



MISSOURI FIRE FIGHTERS
CRITICAL ILLNESS POOL

Pool Administration
c/o McGriff Insurance Services, LLC.
P.O. Box 1539
Portland, OR 97207-1539
888-895-1410
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INSTRUCTIONS AND CHECKLIST TO JOIN THE POOL BY PROPERLY EXECUTING THE DISTRICT RESOLUTION or MUNICIPAL ORDINANCE AND POOL BYLAWS

- ___ Please use the provided copies of the Resolution or Ordinance without alteration. When changes are warranted, please submit the modified draft Resolution or Ordinance ***prior to*** your entity's Board action and signature for review by the Pool Counsel for acceptance by the Pool Board of Directors.
- ___ The Governing body authorized representative must sign either the Resolution or Ordinance.
- ___ The Governing body Secretary or other Director must attest to the President/Chair's signature on both the Resolution/Ordinance and Bylaws. If this attestation is not made by the Secretary, please indicate the name and position on the Board (if applicable) of the Governing body authorized representative making the attestation.
- ___ Enter the current date on either the Resolution or Ordinance signature page.
- ___ Enter the coverage and the effective dates on the second page of the Resolution/Ordinance. Subsequent renewal coverages or additions will be automatically recognized in the agreement.
- ___ Each Entity must designate on the Resolution/Ordinance specific individuals (not necessarily Board Directors) to be the Primary and Alternative Pool Representatives. These individuals may not be a company, and a single person may not serve as both the Primary and Alternative Representative.
- ___ Please enter a current email and mailing address for the Primary and Alternative Representatives. You may specify the individual's mailing address as being in care of a company.
- ___ Groups of related Entities must each provide separate signed documents if each is a separate legal entity. Each legal entity will have their own separate Coverage in the Pool.
- ___ Please indicate adoption of the Resolution/Ordinance by two Directors on Page 2 of the Resolution/Ordinance.
- ___ An electronic or digital signature copy of the Resolution/Ordinance and Bylaw document must be returned by email to McGriff Insurance Services, Inc., the Pool Administrator. The Entity should retain an original copy for 90 days.

PLEASE NOTE: IT IS IMPORTANT THAT CURRENT REPRESENTATIVE AND/OR ALTERNATE REPRESENTATIVE INFORMATION BE MAINTAINED WITH THE POOL ADMINISTRATOR. WE REQUEST ANY CHANGES BE SUBMITTED IN WRITING AS SOON AS POSSIBLE.