



MMA Risk Management Services

Town of Raymond
Proposal

# **Maine Municipal Association**

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# MAINE MUNICIPAL ASSOCIATION

Risk Management Services

60 Community Drive P.O. Box 9109 Augusta, Maine 04332-9109 **Telephone No.** (207) 626-5583 (800) 590-5583 Maine Only Fax No. (207) 626-0513

January 12, 2017

Town of Raymond Don Willard, Town Manager 401 Webbs Mills Road Raymond, Maine 04071

Dear Don,

Thank you for the opportunity to provide a quotation for the Town of Raymond's property and casualty coverage. Our proposal package includes the quotation and information about Risk Management Services. Please note that the quotation is valid for a period of 30 days and is contingent upon the Town obtaining membership in the Maine Municipal Association prior to the coverage being bound.

The Property & Casualty Pool is Member owned and managed, providing superior risk management service to Maine public entities and the people that serve them. The Pool is a partnership of Maine communities that banded together to establish a self-insurance pool and provide stability of rates for 30 years. As a result of our focus we have crafted specialized comprehensive coverage designed for Maine communities which takes full advantage of the protections and immunities provided to by the Maine Tort Claims Act.

Ownership also pays dividends. The Property & Casualty Pool paid dividends of \$549,913 to members of the Pool in 2016. Please note that three years of consecutive participation within the Property & Casualty Pool is required in order to be eligible for future dividend distribution. Dividends are not guaranteed from year to year and their award depends not only on the claims experience of the individual member but also on the overall claims experience of the Pool. The Board of Directors votes every year on payment of dividends.

The Property & Casualty Pool currently provides risk management services to approximately 80% of Maine Municipalities. I have included a listing of the current members of the Property & Casualty Pool and we encourage prospective participants to contact any member to request comments regarding the quality of coverage and service provided by MMA Risk Management Services. We take great pride in the fact that municipal risk management is what we do and all we do.

Our Members have the ability to be active participants on our Boards and directly influence the coverage and services offered. As a result, our coverage is carefully crafted by and for our member municipalities to include specialized features such as:

#### **COVERAGE HIGHLIGHTS**

- Liability limits of \$2,000,000 combined single limit for causes of action outside of the Maine Tort Claims Act or \$400,000 combined single limit for causes of action under the Maine Tort Claims Act. The applicability of more than one line of coverage (general liability, automobile liability or law enforcement liability) per occurrence shall not increase the total limit of liability. MMA has no annual aggregate limit and no aggregate limit per location.
- Bonding/Faithful Performance of Duties coverage with a limit of \$250,000. The MMA Property & Casualty Pool also includes Bond coverage for all of the statutorily required positions of the municipality.

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- Coverage for Flood and Earthquake with the same deductible as the elected property deductible. The Pool offers coverage for all risks of direct physical loss or damage subject to exclusions listed in the Coverage Certificate. Flood coverage, a \$101,000,000 per occurrence and annual aggregate limit applies for the entire Pool, except for properties located in Special Flood Hazard Areas including Flood Zones A, AO, AE, AH, A1-30, A99, AR, V, VE and V1-30 where a \$51,000,000 sublimit per occurrence and annual aggregate limit applies for the entire Pool.
- No charge is made for endorsements made during the coverage term unless property in excess of \$1,000,000 in value is added or there is a significant or unusual change in the liability exposures.
- Forest Fire Protection: This Extension covers costs paid or to be paid by the member for controlling, extinguishing and suppressing forest fires, as required under 12 M.R.S.A. § 9204, subject to all terms, conditions and exclusions of Section II Agreement A and those additional terms, definitions, conditions and exclusions that appear in this Extension. Subject to a \$50,000 limit for each forest fire not more than the costs you are required to pay under 12 M.R.S.A. § 9204.
- Cyber Liability included \$1,000,000 limit per wrongful act, Data Breach Expenses \$50,000 aggregate limit and a \$1,000,000 Aggregate limit per member. \$1,000 minimum Deductible applies.
- The Coverage Document also includes Property (Blanket Buildings and Blanket Personal Property with a signed Statement of Values form), Inland Marine, Mobile Equipment, Public Officials and Employment Practices Liability (with a Retro date of 07/01/2008), Ambulance/Nurse Malpractice, Automobile Liability and Physical Damage, and Equipment Breakdown. Please note that we are unable to provide coverage for the 2003 Ambar watercraft due to the size of the vessel. Therefore, we would recommend that you maintain your current coverage on this vessel.
- The MMA Property & Casualty Pool provides automatic coverage of 180 days for newly acquired or constructed property under \$1,000,000 property value.

