

FY2011 Property Loss Management Premium Discount Program

Notice of Election Form

FY2011 Property Loss Management Insurance Premium Program Risk Management & Tort Defense Division Department of Administration

Purpose & General Provisions:

The Risk Management & Tort Defense Division (RMTD) offers a property insurance premium discount of 10% to state agencies and universities that establish and maintain a comprehensive and effective Property Loss Management Program. The discount shall be applied against the participant's budgeted property insurance premium in FY2012.

Requirements and Documentation:

Participants must complete the following to be eligible for a premium discount in FY2012:

- 1) Deputy Agency Director, Vice President, Institutional Director (or equivalent position) must sign and return this Notice of Election form to Aric Curtiss, RMTD, by **June 15, 2010**.
- 2) Convene a meeting by **October 1, 2010** involving, at a minimum, your: contact person for this program; RMTD Risk Management Committee Representative; head of facilities/maintenance, and; a high level manager (i.e. director, president, deputy director, vice president). Print your property claims activity report to be discussed at this meeting. Attendees must sign the final page of the report after discussing your claims activity. A plan to address the occurrence of claims should be developed at this meeting. In the program binder, submit the signed report including a plan of addressing the occurrence of claims. (Note: To obtain this report access State Agency Loss Reports through RMTD's website. Select Standard Reports; Property; and Property Claims.)
- 3) Submit the following written documentation to Aric Curtiss, RMTD, by **June 1, 2011**. Documentation should be organized in a binder to be provided by RMTD. Submitted materials are not returned, therefore, maintain supporting documentation. RMTD may verify participant documentation and compliance.
 - Schedule of preventative maintenance completed for key buildings during FY2011.
 - Checklists for self-inspections completed on key buildings during FY2011.
 - Policies and procedures for hot works; impairment testing of fire protection equipment; pre-fire emergency planning; and cold weather precautions in force during FY2011.
- 4) Submit blueprints, plans and specifications for renovations or new construction involving or affecting fire suppression systems. RMTD and/or the state's property loss consultants will review materials for system density design, and other concerns. Property loss management recommendations may be made with reasonable follow-up expected of the participant.
- 5) Submit written response to recommendations contained in Property Loss Management letters issued by RMTD and/or its consultants. Responses must indicate that a reasonable effort to comply with recommendations is made.

- Notice of Election -

_____ hereby elects to participate in RMTD's FY2011 Property
(Organization)
Loss Management Insurance Premium Discount Program.

Our contact person for this program is _____,
(Name) (E-mail)

(Authorized Signature) (Title) (Date)

Contact Aric Curtiss, RMTD at 444-3486 or Acurtiss@mt.gov with any questions or for additional information.

Each participant will be notified of its eligibility for the discount by July 1, 2011 as indicated below:

RMTD USE

Discount Approved Discount Disapproved

Comments:

Notice of Election Form
is available among your handouts
today...

...or, available at RMTD website
under the Insurance tab

...or, contact RMTD

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Program Changes for FY2011

➤ Notice of Election Form must be signed by a Deputy Agency Director, Vice President, Institutional Director (or equivalent position)

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(Organization)

Our contact person for this program is _____,

(Name) (E-mail)

_____ (Authorized Signature) _____ (Title) _____ (Date)

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Program Changes for FY2011

➤ Property claims activity over past 4-years must be reviewed by representatives by October 1

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Discount Approved Discount Disapproved

Comments:

FY2011 Property Loss Management Premium Discount Program

ENTITY	STATUS
Department of Administration entities	
- Dept of Administration	Not Elected
- Pub Employee Retirement Div	Not Elected
- Public Defenders Office	Not Elected
Department of Agriculture	Not Elected
Auditor's Office	Not Elected
Board of Public Education entities	
- Board of Public Education	Not Elected
- State Library	Not Elected
- Montana Arts Council	Not Elected
- School for the Deaf & Blind	Not Elected
Department of Commerce entities	
- Department of Commerce	Not Elected
- MT Heritage Commission	Not Elected
Department of Corrections entities	
- Dept of Corrections	Not Elected
- Board of Pardons	Not Elected
- State Prison	Not Elected
- Prison Industries	Not Elected
- MT Women's Prison	Not Elected
- Treasure State C.T.C.	Not Elected
- Riverside Correctional T.C.	Not Elected

ENTITY	STATUS
- Pine Hills Youth Correctional F	Not Elected
Dept of Environmental Quality	Not Elected
Dept of Fish Wildlife & Parks	Not Elected
Governor's Office entities	
- Legislative Branch	Not Elected
- Consumer Council	Not Elected
- Secretary of State	Not Elected
Montana Historical Society	Not Elected
Department of Justice entities	
- Department of Justice	Not Elected
- Board of Crime Control	Not Elected
Department of Labor & Industry	Not Elected
Department of Livestock	Not Elected
Department of Military Affairs	Not Elected
Dept of Natural Resources & Cons entities	
- Dept of Nat Resources & Cons	Not Elected
- Swan River Forest Camp	Not Elected
Dept of Pub Health & Human Services entities	
- Dept Public Health & Human S	Not Elected
- State Hospital	Not Elected
- Veterans Home C. Falls	Not Elected
- Mental Health Nursing Care	Not Elected

