GRANT COUNTY FIRE DISTRICT #3
PO BOX 565
QUINCY, WA 98848

In the event that a formal claim or summons and complaint is served against the District, the following checklist should be followed:

1. On receipt of service of summons and complaint or claim, record date, time and name of person served.
2. Notify Commissioners, District Fire Chief and District Secretary.
3. Notify the District Attorney
4. Notify the District Insurance Agent

Upon Direction - Other items that may need to be performed:

5. Locate and preserve all applicable records.
6. Obtain identification of District Personnel involved in the incident.
7. Caution all personnel not to disclose information unless authorized by Board of Commissioners.
8. Obtain confidential reports from all involved District Personnel for immediate transmittal to Attorney.
9. Establish contact Representative to communicate with Attorney for District and Insurance Carrier Investigator or Attorney.
10. Establish procedure for response to news media and public inquires.
11. Tender defense of claim or suit to insurance carrier in writing.
12. Arrange meeting with Attorney for District and Insurance Carrier Representative.
13. Contact Insurance Carriers of Individuals that are named as Defendants.
14. Tender of defense by Individuals to Private Insurance Carriers.
15. Schedule meeting of Board of Commissioners for appropriate action.
16. Review District Policies and Procedures that are involved in claim.
17. Enact corrective Policies and Procedures.
18. Review action of District Insurance Carrier with District Attorney:
    - 18-1 Unqualified acceptance of defense.
    - 18-2 Denial of coverage.
    - 18-3 Acceptance of Defense with reservation of rights.
19. Board of Commissioners action regarding the following:
    - 19-1 Challenge of insurance carrier decision.
    - 19-2 Approve additional actions by district to provide defense.
20. Monitor progress of claim or litigation.