#### **SERVICES**

The Staff of Risk Management Services is committed to supporting the Town of Raymond in its effort to reduce losses through effective risk management practices and to providing professional risk management services. Experienced underwriting staff handle all member transactions related to new business, renewal of coverage, changes to member property schedules, changes in liability exposures and coverage questions. Your assigned Underwriting staff includes Susan Caston Senior Underwriter and Marcus Ballou Member Services Supervisor. Susan and Marcus will assist the Town with coverage updates analysis of liability exposures and to answer coverage questions. Specialty services includes:

- No charge is made for endorsements made during the coverage term unless property in excess of \$1,000,000 in value is added or there is a significant or unusual change in the liability exposures.
- Public Officials and Employment Practices Liability is provided on an occurrence rather than a claims-made form.
- There is no annual General Liability aggregate limit.

- Each member is assigned an underwriting contact to work with the member on an ongoing basis.
- Underwriting staff meets with members on-site at their convenience, including evening meetings.
- Application assistance and coverage reviews.

Risk Management Services Loss Control Consultants provide all loss prevention services for our members. **John Waterbury**, Senior Loss Control Consultant is currently assigned to assist the Town with the identification, analysis, control and avoidance of exposures. Loss Control assistance is always available and includes:

- At no additional charge, John visits your properties to gather underwriting information, assess listed values and offer recommendations to minimize loss exposures.
- On-site and regional training in specialty topics is available.
- As a participant of the P&C Pool, the Town is eligible to use website based loss control tools, including online safety and human resource training. The online training supplements live training at your worksite which is also available (at no cost). Our Loss Control website can be visited using the following link: <a href="https://www.memun.org/RMS/LC/default.htm">www.memun.org/RMS/LC/default.htm</a>

MMA Risk Management Services provides all Claims Management services from our local office in Augusta. We truly understand municipal risks, the Maine Tort Claims Act and the statutes which impact municipal liability. Your assigned Claims Management staff members are Colette Robbins Senior Claims Representative; Debra Marquis, Claims Technician. These dedicated professionals will assist the Town by providing:

- Expert claims staff that analyzes, interprets, and utilizes the provisions of the Maine Tort Claims Act for the benefit of your town.
- On-line claim reporting allows a prompt response by claims staff.
- Active claim management is practiced.
- Regular on-site claims reviews and on-going claim communication.

Thank you for providing MMA's Risk Management Services the opportunity to present the Town of Raymond with a proposal. If you have any further questions regarding the quotations, the coverage, or the services offered, please contact me at 1-800-590-5583, extension 2244.

Sincerely,

Marcus J. Ballou

Member Services Supervisor

Risk Management Services



PROPOSAL FOR:

City of Raymond

Date: 01/12/2017

Provided by: Marcus Ballou, Member Services Supervisor

Quotation is valid for 30 days

TOTAL \$:

\$54,906

Coverages	<u>Limits</u>	<u>Deductible</u>	Contributions
Property	\$5,437,294	\$10,000	INCLUDED
Mobile Equipment	\$959,644	\$250	INCLUDED
EDP (Computers)	\$213,000	\$1,000	INCLUDED
Equipment Breakdown	\$5,437,294	\$1,000	INCLUDED
Crime (includes all employees)	\$250,000	\$1,000	INCLUDED
General Liability	*\$2,000,000	\$0	INCLUDED
Auto Liability - "Non-owned & Hired Auto"	*\$2,000,000	\$0	INCLUDED
Auto Physical Damage - Comprehensive - Collision	ACV	\$250/\$1000	INCLUDED
Ambulance Malpractice	*\$2,000,000	\$1,000	INCLUDED
Public Officials & Employment Practices Liability	**\$2,000,000	\$5,000	INCLUDED
Included Coverages			
Accounts Receivable	\$100,000	\$10,000	INCLUDED
Valuable Papers	\$100,000	\$10,000	INCLUDED
Extra Expense	\$100,000	\$10,000	INCLUDED
Loss of Rents	\$100,000	\$10,000	INCLUDED
Transit	\$100,000	\$10,000	INCLUDED
Fine Arts	\$50,000	\$10,000	INCLUDED
Flood	***Pool Limit \$101,000,000	\$10,000	INCLUDED
Earthquake	Pool Limit \$101,000,000	\$10,000	INCLUDED
Cyber Liability	****\$1,000000	\$1,000	INCLUDED
Forest Fire Suppression	\$50,000	\$500	INCLUDED
Deductible Reimbursement	\$1,000		INCLUDED

