



Michigan Township Participating Plan

RATIFIED

Michigan Township Participating Plan
Quarterly Board of Directors Meeting
April 23, 2021 – 9:00 a.m.
Virtual via TEAMS

1. Call to Order: Chairperson Lile called the meeting to order at 09:05 a.m.
2. Roll Call: Secretary Randall took roll call.

Paul Lehto, Zone 1 – present
Glen Lile, Zone 3 – present
Diane Randall, Zone 4 – present
Judy Maike, Zone 5 – absent

Gary Brandt, Zone 6 – present
Linda Preston, Zone 8 – present
William Bamber, Zone 9 – present

Zones 2 & 7 are vacant

Others Present: Thomas Harmeyer, TMHCC
Jennifer Venema, TMHCC Public Risk Group
Brendan Clifford, TMHCC Public Risk Group
Gregory Zarotney, TMHCC Public Risk Group
Jeffery McCray, TMHCC Public Risk Group
Theresa McNally, TMHCC Public Risk Group
Catarina DeSchutter, TMHCC Public Risk Group
Ashley Higginson, Miller Canfield
Pat Gregory, UHY
Stefan Owens, UHY
Marc McGill, Township Manager, representing Tittabawassee Township
Kevin Decker, Decker Agency
Ryan Brown, Decker Agency

3. Approval of Meeting Minutes

A. January 2021 Quarterly Meeting Minutes

Motion Stated: Secretary Randall made a motion to accept the January 2021 Quarterly Board of Directors meeting minutes as presented.

Motion Supported: Director Bamber

Roll Call: Secretary Randall took roll call:

Paul Lehto – Aye	Glen Lile – Aye
Diane Randall – Aye	Judy Maike – Absent
Gary Brandt – Aye	William Bamber – Aye
Linda Preston – Aye	

Motion Status: The motion carried unanimously.

B. February 10, 2021 Special Meeting Minutes

Secretary Randall requested the following be changed in the February 2021 Special Board Meeting minutes:

- Strike "Quarterly" in the heading and replace with "Special"
- All comments and questions by non-board members made prior to the motion be removed in accordance with the MTPP Bylaws and following Robert's Rules of Order.

Secretary Randall presented her proposed changes to the board via shared screen.

Director Lehto asked what having the commentary in the minutes was hurting.

Motion Stated: Chairperson Lile made a motion to accept the February 2021 Special Board of Directors Meeting minutes as presented.

Motion Supported: Director Bamber

Roll Call: Secretary Randall took roll call:

Paul Lehto – Abstained, as he stated it was unclear what he was voting for

Glen Lile – Aye

Diane Randall – Aye

Judy Maike – Absent

Gary Brandt – Aye

William Bamber – Aye

Linda Preston – Aye

Motion Status: The motion was passed.

4. Unfinished/Old Business:

There was no unfinished business discussed.

5. New Business:

A. MTPP Quarterly Financial Update

Theresa McNally, Tokio Marine HCC – Public Risk

Theresa McNally presented the budget analysis and accompanying financial documents to the board. In response to questions from the previous Board of Director's meeting, the check register is now included in the packet. Secretary Randall was added to the MTPP bank accounts to review all of the statements as requested at the January 2021 Quarterly Board Meeting.

Vice Chairperson Preston asked for clarification on the transfer of \$8000 for the TMHCC Grant Award. Ms. McNally explained the process of transferring funds for the TMHCC sponsored grant per the Master Policy. Ms. Venema also explained the grant contributions per the Master Policy.

Vice Chairperson Preston had additional questions regarding the financials. Ms. McNally addressed those questions. Ms. Preston also expressed some concern with the policy limits of the Directors and Officers insurance and would like to see those limits increased. Ms. Venema said that the D&O coverage limits can be discussed further at the July Quarterly Board of Directors meeting.

B. MTPP Large Loss Report **Brendan Clifford, Tokio Marine HCC – Public Risk**

Mr. Clifford reported 25 claims on MTPP Large Loss report at beginning and end of the third quarter. There were 3 claims removed during the third quarter and 3 claims added.

C. Program Administrator Update **Jennifer Venema, Tokio Marine HCC – Public Risk**

i. 2021 Election Nominations

Nomination forms were mailed to members in zones 2, 5, 7 and 8 in March. Nomination forms had to be postmarked by April 16 to be considered. Ms. Venema reported that currently we had received one nomination from each zone.

ii. 2021 MTA Annual Conference

The MTA conference was held virtually April 19 – 21. The MTPP did participate in the virtual vendor expo which included a live video chat feature during specified times. Over 500 people attended the conference. As of Wednesday morning, there were over 100 people who visited the MTPP booth. The virtual vendor booth will be available until June 30.

iii. Upcoming Meetings Schedule

The Board of Directors Special Meeting to discuss the bylaws has been scheduled for June 25 at the Doubletree in Bay City. The July Quarterly/Annual meeting is scheduled for July 14-16. The location is yet to be determined however it will be in either Kalamazoo, Grand Rapids or Detroit. The Board will be updated as soon as a location has been selected.

