

TECHNICAL PAPER SERIES

Municipal Insurance Coverage Annual Review

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NEW YORK STATE TUG HILL COMMISSION

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The Tug Hill Commission Technical and Issue Paper Series are designed to help local officials and citizens in the Tug Hill region and other rural parts of New York State. The Technical Paper Series provides guidance on procedures based on questions frequently received by the Commission. The Issue Paper Series provides background on key issues facing the region without taking advocacy positions. Other papers in each series are available from the Tug Hill Commission. Please call us or visit our website for more information.



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Municipal Insurance Coverage Annual Review

Introduction

It is recommended to review municipal insurance coverages annually to assess changes in your municipality's risk tolerance, to manage claims, and to anticipate future risk exposure. Municipal insurance is renewed annually, coinciding with the calendar year. Beginning the conversation with your insurance agent at least 60-90 days prior to renewal will allow enough time for both you and your agent to carefully review coverage and put in place any desired changes. However, changes can be made throughout the year as needed.

Coverage Offered

A multitude of municipal insurance policy options can be purchased. Below is a list of some of the coverages offered:

- Property
- General liability
- Auto
- Equipment breakdown
- Crime
- Inland marine
- Public officials & management liability
- Employment practices liability
- Employee benefits Liability
- Cyber liability & data compromise
- Cyber extortion
- Privacy crisis management expense
- Excess liability
- Occupational & business travel
- Worker's compensation
- Dams
- Fraudulent impersonation
- Jails
- Highway garage & public works buildings
- Recreational activities
- Recycling, transfer station, landfill
- Unmanned aerial systems (UAS)
- Law enforcement activity liability

Carriers

There are few insurance carriers that specialize in municipal insurance in New York State. They include, but are not limited to, [Glatfelter Public Entity](#), New York Municipal Insurance Reciprocal ([NYMIR](#)), [Selective](#), and [Trident](#). Each carrier has its own distinct, yet similar application or questionnaire used to evaluate a municipality's exposure to risk. Set aside more time for transitioning to a new carrier as new policy applications may take longer to process. The same questionnaire can be used to review changes in your

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municipal risk management from year to year. Ask your agent to schedule a time to review these changes with you, not only to be covered for the following year, but also to pay for only the most up-to-date list of desired insurable assets and situations.

Annual Review Preparation

The following is a short checklist that can be used to prepare for meeting with your agent. It is not exhaustive but will give you an idea of how much time to set aside to collect the information and who to assign the tasks to. Ideally, preparing for and meeting with your agent will include whoever has the most institutional knowledge of your locality. For reference, NYMIR's Annual Renewal Application and New Business Application are [linked here](#), which include a comprehensive list of ways in which your municipality may be exposed to risk, or go to www.NYMIR.org for more information, including training opportunities on a number of related topics.

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Municipal Insurance Annual Review Checklist

		Yes	No	Unknown
1	Do you have your current insurance program's list of coverages, limits, deductibles, and premiums in front of you?			
2	Does the list of insured properties reviewed include all municipal property?			
3	Are values for each structure or item insured adequate in the event of damage to the structure?			
4	If a municipal structure was constructed, purchased, or donated during the policy year, was the property schedule updated?			
5	If a municipal structure has been renovated, has the insured value been updated on the property schedule?			
6	Has the contents value changed in a specific location, including items purchased or disposed of? If so, has the value on the property schedule been updated to reflect the change?			
7	Is your municipality planning a major capital expenditure for the coming year?			
8	Has the municipality paid off or disposed of any major capital asset during the past year?			
9	Have parks and their associated equipment, fences, and lighting systems been considered for insurance coverage?			
10	Has the municipality passed a local law allowing ATV and/or snowmobile use on the municipality's public streets and roads?			
11	Does your municipality provide employees or equipment to any other local governments?			
12	Does your municipality cooperate in any joint activities with other municipalities-i.e., mutual assistance agreements, construction or maintenance projects, police, or fire protection, etc.?			
13	Does your municipality plan any new activities or new operations for the coming year?			
14	Have there been any unreported legal actions brought against the municipality during the past year?			