

The Par Plan News

ISSUE 128
June 2018



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**Michigan Township Participating Plan
Board of Directors
33rd Annual and Quarterly
Business Meetings
July 26, 2018**



The annual business and quarterly meeting of the Michigan Township Participating Plan is being held at the Treetops Resort in Gaylord, Michigan on July 26th, 2018. Registration will begin at 8:30 a.m. and the annual business meeting will begin at 9:00 a.m. in the Oak North Room on the third floor of the main lodge.

The annual business and quarterly meetings of the Par Plan are open meetings for members who are interested in the detailed activities of the program and it's committees that has transpired over the past twelve months. Additionally, the Par Plan service providers will present their annual reports outlining their activity on behalf of the program.

Par Plan members are encouraged to attend

MTPP BOARD OF DIRECTORS

Zone 1

Paul Lehto
Calumet Township
(906) 337-2410

Zone 2

Marvin Besteman, Jr.
Kinross Charter Township
(906) 495-5381

Zone 3

Glen Lile, Chairman
East Bay Charter Township
(231) 947-8719

Zone 4

OPEN

Zone 5

Jennifer Venema
Caledonia Township
(616) 891-0070

Zone 6

Gary Brandt
Monitor Charter Township
(989) 684-3366

Zone 7

William Walters, Vice Chairman
City of Brown City
(810) 346-2325

Zone 8

OPEN

Zone 9

William Bamber, Secretary
Oceola Township
(517) 546-3259

**Michigan Township Participating Plan
UPCOMING BOARD OF DIRECTORS ELECTION**



On March 16th, 2018 election nomination forms were mailed to all Par Plan members in Zones 2, 5, and 8 for the regular election serving a three-year term. The winner of each zone is selected based upon the highest number of votes received. Elected Directors are required to attend at least (4) four board meetings per year in addition to committee meetings.

On May 11th, 2018 the Par Plan Election committee confirmed nomination forms and member resolution statements. The following candidates were confirmed to be placed on the election ballots.

Zone 2: Seeking Election. Kathleen English, Clerk, Trout Lake Township—Chippewa County

Zone 5: Seeking Re-election. Incumbent Zone 5 Director, Jennifer Venema, Clerk, Caledonia Township—Kent County

Seeking Election. Judy Maike, Supervisor, Everett Township—Newaygo County

Zone 8: Seeking Election. Linda Preston, Supervisor, Pokagon Township—Cass County

The following members in Zone 2, 5 and 8 submitted names to serve as their entity member representative to the MTPP Program.

The following were confirmed as Member Representatives:

Zone 2. Maria Munns, Clerk Mackinaw Township-Cheboygan County
Luther Kurtz, Mayor, City of Charlevoix-Charlevoix County
Norma Delong, Supervisor, Hulbert Township-Chippewa County

Zone 5. Steve Mass, Mayor, City of Grandville-Kent County

Zone 8. Paula Dudiak, Clerk, Chikaming Township-Berrien County
William Hodge, Supervisor, Bainbridge Township-Berrien County
Eric Renken, Trustee, Milton Township-Cass County

The remaining election time table is as follows:

May 25th—Election ballots mailed to zone members

June 20th - Election ballots must be postmarked to receive consideration

June 26th - Election Committee meets to count ballots

July 1st - Par Plan Directors take office

July 26th – Par Plan Annual and Quarterly Board of Directors Meeting



The Michigan Township Participating Plan is a tailored property and casualty risk management insurance program developed to meet the needs of public entities. The Par Plan is a program controlled by public officials who understand the needs of local governments and the confined guidelines that governments have to work within.

Security Awareness

Increasing our security awareness of our surroundings has become a primary focus for individuals in recent months. With individuals lashing out in manners never seen before, security awareness is pushing to the forefront of leaders and elected officials minds. No one can predict when an episode may happen within our buildings; but planning, training, and advisement can possibly provide employees with the opportunity to place themselves in a good position for a positive outcome. Simple steps can be taken to modify buildings, properties, and common spaces to enhance security without adding liability or increasing your risk exposure. Not all entities are built the same or operate in the same manner, but I believe we can all agree, safety for our employees is a top priority facing elected officials today.

The transference of security liabilities can take place with assistance from a security advisement firm (outside contractor) and/or your local police force (e.g. - County Sheriff Department). Inviting a security firm to conduct a simple security analyses of entity owned buildings or properties can provide critical information for security preparation. Evaluation reports allow entities to budget and plan for improvement updates to enhance the security within the buildings or properties. These improvements could be the installment or updating of building surveillance systems, panic buttons, or blind spot mirrors. These simple additions could allow an individual the opportunity to protect themselves in the event a situation arises.

