

# THE PAR PLAN NEWS

ISSUE 116

JULY 2014



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## Notice of Annual Business and Quarterly Board of Directors Meetings

The annual business and quarterly meeting of the Michigan Township Participating Plan is being held at the Inn at Bay Harbor in Bay Harbor, Michigan on July 24<sup>th</sup>, 2014. Registration will begin at 8:30 a.m. and the meeting will begin at 9:00 a.m. in the Arlington Room on the lower level.

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



*Par Plan members are encouraged to attend.*

MTTP 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  
East Bay Charter Township  
(231) 947-8719

Zone 4  
Barbara J. Stevenson, Secretary  
Roscommon Township  
(989) 422-4116

Zone 5  
Don Hilton, Sr., Chairman  
Gaines Charter Township  
(616) 698-6640

Zone 6  
Earl Arnold  
Charter Township of Monitor  
(989) 751-1551

Zone 7  
William Walters  
City of Brown City  
(810) 346-2325

Zone 8  
Ronald Reid, Vice Chairman  
Kalamazoo Charter Township  
(269) 381-8083

Zone 9  
William Bamber  
Oceola Township  
(517) 546-3259



Par Plan Board of Director nomination results:

On March 21<sup>st</sup>, 2014 election nomination forms were mailed to all Par Plan members in Zones 1, 4 & 7 to receive nominations for the regular election of the board of directors serving a three year term.

On May 9<sup>th</sup>, 2014 the Par Plan Election committee confirmed nomination forms, member resolutions and candidate disclosure statements. The following candidates were confirmed and placed on the election ballots that were mailed out May 30<sup>th</sup>, 2014.

Zone 1: Paul Lehto, incumbent director and Supervisor, Calumet Charter Township, Houghton County  
Seeking Re-Election

Zone 4: Barbara Stevenson, incumbent director and Clerk, Roscommon Township, Roscommon County  
Seeking Re-election

Zone 7: William Walters, incumbent director and Council Member, City of Brown City, Sanilac County  
Seeking Re-election



The remaining election time table is as follows:

**June 20<sup>th</sup> – Election ballots must be postmarked to receive vote consideration**

**June 27<sup>th</sup> – Election ballots will be counted and new directors confirmed**

**July 1<sup>st</sup> – Directors take office**

**July 24<sup>th</sup> – Par Plan Annual Business Meeting**

New directors of the Par Plan program are selected based on the highest number of votes. Elected positions require directors to attend at least four (4) board meetings per year in addition to the Par Plan’s appointed committee meetings.

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

Par Plan News Editorial Staff:  
Barbara J. Stevenson - Roscommon Township, Roscommon County  
Marvin Besteman, Jr. - Kinross Charter Township, Chippewa County  
Glen Lile - East Bay Charter Township, Grand Traverse County  
Rita Evans - MTTP Program Administrator  
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**.....In the time it will take to read this article a child will be severely injured and admitted to an emergency room as a result of a playground-related accident...It is estimated that each year over 17,000 such injuries occur....**

**THE DIRTY DOZEN CHECKLIST...Are they hiding in your community playground?**

#### 1. Improper Protective Surfacing

The surface or ground under and around the playground equipment should be soft enough to cushion a fall.

#### 2. Inadequate Fall Zone

A fall zone or use zone is the area under and around the playground equipment where a child might fall.

#### 3. Protrusion & Entanglement Hazards

A protrusion hazard is a component or piece of hardware that might be capable of impaling or cutting a child if a child should fall against the hazard.

#### 4. Entrapment in Openings

Enclosed openings on playground equipment must be checked for head entrapment hazards. Pay special attention to openings at the top of a slide, openings between platforms and openings on climbers and the distance between rungs.

#### 5. Insufficient Equipment Spacing

Improper spacing between pieces of play equipment can cause overcrowding of a play area which can cause overcrowding of a play area which may create several hazards.

#### 6. Trip Hazards

Trip hazards are created by play structure components or items on the playground.

#### 7. Lack of Supervision

The supervision of a playground environment directly relates to the overall safety of the environment. A play area should be designed so that it is easy for a parent or caregiver to observe the children at play.

#### 8. Age-Inappropriate Activities

Children's development needs vary greatly from age two to age twelve. Areas for preschool age children should be separate from areas intended for school age children.

#### 9. Lack of Maintenance

In order for playgrounds to remain in "safe" condition a program of systematic, preventive maintenance must be present. There should be no missing, broken or worn-out components. All hardware should be secure.

The wood, metal, or plastic should not show signs of fatigue or deterioration. All parts should be stable with no apparent signs of loosening. The surfacing material must also be maintained.

#### 10. Pinch, Crush, Shearing, and Sharp Edge Hazards

Components in the play environment should be inspected to make sure that there are no sharp edges or points that could cut skin. Equipment with moving components should be checked to make sure that there are no moving parts or mechanisms that might crush, or pinch a child's finger.



#### 11. Platforms with no Guardrails

Elevated surfaces such as platforms, ramps, and bridge-ways should have guardrails that would prevent accidental falls.

