



Town of Chilmark

Automobile 2021 Rewards (Maximum Credit 3%)

Maximum Credit

% Earned % Available Activity Description

3% Automobile 2021 Rewards (Maximum Credit 3%)

2% MIIA Training
Attend a MIIA Auto related onsite or web based seminar - Per topic-Less than 2 hrs. - .25%, 2-5 hrs. - .5%, over 5 hrs. - 1% - 2% max.

2% Attend MIIA Auto related webinar - .25% per webinar - 2% max.

2% MIIA Online Learning (LocalGovU) - .25% per eligible training topic - 2% max.
Employee(s) who are required to drive as part of their job responsibilities take an online Auto related training course approved for MIIA Rewards credit.

3% Participate in one of the following MIIA Driver Training Programs - 3% max.

- DPW Simulator (50% Dept) - 1%
Fire Simulator (50% Dept) - 1%
Onsite Fire Driver Training - 1%
Police EVOC - .5% PP w/ 3% Max
Police Simulator (50% Dept) - 1%
Police/Fire combo total (50% Dept.) - 1%
Snowplow Operator/Simulator Training (50% Dept) - 1%

3% Member Directed Training (Individualized training of an hour or more not conference based)
Per topic-Less than 2 hrs. = .25%, 2-5 hrs. = .5% over 5 hrs. = 1% - 3% max.

- Defensive Driving
Driver Fatigue
Drug and Alcohol Training (DOT)
Snow Plow Operator
Van/Bus Driver

2% Implement a new or significantly revised Vehicle Use Policy - .5-2% (revision must be no more than 1 year) or recently reviewed policy (need proof of distribution) \* Policy must include hands free driving and conducting Motor Vehicle Records Checks at a minimum- pre-employment or new use of vehicle

1% Motor Vehicle Driver Records Check-Policy - Annual - .5% Bi-annual - .5% - .25% per department - 1% max

Best Practices

\* Resource available on MIIA website with login

\*\* Resource available on DLS website

\*\*\* Form available on MIIA website

**Town of Chilmark**

**General Liability 2021 Rewards (Maximum Credit 3%)**

Maximum Credit

% Earned % Available Activity Description

**0.5%** % **3%** **General Liability 2021 Rewards (Maximum Credit 3%)**

% **3%** **MIIA Training**  
Attend a MIIA General Liability related onsite or web based seminar - Per topic-Less than 2 hrs. - .25%, 2-5 hrs. - .5%, over 5 hrs. - 1% - 3% max.

% **2%** Attend a MIIA General Liability related webinar - .25% per webinar - 2% max.

% **2%** MIIA Online Learning (LocalGovU) - .25% per eligible training topic - 2% max.  
Employees take General Liability online training course **related to job responsibilities** approved for MIIA Rewards credit.

**0.5%** % **3%** **Member Directed Training** (Individualized training of an hour or more not conference based)  
Per topic-Less than 2 hrs. = .25%, 2-5 hrs. = .5% over 5 hrs. = 1% - 3% max.

- Active Intruder Simulation drills (Schools)
- Competent Person: Excavation / Trenching (non Workers Compensation members)
- Cyber Security Training
- OSHA 10/30 (non Workers Compensation members)
- Pavement Management
- Sewer Maintenance
- Stop the Bleed
- Water System Maintenance
- Work Zone Safety

**SEMINARS: 8780 cyber incident CIRP workshop 7-13-7-23-20 .5%**

% **2%** MIIA CyberNet (Cyber Risk Training) - Per module .25% (Must complete entire module ) -2% max **if ALL modules completed.** (available on MIIA website. Requires log in) Requires submittal of NAS certificate of Training if not participating in Cyber Training Tracked

- Data Security Basics - Malware (12 min.) Password Best Practices (10 min.) Public Wi-Fi (8 min.)
- Healthcare Training Series - Privacy Basics (40 min.) Privacy Basics 2 (40 min.)
- Introduction to Breaches -Threats of a data breach (10 min.) Employee mistakes (10 min.) Laws & Regulations (8 min.)
- Payment Card Industry Data Training - Identifying Fraudulent Payment Cards (10 min.) Inspecting Credit Card Machines (8 min.)
- Safeguarding Information - Safeguarding Information 20 min.
- Social Engineering - Phishing 20 min. Ransomware 8 min. Spear-Phishing 10 min.

