

April 22, 2022

Mr. Scott Olvey  
Finance Director  
City of West Monroe  
2305 N. 7th Street  
West Monroe, LA 71291

**Re: Loss Control Services Fee Agreement**

Dear Mr. Olvey:

This letter will serve as an agreement that Phil Hinton Loss Control Consultant with Arthur J. Gallagher & Company will provide the City of West Monroe with loss control services. My goal is to continue to help you reduce your exposure to losses associated with your workers compensation, general liability and automobile coverage's.

**Loss Control Services:**

Please Refer to the attached Service Schedule completed in January 2022 with input from various department heads. This service schedule includes monthly – date of visits, topics to be covered along with various departments to be visited. This schedule will take us through the end of 2022 at which time we will meet once again to develop a new service plan. Following each Loss Control Service visit, I will provide a written confirmation of visit letter. This will include service activities completed, any action items identified, etc.

**Fee for Service:**

This loss control service agreement is for twelve months beginning 5/1/2022 through 4/30/2023. The fee for service is \$16,500 and includes all time for travel, office & research, on site training, site assessments, etc.

**Conditions Regarding Service:**

Service performed by Arthur J. Gallagher & Company is related solely to current and potential loss exposures. The service is neither intended to nor does it imply, guarantee or warrant in any way that the City of West Monroe is in compliance with any federal, state or local codes, laws or regulations governing property or operation. Furthermore, the service performed by Arthur J. Gallagher & Company does not and is not intended to imply, guarantee, assure or warrant in any way that compliance with recommendations made by Arthur J. Gallagher will eliminate all current and potential losses identified by the service.

Should you have any questions regarding this Fee Agreement please contact me at 601-940-9033

Sincerely,

*Phil Hinton*

Phil Hinton  
Loss Control Consultant  
Arthur J. Gallagher & Company

City of West Monroe  
By: \_\_\_\_\_  
Date: \_\_\_\_\_

CC: Mr. Kevin Woods, Arthur J Gallagher & Company