



THE PAR-PLAN NEWS

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PAR-PLAN ANNUAL BUSINESS MEETING

The Par-Plan is pleased to announce that this years annual business meeting and 1st quarterly board of directors meeting will be held at the Par-Plan administrative office in Auburn Hills on July 14, 2006.

The annual business meeting includes detailed reports from each of the programs service providers on their activities over the past year and then outlines the goals of the program for the coming year.

We encourage all members to attend.

MTPP BOARD OF DIRECTORS

Term: July 1, 2005 through
June 30, 2006

ZONE 1

Paul Lehto, Secretary
Calumet Township
(906) 337-2410

ZONE 2

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

ZONE 3

Pat Mead
Benzonia Township
(231) 882-4411

ZONE 4

Terry Wright
Grayling Township
(989) 348-4361

ZONE 5

Jim Beelen, Vice Chairman
Allendale Charter Township
(616) 895-6295

ZONE 6

Jon Sherwood
Beaverton Township
(989) 465-9176

ZONE 7

John Jones
Ira Township
(586) 725-0263

ZONE 8

John Buckhout, Chairman
Charter Township of Kalamazoo
(269) 381-8080

ZONE 9

William Bamber
Oceola Township
(517) 546-3259



From the Director's Desk

To the Par-Plan Membership:

I have served on the Michigan Township Participating Plan Board since 1985. Since that time the MTPP has grown to over 1500 members including most townships in Michigan as well as some villages, fire departments and sewer authorities.

The main reason for this growth is the fact that the MTPP is tailored to townships and small government.

By keeping risk to a minimum the MTPP can keep rates to a minimum.

It has been my pleasure to serve township governments in Michigan.

Sincerely,
Paul Lehto
Calumet Township Supervisor

**Par – Plan Board
Nomination Results**

On April 3rd nomination forms were mailed to all members in the Zones #2 #5, and #8. Nominations were then confirmed on May 16th and election ballots were mailed on June 1st.

The Par-Plan By-Laws and Election Committee counted ballots on June 30th. The election results for a Par-Plan board seats are as follows.

Zone 2: Incumbent Marvin Besteman, Jr., Supervisor, Kinross Charter Township, Chippewa County.

Zone 5: Incumbent Jim Beelen, Supervisor, Allendale Charter Township, Ottawa County.

Zone 8: Incumbent John Buckhout, Supervisor, Charter Township of Kalamazoo, Kalamazoo County.



**PAR-PLAN Risk Control Department to introduce
Member Action for Compliance effective August 1, 2006.**

Risk Watch



As a member of the Michigan Township Participating Plan you are entitled to a variety of risk control services available to you at no additional costs. The department provides trained professional Risk Control Personnel to assist members' specific needs allowing for the application of proven Risk Control techniques. Our Risk Control techniques are designed specifically for governmental units to assist in the prevention and reduction of losses. MTPP Risk Control field representatives are on the road weekly assisting municipalities in identifying existing and potential liability exposures by conducting site visit surveys and reviewing daily operations with officials and department heads. By following established risk control procedures and maintaining an ongoing dedication to loss prevention, members make the commitment to assure the continuation of long-term availability of coverage provided to municipalities.

In an effort to continue to provide the best service to you as members of the Par-Plan, in addition to complying with our reinsurers' underwriting requirements the Risk Control Department personnel has worked diligently in the development of a compliance procedure that will assist fire and police departments' in complying with risk control recommendations and the continuation of reducing liability exposures. The **MAC** (Member Action for Compliance) procedure will consist of two (2) categories: **Red** and **Yellow**. Each category will incorporate the development of Standard Operating Procedures (SOP's) for services the fire and police departments provides to its community.

The purpose of the **Red** Category is to assist the department with the hiring and development process of personnel, making them aware of what is expected of them during the course of employment with the department, as well as addressing several operational areas. The department will have 120 days to become compliant with these recommendations.

The purpose of the **Yellow** Category is to educate and train personnel on rules and regulations that pertain to virtually all fire and police departments, recognizing personnel and community safety. The department will have 240 days to become compliant with these recommendations.

Recommendations will be made as a result of conducting a site visit and completion of an operational questionnaire. This information will then be forwarded to the appropriate personnel along with a prioritized list of recommendations, policies and procedures that need to be developed, updated or implemented. Additionally, the departments will receive a CD containing the necessary policies or resources needed to comply with risk control. If the department is in need of compliance time extensions, extensions may be granted by the Risk Control Department. Our goal is to have departments in total compliance within a year's time of the visit. As an added benefit, the CD will also contain additional policies and procedures that will guide personnel in dealing with situations that may occur less frequently than in the **Red** and **Yellow** categories. The Risk Control Department will be available throughout the **MAC** process to assist departments with resources or to answer any questions that may arise.

This new process will not effect departments that are currently on a time restraint program. The **MAC** process will be effective for site visits conducted beginning August 1, 2006 and forward.

Taking this proactive approach in assisting entities will also allow the Michigan Township Participating Plan to adhere with reinsurance and underwriting requirements and accomplishing the ultimate goal of reducing and preventing losses before they occur, which will benefit everyone.



**PAR-PLAN Risk Control Department
Presents Educational Seminars
At the MTA Spring District Meetings**
By Rita Evans, Vice President MTPP Risk Control Services

The Michigan Township Participating Plan Risk Control Department recently had the opportunity to participate in the MTA Spring District Meetings providing educational awareness addressing township liabilities. During the month of May the Risk Control Department representatives, Jerry Adair, Pam Baker, Rita Evans and Cindy White along with Par-Plan legal counsel, presented our newest training video titled “Know Your Liabilities” to public officials in the 49 counties comprising the upper and lower peninsulas.

Our “Know Your Liabilities” seminar provided an overview of areas of operations where municipalities are susceptible to exposure on a daily basis and what risk management steps can be taken to help control and reduce such exposures. In addition to highlighting the definition of Governmental Immunity and the exceptions, to Governmental Immunity, the Risk Control Department provided examples that would parallel these definitions regarding operations on the topics of fire, police, and EMS, parks & recreation, playground maintenance, hall rentals, fireworks displays and special events. All 10 workshops were well attended and the content of the seminar was well received. We will be joining the MTA again for the upcoming fall meetings beginning in September.

The Risk Control Department would be happy to conduct a seminar for your entity at no cost. Please contact Rita Evans of the Risk Control Department @ 1-800-536-7425 or 248-371-3657 to schedule.



**Spring MTA District Tours
Par Plan Door Prize Winners**

- May 3, 2006 - Margie Henry, Clerk from Union Charter Township, Isabella County
- May 4, 2006 - Joanne Kelly, Clerk from Marquette Charter Township, Mason County

- May 9, 2006 - Catherine Brady, Treasurer from Wilmont Township, Cheboygan County
- May 10, 2006 - Patricia Their, Clerk from Central Lake Township, Antrim County
- May 11, 2006 - Florence Mowery, Clerk from Garfield Township, Clare County

Congratulations to all the winners