish and update claim reserves as needed.
- 7) Notify the Fund and the Fund's excess insurer and/or reinsurer as designated by the Fund, of all qualified claims or losses which may exceed the Fund's retention or limit and, if requested, provide information on the status of those claims or losses.
- 8) Coordinate all investigations on litigated claims with attorneys representing the Fund with representative of the excess insurer, as required. This includes negotiation of the settlements and preparation of subrogation and contribution actions.
- 9) Maintain an automated loss and information system, and provide the Fund with the pre-agreed management reports.

- 10) Assist the Fund in selecting appropriate experts or specialists as the claims may require.
- 11) Provide experienced personnel needed to perform the services agreed to herein.
- 12) Maintain 24-hour emergency telephone service for claims reporting.
- 13) Acknowledge receipt of each claim in a timely basis.
- 14) Assist the Fund as needed in the filing of periodic reports required by the state or administrative regulation.

### **Procedures Governing Legal Counsel**

The Fund realizes that every claim will not reach an amicable solution. Careful selection and control of claims defense is very important. The Fund has established procedures as follows to provide quality defense of claims and monitor the costs:

- 1) A list of approved and experience defense attorneys with the appropriate prior experience in the defense of work related claims, automobile litigation, Title 59, Title 7, Civil Rights, and Employment Practices.
- 2) Establish a fee structure considered to be reasonable at the approval of the commissioners or the Executive Committee.
- 3) Monitor the activities of defense counsel.
- 4) The Claims servicing organization, insurer or reinsurer, subject to respective coverages, will supervise all legal defense activity and experts.
- 5) The Fund attorney may direct the amount of legal discovery in an effort to control cost.

### **Assessment Procedures**

#### **Annual Assessment**

- 1) By October 15th of each year, the actuary will compute the probable net cost for the upcoming year by line of coverage and for each prior year. The actuary shall include all budget items in these computations.
- 2) The annual assessment of each participant will be its pro-rata share of the probable net cost for the upcoming year for each line of coverage.
- 3) The total amount of each participant's annual assessment will be certified by majority vote of the executive committee to the governing body of each participating local unit in accordance with the Funds bylaws.
- 4) In the event that any assessment is not paid within (10) days of the due date set forth by the Fund, the local unit shall pay interest on the unpaid balance commencing on the tenth day after the due date. The interest rate shall be set annually by the Fund Commissioners or the Executive Committee, as the case may be, at the beginning of each year or at such other time as the Fund commissioners or executive committee may determine.
- 5) The treasurer will deposit each participant's assessment into the appropriate accounts including the administrative account, and the claim or loss retention trust fund account by fund

year for each type of coverage in which the participant participates.

6) If the local unit becomes a participant for the Fund or elects to participate in a line of coverage after the start of the fund year, such participant's assessments and the supplemental assessment will be reduced in proportion to that part of the year, which has elapsed.

### **Supplemental Assessments**

1) The Fund Commissioners or Executive Committee shall by majority vote levy upon members additional assessments whenever needed or so ordered by the Commissioner of Banking and Insurance to supplement the Fund's claim or loss retention or administrative accounts, to assure the payment of the Fund's obligations, including payment of benefits under workers' compensation law.

2) The Executive Committee shall assess each participating member an additional proportionate amount, as provided in the Fund's bylaws and risk management plan or as directed by the Commissioner of Banking and Insurance, to replenish claims or loss retention or administrative accounts:

a. All supplemental assessments shall be charged to the member local unit by applicable fund year.

b. All members shall be given thirty (30) days advance written notice of Fund's intention to charge an additional assessment, and the Fund shall conduct a hearing before adopting the supplemental assessment.

c. Members shall have thirty (30) days to pay the Fund from the date any supplemental assessment is adopted.

3) The Fund will submit to the Commissioner of Banking and Insurance and the Department of Community Affairs a report of the cause of the Fund's insufficiency, the assessment necessary to replenish it and the steps taken to prevent a recurrence of such circumstances.

### **Failure or Refusal to Provide Required Assessments**

Should any member fail or refuse to pay its assessments or supplemental assessments, or should the Fund fail to assess funds required to meet its obligations, the chairperson or in the event of his/her failure to do so, the Custodian of Fund assets, shall notify the Commissioner of Banking and Insurance and Department of Community Affairs. Past due assessments shall bear interest at the rate of interest to be established annually by the Fund Commissioners or Executive Committee.

### **Insolvency and/or Bankruptcy of Fund Members**

The insolvency and/or bankruptcy of a member does not release the Fund or any member of the Fund of joint and several liability for payment of any claim incurred by the participant during its period of membership, including, but not limited to, being subject to and liable for supplemental assessments.

### **Procedures for the closure of fund years**

The Fund shall, not less than sixty (60) months after the end of a fund year, evaluate and determine its retained outstanding ultimate net losses up to the attachment points of the specific and aggregate excess insurance. The Fund will close a Fund year only if:

- 1) A transfer of retained outstanding ultimate net losses and residual risk has been effected; or
- 2) Upon closure of all losses following an independent determination that the residual risk has

been eliminated to all possible certainty.

