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NEWS & RISK MANAGEMENT REVIEW

SPRING 2019

CONTENTS

SDAO

- 1 2019 SDAO Annual Conference - Thank You
- 2-4 2019 Awards Recipients
 - 4 Internship Grant
 - 5 Committee & Volunteer Interest Form
- 6-7 Legislative Updates
 - 8 Special Districts Consulting Services
 - 9 FAA Drone ID Marking Change
 - 9 Minimum Wage Increase
- 10 SDAO HR Alliance
- 11 SDAO Members in the News
- 11 What is a Special District?
- 12 No Cost Public Safety EAP
- 13 SafePersonnel Trainings
- 14-15 SDAO Board Member & SDIS Trustee Spotlights

SDIS

- 17 2019 Best Practices Program
- 18 Employee Benefits Update
- 19 Risk Management Trainings
- 20 SDIS Employee Benefits Program
- 21 Enhanced Workers' Compensation Program Benefits
- 21 Winter Cleanup & Preparation
- BC Member Calendar

SDAO Mission

The mission of the Special Districts Association of Oregon is to assist special service districts in providing cost-effective and efficient public services to the people of Oregon.

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Services

Awards, Education and Training, Internship Grant, Legislative, Research and Technical Assistance, and SDAO Advisory Services, LLC

Contact

Main Office

PO Box 12613 | Salem OR 97309-0613

Toll-Free: 800-285-5461

Phone: 503-371-8667

Fax: 503-371-4781 | Email: sdao@sdao.com

Web: www.sdao.com

Claims Office

PO Box 23879 | Tigard OR 97281-3879

Toll-Free: 800-305-1736

Phone: 503-670-7066

Prop/Cas Claims Fax: 503-620-9817

Workers' Comp Claims Fax: 503-620-6217

Prop/Cas Email: claims@sdao.com

Workers' Comp Email: wc@sdao.com



— ANNIVERSARY —

Thank you

From: Frank Stratton, Executive Director

Thank you to each one of you who joined us for the 40th SDAO Annual Conference in Sunriver! We had over 400 conference attendees representing 210 of Oregon's special districts.

Jon Engstrom kicked off the conference with an educational presentation about recent trends of online fraud, computer intrusion, and methods that cybercriminals are using to steal valuable data from organizations. Attendees learned how password hacking, email phishing, telephone attacks, social engineering, and online devices are an emerging threat against special districts. Breakout sessions followed and focused on different areas of special district operations including employment practices, legal issues, boards, and more.

Friday's Exhibitor Trade Show highlighted 23 vendors and sponsors and the services they can offer to our members. In the afternoon, attendees met with their caucus colleagues to discuss important issues affecting their districts and nominated individuals for positions on the SDAO Board of Directors.

Association business was discussed at the Annual Business Meeting on Saturday, and elections were held for the five open seats on the SDAO Board of Directors. That evening, we recognized special districts and their board members, managers, staff, and volunteers at the Awards Banquet. Following the banquet, attendees were entertained with an all request dueling pianos show by

the talented Jeff and Rhiannon who demonstrated their wide range of ability by performing songs by ACDC, Queen, Elton John, and even Sir Mix-A-Lot.

The conference wrapped up on Sunday with breakfast and door prize giveaways donated by our wonderful district members.

We appreciate your work and dedication to Oregon's special districts and will continually strive to provide you with the best trainings and networking opportunities available. I invite you to join us for next year's conference from February 7-9, 2020 in Seaside.



SDAO

2019 AWARDS RECIPIENTS

The Special Districts Association of Oregon's Awards Program gives recognition to member districts for accomplishments which allow them to provide better service to the public and honors individuals who have greatly contributed to the success of their organization.

Each year, the SDAO Awards Program honors member districts for accomplishments which allow them to provide better service to the public and gives recognition to individuals who have greatly contributed to the success of their organization. Winners were recognized on Saturday, February 9th at the 2019 SDAO Awards Banquet in Sunriver.

Three districts were selected by the SDAO Awards Committee to receive the Outstanding Special District Program Award and four individuals were selected to receive the Outstanding Special District Service Award within the board member, manager, employee, and volunteer categories.

Outstanding Special District Program Award: Districts with 5 or Fewer Employees **Winner: Banks Fire District**

Banks Fire District boasts the strongest smoke alarm installation program in the state, an astonishing accomplishment for a small rural fire district. Since July 2015, 62 agencies have participated in the Oregon Office of State Fire Marshall's Smoke Alarm Installation program. During this period, Banks Fire District has installed 608 smoke alarms, more smoke alarms than any other

participating agency. This program directly impacts the safety of district residents leading to a decreased potential loss of life. It increased education, awareness, and protection to patrons. It has also enhanced the district's connection and visibility to the community.

Outstanding Special District Program Award: Districts with 6-25 Employees **Winner: Seal Rock Water District**

As part of Seal Rock Water District's commitment to maintain a high quality of life for its citizens, the district recently completed installation of an advanced metering infrastructure (AMI) system for its water utility system. Advanced metering technology not only takes meter readers off the road and reduces carbon emissions, AMI also enhances the district's ability to quickly detect and stop leaks in the transmission system while providing end-user customers with daily information that helps them improve their own water conservation efforts. The system installation was completed in July 2018 and the district is already experiencing increased efficiencies with the new technology – saving time and money for the both the customer and district.