<sup>\*</sup>The Pool Liability limits are \$2,000,000 combined single limit for causes of action outside of the Maine Tort Claims Act or \$400,000 combined single limit for causes of action under the Maine Tort Claims Act. The absolute limit for any combination of the above causes of action is \$2,000,000 per occurrence.

<sup>\*\*\$2,000,000</sup> each Wrongful Act / \$4,000,000 Annual Aggregate.

<sup>\*\*\*</sup>Flood Limit \$101,000,000. Special Flood Hazard Areas: Flood Zones A, AO, AE, AH, A1-30, A99, AR, V, VE and V1-30 are \$51,000,000.

<sup>\*\*\*\*</sup> Cyber Liability Coverage A(1) \$1,000,000 Aggregate, Data Breach Expenses Coverage A(2) \$50,000 Aggregate, Claims Made Coverage.



# MAINE PEOPLE WORKING FOR MAINE COMMUNITIES

# Membership is the difference

#### **ADVANTAGES:**

- A Partnership of Maine Communities grouping together to fund a self-insurance pool
- · Public Entity risk management is what we do and all we do
- Specialized comprehensive coverage designed for Maine Communities
- Coverage crafted to take full advantage of the protections and immunities provided to cities, towns, schools, water and sewer districts
- Providing rate stability for over 25 years

#### Marketing/Underwriting:

- On-site visits at your convenience
- Direct access to your underwriter to answer coverage questions
- New and renewal application assistance
- Itemized breakdowns of contributions available for each line of business

#### **Claims Management:**

- We understand the Maine Tort Claims Act and the immunities it provides
- Online, fax or paper claims reporting
- Direct access to your assigned Claims Handler
- Claims review meetings are encouraged and available at your request/location

#### **Loss Control:**

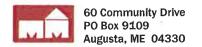
- Experienced, designated Loss Control Consultants
- MMA staff provides all services with no additional fees.
- Partnering with you to provide inspections, program and property evaluations, training
  and consultation, specific to municipal exposures that prevent injuries and accidents and
  help you control your costs

#### **Special Coverages Available:**

- Personal Automobile Deductible Reimbursement for employees
- Volunteer Accident Insurance
- Tenant Users Liability Insurance
- Volunteer Firefighter Blanket Accident Coverage
- Road Salt Contamination Coverage

For More Information Contact: Phone: (800) 590-5583

Marcus Ballou Email: mballou@memun.org | Judy Doore Email: jdoore@memun.org



# **Maine Municipal Association**

# **Risk Management Services**

## Staff Directory

Phone:

(800) 590-5583

(207) 626-5583

(207) 626-0513 RMS Fax: **Claims Fax:** (207) 624-0112

**UW Fax:** 

(207) 624-0130

LC Fax:

