

Setting Us Apart

Issues faced when running cities are on the rise and becoming more complex and legally challenging. Often times, those tough issues take away from the mission of the cities.

Our program is designed to provide technical assistance from the **onset** of the issue and assist your administrators, elected officials, and department heads as they work through these difficult issues.

A notable benefit of this program is the opportunity for you to communicate with **experienced professionals** that can offer a calm voice of reassurance and direction.

An Experienced Team

Assistance with your issue will come from experienced professionals who have been in your position. This includes former administrators, practicing litigation attorneys, former law enforcement professionals, fire safety and human resource specialists.

Jennifer D. Homer, Director/Attorney

Jenny Gunderson, Assistant

P.J. DeBenedetti, Consultant

Alan Key, Investigator/Consultant

Larry MacGuffie, Consultant

Tom Pickett, Consultant

Bill Wiester, Investigator/Consultant

Jerry Moberg, Attorney

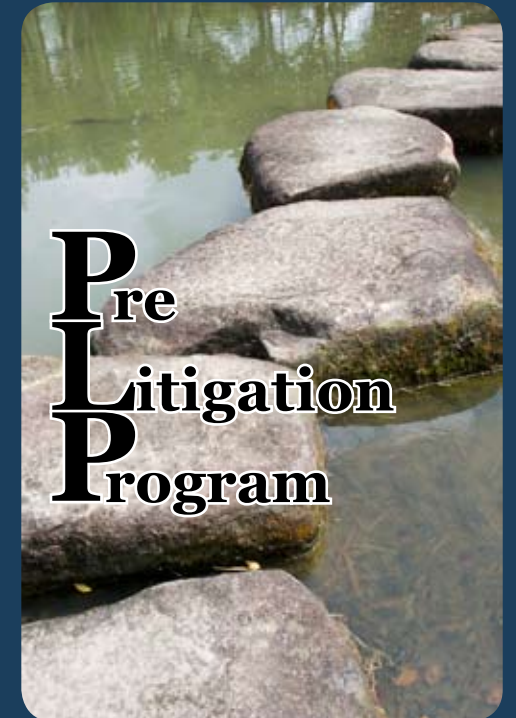
Providing **Solutions**
for Today **and Tomorrow**

Canfield & Associates,
as the administrators of your pool,
provides these and many other
services to help you save money and
focus on the city and it's people!

Pick up the phone
and call us today!

Jenny Gunderson, PLP Assistant
888.720.2704 ext. 224

jgunderson@canfield-associates.com



Since the inception of the Pre Litigation Program, only 3% of the issues we have assisted agencies with have turned into claims.

Canfield & Associates



**Third Party
Administrators**
Property and Casualty Insurance Programs

451 Diamond Drive
Ephrata, WA 98823
509.754.2356
888.720.2704
Fax: 509.754.3406



Cities Insurance Association of Washington

Working together to choose a path with positive results



Consulting Services

Third-party review and one-on-one assistance at the onset and throughout any issues related to the operation of cities, including, but not limited to:

- Access to attorneys with extensive experience in defending cities within our programs.
- Professional analysis of personnel manuals, policies and procedures, evaluation process and forms, and labor contracts.
- Provide assistance in conducting investigations involving allegations of employee misconduct and other employment law and policy violations.
- Provide assistance on any personnel issue by offering recommendations to the employer through the evaluation, discipline, or termination process.
- Provide sample letters, policies, contracts, etc., based on issues we have dealt with.

Financial Assistance

If the city has worked with the Pre Litigation staff at Canfield & Associates from the onset of an issue, they may qualify for financial assistance through the Pre Litigation Program.

Match up to 50% of the entity's expenses relative to the issue, up to \$10,000 per issue (\$5,000 from the program, \$5,000 from the city).

Once the financial assistance is initiated, case strategy and settlement options will be a team effort determined by the city and the program administrator, with advice from the mutually selected legal counsel.

If a matter progresses to litigation, defense will be funded by the insurance program to limits and subject to the terms and conditions of the policy. Defense will be vigorous, unless liability is clear, and then we will take every action to settle the claim satisfactorily to all parties.

Taking the Right Steps

- Utilize Risk Management services, which include Account Education and Loss Control.
- Meet with Pre Litigation Program consultant and review at the onset of the issue.
- Review policies and supporting documents relative to the issue.
- Review detailed outline of the city's actions, to date.
- Review procedures and legal requirements with a Pre Litigation consultant.
- Work jointly with the city's attorney to develop a plan of action to resolve the issue.



This list is not exhaustive.
If in doubt, call.
We want to help.