Outstanding Special District Program Award: Districts with 26 or More Employees
Winner: Deschutes County 911 Service District

Deschutes County 911 Service District and Bend Fire implemented a telephone CPR program that has significantly increased the survival rates of individuals experiencing a heart attack. Prior to the launch of the program, heart attack survival rates in the Bend area were about 20%. To increase survival rates, it was necessary to utilize the 911 dispatch system as an early intervention during an emergency. Bend Fire and Deschutes County 911 worked together to implement the telephone CPR program. Since the implementation of the program, survival rates have increased from 20% all the way to 71%.

Outstanding Special District Service Award: Board Member
Winner: Larry Lindsay, Port of Morrow



Larry Lindsay joined the Port of Morrow Board of Commissioners in 1967 and has served ever since. When Larry joined the Commission, the port had no employees and no industry. Now, fifty years later, the port is an economic powerhouse with businesses generating over \$2 billion annually. In addition to being a port commissioner, Larry has served in several other capacities in Morrow County. He has been on the Morrow County Livestock Association Board, Military Economic Advisory Committee, Solid Waste Advisory Committee, and Columbia Improvement District Board of Directors. Larry is leaving a great legacy to his community and Morrow County.

Outstanding Special District Service Award: Manager
Winner: Gary Neal, Port of Morrow



Gary Neal has been instrumental in developing the Port of Morrow to become the second largest port in the state. He is gifted at attracting new business, helping to make Morrow County the third highest wage county in Oregon. Gary cast a vision for the port and identified opportunities that led to its tremendous growth. Under his leadership, between 2008 and 2013, the port had an 88% growth during a recession. He has served the Port of Morrow for 30 years. Gary also serves on the boards of the Bank of Eastern Oregon, Northeast Oregon Water Association, and Windwave Communications.

Outstanding Special District Service Award: Employee
Winner: Lanelle Comstock, Oregon International Port of Coos Bay



Since Lanelle began working for the Oregon International Port of Coos Bay in 2012, she has shown exemplary workmanship, professionalism and service to the port and its employees. She started as an executive assistant and is now the Director of Administration serving as IT support, human resources, records management, and office manager. Lanelle is one of the port's most dedicated employees. She has spent countless hours spearheading many projects and also tending to day-to-day port staff needs. Her dedication to ensure the success of port staff is reflected in improved company culture, employee productivity, and employee retention.

Outstanding Special District Service

Award: Volunteer

Winner: Fred Meyer, Tualatin Hills Park & Recreation District



Fred Meyer has volunteered with Tualatin Hills Park & Recreation District since 1996. He has served in many capacities, but one of his most impactful roles was advocating for the relocation of a Vietnam Memorial to Beaverton's Veterans Memorial Park. Fred's vision, connections, collaboration, and initiative brought these organizations together to create a beautiful public resting place for the historic memorial, befitting to commemorate and honor those who gave their lives for our country. Since the rededication, Fred has continued to play an active role in planning a number of successful events including an annual Memorial Day ceremony and July 4th concert.

Internship Grant

We are now accepting applications for the 2019 SDAO Internship Grant Program! This program is available to SDAO members to assist in meeting or improving loss control and best practices, ultimately benefiting both the district and the intern. This grant is not intended to fund routine maintenance needs or normal staffing requirements, but to help with project needs.

Interns must be hired by the district as temporary employees to be in compliance with wage and hour laws relative to compensating student interns. A freshman through junior college-level student will need to be hired to qualify for funding of this grant. The maximum grant per district is \$3,000; the funding must be matched by the district at 50%. For example, you may be eligible to receive up to \$3,000 on your request for a project that will cost your district \$6,000 or more. You may be eligible to receive up to a maximum of \$2,100 on your request for a project that will cost your district \$4,200. SDAO may not fund all grant requests.

The SDAO Awards Committee will review each application to determine which projects are eligible to receive funding. Funds will be disbursed before July 1.

Learn more and download an application by visiting our website: www.sdao.com/S4/Programs/internship_grant.aspx





SDAO
**COMMITTEE
& VOLUNTEER
INTEREST**
FORM

We need your help! Our strength and effectiveness as an organization is directly related to the involvement of our members. The talent and energy that our members bring to SDAO are the critical components of our success as an association. Please review the volunteer opportunities listed below and indicate those of which you are willing to serve. If you have any questions, please contact SDAO at 800-285-5461 or sdao@sdao.com.

Name: _____

Title/Position: _____

District: _____

Mailing Address: _____

Phone: (w) _____ (h) _____ (c) _____

Fax: _____ Email: _____

- Awards Committee** Solicit and review applications for annual achievement awards given by SDAO to districts and individuals who warrant special recognition for outstanding service, particularly effective programs, or innovative projects.

- Conference and Education Committee** Participate in the annual conference planning process and help to design and develop training programs and seminars.

Submit your completed form to:



P.O. Box 12613, Salem, OR 97309-0613

Fax: 503-371-4781

Email: sdao@sdao.com

Deadline: May 31, 2019
Thank you for your willingness to serve!