(207) 624-0127

After Hours/Weekends/Emergency # (207) 624-0182 (207) 624-0183

<u>Department</u>	Name	<u>Position</u>	<u>Ext. #</u>	<u>Email</u>
Administration	Pat Kablitz	Director	2245	pkablitz@memun.org
	Tracy Moody	Data Systems Coordinator	2246	trmoody@memun.org
Underwriting	Michelle Pelletier	Underwriting Manager	2236	mpelletier@memun.org
	Marcus Ballou	Member Services Supervisor	2244	mballou@memun.org
	Judy Doore	Member Services Rep	2255	jdoore@memun.org
	Susan Caston	Senior Underwriter	2242	scaston@memun.org
	Corina Steeves	Associate Underwriter	2235	csteeves@memun.org
	Kerry Lewis	Underwriter	2239	klewis@memun.org
	Nicole Turcotte	Underwriting Technician	2231	nturcotte@memun.org
	Karen Worster	Underwriting Assistant	2306	kworster@memun.org
	Denise Kolreg	UC Coordinator	2237	dkolreg@memun.org
N E k	Ann Willette	Claims Manager	2252	awillette@memun.org
	Melissa Carver	Workflow Supervisor	2381	mcarver@memun.org
	Diane Pelletier	Claims Support Technician	2269	dpelletier@memun.org
	Kathy Chadwick	Claims Support Technician	2267	kchadwick@memun.org
	Danielle Mann	Claims Support Technician	2287	dmann@memun.org
P&C Claims	Christopher McCaul	ey P&C Assistant Claims Manager	2272	cmccauley@memun.org
	Peter Tanous	Senior Claims Representative	2254	ptanous@memun.org
	Colette Robbins	Senior Claims Representative	2251	crobbins@memun.org
	Randa Veilleux	Senior Claims Representative	2256	rveilleux@memun.org
	Debra Marquis	P&C Claims Representative	2279	dmarquis@memun.org
WC Claims	Tracey Gould	WC Assistant Claims Manager	2248	tgould@memun.org
	Mathew Pitcher	WC Claims Supervisor	2302	mpitcher@memun.org
	Tammy Moody	Senior Claims Representative	2301	tmoody@memun.org
	Kim French	Claims Representative	2273	kfrench@memun.org
	Denise LaPointe	Claims Representative	2268	dlapointe@memun.org
	Ben Grant	Claims Representative	2271	bgrant@memun.org
	Michelle Emery	WC Claims Technician II	2250	memery@memun.org
	Tricia Simpson	WC Claims Technician II	2372	tsimpson@memun.org
	Jennifer Gomez	WC Claims Technician WC Claims Technician	2234	jgomez@memun.org
	Sherry Gaudet	Nurse Case Manager	2368	sgaudet@memun.org
		en e	2220	dvickery@memun.org
Loss Control	Don Vickery	LC Manager	2238	aschneider@memun.org
	Ann Schneider	LC Supervisor	2241	jwaterbury@memun.org
	John Waterbury	Senior LC Consultant	2379	rthomas@memun.org
	Bob Thomas	Senior LC Consultant	2243	
	Lance Lemieux	Senior LC Consultant	2249	llemieux@memun.org dwhittier@memun.org
	Dan Whittier	LC Consultant	2247	jennette.holt@memun.org
	Jennette Holt	LC Technician	2240	Jennette.nort@memun.org



## MAINE MUNICIPAL ASSOCIATION **Property & Casualty Pool Membership**

Current Members (462) as of 01/12/2017

Town of Abbot Acadia Disposal District Town of Acton Town of Addison Town of Albion Town of Alexander Town of Alfred Alfred Water District Town of Alna Town of Alton Town of Amherst Town of Anson Anson Madison Starks **Emergency Services Inc** Town of Appleton Aroostook Valley Solid Waste Disposal Town of Arrowsic Town of Ashland Ashland Water & Sewer District own of Atkinson City of Auburn Auburn Housing Authority Auburn Residential Development Corporation Auburn Sewerage District Auburn Water District City of Augusta Town of Aurora Town of Baileyville Bangor Water District Town of Bar Harbor **Baring Plantation** City of Bath Bath Water District Bayville Village Corporation Town of Beals Town of Beaver Cove Town of Beddington City of Belfast Belfast Water District

Town of Berwick Berwick Sewer District Town of Bethel Town of Bingham Town of Blaine Town of Boothbay Town of Boothbay Harbor Boothbay Harbor Sewer District Boothbay Region Refuse Disposal District Boothbay Region Water District Town of Bowdoin Town of Bowdoinham Bowdoinham Water District Town of Cherryfield Town of Bowerbank Town of Bradford Town of Bradley Town of Bremen City of Brewer Town of Bridgewater **Brighton Plantation** Town of Bristol Bristol/South Bristol **Transfer Facility** Town of Brooks Town of Brownville Town of Brunswick Brunswick and Topsham Water District Brunswick Development Corporation Brunswick Sewer District Town of Bucksport Town of Burlington Town of Burnham Town of Buxton Town of Byron Town of Cambridge Town of Camden Town of Cape Elizabeth Town of Caratunk City of Caribou Caribou Utilities District