% **1%** Cyber Risk Plans and Procedures - 1% max. \* (sample available on MIIA website through MIIA CyberNet). Requires log in)

- Information Security Incident Reporting Procedures .5%
- Information Security Incident Response Plan .5% \*\*

\* Resource available on MIIA website with login

\*\* Resource available on DLS website

\*\*\* Form available on MIIA website



Town of Chilmark

General Liability 2021 Rewards (Maximum Credit 3%)

Maximum Credit

% Earned % Available Activity Description

0% 1%

Implement Cyber Risk data security policy - 1% max. \* (sample available on MIIA website through MIIA CyberNet). Requires log in)

- Acceptable Use Policy .5%
- Email Policy .5%
- Information Security Policy .5%

0% 2%

Active Intruder Simulation Drills .5% per Department (must be at least 1 hr) - 2% max.

- COA/Senior Center
- DPW
- Fire
- Library
- Police
- Town Hall

0% 1.5%

Sewer Program System Preventative Maintenance Program - .5% per activity - 1.5% max.

- Camera-Video Log (TV Inspection Summary) \* or Report .5%
- Grease Trap Bylaw and Inspection Log .5%
- Protein Matrix or other solvent usage .5%

0% 0%

Best Practices

\* Resource available on MIIA website with login

\*\* Resource available on DLS website

\*\*\* Form available on MIIA website

**Town of Chilmark**

**Law Enforcement Liability 2021 Rewards (Maximum Credit of 7%)**

**Maximum Credit**

**% Earned % Available Activity Description**

% Earned	% Available	Activity Description
	<b>7%</b>	<b>Law Enforcement Liability 2021 Rewards (Maximum Credit of 7%)</b>
	<b>3%</b>	<p><b>MIIA Training</b> Attend a MIIA Law Enforcement Liability related onsite or web based seminar - Per topic-Less than 2 hrs. - .25%, 2-5 hrs. - .5%, over 5 hrs. - 1% - 3% max.</p>
	<b>2%</b>	Attend a MIIA Law Enforcement Liability related webinar - .25% per webinar - 2% max.
	<b>2%</b>	MIIA Online Learning (LocalGovU) - .25% per eligible training topic - 2% max. Employees take an online Law Enforcement related training course <b>related to job responsibilities</b> approved for MIIA Rewards credit.
	<b>3%</b>	<p><b>EAP Training</b> Attend member requested EAP training. Per topic- Less than 2 hrs. = .25%, 2-5 hrs. =.5% over 5 hrs. = 1% - 3% max.</p>
	<b>2%</b>	Attend MIIA approved EAP related webinar - .25% per webinar - 2% max.
	<b>3%</b>	<p><b>Member Directed Training</b> (Individualized training of an hour or more not conference based) Per topic-Less than 2 hrs. = .25%, 2-5 hrs. =.5% over 5 hrs. = 1% - 3% max.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> De-escalation</li> <li><input type="checkbox"/> Evidence Management/CCTV</li> <li><input type="checkbox"/> Juvenile Arrest Protocol or Proper Procedure for OUI Arrests</li> <li><input type="checkbox"/> Legal Update or Public Records</li> <li><input type="checkbox"/> Non-Discriminatory Harassment Prevention/</li> <li><input type="checkbox"/> Professional Conduct/Gossiping</li> <li><input type="checkbox"/> Social Media Polices and Procedures</li> <li><input type="checkbox"/> Use of Force/Taser</li> <li><input type="checkbox"/> Vehicle Pursuit</li> <li><input type="checkbox"/> Work Zone Safety</li> </ul>
	<b>1%</b>	Implement Pursuit Guidelines* Implement a new or significantly revised policy (revision must be no more than 1 year) or recently reviewed policy (need proof of distribution). - 1% max.
	<b>3%</b>	<p>Policy implementation (5/23/20 - 5/22/21) - .5% per policy- 3% max. Implement a new or significantly revised policy (revision must be no more than 1 year) or recently reviewed policy (need proof of distribution) <b>Only on the topics below:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CCTV Video Surveillance Retention*</li> <li><input type="checkbox"/> Evidence Management</li> <li><input type="checkbox"/> Fixed/Body/Dash Cam Video Recording</li> <li><input type="checkbox"/> Non Discriminatory Harassment Prevention *</li> <li><input type="checkbox"/> Professional Conduct/Gossiping *</li> <li><input type="checkbox"/> Social Media *</li> <li><input type="checkbox"/> Use of Force</li> </ul>
	<b>1%</b>	Massachusetts Police Accreditation - proof of <b>completed</b> accreditation - 1% max. (must be submitted annually)