LEGISLATIVE UPDATES

*By: Mark Landauer and Hasina Squires,
SDAO Government Affairs*

During the second week of March, the co-chairs of the Joint Ways and Means Committee presented the Co-Chair 2019-2021 Balanced Budget. Despite record levels of revenue coming to the state due to a prospering economy and low unemployment, the Co-Chair Balanced Budget proposal, which is entirely based on current law, will still result in significant cuts to many state programs. Despite a record setting \$23.2 billion in spending, the overall budget represents a 10 percent increase over the current biennium but falls approximately 3 percent short of the projected cost of continuing current service levels under the 2017-2019 biennium. Much of the growth in expenditures is due to

the unfunded actuarial liability under the PERS program, increasing health care costs, and growth in salaries for state employees.

Under the co-chairs' proposal, only K-12 education and the Oregon Health Plan are spared from any cuts. The plan calls for \$8.9 billion for K-12 schools (\$100 million less than what the Governor proposed). However, education advocates voiced extreme concern. In fact, virtually immediately after the release of the proposal those in the higher education sector called for tax increases due to the need to increase tuition or the reduction of higher educational opportunities that the



proposed budget would support. The Co-Chair Balanced Budget Plan targeted an approximate 5% reduction of General Fund expenditures excluding Debt Service on a statewide basis. Due to the exclusion of Debt Service and the decision to hold the State School Fund and the Oregon Health Plan harmless from reductions, the target percentage reductions for each program area will vary.

Under the Co-Chair Balanced Budget proposal, the following key assumptions were made:

- *An approximate 5% General Fund reduction to balance the 2019-21 budget and help set the state on a path to sustainable budgets in future biennia. Program area reduction amounts vary depending on factors outlined in this framework.*
- *Retaining 2% of General Fund expenditures as an ending balance, instead of the required 1%, to inoculate against future revenue declines or pay down the PERS unfunded liability.*
- *The Oregon Health Plan will be funded without cuts to eligibility or benefits.*
- *The State School Fund will be held harmless from cuts. In addition, \$100 million will be added above the current service level (CSL). Supplemental funding for the State School Fund may become available from new revenues passed by the Joint Committee on Student Success.*
- *Costs for tax credits, whether extended, expanded, or new, shall be covered within \$40 million General Fund or via adjustments to other tax credits and policies.*
- *The total amount of general obligation bonds issued will be reduced to lower the amount of debt service costs in future biennia, preserving the General Fund for programmatic use.*

The Close of Session Revenue Forecast will be on May 15th. That forecast will serve as the baseline for building the next biennial budget for 2019-2021 and will also set the stage for any substantial tax increases to be considered by the assembly.

A high profile issue that is receiving a great deal of attention is HB 2020, the Clean Energy Jobs bill that would create a cap and trade program in an attempt to reduce carbon emissions in Oregon. The Joint Committee on Carbon Reduction has been receiving testimony over the course of the last month and it is likely that the committee will be entertaining amendments in the not too distant future. The Joint Ways & Means Committee

has begun to conduct hearings across the state taking public testimony on funding priorities. The Governor has also challenged the Legislative Assembly to increase corporate taxes to the tune of \$1 billion a year to be dedicated to education. There are also a number of housing related bills making their way through the legislative process.

Lower profile issues being considered include a host of bills impacting special districts in a variety of ways. Public records are a somewhat hot topic and it is likely that those who fail to disclose records in a timely manner could face as much as a \$200 fine. Considerable attention is being given to a bill that would eliminate the state from following "standard time", thereby removing the need to change clocks twice a year. Another issue that has gripped the Capitol itself is the lingering cloud of sexual harassment in the workplace which has spawned a series of bills that would impact both public and private employers.

In the weeks ahead, important deadlines will narrow the field of bills that are in play. Currently, there are over 2,500 bills that have been introduced. With some important exceptions, bills that are not posted for a work session in the first chamber policy committee by March 29th will be dead. If the bills that are posted for a work session are not moved out of the committee by April 9th, they will die as well.

There is still plenty of time remaining in the session. Constitutionally, the session can last until June 30th.



Special Districts CONSULTING SERVICES



We are here to help

The SDAO Consulting Services Program has been a service of our association since 2007 and has assisted nearly every special district in the state through trainings, problem solving, advising, and other consulting services. Our mission is to provide members with assistance in making sound management and policy decisions that are in alignment with best practices and state law. As a result, districts operate more proficiently, with less conflict and liability exposure, providing more resources for their specific service.

It is our vision to be the premier choice and first call by members for exceptional consulting services. To ensure that we are more readily available to our members we recently onboarded Shanta Carter, our new program assistant. Shanta came to us with valuable experiences that will benefit the growth of our program as we begin to streamline processes to make us more efficient.

First 8 Hours Free

Our consultants can assist your district in various ways including the following:

- *Organizational Assessments*
- *Management Recruitment*
- *Basic Planning*
- *Board Practices Assessment*
- *Board Training*
- *Special Projects*

Member districts are eligible for up to eight hours of services provided by our consultants. After this time is exhausted, members will have the option of continuing at an hourly rate.

For more information about the Consulting Services Program, please contact Shanta Carter at scarter@sdao.com or 800-305-1736.