D. Risk Reduction Seminars 2021-2022* **Jennifer Venema, Tokio Marine HCC – Public Risk**

An estimate of the Risk Reduction Seminars was presented to the board members. There was a brief discussion on continuing the seminars throughout the 2021-2022 fiscal year.

Motion Stated: Secretary Randall made a motion to approve the virtual seminars for the upcoming fiscal year.

Motion Supported: Vice Chairperson Preston. Ms. Preston also noted that virtual seminars would be the best option for all seminars due to the current health crisis.

Roll Call: Secretary Randall took roll call:

Paul Lehto – Aye

Glen Lile – Aye

Diane Randall – Aye

Judy Maike – Absent

Gary Brandt – Aye

William Bamber – Aye

Linda Preston – Aye

Motion Status: The motion carried unanimously.

E. Marketing Emails

Glen Lile, Chairperson

Chairperson Lile addressed the board and stated that he noticed the TMHCC logo on the bottom of some MTPP materials. He has a concern that the policyholders might think that TMHCC is taking over the MTPP.

Secretary Randall asked if the MTPP logo was copyrighted.

Thomas Harmeyer requested to speak to the board on this issue. He explained that many inquiries are made as to what TMHCC's role is within the MTPP. He noted that the TMHCC sponsored grant is an added benefit to the program and that it was agreed to as a part of the Master Policy. Mr. Harmeyer stated that good partners demonstrate themselves as a team rather than just in an individual fashion and also stated that we not forget that TMHCC is the main risk taker for the members of the MTPP.

6. Committee Reports:

A. Executive Glen Lile, Chairperson

Chairperson Lile reported that the Executive Committee has not met and there is nothing to report at this time.

B. Bylaws – Election Glen Lile, Chairperson of Committee

Chairperson Lile stated that Ms. Venema covered the current election status in her report. The bylaws will be reviewed at the special board meeting in June.

C. Budget William Bamber, Chairperson of Committee

Director Bamber noted that the budget committee has not met but will meet prior to the next meeting to go over the budget for the 2021-2022 fiscal year.

D. Newsletter Linda Preston, Chairperson of Committee

Vice Chairperson Preston noted that the March 2021 newsletter was well received by our members. It contained articles on the cycle 19 grant recipients and HR MUNI.

E. Law Enforcement Glen Lile, Board Liaison

i. Bylaws

Chairperson Lile stated that the Law Enforcement committee met on March 25 and 26 to review the policies for the committee. The bylaws were reviewed as well, and it was noted that there were more committee members than the bylaws currently allow. Chairperson Lile also stated that Chief Freeman would be retiring and would like him to remain on the committee. The proposed bylaw amendments included increasing the number of members from six to eight persons to six to nine persons as well as clarifying that qualified professional consultants and retired fire, EMS and law enforcement professionals are eligible to serve on the committee.

Motion Stated: Secretary Randall made a motion to approve the changes to the Fire/EMS & Law Enforcement Committee bylaws as presented.

Motion Supported: Chairperson Lile

Roll Call: Secretary Randall took roll call:

Paul Lehto – Aye	Glen Lile – Aye
Diane Randall – Aye	Judy Maike – Absent
Gary Brandt – Aye	William Bamber – Aye
Linda Preston – Aye	

Motion Status: The motion carried unanimously.

ii. **Minutes**

Motion Stated: Chairperson Lile made a motion to approve the meeting minutes for the Law Enforcement Committee as presented.

Motion Supported: Director Brandt

Roll Call: Secretary Randall took roll call:

Paul Lehto – Aye	Glen Lile – Aye
Diane Randall – Aye	Judy Maike – Absent
Gary Brandt – Aye	William Bamber – Aye
Linda Preston – Aye	

Motion Status: The motion carried unanimously.

iii. **Policies**

Motion Stated: Chairperson Lile made a motion to approve policy number 004 Use of Force in Response to Resistance as presented.

Motion Supported: Secretary Randall

Roll Call: Secretary Randall took roll call:

Paul Lehto – Aye	Glen Lile – Aye
Diane Randall – Aye	Judy Maike – Absent
Gary Brandt – Aye	William Bamber – Aye
Linda Preston – Aye	

Motion Status: The motion carried unanimously.

Motion Stated: Chairperson Lile made a motion to approve policy number 007 Pursuit Driving as presented.

Motion Supported: Member Brandt

Roll Call: Secretary Randall took roll call:

Paul Lehto – Aye	Glen Lile – Aye
Diane Randall – Aye	Judy Maike – Absent
Gary Brandt – Aye	William Bamber – Aye
Linda Preston – Aye	

Motion Status: The motion carried unanimously.

Motion Stated: Chairperson Lile made a motion to approve policy number 032 Computer/Internet Use as presented.

Motion Supported: Member Brandt

Roll Call: Secretary Randall took roll call:

Paul Lehto – Aye	Glen Lile – Aye
Diane Randall – Aye	Judy Maike – Absent
Gary Brandt – Aye	William Bamber – Aye
Linda Preston – Aye	

Motion Status: The motion carried unanimously.