Town of Carmel

Carrabassett Valley Sanitary District Carroll Plantation Town of Carthage Cary Plantation Town of Casco Town of Castine Central Penobscot Solid Town of Charleston Town of Charlotte Charlotte School Department Town of Chebeague Island Town of Chelsea Town of Chester Town of Chesterville Town of Clifton Town of Clinton Coastal Recycling Corporation Town of Columbia Town of Columbia Falls Town of Cooper Coplin Plantation Town of Corinna Town of Corinth Town of Crawford Town of Crystal Town of Cushing Town of Cutler Cyr Plantation **Dallas Plantation** Town of Damariscotta Town of Dayton Town of Deblois Town of Dedham Town of Dennysville Town of Detroit Town of Dexter Town of Dixmont Town of Dresden Drew Plantation Town of Durham Town of East Machias

Town of Eastbrook Town of Easton City of Eastport Town of Eddington Town of Edgecomb Town of Eliot City of Ellsworth Town of Embden Epping Volunteer Fire District Town of Etna Town of Eustis Town of Exeter Town of Fairfield Town of Falmouth Town of Farmingdale Town of Fayette Town of Frankfort Town of Franklin Town of Freedom Town of Freeport Freeport Sewer District Town of Frenchboro Town of Frenchville Town of Friendship Town of Fryeburg Garfield Plantation Town of Garland Town of Glenburn Glenwood Plantation Town of Gorham Gorham Economic Development Corporation Town of Gouldsboro Town of Grand Isle Grand Lake Stream Plantation Town of Gray Town of Great Pond Great Salt Bay Sanitary & Water District Town of Greenbush Town of Greenville Town of Guilford Guilford-Sangerville Sanitary District

'own of Belgrade

Town of Belmont

Town of Benton



# MAINE MUNICIPAL ASSOCIATION Property & Casualty Pool Membership

Current Members (462) as of 01/12/2017

Guilford-Sangerville Water District City of Hallowell Town of Hamlin Town of Hammond Town of Hampden Hampden Water District Town of Hancock Hancock County Planning Commission Town of Hanover Town of Harmony Town of Harrison Harrison Water District Town of Hartford Town of Hartland Town of Havnesville Town of Hermon Town of Hersey Town of Hiram Holbrook Joint Recreation own of Holden Town of Hollis Town of Hope Town of Howland Town of Hudson Town of Island Falls Town of Islesboro Town of Jackman Town of Jackson Town of Jay Town of Jefferson Town of Jonesboro Town of Kenduskeag Kennebec Regional Development Kennebec Sanitary Treatment District Kennebec Valley Reg. Waste Corp Kennebec Water District Kingsbury Plantation Town of Kittery Littery Water District Town of Knox Lake George Corporation

Town of Lakeville Town of Lamoine Town of Leeds Town of Levant City of Lewiston Town of Liberty Town of Limestone Limestone Water & Sewer District Town of Limington Town of Lincoln Lincoln Plantation Lincoln Sanitary District Lincoln Water District Town of Lincolnville Town of Linneus Town of Litchfield Town of Livermore Town of Livermore Falls Town of Lowell Lower Kennebec Regional School Unit 1 Town of Lubec Lucerne-in-Maine Village Corporation Town of Ludlow Town of Lyman Town of Machias Town of Machiasport Town of Madison Magalloway Plantation Town of Manchester Manchester Sanitary District Town of Mariaville Marion Transfer Station Inc Town of Mars Hill Mars Hill Utility District Matinicus Isle Plantation Town of Mattawamkeag Town of Maxfield Town of Mechanic Falls Mechanic Falls Sanitary District Town of Meddybemps

Town of Medford

Town of Merrill Mid Coast Solid Waste Corporation Mid-Coast Regional Planning Commission Mid-Maine Solid Waste Association Inc Town of Milbridge Town of Milford Town of Minot Monhegan Plantation Monhegan Plantation Power District Town of Monmouth Town of Monroe Town of Monson Monson Utilities District Town of Montville Town of Moose River Moro Plantation Town of Mount Chase Town of Mount Desert Mount Desert Water District Town of Mount Vernon Museum at Portland Head Light Nashville Plantation Town of New Canada Town of New Gloucester Town of New Limerick Town of New Portland Town of New Sharon Town of New Sweden Town of Newburgh Town of Newcastle Town of Newfield Town of Newry Town of Nobleboro Town of Norridgewock Town of North Berwick Town of North Haven Town of North Yarmouth Northern Katahdin Valley Waste Disp.