\* Resource available on MIIA website with login

\*\* Resource available on DLS website

\*\*\* Form available on MIIA website

**Town of Chilmark**

**Law Enforcement Liability 2021 Rewards (Maximum Credit of 7%)**

**Maximum Credit**

**% Earned    % Available    Activity Description**

%   

Implementation of Standard Operation Procedures (SOP) only on the following.- .25% per policy - 1% max. Must be newly implemented or reviewed within FY21 year. Documentation required. \*\* (available on DLS website)

- Bloodborne Pathogens \*\*
- Emergency Action Plan for Police Station building \*\*
- Firearms Safety
- HazardCommunication \*\*
- Lockout Tagout for station facility maintenance staff \*\*
- Personal Protective Equipment \*\*
- Personal Protective Equipment Hazard Assessment
- Work Zone Safety

%   

**Best Practices**

%   

De-escalation Training and Policies- Municipal specific policy or Certified Completion of International Association of Chiefs of Police Program One Mind Campaign

- Develop & implement model policy addressing police de- escalation in general and dealing with mental ill - .5%
- Establish a clearly defined sustainable partnership with one of more community health organizations .5%
- Provide Crisis Intervention training to a minimum of 20% of agency's sworn officers .1%
- Train and certify 100% of your agency's sworn officers in de-escalation and police response- 1%

\* Resource available on MIIA website with login

\*\* Resource available on DLS website

\*\*\* Form available on MIIA website

**Town of Chilmark**

**Property 2021 Rewards (Maximum credit 4%)**

**Maximum Credit**

**% Earned    % Available    Activity Description**

%        **Property 2021 Rewards (Maximum credit 4%)**

%        **MIIA Training**  
 Attend a MIIA Property related onsite or web based seminar - Per topic-Less than 2 hrs. - .25%, 2-5 hrs. - .5%, over 5 hrs. - 1% - 3% max.

%        Attend a MIIA Property related webinar - .25% per webinar - 2% max.

%        **Member Directed Training** - supplemental in-house training on the following topics:  
 Per topic-Less than 2 hrs. = .25%, 2-5 hrs. = .5% over 5 hrs. = 1% - 3% max.

- Asbestos/Lead Awareness
- Boiler Inspections
- Building Freeze up Prevention
- Facilities Management/Maintenance
- Mechanical Failure Prevention (HVAC, plumbing and water connections)
- MFAA (Massachusetts Facilities Administrators Association) training
- Roof Inspection Repair & Maintenance
- Thermography

%        Completion of Building Specific Loss Prevention Response Plan\* Receive .5%-2%. First building 1% subsequent buildings .5% - 2% max- Building Specific Loss Prevention Response Plan, identification of response staff, external vendors, building legacy (must include data, schematic diagrams, electrical etc. pre & post loss protocols. ) **Excludes statutory mandated inspections.**

**Activities**

- Building 1
- Building 2
- Building 3

%        Mechanical Failure Prevention Program - Water Damage \*

%        Participation in Hartford Steam Boiler Sensor Pilot Program - 1% max.

\* Resource available on MIIA website with login

\*\* Resource available on DLS website

\*\*\* Form available on MIIA website

**Town of Chilmark**

**Property 2021 Rewards (Maximum credit 4%)**

**Maximum Credit**

**% Earned    % Available    Activity Description**

%   

Roof Inspection Program: Submit MIIA Roof Inspection Summary Form \* Roof Self-Inspection Checklist \* and Roof Self-Inspection Corrective Action Summary Form \* or equivalent forms from your preventative maintenance system, or a professional roof inspection. - .25%-2% max **(Requires photos and date stamps.)** Can use TIME STAMP (iphone application) for date on photos.