Motion Stated: Chairperson Lile made a motion to approve policy number 054 Fair and Impartial Public Safety Service as presented.

Motion Supported: Vice Chairperson Preston

Roll Call: Secretary Randall took roll call:

Paul Lehto – Aye	Glen Lile – Aye
Diane Randall – Aye	Judy Maike – Absent
Gary Brandt – Aye	William Bamber – Aye
Linda Preston – Aye	

Motion Status: The motion carried unanimously.

F. Fire/EMS

Diane Randall, Board Liaison

i. Minutes

Secretary Randall noted one correction to the minutes for the Fire/EMS Committee meeting. Mindy Hines is a member of Houghton Lake Ambulance Authority.

Motion Stated: Secretary Randall made a motion to approve the meeting minutes for the Fire/EMS Committee minutes as amended.

Motion Supported: Chairperson Lile

Roll Call: Secretary Randall took roll call:

Paul Lehto – Aye	Glen Lile – Aye
Diane Randall – Aye	Judy Maike – Absent
Gary Brandt – Aye	William Bamber – Aye
Linda Preston – Aye	

Motion Status: The motion carried unanimously.

ii. Policies

Motion Stated: Secretary Randall made a motion to approve policy number 209 and 605 for Fire and EMS Extraction as presented.

Motion Supported: Chairperson Lile

Roll Call: Secretary Randall took roll call:

Paul Lehto – Aye	Glen Lile – Aye
Diane Randall – Aye	Judy Maike – Absent
Gary Brandt – Aye	William Bamber – Aye
Linda Preston – Aye	

Motion Status: The motion carried unanimously.

Motion Stated: Secretary Randall made a motion to approve policy number 309 and 601 for Fire and EMS Critical Incident Stress Management as presented.

Motion Supported: Chairperson Lile

Roll Call: Secretary Randall took roll call:

Paul Lehto – Aye	Glen Lile – Aye
Diane Randall – Aye	Judy Maike – Absent
Gary Brandt – Aye	William Bamber – Aye
Linda Preston – Aye	

Motion Status: The motion carried unanimously.

Motion Stated: Secretary Randall made a motion to approve policy number 215 and 509 for Fire and EMS Do Not Resuscitate as presented.

Motion Supported: Chairperson Lile

Roll Call: Secretary Randall took roll call:

Paul Lehto – Aye	Glen Lile – Aye
Diane Randall – Aye	Judy Maike – Absent

Gary Brandt – Aye
Linda Preston – Aye

William Bamber – Aye

Motion Status: The motion carried unanimously.

Motion Stated: Chairperson Lile made a motion to approve policy number 214 and 511 for Fire and EMS Civil Unrest Emergencies as presented.

Motion Supported: Vice Chairperson Preston

Roll Call: Secretary Randall took roll call:

Paul Lehto – Aye

Glen Lile – Aye

Diane Randall – Aye

Judy Maike – Absent

Gary Brandt – Aye

William Bamber – Aye

Linda Preston – Aye

Motion Status: The motion carried unanimously.

**G. Convention/Annual Meeting
Committee**

Diane Randall, Chairperson of

Secretary Randall stated that the MTA conference for next year is April 25-28. This conference is scheduled to be in Lansing. There is a new hotel in downtown Lansing that will be able to provide lodging as well. They are playing with the theme of "Welcome Back".

H. Grant

Glen Lile, Chairperson of Committee

Chairperson Lile stated that the 20th Risk Reduction Grant Program cycle opened April 1st and will end May 31st. The committee will meet in June to review the applications.

I. Fund Investment

William Bamber, Chairperson of Committee

i. Morgan Stanley Update

Director Bamber noted that John Rogers with Morgan Stanley is the new MTPP account representative and welcomed the directors to review the monthly reports that are emailed.

7. General Discussion / Public Comment

A. General Discussion

Vice Chairperson Preston addressed the board and stated that the information provided by the fire/ems and law enforcement committees is so valuable. She thanked Ms. Venema and Ms. DeSchutter for the work done conducting the meetings.

Director Bamber brought up the new and lost accounts report. He noted that we lost a lot more in premium than we gained. Jeff McCray addressed the board to explain that these particular accounts posed significant claims through the program over the years. This greatly impacts the dividend program as the higher the claims are the less the program is able to give back to the members.

Secretary Randall expressed concerns over the new director email server. Ms. DeSchutter stated that the IT team is working on a solution to remedy the time delay as well as other concerns.

B. Public Comment

Chairperson Lile opened up for public comment. There was no public comment.

Adjournment:

Motion Stated: Director Bamber made a motion to adjourn the meeting.

Motion Supported: Vice Chairperson Preston

Roll Call: Secretary Randall took roll call:

Paul Lehto – Aye

Diane Randall – Aye

Gary Brandt – Aye

William Bamber – Aye

Glen Lile – Aye

Judy Maike – Absent

Linda Preston – Aye

Motion Status: The motion carried unanimously.

Meeting adjourned at 10:16 a.m.

Date Ratified:

July 15, 2021

By:

Gary Brandt

Gary Brandt, MTPP Secretary