



October 21, 2010

MEMORANDUM FOR:

**JPA Liaisons
JPA Safety Officers/Contact People
Servicing Agents**

SUBJECT: Damage or Loss of Your District's Property

A district staff member inquired if there is a form to report damage or loss to a district's property and Erik Knak, the JPA's Third Party Administrator (TPA) has provided the attached. As you may recall, the member deductible is \$1,000 per occurrence.

If you have any questions, please contact me.

Henry Brock
Risk Manager