



# Property Loss Management

Insurance Premium Discount Program

Presentation Segment #1  
“Notice of Election”



RMTD is distributing the presentation you are viewing  
as part of a series  
to assist program participants to  
understand and meet the requirements of the  
Property Loss Management Program.

A brief presentation segment will be forwarded  
providing additional details of  
each program requirement.

Feel free to forward or share this program material.

Contact RMTD at any time  
for assistance with this program.



# Property Loss Management Program Requirements:

1. Complete a Notice of Election Form signifying desire to participate in this program
2. Review property claims activity
3. Submit schedules of preventative maintenance
4. Submit checklists for self-inspections
5. Submit policies and procedures for:
  - a. Hot works
  - b. Impairment testing of fire protection equipment
  - c. Pre-fire emergency planning
  - d. Cold weather precautions
6. Provide construction/renovation plans involving/affecting fire suppression systems
7. Provide written response to recommendations



## This Presentation Segment discusses the following Requirement:

1. Complete a Notice of Election Form signifying desire to participate in this program



- Program participants were to return signed Property Loss Management Program Notice of Election forms to RMTD by June 15.
- A specific form is used each year. Participants must provide a Notice of Election each year they wish to participate.
- The Notice of Election form outlines the program requirements.
- Participants designate a Program Contact Person.

**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

**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

*Participating Entity* \_\_\_\_\_ hereby elects to participate in RMTD's FY2011 Property

Our contact person for this program is Program Contact Person E-mail \_\_\_\_\_

\_\_\_\_\_  
(Authorized Signature) (Title) (Date)

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

	RMTD USE
<b>Comments:</b>   	<input type="checkbox"/> Discount Approved <input type="checkbox"/> Discount Disapproved

The form above is a sample and not for the current program year.

Notice of Election Form:

<http://rmtd.mt.gov/insurance/proplossmgmtdisc.asp>



If your entity has submitted a  
Notice of Election Form  
this requirement has been met.

**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.

<b>- Notice of Election -</b>			
<i>Participating Entity</i>			
<small>(Organization)</small>			
_____ hereby elects to participate in RMTD's FY2011 Property Loss Management Insurance Premium Discount Program.			
Our contact person for this program is <u>Program Contact Person</u>		E-mail _____	
<i>Authorized Signature</i>		<i>Title</i>	<i>Date</i>
<small>(Authorized Signature)</small>		<small>(Title)</small>	<small>(Date)</small>

Contact Aric Curtiss, RMTD at 444-3486 or [acurtiss@mt.gov](mailto: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:

<b>Comments:</b> _____ _____ _____	<b>RMTD USE</b> <input type="checkbox"/> Discount Approved <input type="checkbox"/> Discount Disapproved

The form above is a sample and not for the current program year.

Notice of Election Form:

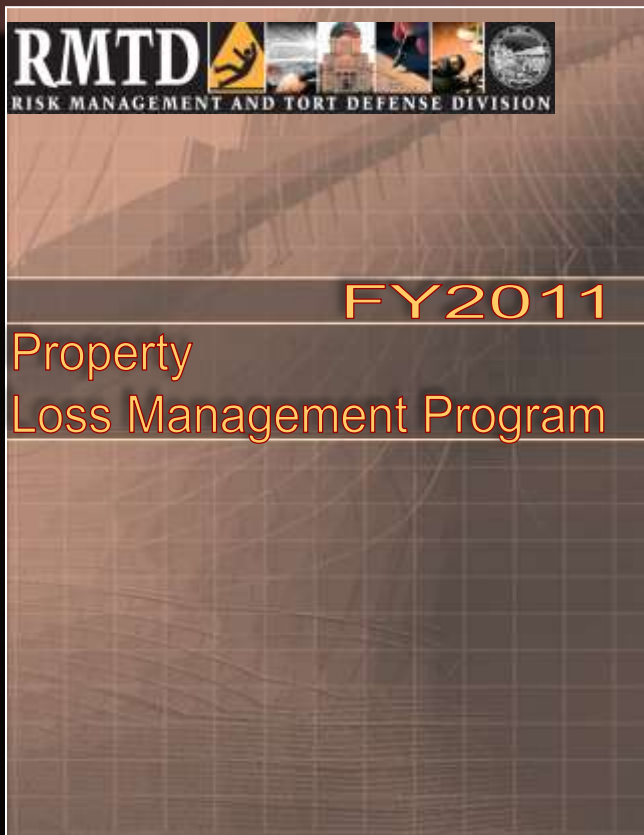
<http://rmtld.mt.gov/insurance/proplossmgmtdisc.asp>

If an entity has not yet elected to participate  
and now wishes to become a participant,  
contact RMTD  
as soon as possible.

You may contact RMTD to verify whether an  
entity is a participant.

Opportunity to participate continues.

The program deadline is June 1, of each  
program year.



The binder cover above is a sample and not for the current program year.

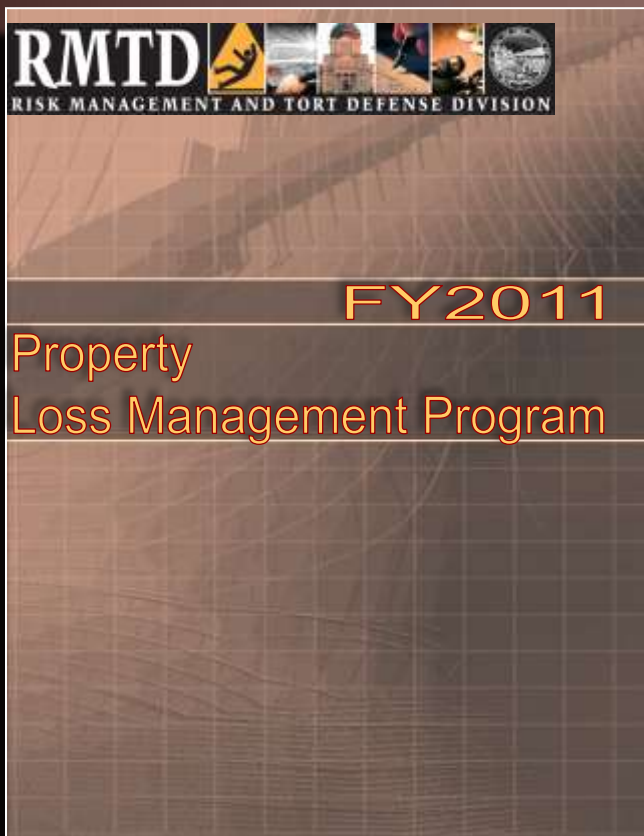
Each participants' Program Contact person will receive the entity's submission binder during September of the program year.

This binder provides additional information and is used for submitting materials to RMTD prior to the program deadline of June 1 of each program year.

NAVIGATION







The binder cover above is a sample and not for the current program year.

Entities should review  
all information provided  
within the binder  
upon receipt.

Binders must be returned to RMTD  
by June 1.

Begin  
compiling required documentation  
now!

NAVIGATION



For Assistance  
or with Questions  
Contact:

Aric Curtiss  
RMTD  
444-2421 / 444-3486  
[acurtiss@mt.gov](mailto:acurtiss@mt.gov)



# This concludes this Presentation.

Presentation segments discussing other program  
requirements will be forthcoming.

Contact RMTD at any time with questions or  
for assistance with your  
Property Loss Management Program.

NAVIGATION





# Property Loss Management

## Insurance Premium Discount Program