ENTITY	STATUS
- Eastern MT Veterans' Home	Not Elected
- MT Developmental Center	Not Elected
- MT Chem. Dep. Center	Not Elected
Office of Public Instruction	Not Elected
Public Service Commission	Not Elected
Department of Revenue	Not Elected
Supreme Court	Not Elected
State Fund	Not Elected
Department of Transportation	Not Elected
Commissioner of Higher Ed	Not Elected
U of M- Missoula	Not Elected
U of M- Western	Not Elected
MSU- Bozeman entities	
- MSU- Bozeman	Not Elected
- MSU Extension Services	Not Elected
- MSU Fire Services Training	Not Elected
- MSU Agricultural Exp Stations	Not Elected
MSU- Billings	Not Elected
MSU College of Tech- Gt Falls	Not Elected
UM Helena COT	Not Elected
MT Tech of the UM	Not Elected
MSU- Northern	Not Elected

As of 4/14/2010

FY2011 Property Loss Management Premium Discount Program

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Court	Not Elected
Transportation	Not Elected
Higher Ed	Not Elected
oula	Not Elected
ern	Not Elected
Man entities	
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Discount amounts will be available once FY2012 budgets are approved

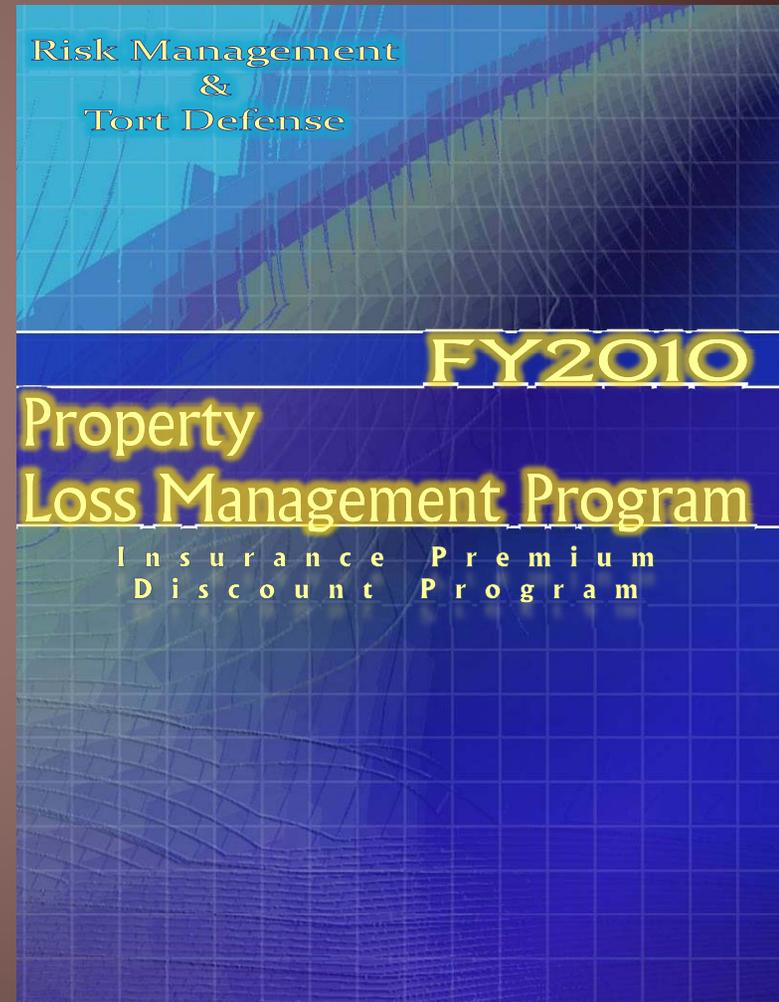
Discount = 10% FY2012 Commercial Property Insurance Premium

As of 4/14/2010

FY2010 Property Loss Management Premium Discount Program

FY2010 Program binders
are due back to RMTD by
June 1, 2010

Contact me to request assistance



Upcoming Major Property Loss Management Activities

➤ Infrared Thermographic Surveys

- We will be in the Kalispell and Columbia Falls areas the week of May 3-7 surveying select state owned buildings

➤ Property Inspections

- We will be inspecting select state owned buildings in the Helena, Toston , Belgrade and Bozeman areas the week of May 17-21

➤ Property Loss Management Program Reviews

- We will be reviewing submitted Program Binders June 1-15

➤ Familiarization Visits

- We will visit a selection of state owned buildings the week of June 21-25 with an RMTD contractor to conduct familiarization surveys