DRONE ID MARKING RULE

EFFECTIVE:
FEBRUARY 25, 2019



Federal Aviation
Administration



FAA Drone ID Marking Change

The Federal Aviation Administration (FAA) has posted a rule in the Federal Register requiring small drone owners to display the FAA-issued registration number on an outside surface of the aircraft. Owners and operators may no longer place or write registration numbers in an interior compartment. The rule is effective as of February 25, 2019. The markings must be in place for any flight after that date. For more information, visit <https://www.faa.gov/news/updates/?newsId=93045>.



MINIMUM WAGE TO INCREASE ON JULY 1, 2019

Oregon's minimum wage will increase on July 1, 2019. Please see below for the new wage in accordance to your location in the state.

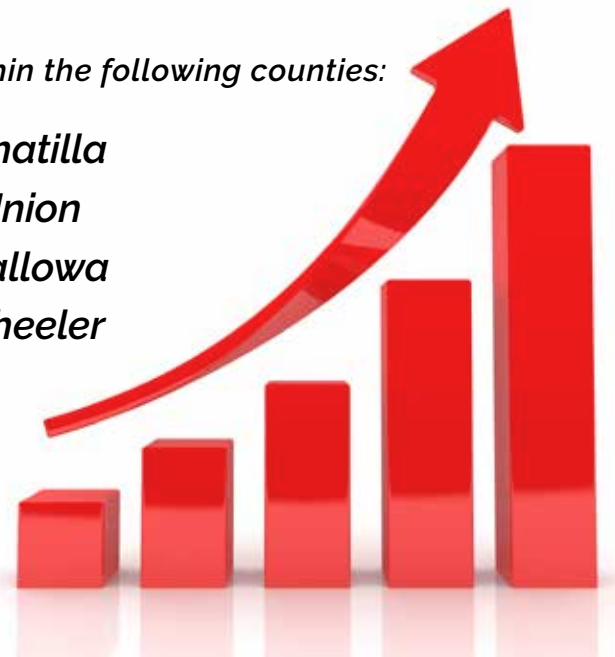
Standard:	\$11.25
Portland Metro:	\$12.50
Nonurban Counties:	\$11.00

The nonurban rate applies to employers located within the following counties:

*Baker
Coos
Crook
Curry
Douglas
Gilliam
Grant
Harney*

*Jefferson
Klamath
Lake
Malheur
Morrow
Sherman*

*Umatilla
Union
Wallowa
Wheeler*





SDAO HR Alliance

SDAO is developing a human resources network for our member districts' human resources professionals. It will provide all participating members a chance to collaborate with others via email using the SDAO HR Alliance listserv. With this listserv, you can send an email out to others who do what you do, day in and day

out, for their thoughts and opinions. You can receive quick responses from people who have been in your shoes. Perhaps someone in the group has managed exactly the situation you are facing and can offer some suggestions on how to proceed.

Though this will not be legal advice, the SDAO HR Alliance group can offer:

- 1. Collaboration** - An opportunity to connect with other HR professionals who work for districts. Pose questions and seek input regarding situations that someone else may have specific experience with. A wide variety of subject matter could be addressed, perhaps creative ideas to help you continue to support your employees, provide trainings, conduct recruitments, etc.
- 2. Feedback** - Group responses and opportunities for discussion on various topics, including feedback from the SDAO pre-loss department.
- 3. Networking** - Invitation to participate in the SDAO HR Alliance roundtable in the summer of 2019 (to be scheduled). The roundtable will provide an excellent networking opportunity, the chance to gather with HR colleagues and build working relationships with other HR specialists who have "been there and done that".

Members can also consult with SDAO's HR Manager for employment practice questions, advice, and other human resources needs. Districts' human resources professionals can access the SDAO HR Alliance networking group which offers an email listserv and in-person networking meetings.

This group is for professionals that provide HR services to districts. We know there are many other terrific organizations out there that provide trainings and opportunities that can, and should, be taken advantage of; however, SDAO HR Alliance is an additional resource meant specifically for the members of SDAO to meet their unique needs.

This group is not intended for obtaining legal advice and will not replace the pre-loss services SDAO offers or any other trainings or resources you have already known and utilized.

Email Monica Harrison, SDAO HR Manager, at mharrison@sdao.com with your name, position, district, email address, and phone number to join this group.

SDAO Members in the *News*

Find additional news clippings online at www.sdao.com > Newsroom

Water Environment Services campaign honored with service award

The Clackamas Review | 2/23/2019

Clackamas County's Water Environment Services (WES) has been awarded with a national achievement award for educating the public. WES's award-winning educational campaign was featured in the Clackamas Review/Oregon City news in June 2017. Clackamas County's public educational materials focused on so-called flushable wipes.

Please visit <https://pamplinmedia.com/cr/24-news/420227-323929-water-environment-services-campaign-honored-with-service-award> to read more.

19 seconds from help

Mail Tribune | 1/7/2019

On the evening of Dec. 28, soon after shoppers and staff at Food 4 Less called 911 for a cardiac arrest occurring at the front of the store, news of the emergency streaked beyond the store to a wider community. What they had in common was the

PulsePoint Respond app, which sent an alert to nine phones within a quarter mile of the cardiac emergency at 5:58 p.m. That alert was sent just 19 seconds after local crews were dispatched in response to the Emergency Communications of Southern Oregon 911 alert.

