



**MEMORANDUM FOR: JPA Liaisons**

**Contact People/ Safety Officers**

**Servicing Agents**

  

**SUBJECT: Insurance Information for Staff**

Attached is information that will be very helpful for your staff in understanding the importance of appropriate decision making and its relationship to insurance.

The first attachment is a two page flyer designed to be emailed to employees and the next two attachments contain the same information in the form of a tri-fold brochure. Either of these methods, or both, may be utilized to put this information in the hands of your staff. In my view, it is important every employee in our OSS/FCSIG districts receive either an email copy or a brochure.

Should you choose to provide brochures for your district, please let me know by Friday, November 4th, the number you would like me to order. The cost for this endeavor has been built into the OSS/FCSIG budgets and will generate no additional cost to member districts.

If you have any questions, please contact me.