- Council on Aging
- DPW
- Fire
- Library
- Police
- School
- Town Hall

%   

Thermography Fall Self Inspection Program - (Sept- Dec 15th) Thermography Self-Inspection Checklist \* Thermography Self- Inspection Summary Form \* Thermography Self-Inspection Corrective Action Summary Form \* - Receive .25% per building - 2% max. September - December. **Must submit copy of inspection report. (Requires photos and date stamps.)** Can use TIME STAMP (iphone application) for date on photos.

- Council on Aging
- DPW
- Fire
- Library
- Police
- School
- Town Hall

%   

Facilities Self Inspections - Conduct ongoing facilities inspection. Complete and submit either the MIIA Property Self Inspection Form \* or equivalent ) .25% per building 1% max. per department. **Must be dated, initialed and sent in within 2 weeks of inspection. (Requires photos and date stamps.)** Can use TIME STAMP (iphone application) for date on photos.

- Council on Aging
- DPW
- Fire
- Library
- Police
- School
- Town Hall
- Vocational Program - metal shops
- Vocational Program - wood shops

\* Resource available on MIIA website with login

\*\* Resource available on DLS website

\*\*\* Form available on MIIA website



**Town of Chilmark**

**Property 2021 Rewards (Maximum credit 4%)**

**Maximum Credit**

**% Earned % Available Activity Description**

%  Pipe Freeze Up Prevention Program .25% per month per building - 1% max. - **Requires inspection checklists** \*

- December (must be received by January 15th)
- February (must be received by March 15th)
- January (must be received by February 15th)
- March (must be received by April 15th)

%  Facilities Maintenance Software Utilization

%  School Facilities Protection Program - Before and During Winter Closure- .25% per location - 2% max \*

%  Unit Ventilator Maintenance Program- 1% per 15 units inspected (**requires checklist completion**) \*

%  Insulation Upgrade - .5% per building 2% max

%  Implementation of Risk Management Inspection Advisory Recommendations - .5% per recommendation- 2% max.

%  **Best Practices**

\* Resource available on MIIA website with login

\*\* Resource available on DLS website

\*\*\* Form available on MIIA website



**Town of Chilmark**

**Public Officials Liability 2021 Rewards (Maximum Credit of 7%)**

Maximum Credit

% Earned % Available Activity Description

% Earned	% Available	Activity Description
1.75%	7%	<b>Public Officials Liability 2021 Rewards (Maximum Credit of 7%)</b>
0.75%	3%	<p><b>MIIA Training</b> Attend a MIIA Public Officials Liability related onsite or web based seminar - Per topic-Less than 2 hrs. - .25%, 2-5 hrs. - .5%, over 5 hrs. - 1% - 3% max.</p> <p><b>SEMINARS: 8682 employment liability in covid 8682 62320 .25; 8706 discrimination 81120 gryan.5%</b></p>
	2%	Attend a MIIA Public Officials Liability related webinar - .25% per webinar - 2% max.
	2%	MIIA Online Learning (LocalGovU) - .25% per eligible training topic - 2% max. Employees take a Public Officials Liability related training course <b>related to job responsibilities</b> approved for MIIA Rewards credit.
	3%	<p><b>EAP Training</b> Attend member requested EAP training. Per topic- Less than 2 hrs. = .25%, 2-5 hrs. =.5% over 5 hrs. = 1% - 3% max.</p>
	2%	Attend MIIA approved EAP related webinar - .25% per webinar - 2% max.
1%	3%	<p><b>Member Directed Training</b> (Individualized training of an hour or more not conference based) Per topic-Less than 2 hrs. = .25%, 2-5 hrs. =.5% over 5 hrs. = 1% - 3% max.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conducting Discrimination and Harassment Investigations</li> <li><input type="checkbox"/> Cultural Diversity</li> <li><input type="checkbox"/> De-escalation</li> <li><input type="checkbox"/> Dealing with Elected Boards &amp; Officials</li> <li><input type="checkbox"/> Disability Awareness</li> <li><input type="checkbox"/> Labor Law Update &amp; Public Records</li> <li><input type="checkbox"/> Non Discriminatory Harassment Prevention</li> <li><input type="checkbox"/> Professional Conduct/Gossiping</li> <li><input type="checkbox"/> Social Media Policies and Procedures</li> <li><input type="checkbox"/> Workplace Violence</li> </ul> <p><b>SEMINARS: 8684 cptc master plans 61420 .5%; 8759 mfaa coping with stress 10220 .25%; 8772 mma round table 82720 .25%</b></p>
	1%	Small Town Administrator's of Massachusetts (STAM) accreditation - 1% max.
	3%	<p>Policy implementation (5/23/20 - 5/22/21) .5% per policy - 3% max. Implement a new or significantly revised policy (revision must be no more than 1 year) or recently reviewed policy (need proof of distribution) <b>Only on the topics below:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cultural Diversity</li> <li><input type="checkbox"/> De-escalation</li> <li><input type="checkbox"/> Disability Awareness</li> <li><input type="checkbox"/> Harassment Investigation</li> <li><input type="checkbox"/> Non Discriminatory Harassment Prevention*</li> <li><input type="checkbox"/> Professional Conduct/Gossiping *</li> <li><input type="checkbox"/> Social Media *</li> </ul>
		<b>Best Practices</b>