A Fund year may only be closed by formal resolution adopted after a public hearing.

- 1) All Fund members must receive at least one month prior notice of the public hearing.
- 2) The resolution shall provide for the maintenance of all records in accordance with the requirement of the Commissioner of Banking and Insurance and Department of Community Affairs and any other regulations and statutes then in effect.
- 3) The resolution shall provide for written notice to the Commissioner of Banking and Insurance and the Department of Community Affairs at least (90) days before the resolution becomes effective.

**STATEWIDE INSURANCE FUND  
2121 FUND YEAR**

The following information is intended for display purposes only, and may not reflect changes made in policy terms and conditions prior to or following the effective date. Please refer to actual policies for specific information regarding insurance protection.

***PROPERTY COVERAGE***

A. POLICY LIMIT: \$200,000,000 per the latest Statement of Values or other documentation on file with the Fund

**B. LIMITS OF INSURANCE:**

Buildings, in any one occurrence	per schedule
Business Personal Property, in any one occurrence	per schedule
Business Interruption	\$10,000,000 with 72 hr waiting period for Cat
Per Occurrence for Spoilage	Included
Per Occurrence for Debris Removal	25% of loss
Per Occurrence for Accounts Receivable	\$5,000,000
Per Occurrence for Civil or Military Authority	30 days
Per Occurrence for Contractor's Equipment on file with Company	Included
Per Occurrence for Demolition and Increased Cost of Construction: Demolition Coverage A, B, & C	Included
Per Occurrence for Electronic Data Processing (EDP) Systems	Included
Per Occurrence for Electronic Data Processing (EDP) Media, Data, Programs and Software	\$5,000,000
Per Occurrence for Errors and Omission	\$1,000,000
Extended Period of Indemnity	Unlimited
Per Occurrence for Expediting Expenses	\$2,500,000
Per Occurrence for Extra Expense	\$10,000,000
Per Occurrence for Fine Arts	\$1,000,000
Per Occurrence for Fire Brigade Charges	Included
Per Occurrence for Ingress/Egress. Insured Physical	30 days
Per Occurrence Leasehold Interests	\$500,000 Each location Blanket
Per Occurrence and Annual Aggregate for Limited Pollution Coverage	\$50,000 per location Blanket
Per Occurrence for Miscellaneous Unnamed locations excludes Flood occurring wholly or partially within Special Flood Hazard Areas (SFHA),	\$1,000,000
Per Occurrence for Mobile Equipment	\$5,000,000
Per Occurrence and Annual Aggregate for Mold/Fungus Resultant Damage	\$250,000

Per Occurrence for Newly Acquired Property for a period of 180 days, excludes Flood Occurring wholly or partially within Special Flood Hazard Areas (SFHA),	\$5,000,000
Per Occurrence for Outdoor Property	Per Schedule
Per Occurrence for Unscheduled Outdoor Property	\$500,000
Per Occurrence for Property in the Course of Construction	\$5,000,000
Per Occurrence for Professional Fees	\$25,000 per location Blanket
Per Occurrence for Soft Costs	\$100,000
Per Occurrence for Service Interruption	\$1,000,000
Per Occurrence for Transit	\$500,000 per conveyance/occ
Per Occurrence for Underground Pipes	\$1,000,000
Per Occurrence for Upgrade to Green	Included
Per Occurrence for Valuable Papers and Records	\$5,000,000
Per Occurrence for Vehicles including Automobile Physical Damage	\$5,000,000
Per Occurrence for Watercraft Physical Damage	per schedule
Per Occurrence and Annual Aggregate for peril of Earth Movement	\$100,000,000
Per Occurrence and Annual Aggregate for the peril of Flood	\$35,000,000
Except:	\$25,000,000 Moderate Hazard Zone
Flood occurring wholly or partially within Special Flood Hazard Areas (SFHA)	\$10,000,000 High Hazard Zone
Drones Owned By A Member	\$10,000 per Drone, \$100,000 Fund Limit

**Deductibles:**

**Fund Deductibles:**

The Fund's deductible for each claim for loss or damage under the property policy shall be subject to a per occurrence deductible of \$100,000 unless a specific deductible amount is shown below applies:

Flood deductible is \$250,000 per occurrence, however, flood deductible for locations wholly or partially within Special Flood Hazard Areas, the deductible is the maximum insurance available under NIFP (currently \$500,000 for Buildings and 500,000 for Contents) per location involved in the loss or damage.

Windstorm or Hail deductible 2% of Total Insurable Values per location arising out of a Named Storm and subject to a minimum deductible of \$250,000 any one occurrence.

**Member Deductible:**

\$1,000 for each claim for loss or damage under the property policy shall be subject to a per occurrence deductible unless a specific deductible amount is shown below applies:

Flood Deductible:

- (a) In any one occurrence except for locations wholly or partially within the Special Flood Hazard Areas (SFHA), areas of 100 year flooding as defined by the Federal Emergency Management Agency: \$2,500 per occurrence
- (b) In any one occurrence for locations wholly or partially within Special Flood Hazard Areas (SFHA), areas of 100 year flooding, as defined by the Federal Emergency Management Agency (if these locations are not excluded elsewhere in the policy with respect to the peril of flood), the deductible is the maximum insurance available under NIFP (being \$500,000 for Buildings and 500,000 for Contents, per location involved in the loss or damage, whether or not the coverage is purchased or maintained.)