Please visit <https://ktvl.com/news/local/19-seconds-from-help> to read more.

Finally packing on the snow

Central Oregonian | 2/8/2019

Recent snowfall in the Ochocos has turned what was once a dismal mountain snowpack into one that should enable irrigators to endure another dry year. Staff from Ochoco Irrigation District recently took visits to three different SNOTEL sites in the Crook County area late last week. After taking snow depth and water content measurements, they learned that snowpack is actually at or slightly above the historic median and well above the totals from this time last year.

Please visit <https://pamplinmedia.com/ceo/162-news/419377-322794-finally-packing-on-the-snow> to read more.

What is a Special District?

When speaking with others about special districts, you may have been met with confusion when explaining the purpose and activities of this vital form of local government. In order to help educate our legislators, the public, and other interested parties about special districts, our team developed a brochure explaining what a special district is and isn't, their functions, and how they impact their communities.

Visit www.sdao.com and click on About Us to view this brochure. Please feel free to share this with others and use it in any capacity to promote your district or special districts in general.



No Cost Public Safety EAP for Career Professional Emergency Services Personnel

Emergency responders and fire professionals face unique challenges not easily understandable by those not in their field. While their career is rewarding, it can also offer hardships that may be more manageable with an experienced mental health professional who specializes in fire and EMS issues.

Special Districts Association of Oregon (SDAO) and Special Districts Insurance Services (SDIS) are pleased to announce that we have partnered with the Oregon State Fire Fighters Council to offer an employee assistance program (EAP) to **all career professional fire fighters** in the state of Oregon and **all SDIS member career emergency services personnel free of charge**.

This EAP is offered through Public Safety EAP *A division of ESI* and is specifically **designed for emergency responders and fire professionals**. The program offers up to six in-person counseling sessions per year and utilizes mental health professionals that specialize in fire and EMS issues.

At the end of this article, we have included a link to our website with resources for you to review including flyers explaining the benefits offered and how to access services. We encourage you to use these to communicate with your career professional fire fighters about this new opportunity. Public Safety EAP has also developed a great video (<https://www.theeap.com/video-library/public-safety-employee-orientation>) explaining the benefits available.

Your district's career professional fire fighters and their dependents have **immediate access** to these

program services and benefits. There is no waiting period. If help is needed, all it takes is a simple phone call to 1-888-327-1060 or visit online at **PublicSafetyEAP.com**.

Volunteers and Administrative Staff
Beginning July 1, 2019, volunteers and administrative staff can be added to the program for \$14.27 per volunteer/employee per year. In May, enrollment forms will be sent to all SDAO member fire districts that will allow you to add these individuals to the program. If you have career emergency services personnel, they have already been added to the program. There is nothing that you need to do, other than notify them that it is available.

SDIS EAP Fund

Also starting July 1, fire districts will have an opportunity to contribute to a fund that will help other small districts that cannot afford to enroll their volunteers. Districts can cover the cost of first responders at \$18.72 per employee, per year. If your district elects to cover this cost, SDIS will put that amount into a fund that will help districts without the financial means to enroll their volunteers in this valuable program. The option to participate will be available on the enrollment forms we send in April. SDIS does not make any money from offering this program.

For more information, please visit www.sdao.com/s4/announcements/public-safety-eap.aspx.





SafePersonnel Trainings

**TAKE ADVANTAGE OF
FREE ONLINE CLASSES.**

ANYWHERE. ANYTIME.

As part of SDIS's ongoing commitment to safety, compliance with regulatory requirements, and containing healthcare costs, SDIS has partnered with SafePersonnel to provide a series of free online risk management trainings. SDAO members enrolled in the SDIS Property/Casualty Program can complete safety and liability trainings through the SafePersonnel online training system at no charge.

**80+ Online SafePersonnel Courses
available to SDAO members**

Course library includes topics:

Employment Practices / Supervisory

Environmental

Health

Human Resources

Information Technology

Nutrition Services

Public Safety

Security

Social & Behavior

Transportation

This extensive library of trainings is accessible to each district through a personalized website set up by SafePersonnel.

If your district has already set up their training website with SafePersonnel and you are looking to complete trainings, please contact your district's management team for information on creating your login. These trainings cannot be accessed through the SDAO website.

If you have forgotten your district's training website address or your login information, please contact SafePersonnel at 800-434-0154.

If you have not set up your district's personalized training website and would be the district contact for the site, send your name, district name, contact phone number and email address to memberservices@sdao.com. We will provide your information to SafePersonnel and they will assist you with creating your district's personalized training website.

SDAO Board Member & SDIS Trustee

Spotlights



Ben Stange, SDAO Board Member

What role do you serve at your special district and how long have you been with them?

I've been with Polk County Fire District No.1 since 2000. I've been the Fire Chief since August of 2016. The job of the Fire Chief was never what I set out for. I've served in nearly every other position since 2000 when I joined the District. I've gone from Volunteer Firefighter to Volunteer Lieutenant to Resident Volunteer to Firefighter/Paramedic and a Union President to Captain to eventually Fire Chief.

How did you get involved with your special district?

I was a student at Western Oregon University. Growing up in Portland I never thought much about the fact that there were volunteer fire departments and was surprised to learn that I could volunteer if I was interested. I did and I met incredible people and couldn't believe the impact I could have.