\* Resource available on MIIA website with login  
 \*\* Resource available on DLS website  
 \*\*\* Form available on MIIA website

**Town of Chilmark**

**School Board Liability 2021 Rewards (Maximum Credit of 7%)**

Maximum Credit

% Earned % Available Activity Description

%  **School Board Liability 2021 Rewards (Maximum Credit of 7%)**

%  **MIIA Training**  
Attend a MIIA School Board Liability related onsite or web based seminar - Per topic-Less than 2 hrs. - .25%, 2-5 hrs. - .5%, over 5 hrs. - 1% - 3% max.

%  Attend a MIIA School Board Liability related webinar - .25% per webinar - 2% max.

%  MIIA Online Learning (LocalGovU) - .25% per eligible training topic - 2% max.  
Employees take School Board Liability related online course **related to job responsibilities** approved for MIIA Rewards credit.

%  **EAP Training**  
Attend member requested EAP training. Per topic- Less than 2 hrs. = .25%, 2-5 hrs. =.5% over 5 hrs. = 1% - 3% max.

%  Attend a MIIA approved EAP related webinar - .25% per webinar - 2% max.

%  **Member Directed Training** (Individualized training of an hour or more not conference based)  
Per topic-Less than 2 hrs. = .25%, 2-5 hrs. =.5% over 5 hrs. = 1% - 3% max.

- Conducting Discrimination and Harassment Investigations
- Cultural Diversity & Disability Awareness
- De-escalation
- Mental Health Awareness
- Non-Discriminatory Harassment Prevention
- Professional Conduct/Gossiping
- Public Records
- Schoolboard Liability/Best Practices/ Legal Updates
- Social Media Policies and Procedures
- Title 1X Training

%  Policy implementation (5/23/20 - 5/22/21) - .5% per policy- 3% max.  
Implement a new or significantly revised policy (revision must be no more than 1 year) or recently reviewed policy (need proof of distribution) **Only on the topics below:**

- Conducting Discrimination and Harassment Investigations
- Cultural Diversity
- De-escalation
- Disability Awareness
- Non Discriminatory Harassment \*
- Professional Conduct /Gossiping\*
- School Board Liability-Best Practices \*
- Social Media \*
- Title 1X

%  **Best Practices**

\* Resource available on MIIA website with login

\*\* Resource available on DLS website

\*\*\* Form available on MIIA website

**Town of Chilmark**

**Workers' Compensation 2021 Rewards (Maximum Credit 3%)**

Maximum Credit

% Earned % Available Activity Description

%  **Workers' Compensation 2021 Rewards (Maximum Credit 3%)**

%  **MIIA Training**  
Attend a MIIA Workers' Compensation related onsite or web based seminar - Per topic-Less than 2 hrs. - .25%, 2-5 hrs. - .5%, over 5 hrs. - 1% - 3% max.

**SEMINARS: 8683 back injury for dpw 62520 .25%; 8749 ehap 102020 .5%**

%  Attend a MIIA Workers' Compensation related webinar - .25% per webinar - 2% max.