Northern Oxford Regional Ambulance Town of Northfield Town of Northport Northport Village Corporation Town of Oakland City of Old Town Town of Orient Town of Orland Town of Orono Orono-Veazie Water District Town of Orrington Town of Otis Town of Otisfield Town of Owls Head Owls Head, So.Thomaston & Thomaston SW Oxbow Plantation Town of Palermo Town of Palmyra Town of Paris Town of Parkman Town of Passadumkeag Passamaquoddy Water District Town of Pembroke Pembroke School Department Town of Penobscot Penguis Solid Waste Corporation Town of Perry Town of Phillips Town of Phippsburg Town of Pittston Pleasant River Ambulance Pleasant River Solid Waste Disposal Town of Poland Town of Portage Lake City of Portland Town of Pownal

City of Presque Isle



## MAINE MUNICIPAL ASSOCIATION **Property & Casualty Pool Membership**

Current Members (462) as of 01/12/2017

Presque Isle Industrial Council Town of Princeton Princeton Water District Town of Prospect Town of Randolph Town of Rangeley Rangeley Water District Town of Readfield Reed Plantation Town of Richmond Richmond Utilities District Town of Ripley Town of Robbinston Town of Rockport Town of Rome Town of Roque Bluffs RSU 78 - Rangeley Lakes Regional School Rumford Water District Town of Sabattus Jabattus Sanitary District Town of Saint Agatha Town of Saint Albans Town of Saint Francis Town of Saint George Saint John Plantation City of Sanford Sanford Sewerage District Sanford Water District Sanford-Springvale Dev. Town of Sangerville Town of Scarborough Scarborough Economic Dev. Tenants Harbor Water Corp. Town of Searsport Searsport Water District Town of Sebec Seboeis Plantation Town of Sedgwick Town of Shapleigh Town of Sherman lown of Shirley Town of Sidney Town of Smithfield

Town of Smyrna Town of Solon Solon Water District Town of Somerville Town of Sorrento Town of South Berwick South Berwick Sewer District South Berwick Water District Town of South Bristol City of South Portland Town of South Thomaston Town of Southport Town of Southwest Harbor Southwest Harbor Water/Sewer Dist. Town of Springfield Town of Stacyville Town of Standish Town of Starks Town of Stetson Town of Steuben Town of Stockholm Town of Stockton Springs Town of Stoneham Town of Stonington Stonington Water Company Town of Stow Town of Sullivan Town of Surry Town of Swanville Town of Sweden Town of Temple District The Forks Plantation Town of Thomaston Town of Topsfield Town of Topsham Town of Tremont Town of Trenton Tri-Community Recycling and Sanitary Landfill Tri-County Solid Waste Management

Town of Turner Town of Union Town of Unity Valley Recycling Facility Van Buren Housing Authority Town of Vanceboro Town of Vassalboro Town of Veazie Veazie Sewer District Town of Verona Island Town of Vinalhaven Town of Waldo Town of Waldoboro Waldoboro Utility District Town of Wales Town of Wallagrass Town of Warren Warren Sanitary District Town of Washington Washington County **Emergency Medical** Services Town of Waterboro City of Waterville Town of Wayne Webster Plantation Town of Weld Town of Wellington Wells Emergency Medical Services Town of Wesley Town of West Bath West Forks Plantation Town of West Gardiner Town of West Paris Town of Westfield Town of Westmanland Town of Weston Town of Westport Island Town of Whitefield Town of Whiting

Windham Economic **Development Corporation** Town of Windsor Town of Winn Town of Winslow Town of Winter Harbor Winter Harbor Utilities District Town of Winterport Town of Winthrop Town of Wiscasset Wiscasset Water District Town of Woodland Town of Woodville Town of Woolwich Town of Yarmouth Yarmouth Water District Town of York York Sewer District York Water District

Town of Whitneyville

Town of Willimantic

Town of Windham