Why did you seek to join the SDAO Board of Directors?

When I started as a fire chief, I had no idea what I had no idea about. I relied so heavily on SDAO to make sure that we didn't miss a step. I wanted to join the board to make sure that those districts, particularly those that are small, going through change, or don't have a full-time staff to support them, can still enjoy the support systems that we all depend on.

What excites you most about SDAO?

This is an exciting time for special districts. For years they have been ignored with laws focused more on cities and counties. Currently, there are a handful of states that are taking the fight for special districts beyond their states and to the federal government. The most incredible part of this is that Oregon (SDAO) is the leader! There is no doubt that as these relationships mature every one of us will benefit.

How has SDAO helped you or your district?

I've made an uncountable number of formal and informal inquiries to SDAO. Without them I would have been shooting from the hip with so many decisions I've faced.

Tell us about your life outside of your day job(s).

My wife and I run a lot. Our "dates" typically consist of getting a babysitter to watch the kids so we can run for a couple hours to prep for our next marathon. We have 3 boys (8, 5, and 1) who we travel the state with in our Volkswagen Vanagon. They get incredibly excited at every stop seeing everything there is to offer in every corner of the state. We have literally passed through nearly every special district in the state of Oregon.

Keith Hobson, SDAO Board Vice President



What role do you serve at your special district and how long have you been with them?

I'm currently the Director of Business and Facilities – I oversee the business functions such as budget, IT, HR, and risk management, as well as overseeing planning, development, and maintenance of district facilities. I've been with Tualatin Hills Park & Recreation District (THPRD) since February 2000, and in this current role since December 2007.

How did you get involved with your special district?

I initially joined the THPRD budget committee and through this volunteer role I met Ron Willoughby, the General Manager at the time. I really admired Ron and the rest of the management team so when the Director of Business Services position opened, I applied for it and was hired into that role.

Why did you seek to join the SDAO Board of Directors?

I initially joined the SDAO Legislative Committee because the legislative issues that SDAO deals with (procurement, labor, liability) are so closely tied to my job responsibility areas. I also saw what a resource SDAO is in the areas. THPRD has a strong history of involvement with SDAO but hadn't really been engaged at the board level for quite some time, so when the board position opened I decided to apply for it.

Tell us about your life outside of your day job(s).

I'm married and father of two grown sons, one in graduate school and one in undergraduate. When my boys were younger I was actively involved in coaching soccer and lacrosse, but now with more free time, I like to get outdoors, especially to go fishing. I also enjoy cycling and have done Cycle Oregon once and Cycle Oregon Weekend twice. We have a cabin on San Juan Island, and other than dealing with Seattle traffic to get there, it's my get-away retreat.

Mark Hokkanen, SDIS Trust Secretary

What role do you serve at your special district and how long have you been with them?

My current role is the Risk & Contract Manager which I have held since 2001. I have been with Tualatin Hills Park & Recreation District (THPRD) since 1995 and have served in several capacities as the district has grown (Administrative Analyst, Superintendent of Economic Development & Special Projects, and Superintendent of Administrative Services).

How did you get involved with your special district?

Growing up as a child, I participated in THPRD programs and used the various facilities, mainly the swimming pools. Although THPRD's reputation as a leader in their field is well noted, my career in recreation took me in a different direction. When I was looking to relocate back to Oregon, THPRD was the only agency I wanted to work for.

Why did you seek to join the SDIS Board of Trustees?

I believe it is important to be involved in your community, whether it is where you live or work. As one of the few special districts that has professional risk and safety staff, I felt it was important to be involved to support SDAO staff and its mission. While each district has a focused service or specialized expertise, we ALL are committed to enhancing the quality of life of our communities and SDAO.

Tell us about your life outside of your day job(s).

As a father to three active boys, I am learning how to transition into becoming an empty nester. Now instead of attending sporting events up and down the west coast, my travels involve - skiing, snow shoeing, hiking, and kayaking with my wife. However, I am still involved in one son's sport – as the Executive Director of Oregon High School Water Polo. I enjoy cooking on the BBQ, and have a special salmon recipe that my extended family requires to be cooked most holidays - no matter whose home I may be at.



*Providing reasonable, stable rates, and
broad coverage to Oregon's public entities*

SDIS Board of Trustees

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Vice Chair: David Crowther, Bend Metro Park & Recreation District
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Ted Kunze, Molalla RFPD #73
David Lindelien, Lane Transit District
Stacy Maxwell, Jackson County Fire District 3

Services

Background Checks
Claims Administration
Drug-Free Workplace
Management Consulting Services
On-site Loss Control Consultations
Pre-Loss Legal Services
Safety and Security Grant Program
SDIS Insurance Programs

Next SDIS Board of Trustees Meeting

April 3, 2019 | 1 p.m. | Columbia Gorge Hotel, Hood River

Work Session with SDAO Board

April 4, 2019 | 10 a.m. | Columbia Gorge Hotel, Hood River





2019 Best Practices Program

Deadline: November 1, 2019

**Receive up to a 10% discount on your general liability,
auto liability, and property insurance contributions.**

The SDIS Best Practices Program was designed to assist districts with implementing best practices to mitigate risk in areas of high exposure. This year's program offers each district up to a 10% credit on 2019 general liability, auto liability, and property insurance contributions. There are five opportunities to earn 2% toward your total discount. These opportunities include the following:

1. Affiliate Organization Membership | Credit: 2%

2. Public Records Checklist | Credit: 2%

3. Public Records Policy | Credit: 2%

4. Online Training (Available Spring 2019) | Credit: 2%

5. SDAO/SDIS Training | Credit: 2%

Receiving Credit

Completion of the Best Practices Survey (located online on the SDIS Insurance Site) is required to receive credit. Your district will be notified by email this spring when the survey becomes available online. The survey must be submitted by a district representative who will verify completion of the credit requirements within the survey. *Please note, each district is responsible for completing their own survey online. **The deadline to complete the survey is November 1, 2019.***

If you have any questions regarding the Best Practices Program or need help completing it online, please contact Jaime Keeling at jkeeling@sdao.com or 800.285.5461, ext. 122.



Live Well, Work Well

Health and wellness tips for your work, home and life—brought to you by the insurance professionals at The Partners Group



WORKPLACE STRESS

Nearly 80 percent of Americans consider their jobs stressful. While it may not be possible to eliminate job stress altogether, you can learn to manage it effectively.

Common job stressors include a heavy workload, intense pressure to perform at high levels, job insecurity, long work hours, excessive travel, office politics and conflicts with co-workers. While dealing with stress is a normal part of everyday life, here are some early warning signs that signify red flags, alerting you to stress on the job:

- Insomnia
- Anxiety or depression
- Low morale
- Short temper
- Headache
- Stomach or back problems

Managing Job Stress

The good news is that it is possible to manage job stress by becoming aware of what increases or decreases your stress levels. Here are six methods to help manage stress at work:

- Plan and prioritize: Do not panic, make a list to prioritize your work, set realistic deadlines, do not rush into the first idea you have and always have an alternative plan.
- Focus on what you can control: You know what your job tasks are. Break the larger tasks into smaller, more doable steps.

- Slow down: Think things through before you act, and begin with a result in mind.
- Limit interruptions: Use your voicemail to your advantage and only take calls that are a priority when you are on a tight deadline. Set aside designated times throughout the day to respond to e-mails and phone calls.
- Use all of your resources: If things do not go exactly as planned, do not solely rely on yourself. Ask for help when you need it.
- Take a break: To release stress, make time to take a short break. Taking a walk or discussing your work situation with another person may help you gain a fresh perspective.

Article by The Partners Group

New SDIS Trustee

Dave Lindelien was sworn in to the SDIS Board of Trustees on February 6, 2019. Dave is the Risk Manager for Lane Transit District in Springfield and has been with the district for over ten years. His extensive experience in safety and risk management will be an asset to the Trust, and we look forward to his contributions.



Trainings

Training can be difficult in both large and small organizations. Do you need someone with topic expertise, training materials, or props for hands-on engagement? Whether it be for regulatory compliance or general risk management loss control, help may only be an email away.

You may know the SDAO Risk Management Department has a wide set of options and opportunities for members to engage the free on-site risk management services and trainings. Below is a list of what we can offer your district.

OSHA Compliance Related Trainings	Other Trainings & Services
<ul style="list-style-type: none">• Accident/Injury Reporting• Accident Investigation• Aerial Lift Safety• Bloodborne Pathogens• Confined Space• Fall Protection• Fire Extinguisher• Forklift Driver• Hazcom• Hazard Identification• Hearing Conservation• Ladder Safety• Lockout/Tagout• Personal Protective Equipment (PPE)• Safety Committee• Respiratory Protection	<ul style="list-style-type: none">• Back Injury Prevention• Work Smarter, Not Harder• Ergonomics• Ergonomics Train the Trainer• Slips, Trips & Falls• Driver Training• Drone Flights for Infrastructure Review• Playground Assessment with Impact Testing• Indoor Air Quality / Air Monitoring• Lead Awareness• Fluorescent Light Tube Management• Asbestos Awareness

Visit the SDAO website for a more exhaustive list of trainings and services at www.sdao.com/S4/Programs/risk_management_program.aspx.

Also, SDAO First Thursday webinars (first Thursday of the month at noon) are frequently hosted by risk management staff. To view upcoming webinars and those that are archived visit www.sdao.com/S4/Trainings/Webinars/webinars.aspx.

Still not finding what you're looking for? Contact us at riskmanagement@sdao.com. One of our consultants will work with you and your district to determine if we can meet your needs.

SDIS Employee Benefits Program

The SDIS Employee Benefits Program can help you sustain a healthy workforce while putting your mind at ease with solid coverage and reliable plan options. Our plans offer broad provider networks, great brand recognition, and generous wellness benefits at reasonable rates. In fact, our rates are still lower than they were five years ago, before SDIS became self-insured.

As an SDIS participant, you can have confidence in knowing your district is part owner of a strong program; a program with low loss ratios and extensive benefit offerings. Our strength is based on the fact that all surplus funds are reinvested in the program rather than distributed to shareholders. Reinvestment of these funds allows us to maintain stable rates.

Learn more about the SDIS Employee Benefits Program and upcoming renewal changes and highlights at one of our informational and interactive sessions. Our team will cover topics including:

Health Plan Basics

- Benefits of our health plan
- Cost savings for plan members

What is Happening in the World of Pharmacy and Medications?