Windstorm or Hail:

\$1,000 per occurrence except as follows:

- (a) For locations and property located in Atlantic, Ocean, Monmouth and Burlington Counties located East of the Garden State Parkway and Cape May County: 2% of Total Insurable Values at the time of loss at each location involved in the loss or damage arising out of a Named Storm and subject to a minimum of \$250,000 any one occurrence and maximum of \$1,000,000.

**Boiler & Machinery / Equipment Breakdown:**

A. POLICY LIMIT: \$100,000,000 Combined Property Damage

Business Interruption (Ordinary Payroll Included)	\$ Combined
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Blanket Limit Including:

- Expediting Expense
- Electronic Data
- Water Damage
- Public Safety Service Charge
- Spoilage – Scheduled locations
- Spoilage – Utility Owned Equipment \$250,000

Loss of Utilities \$100,000

Pollutant Clean Up or removal – Property Damage \$50,000

Pollutant Clean Up or removal – Business Income \$50,000

Fungus Clean Up \$50,000

Ammonia Contamination \$100,000

Dependent Business Income \$100,000

Valuation: Repair or Replacement

**Deductible:** \$10,000 - Applicable to Property Damage

24 hours – With respect to Business Income/Extra Expense/Service Interruption/Spoilage



***LAW ENFORCEMENT LIABILITY***

**PRIMARY LIMIT:** \$10,000,000 Law Enforcement per occurrence/per member  
Fund Retention: \$250,000  
Reinsurance Limit: \$9,750,000 XS \$250,000  
Member Deductible: NIL

Or Limit of Liability: Up to \$10,000,000 available  
Each person/each occurrence/annual aggregate

**OPTIONAL EXCESS COVERAGE BY MEMBER:**

\$5,000,000, \$10,000,000 or \$15,000,000 xs Per Fund occurrence for General Liability, Automobile Liability and Employer's Liability (Coverage B of WC), Law Enforcement Liability, Professional Liability

***PROFESSIONAL LIABILITY***

**PUBLIC OFFICIALS LIABILITY:**

Limit of Liability Up to \$10,000,000 available  
Per wrongful act/annual aggregate, per member  
Claims made form  
Deductible Deductible Per Member per wrongful act

Includes Land Use Planning and Zoning and defense limit of 50% of the policy period aggregate limit of liability up to \$1,000,000 for injunctive relief matters.  
Includes Consent to Settle

**EMPLOYMENT PRACTICES LIABILITY:**

Limit of Liability Up to \$10,000,000 available  
Per wrongful act/annual aggregate, per member  
Claims made form  
Deductible Deductible Per Member per wrongful act

***ENVIRONMENTAL LIABILITY***

**PRIMARY LIMIT OF LIABILITY**

Per Incident Limit \$1,000,000  
Aggregate Limit \$10,000,000  
Fund Deductible: \$50,000  
Member Deductible: \$25,000

EXCESS LIMIT OF LIABILITY  
 Aggregate Limit \$10,000,000

Coverage is optional.

**AIRCRAFT LIABILITY**

Non- Owned Aircraft Liability

Single Limit Bodily Injury and Property Damage including Passenger Liability:

Aircraft Seating Capacity:	Not to exceed 50 seats
Territory:	Worldwide
Uses:	As required
Additional Coverages: Non-owned premises:	\$5,000,000 each occurrence
Personal Effects	\$500 each person/\$25,000 occurrence
Fellow Employee:	Included
Standard Airworthiness Extension:	Included
Contractual Liability:	\$5,000,000 each occurrence
Medical Payments:	\$5,000 per passenger

Owned Aircraft Liability (Drone Only by member request)  
 Single Limit Bodily Injury and Property Damage including Passenger Liability \$1,000,000

Coverage is optional.

**PRIVACY LIABILITY AND NETWORK RISK INSURANCE:**

Security & Privacy Liability	\$1,000,000 Each claim/aggregate incl. claims expenses
Multimedia & Intellectual Property Liability	\$1,000,000 Each claim/aggregate incl. claims expenses
Network Interruption And Recovery	\$1,000,000 Each claim/aggregate
Physical Damage, Physical Loss & Debris Removal	\$250,000 Each claim/aggregate
Event Support Expenses	\$1,000,000 Each claim/aggregate
Privacy Regulatory Defense & Penalties	\$1,000,000 Each claim/aggregate incl. claims expenses
Network Extortion	\$1,000,000 Each claim/aggregate
Reputational Damage	\$1,000,000 Each claim/aggregate
Total Limit of Liability Availability	\$5,000,000

Excess Cyber Liability \$1,000,000 per claim/\$5,000,000 aggregate  
 Coverage is optional.

**WORKERS COMPENSATION:**

Workers' Compensation Benefits:	Statutory
Employer's Liability Limit:	\$2,000,000
	Fund Retention: \$1,000,000