

Notice of Election Form

FY 2023 Property Loss Management Insurance Premium Discount 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 up to 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 FY 2024.

Requirements and Documentation:

Premium discount of up to 10% will be based on participant's completion of the following during FY 2023:

- 1) **By June 15, 2022**, a Deputy Director, Vice President, Institutional Director, or person of equivalent position must sign this Notice of Election form returning it to Aric Curtiss, RMTD, to initiate their agency's/university's voluntary election to participate in this program. The named contact will receive a Program Binder* by July 15, 2022.
- 2) **Prior to October 1, 2022**, assemble a panel to review your reported commercial property schedule. Upon review of this schedule this panel shall develop a strategic plan to ensure identifying property details are reported by January 15, 2023. Submit this plan to Aric Curtiss, RMTD, **by October 31, 2022**.
- 3) **By October 1, 2022**, assemble a panel and review your property claims activity report identifying trends and common factors. This panel shall develop a basic plan to address the occurrence of property claims incorporating property loss management strategies. Submit reviewed property claims activity report and basic plan to Aric Curtiss, RMTD, **by October 31, 2022**.
- 4) **By June 1, 2023**, submit the following written documentation to Aric Curtiss, RMTD. Documentation should be organized within your Program Binder provided by RMTD and be applicable to the program year FY 2023.
 - Schedule of preventative maintenance completed for key buildings.
 - Checklists for self-inspections completed on key buildings.
 - Policies and procedures for hot works; impairment testing of fire protection equipment; pre-fire emergency planning; and cold weather precautions in force.
- 5) Submit blueprints, plans, and specifications for renovations or new construction involving or affecting fire suppression systems within insured buildings.
- 6) Submit timely 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.

* *Reference Program Binder for additional details including required panel membership, directions to obtain property schedule and claims activity report, program evaluation criteria, and other important information.*

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

~ Notice of Election ~

_____ hereby elects to participate in RMTD's FY 2023 Property Loss Management Insurance Premium Discount Program.
(Organization)

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

_____ _____ _____
(Authorized Signature) (Printed Name) (Title)

Each participant will be notified of its eligibility for a discount by July 1, 2023 as indicated below:

RMTD USE

Discount Approved ____%
 Discount Disapproved

Comments: _____