- Overview of current trends in pharmaceuticals
- Cost saving advantages of mail-order pharmacy
- Information about CVS/Caremark (SDIS's prescription plan)

Renewal Update

- Coverage changes and enhancements
- Important instructions for renewal
- Upcoming renewal rates

For more information and to register, visit <https://cvent.me/LGXmN>

To request a quote, please contact us at 800-285-5461.

DATES & LOCATIONS

April 12 | Tigard

Tualatin Valley Fire & Rescue - Station 50

April 16 | Eugene

Bob Keefer Center

April 24 | Tillamook

Tillamook Airport

April 29 | Bend

Deschutes Public Library

Enhanced Workers' Compensation Program Benefits

The SDIS Workers' Compensation Program is now the largest self-insured workers' compensation group in Oregon! Our program is strong because of our members and their commitment to a safe and healthy workplace. Along with this commitment, our program is truly unparalleled in the service, value, and protection we provide. We understand the unique challenges special districts face and take coverage to the next level with our Safety-Net Benefits. These additional benefits are provided to all participating member districts:

- **First Fill Prescription Coverage**
Allows an injured employee to secure a necessary prescription without incurring any out-of-pocket expenses. Coverage up to \$1,000.
- **Family Support Coverage**
We take on the cost of lodging, food, and transportation expenses of immediate family members of the employee who has been catastrophically injured or undergoing an approved surgery. This benefit covers up to \$10,000.
- **Criminal Defense Cost Coverage – Enhanced!**
This coverage provides up to \$250,000 (previously \$50,000) in criminal defense costs for unintended negligence as a result of an injured employee.
- **OSHA Defense Cost Coverage – Enhanced!**
Provides up to \$10,000 (previously \$5,000) for OSHA defense cost coverage.
- **HIPAA Defense Cost Coverage – Enhanced!**
Up to \$10,000 (previously \$5,000) for HIPAA related defense cost coverage.

If you have any questions about Safety-Net Benefits or the SDIS Workers' Compensation Program, please contact us at 503-670-7066 or 800-305-1736.

WINTER CLEANUP & PREPARATION

By: Jens Jensen, PC Claims Manager

As we enter spring and start experiencing more pleasant weather, now is the time to prepare and plan for what we might face in the future. Inspect roofs and clear off branches or other debris that have accumulated. Clean out gutters and scuppers and check shingle conditions along with other weatherization needs. If you have a flat roof on your building, keep in mind that a one inch deep square yard of water weighs about 47 pounds. Also, inspect flat roofs for dips and valleys allowing water to pool.

Most leaks into the envelope of your buildings occur at transition points. An example of this is where siding meets up with a window. Checking flashing and caulking in these areas is critical to keeping water outside. Also take a look at trees close enough to hit infrastructure for signs of decay or rot. If you can't tell, consider hiring an arborist to inspect the tree and provide their thoughts.

Consider securing contracts for snow removal from roofs and parking lots. Once the snow hits next winter, companies that provide removal service are hard at work clearing buildings for companies who already have a contract. It is much more fun to sit in your warm, dry building rather than figuring out what to do next when your roof is down on the ground.



GOVERNMENT AFFAIRS

Hasina Wittenberg: 503-906-7228

Mark Landauer: 503-906-7238

UNDERWRITING

Toll-Free: 800-285-5461

Email: underwriting@sdao.com

Fax: 503-371-4781

REPORT AN SDIS WC CLAIM

Toll-Free: 800-305-1736

Email: wc@sdao.com

Fax: 503-620-6217

CONTACT SDAO

Administrators for SDIS

Toll-Free: 800-285-5461

MEMBER SERVICES

Toll-Free: 800-285-5461

Email: memberservices@sdao.com

Fax: 503-371-4781

RISK MANAGEMENT

Toll-Free: 800-285-5461

Email: riskmanagement@sdao.com

Fax: 503-371-4781

REPORT AN SDIS P/C CLAIM

Toll-Free: 800-305-1736

Email: claims@sdao.com

Fax: 503-620-9817

MEMBER CALENDAR

- Apr. 3 SDIS Board of Trustees Meeting: *Hood River*
- Apr. 4 Joint Board/Trust Meeting: *Hood River*
- Apr. 4 SDAO Board of Directors Meeting: *Hood River*
- Apr. 4 SDAO First Thursday Webinar: Playground Safety
- Apr. 12 SDIS Health & Dental Program Regional Meeting: *Tigard*
- Apr. 16 SDIS Health & Dental Program Regional Meeting: *Eugene*
- Apr. 19 SDIS/PACE Public Entity Agents Day: *Salem*
- Apr. 24 SDIS Health & Dental Program Regional Meeting: *Tillamook*
- Apr. 29 SDIS Health & Dental Program Regional Meeting: *Bend*
- May 2 SDAO First Thursday Webinar: Confined Spaces
- May 9 SDIS Risk Management Forum: *Klamath Falls*
- Jun. 5 SDIS Board of Trustees Meeting: *Tigard*
- Jun. 6 SDAO First Thursday Webinar
- Jun. 13 SDAO Board of Directors Meeting: *Salem*