



**CIRA**  
CALIFORNIA INTERGOVERNMENTAL  
RISK AUTHORITY

**PROPERTY or AUTO PROPERTY DAMAGE**

To report a **Property or Auto Property Damage** claim:

Complete the attached property claim form and send to:

Robert Frey, Claims Manager      AND      Diana Walizada, Claims Unit Manager  
Direct Line: (415) 403-1400      Direct Line: (415) 403-1453  
Email: [rfrey@alliant.com](mailto:rfrey@alliant.com)      Email: [dwalizada@alliant.com](mailto:dwalizada@alliant.com)

With a cc to: [sandra.doig@mclarens.com](mailto:sandra.doig@mclarens.com)  
[michelle.minnick@alliant.com](mailto:michelle.minnick@alliant.com)  
[tscholle@alliant.com](mailto:tscholle@alliant.com)  
Kin Ong, [kong@cira-jpa.org](mailto:kong@cira-jpa.org)  
Amy Northam, [anortham@cira-jpa.org](mailto:anortham@cira-jpa.org)  
Erike Young, [eyoung@cira-jpa.org](mailto:eyoung@cira-jpa.org)

Reporting of Loss **should** include the following:

- Date of the loss
- Name of member and mailing address
- Contact person(s) (for loss details) including full name, title, phone numbers, etc., and name of the risk manager who is to receive all correspondence and claim payment
- Specific location of property damaged
- Estimated amount of entire loss
- Name of police or fire department that responded and the report number, if any
- Description of the incident that caused the damage (fire, theft, water damage, & circumstances of loss, etc.)
- Mortgagee or Loss Payee name, address, and account number
- Any additional information (Remember, it is the PRISM member's loss to prove. Isolate all expenses, including employee overtime.)

If not already on the form, please complete these sections as follows

**Insurance Company:** PRISM Property  
**Policy Number is:** PRISMPR 22-23  
**Your policy period:** 3/31/2022-3/31/2023  
**Member name:** CIRA and [your City/Town]

You will hear from a member of the Alliant team, and the claim will be processed from there.



Once received by the **Alliant** team, they will be responsible for:

- Reporting loss to the following:
  - McLarens
  - Mike Pott, PRISM
  - AmWINS Insurance Services
  - RK Harrison Insurance Brokers Limited
  - Member’s Risk Manager or Primary Contact
- Monitoring the progress of the claim to resolution
- Providing expertise and assistance regarding coverage and the settlement process
- Collaborating with the member to manage the flow of information needed to prove the loss
- Providing “How to Handle a Large Loss” when applicable

The **McLarens** team is responsible for:

- Assigning adjuster to complete the investigation
- Contacting the member within 24 hours
- Providing assistance in securing vendors for: debris removal, site security, salvage, engineering, and other needed resources
- Informing member and Alliant of claim status every 30-45 days
- Meeting with the member, as needed, to establish financial and physical needs of the member and facilitate the progress of the claim
- Making recommendations to the member at the time of claim settlement
- Submitting monthly claim payment(s) and expense report to reinsurers
- Obtaining authorization from insurers to issue proof of loss on their behalf
- Obtaining signed and notarized proof of loss from member
- Making payment to member within 30 days of receipt of proof of loss statements
- Reimbursing the member for loss adjustment expenses as follows:

SIZE OF CLAIM	METHOD OF REIMBURSEMENT TO MEMBER
Under Deductible	Reimbursement not applicable – member to handle the claim without reporting
Deductible to \$100k	Reimbursement at claim closure
Over \$100k	Partial reimbursement may be requested periodically

*Settlement payment will be made either by check or wire transfer and will include a detailed statement indicating claims being reimbursed.*

**McLarens Contact Information**

180 Montgomery Street, Suite 2100, San Francisco, CA 94104-4429  
 Fax: (415) 392-0213  
 Emergency Number: (415) 924-7022

Chris Stafford  
 Phone: (415) 228-6407  
 Email: [chris.stafford@mclarens.com](mailto:chris.stafford@mclarens.com)

Sandra Doig  
 1301 Dove Street, Ste 200  
 Newport Beach, CA 92660  
 Phone: (949) 757-1413  
 Email: [sandra.doig@mclarens.com](mailto:sandra.doig@mclarens.com)

Mike Allen  
 Phone: (415) 228-6405  
 Email: [Mike.allen@mclarens.com](mailto:Mike.allen@mclarens.com)  
 Emergency number: (415) 499-3445



Public Risk Innovation,  
Solutions, and Management

## Property Loss Report

CLAIMS REPORTING	DATE AND TIME OF LOSS INFORMATION
Alliant Insurance Services Phone: (415) 403-1400 ext. 445 Fax: (415) 403-1466 E-mail report to: rfrey@alliant.com <b>AND</b> dwalizada@alliant.com With a cc: to sandra.doig@mclarens.com McLarens Fax: (949) 757-1692	Date of Report of Loss Date of Loss Time of Loss Previously Reported?      Yes      No

INSURANCE COMPANY AND POLICY INFORMATION
Insurance Company Policy Number Effective Date

INSURED INFORMATION	CONTACT INFORMATION
Name and Address PRISM and its Member Agencies  <b>Member</b>	Name Address City                                  State      Zip Email Phone                                  Fax

LOSS DETAILS	
<b>Location of Loss</b> Address City                                  State      Zip Is this a vacant building?   Yes      No  <b>Kind of Loss:</b> Fire                                  Theft Water                              Hail/Wind Auto                                 Boiler & Machinery Other	<b>Police or Fire Dept to which reported</b>  <b>Estimated Amount of Total Loss (if known)</b>  <b>Description of Loss and Damage</b>

POLICY INFORMATION
Mortgagee/Loss Payee    Yes      No

Location No.	Subject of Insurance	Amount	Deductible	Coverage
	Bldg      Contents			
	Other			
	Bldg      Contents			
	Other			
	Bldg      Contents			
	Other			

REMARKS/OTHER INSURANCE

<b>Reported by</b>
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