

Notice of Election Form
FY 2016 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 2017.

Requirements and Documentation:

Premium discount of up to 10% will be based on participant's completion of the following during FY 2016:

- 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, 2015**. Participants will receive a Program Binder by July 15, 2015.
- 2) Review property claims activity and develop a plan to address the occurrence of property claims.
 - **By October 1, 2015**, assemble a panel to review your property claims activity report for the past four years identifying property loss management strategies to be enhanced through FY 2016 and beyond. Reference your Program Binder for required panel membership and instruction to obtain the required report.
 - Panel develops a basic plan to address the occurrence of property claims.
 - Panel members sign the reviewed report and plan, and submit both to Aric Curtiss, RMTD **by October 31, 2015**.
- 3) Submit the following written documentation to Aric Curtiss, RMTD, **by June 1, 2016**. Documentation should be organized within your Program Binder provided by RMTD.
 - Schedule of preventative maintenance completed for key buildings during FY 2016.
 - Checklists for self-inspections completed on key buildings during FY 2016.
 - Policies and procedures for hot works; impairment testing of fire protection equipment; pre-fire emergency planning; and cold weather precautions in force during FY 2016.
- 4) Submit blueprints, plans and specifications for renovations or new construction involving or affecting fire suppression systems within insured buildings.
- 5) 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.

~ Notice of Election ~		
<div style="text-align: center;">_____ hereby elects to participate in RMTD's FY 2016 Property (Organization) Loss Management Insurance Premium Discount Program.</div> <div style="margin-top: 10px;">Our contact person for this program is _____, _____ (Name) (E-mail)</div> <div style="margin-top: 10px;">_____ (Authorized Signature) (Title) (Date)</div>		

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

Each participant will be notified of its eligibility for a discount by July 1, 2016 as indicated below:

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