

ENDORSEMENTS AND CERTIFICATES OF INSURANCE

Endorsements are produced when another party (not a YCPARMIA entity) asks to be named additional insured and/or loss payee on our coverage. This makes our coverage primary for any claims that might be filed.

ADDITIONAL INSURED

When a company is asking to be named additional insured and/or loss payee, the following information must be received by YCPARMIA:

- Written request from the company in the form of a letter, lease agreement, or contract,
- The amount of coverage required,
- The activity being covered,
- The dates of the activity,
- Value of any property being insured.

If the amount of coverage requested is within YCPARMIA's SIR, the endorsement can be produced in-house upon approval by the CEO/Risk Manager. However, if the amount requested is more than YCPARMIA's SIR, then the request must be sent to the excess carrier. This usually takes a week barring any unforeseen complications. A Sample of an endorsement under our SIR is on Page **I-3**.

PROOF OF INSURANCE

The same information is required for proof of insurance certificates. However, proof of insurance does not make our coverage primary. The proof of insurance certificates are always produced in-house. Samples of proof of insurance certificates are on Pages **I-4** and **I-5**. Proof of insurance certificates can be produced for any coverage YCPARMIA has in place (i.e. liability, workers' comp, fidelity, UST, etc.)

BOTH PARTIES MEMBERS OF YCPARMIA

When all parties of an event are YCPARMIA entities (i.e. the County using a West Sacramento facility as a polling place), a letter of understanding should be written stating whose premium calculations will be effected by what claims. Page **I-6** is an example of such a letter of understanding.

The following pages are examples of the endorsements and certificates of insurance that are provided through YCPARMIA.

**YOLO COUNTY PUBLIC AGENCY
RISK MANAGEMENT INSURANCE AUTHORITY
77 WEST LINCOLN AVENUE
WOODLAND, CA 95695
(530) 666-4456**

CERTIFICATE OF COVERAGE

CERTIFICATE HOLDER **STATE OF CALIFORNIA OFFICE OF EMERGENCY AND
ADDITIONAL** **SERVICE**
COVERED PARTY: **FIRE AND RESCUE DIVISION**
 999 STREET NAME
 SACRAMENTO, CA 95832

**THIS CERTIFIES THAT THE COVERAGE
DESCRIBED HEREIN HAS BEEN ISSUED TO: ENTITY NAME**

LOCATION OF OPERATION: ENTITY ADDRESS

DESCRIPTION OF ACTIVITY: USE OF CERTIFICATE HOLDER PROPERTY, DATE

ENTITY PROVIDING COVERAGE	COVERAGE LIMITS	CERTIFICATE EXPIRATION DATE
Yolo County Public Agency Risk Management Insurance Authority	\$500,000	6/30/95

The following coverage is in effect and is provided through participation in a risk sharing joint powers authority: comprehensive general and automobile liability as defined in the Memorandum of Coverage on file with the entity and which will be made available upon request.

The coverage being provided is limited to the activity and the time period indicated herein and is subject to all the terms, conditions and exclusions of the Memorandum of Coverage of the Yolo County Public Agency Risk Management Insurance Authority.

The certificate holder named herein is only an additional covered party for covered claims arising out of the activity described herein and is subject to the limits stated herein.

Coverage is in effect at this time and will not be canceled, limited or allowed to expire at a date other than that indicated herein except upon 30 days written notice to the certificate holder.

DATE

AUTHORIZED SIGNATURE

JEFFREY M. TONKS, CEO/RISK MANAGER
NAME AND TITLE

**YOLO COUNTY PUBLIC AGENCY
RISK MANAGEMENT INSURANCE AUTHORITY
77 WEST LINCOLN AVENUE
WOODLAND, CA 95695
(530) 666-4456**

CERTIFICATE OF COVERAGE

CERTIFICATE HOLDER: ELECTRIC GARAGE

**THIS CERTIFIES THAT THE COVERAGE
DESCRIBED HEREIN HAS BEEN ISSUED TO: ENTITY NAME**

**LOCATION OF OPERATION: ENTITY ADDRESS
WOODLAND, CA 95695**

DESCRIPTION OF ACTIVITY: LEASE OF 2 AUTOS, DATE, IDENTIFICATION NUMBERS

ENTITY PROVIDING COVERAGE	COVERAGE LIMITS	CERTIFICATE EXPIRATION DATE
Yolo County Public Agency Risk Management Insurance Authority	\$500,000	6/30/95
California Joint Powers Insurance Authority	\$500,000 xs \$500,000	6/30/95

The following coverage is in effect and is provided through participation in a risk sharing joint powers authority: comprehensive general and automobile liability as defined in the Memorandum of Coverage on file with the entity and which will be made available upon request.

The coverage being provided is subject to all the terms, conditions and exclusions of the Memorandums of Coverage of YCPARMIA and the California Joint Powers Risk Management Authority.

Coverage is in effect at this time and will not be canceled, limited or allowed to expire at a date other than that indicated herein except upon 30 days written notice to the certificate holder.

DATE

AUTHORIZED SIGNATURE

**JEFFREY M. TONKS, CEO/RISK MANAGER
NAME/TITLE**

THIS CERTIFICATE DOES NOT PROVIDE COVERAGE TO THE CERTIFICATE HOLDER

[Date]

Jane Smith
City of West Sacramento
P.O. BOX 000
WEST SACRAMENTO, CA 95691

Other
Member

Insert a
description
of activity in
this
paragraph

SUBJECT: PROPERTY ADDRESS, DATE, ACTIVITY

Dear Ms. Smith:

The Yolo County Clerk Recorder's Office has requested the use of the (Property name, address) on Tuesday, November 2, 1993 from 6:30 a.m. to 9:00 p.m. in order to conduct a consolidated statewide special election.

It is understood by both parties that claims against the City of West Sacramento directly related to this activity will be covered by the County of Yolo and will be counted as costs for the County of Yolo for premium calculation purposes. This does not include claims that arise due to the negligence or willful misconduct of the City of West Sacramento, its officers or employees.

Most
important
paragraph

If you have any questions, please give me a call at 666-0000.

Sincerely,

Your Entity

Jim Brown

Cc: Jeff Tonks, YCPARMIA

RESERVED FOR FUTURE PAGES