

August 4, 2015

Audrey Marcquenski  
Director of Recreation and Administration  
Frankfort Square Park District  
7540 W. Braemar Lane  
Frankfort, Illinois 60423

Re: On-site Visit of July 30, 2015

Dear Audrey,

It was a pleasure meeting with you and Ken Novak and a number of the staff on the date noted to discuss expectations for the district for the planned 2016 Loss Control Review. Hopefully everyone found some value in the information presented and discussed.

We covered what a typical Loss Control Review (LCR) visit and time frame might look like. We went over the Administration Form to give everyone a concept of what types of documentation we will be looking for. A number of questions were raised by staff and hopefully the answers provided gave them the guidance they were seeking. As they continue to prepare, they should feel free to contact me as questions arise. I would be happy to hear from them.

We also took some time to go over some of the files of information you are putting together as you begin to organize your documentation. What I looked at was excellent. You seem well prepared and should do very well your first time through.

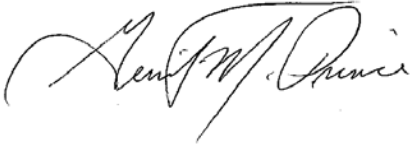
Documentation will be a large part of your very first LCR, as a base line will need to be established. However, our field service model also places a great emphasis on meeting with regular staff to discuss and observe work activities to evaluate how well the overall risk management program is being implemented and practiced as part of their daily routine. These employee observations and discussions will be part of the scheduled visits.

We have scheduled to meet again on Nov. 18, 2015. As mentioned, we may be able to use this time for our 2016 LCR Orientation Meeting. We like to meet with staff at the beginning of the process to set the stage by reviewing loss information, answering questions, setting visit dates, etc. As we get closer to that date we can discuss whether this is an option.

As I have mentioned, I will be retiring from PDRMA in December of 2015. As we transition you to a new field Risk Management Consultant, it is our intention to make it as smooth as possible. Once that individual is hired and we can schedule a date to introduce them, I will be in contact with you.

As always, if I can be of any further assistance, please do not hesitate to call.

Sincerely,

A handwritten signature in black ink, appearing to read "Gerrit M. Prince". The signature is fluid and cursive, with the first name "Gerrit" being the most prominent.

Gerrit M. Prince, CSP, ARM-P  
Risk Management Consultant

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