



May 16, 2018

John Friend, DPW Supervisor
Village of Empire
P.O. Box 253
Empire, MI 49630

Dear Mr. Friend:

I would like to thank you for taking the time to meet with Risk Control to discuss the operations of the Village of Empire DPW. This action allows the Risk Control Department to assist the Department and its services in identifying existing and potential liability exposures that may be present in day-to-day operations such as yours.

Upon review of the information gathered and discussed during our meeting, please allow me to offer the following comments and recommendations:

- During the site visit, Risk Control noticed individual containers housing flammable and combustible materials. These items were spread throughout the inside of the building. Only a one day's supply of flammable liquids should be used at any location on the premises. Remaining flammable liquids should be stored:
 - In an approved metal cabinet with self-closing doors
 - In a flammable liquid storage vault
 - Or in a safe outside location

This action will help control potential fire/explosion hazards. (NFPA 30)

- The Department should consider installing protective metal or concrete guard post around the above ground fuel tank. This will help avoid a potential fire hazard in addition to reducing exposure to damage of vehicles (NFPA CODE 30).
- The Department should consider installing a secondary retention system around the above ground fuel storage containers. This will help to alleviate the risk of ground contamination from an unexpected spill or tank rupture.

In the event you are in need of additional resource material, or assistance regarding these recommendations, please contact the Risk Control Department.

Thank you and we look forward to a continued, good working relationship with you and the Village of Empire DPW.

Regards,



May 16, 2018

Darlene Friend, Deputy Clerk
Village of Empire
P.O. Box 253
Empire, MI 49630

Dear Ms. Friend:

I would like to thank you for taking the time to meet with Risk Control to discuss the operations of the Village of Empire. This action allows the Risk Control Department to assist the Village and its services in identifying existing and potential liability exposures that may be present in day-to-day operations such as yours.

Upon review of the information gathered and discussed during our meeting, please allow me to offer the following comments and recommendations:

- During the site visit, Risk Control noticed that sensitive Village documents were being stored in non-fireproof cabinets. Recommend the Village store sensitive documents in a fire proof cabinet to help alleviate the chance of loss from fire and or flooding.

In the event you are in need of additional resource material, or assistance regarding these recommendations, please contact the Risk Control Department.

Thank you and we look forward to a continued, good working relationship with you and the Village of Empire.

Regards,

Mike Morin
Senior Risk Control Representative
Michigan Township Participating Plan

Cc: Paul Olson, Municipal Underwriters of Michigan West, Inc.
Maureen Metzger, MTPP Underwriter



May 16, 2018

Darlene Friend, Deputy Clerk
Village of Empire
P.O. Box 253
Empire, MI 49630

Dear Ms. Friend:

I would like to take this opportunity to thank everyone once again for taking the time to meet with me recently to discuss the operations of the Village of Empire. Our meeting allows the Risk Control Department to assist the Village and its services in reducing any existing and/or potential liability exposures that may be present in your day-to-day operations.

We believe communication between the elected officials and department heads are an essential tool in reducing potential liability exposures and encourage working together to obtain this goal. Upon review of the information gathered during the meetings, the Risk Control Department is recommending a collaborative effort between the municipal entity board and department heads to accomplish the risk mitigating recommendations referenced in the enclosed letters. Please distribute these letters to your respective departments.

Should you or any of your department heads have any questions regarding the comments and recommendations, or any other questions regarding liability issues, please do not hesitate to contact the Risk Control Department or myself at any time.

Again, I appreciate the time you took to meet with me. The Michigan Township Participating Plan and the Risk Control Department look forward to a continued and good working relationship with the Village of Empire and its services.

Regards,

Mike Morin
Senior Risk Control Representative
Michigan Township Participating Plan

Cc: John Friend, DPW Supervisor