#### 12. Equipment Not Recommended for Public Playgrounds

Accidents associated with the following types of equipment have resulted in the Consumer Product Safety

Commission recommending that they not be used on public playgrounds.

- ◆ Heavy swings such as animal figure swings & multiple occupancy/glider type swings
- ◆ Free swinging ropes that may fray or form a loop
- ◆ Swinging exercise rings and trapeze bars

*Information obtained from the National Playground Safety Institute (NPSI) is sponsored by the National Recreation and Park Association (NPRA). The NPSI promotes the latest public playground industry standards and guidelines.*

*For more information call (703) 858-2148*



## *The Wall is Coming!*

This July 9-13, 2014, Roscommon Township will host the American Veterans Traveling Tribute Vietnam Wall. So what has that to do with liability? During planning, the Committee looked at the big picture to determine where liability risks might exist. Generations of Armed Services persons, families, visitors, and certain vendor groups would no doubt be present on various occasions. The Committee considered plans for parking, access to the Wall, tent staking, night lighting, health and emotional issues, volunteers, and a myriad of other concerns.

Take parking for example: The area that was approved for the site was basically a grass and dirt football practice field in the Township owned park. Taking into account the length of the Wall, the location sat back about 175 feet from the parking area, also dirt and gravel. How do we arrange for parking? What about handicap drop-off areas? Can we keep pedestrians safe in cross traffic? Are there transportation options for Wall access for those who would have difficulty with ambulation or even wheeling that distance? Where do volunteers park so they can come and go as needed? Limited parking on site, so where does overflow go? Shuttles?

Another example: An Escort accompanies the Wall as it arrives. The route planned traveled through two communities. The mustering area (in this case a Knights of Columbus Hall) for the Escort vehicles to meet the Wall vehicle, required an agreement with the Township to limit their own liability. The Township arranged for portable restrooms at that location also. Clean up for any left over trash was to be policed by the local Boy and Girl Scout troops.

We all appreciate the good times and excitement of such events, but hosting such events can pose many dangers and requires extensive planning by many individuals.

We reached out to the Risk Control Department of the Michigan Township Participating Plan and they provided us with information we felt was worth sharing.

The key to a successful event means more than providing a fun atmosphere, it means coordinating, managing and ensuring a safe one, too. All event sponsors should plan for and implement necessary safety measures.

Points and Measures to keep in mind:

**Review contracts of vendors and subcontractors** – the contractor at the contractor's sole expense shall procure and maintain bodily injury, including death and property damage insurance with a combined limit of at least one million and no/100 dollars. The insurance shall be with an "A" best rated company licensed to do business in the State. Such insurance shall insure, on an occurrence basis against all liability of the contractor, its employees, and agents arising out or in connection with operations of the contractor.

The municipal entity and its elected officials, officers, board members, agents and employees shall be named as an additional insured on the contractor policy. The contractor shall provide to (municipal entity) a certificate of insurance evidencing the coverage required on or before the commencement date of the contract.

**Crowd Management** - this management includes safe crowd movement to, from parking facilities, pedestrian entrances, and exits, to and from spectators' areas, restrooms and concessions facilities. Persons handling crowd management should be available on the premises, physically and psychologically able to fulfill duties while avoiding injury.

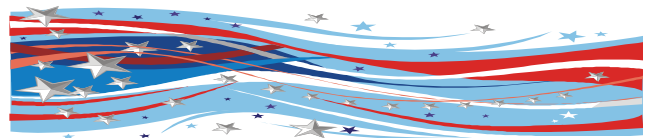
**Security Staff Police** – every event for which security is required should have a written security plan. This plan should outline and identify risks, a description of the event, expected audience/participants, manpower and equipment demands. A well-staffed and courteous security force is essential to maintaining order and heading off potential problems.

**Establish a Command Post** – the command post should be a secure location close to the emergency stations. The post should be equipped with communications equipment, maps and other information detailing structures and operations of various event functions. Staff with trained representatives from your organization and, depending on the size of the event, the police, the sheriff, fire departments and paramedics.

**First Aid and Emergency Services** – provide several first-aid stations with trained staff and rest stations, especially if the weather conditions are conducive to heat and humidity during your event. A telephone listing of outside emergency agencies should be established and available to the staff. This listing should be posted at all first-aid stations.

**Good Housekeeping / Site Appearance** – clean and well-kept grounds contribute to the overall security and safety, as well as maintain an image for the event. A regular maintenance and policing of the grounds to remove debris will minimize and reduce tripping and falling.

Inspection of your premises, facilities, and equipment are essential in order to make certain that no hazardous conditions exist. When hazardous conditions are found to exist, corrective actions should be taken. It is extremely important that you keep proper records of these inspections and corrective actions. In the event of a claim you will have the documentation showing the good faith and efforts to ensure safety for the common good of the general public.



*Barbara Stevenson serves as Zone 4 Director of the Michigan Township Participating Plan and as Clerk of Roscommon Township, Roscommon County.*

Visit us on the web  
[www.theparplan.com](http://www.theparplan.com)

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