**SEMINARS: 8679 occ health working from home**

%  MIIA Online Learning (LocalGov U) - .25% per eligible training topic - 2% max.  
Employees take an online Workers' Compensation related training course **related to job responsibilities** approved for MIIA Rewards credit.

%  **Member Directed Training** (Individualized training of an hour or more not conference based)  
Per topic-Less than 2 hrs. - .25%, 2-5 hrs. -.5% over 5 hrs. - 1% - 3% max.

- Accident Investigation /Job Hazard Analysis
- Aerial Lift / Bucket Truck
- Bloodborne Pathogens/OSHA 10/30
- Chainsaw/Chipper
- Competent Person: Excavation / Trenching
- Confined Space
- Electrical Hazard Awareness
- Muscular Skeletal /Slip/Trip & Fall
- Work Zone/Crossing Guard
- Workplace Violence

%  DPW Training Tailgate (1-10) annually. Utilize industry or MIIA safety training tailgates \* - .25% per tailgate - 1% max. Must include description of topics covered and sign in sheet.

**DPW**

- 1 September
- 10 June
- 2 October
- 3 November
- 4 December
- 5 January
- 6 February
- 7 March
- 8 April
- 9 May

%  School Training Tailgate (1-10) annually. Utilize industry or MIIA safety training tailgates \* - .25% per tailgate - 1% max. Must include description of topics covered and sign in sheet.

**Schools**

- 1 September
- 10 June
- 2 October
- 3 November
- 4 December
- 5 January
- 6 February
- 7 March
- 8 April
- 9 May

\* Resource available on MIIA website with login

\*\* Resource available on DLS website

\*\*\* Form available on MIIA website

**Town of Chilmark**

**Workers' Compensation 2021 Rewards (Maximum Credit 3%)**

**Maximum Credit**

% Earned	% Available	Activity Description
[ ] %	[ 1% ]	Implement a Risk Management Incident (Accident) Investigation Program through use of MIIA Accident Investigation Report form 1* or OSHA form * - .5% per report - 1% max. (Please reference OSHA Incident (Accident) Investigations: a Guide for Employers) *
[ ] %	[ 1% ]	Safety Risk Management Committee .25% per meeting (Worker's Compensation - primary) - 1% max.
[ ] %	[ 1% ]	Public Works or Regional School District Safety Committee. .25% per meeting (Worker's Compensation primary) - 1% max.
[ ] %	[ .5% ]	Job Hazard Analysis - .5% max.
[ ] %	[ 1% ]	<p>Implementation of Standard Operation Procedures (SOP) (available on DLS website) ** only on the following: - .25% per policy. 1% per dept.- 1% max. Must be newly implemented, revised or reviewed within FY21 year. Documentation required. Implementation of these SOPS are required by DLS to meet OSHA standards.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Aerial Lift / Bucket Truck</li> <li><input type="checkbox"/> Bloodborne Pathogens</li> <li><input type="checkbox"/> Emergency Action Plan</li> <li><input type="checkbox"/> Fire prevention Plan</li> <li><input type="checkbox"/> Hazard Communication</li> <li><input type="checkbox"/> Hearing Conservation</li> <li><input type="checkbox"/> Lockout Tagout</li> <li><input type="checkbox"/> Model Confined Space Entry Policies &amp; Procedures **</li> <li><input type="checkbox"/> Personal Protective Equipment Hazard Assessment</li> <li><input type="checkbox"/> Trench Daily Inspection Checklist **</li> </ul>
[ ] %	[ 1% ]	OSHA Risk Management Municipal Certification Program -1% max.
[ ] %	[ ]	<b>Best Practices</b>
[ ] %	[ 1% ]	Develop a Manual Materials Handling Program with limits for lifting, providing proper equipment and training.
[ ] %	[ 1% ]	Develop a Municipal/Location Specific Slips, Trips and Fall Plan
[ ] %	[ 1% ]	Ergonomics- Put a plan in place to address repetitive motion and awkward and static posture workplace injuries i.e. workstaton inspections, updated equipment

\* Resource available on MIIA website with login

\*\* Resource available on DLS website

\*\*\* Form available on MIIA website