Not all entities are created equal or have the same security exposures. Hiring an outside security firm to conduct a detailed analysis of the entity may create a financial hardship. Relying upon your local sheriff department or law enforcement agency to assist in the development of security safety training or developing an emergency safety/security plan can greatly reduce an exposure and reduce the financial hardship. With assistance from your local law enforcement agencies, entities can conduct monthly or quarterly trainings to advise staff of what actions should be taken in the event a security issue arises. Training allows staff the ability to improve situations and help refine the action plans. Training is a process which turns reactionary movements or responses into secondary nature actions. Understanding how to handle security related issues and how the entity would like a security issue handled can all be accomplished via training programs.

Discussing security should also involve events, outside properties, and departments located away from the main entities office complex. Staff located in other facilities need to understand the entities stance on security and safety. Because each building presents different circumstances; security evaluations of each property or building should be considered. In the event security issues arise, people can assist because everyone within the entity is aware of the specific security plan for each department, building, and/or property. Security plans do not have to be complicated. Having a simple understanding of exits and entrances can greatly assist entities in the event of a security crisis.

The goal of this article is to start a conversation; not to scare. Preparation and planning is a creative way to involve all parties and to create team bonding. Planning provides employees and employers with a clear understanding on how to protect and account for one another. This planning process provides a directive on how entities would like difficult security situations handled. Not everyone in our employment treats stressful situations alike. Training and planning helps us quickly address those issues and work around them. We may find that Employee B handles loud active residents better than Employee A. Consequently, Employee A can be calmer under pressure when a large problem arises (building fire) than Employee B. Individuals may not understand they do not possess the proper skill set to handle every situation. Training and planning allow people the time to recognize these issues under a less stressful situation. Training and planning allows entities the ability to place people in the correct spots to minimize issues.

Whether large or small, security awareness can greatly assist entities on many levels. Planning on this scale provides employees with the understanding that their employer cares about their wellbeing. Planning enhances employee's situational awareness. Security planning is an effective and affordable process. Imagine what a one hour training session, once per month, could provide employees and employers in the event a security related crisis arises.

You may contact the MTPP Risk Control department to obtain a sample resource via e-mail at jwilliams@tmhcc.com or visit the US Department of Labor (OSHA) Evacuation Plans and Procedures referenced hyperlink <https://www.osha.gov/SLTC/etools/evacuation/eap.html>.

Article by:

Dustin Drabek, MTPP Senior Risk Control Field Representative



Par-Plan Attends 2018 Annual MTA Educational Conference

The 65th annual MTA conference is over and we are pleased to say the Michigan Township Participating Plan was once again a very active participant contributing to the success of the conference. The overall attendance was up this year, the weather was beautiful and the Par-Plan Exhibit Booth was a flurry of activity as usual with those attending. The Plan's Administrators, Regional Risk Managers and member services were available to discuss the program's operations and benefits to municipalities.

Wednesday during the MTA Opening session the Par-Plan was recognized by the MTA for their continued support of this annual conference. Chairman, Glen Lile and Vice Chairman, William Walters were presented with a certification of donation made to the Robinson Scholarship Fund.



On Thursday, Stacy Belisle, Attorney and Partner with the Law Firm, McGraw, Morris P.C., appointed counsel for the Michigan Township Participating Plan presented a business solutions workshop covering the topics of Hostile Work Environment, Disparate Treatment, Retaliation and Harassment. Attendees of this workshop participated in a question and answer session and received very valuable information on the vital facts on how to be compliant with these topics.

The highlights continued with the 50's Par Plan Sock Hop Fun Night. A great success in entertaining conference attendees with sights and sounds from the 50's. Fun was the theme of the night that had everyone dancing, singing and playing games. A great success in entertaining conference attendees with sights and sounds from the 50's.



Par Plan News Editorial Staff:

Marvin Besteman, Jr. - Kinross Charter Township, Chippewa County
Gary Brandt - Monitor Charter Township, Bay County
Rita Evans - MTPP Program Administrator

The Par Plan News is published by the Michigan Township Participating Plan's Program Administrator:

Tokio Marine - HCC Public Risk Group
1700 Opdyke Court
Auburn Hills, MI 48326
(248) 371-3100
(248) 371-3069 Fax

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Although every effort to ensure the accuracy of information in this newsletter has been made, professional counsel should be sought before any action or decision is made based on material contained herein.

Michigan Township Participating Plan
C/O 1700 Opdyke Court
Auburn Hills, MI 48326
800-783-1370
248-371-3100

Visit us on the web
www.theparplan.com