

SDAO

SPECIAL DISTRICTS
ASSOCIATION OF OREGON

News & Risk Management Review

FALL 2018

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

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SDAO MEMBER APPRECIATION Golf Tournament & *Scholarship Fundraiser*

By: Frank Stratton, Executive Director

On September 14th, we held our annual golf tournament and scholarship fundraiser at the Chehalem Glenn Golf Course in Newberg. After the fog lifted, the weather was beautiful. I had a fantastic time playing the challenging course and speaking with those that attended. The tournament began at 11 A.M. and ended in the early evening with dinner, raffle prizes, and an awards presentation. The Chehalem Park and Recreation District team took home first place honors.

The golf tournament is fully funded by player registration fees and sponsorships. All proceeds earned go to SDAO and SDIS training scholarships for our members. So far, we have been able to fund over \$6,000 worth of training registration fees for our members. While numbers from this event haven't been fully processed, we are looking forward to offering training scholarships again next year.

I'd like to thank all of the players and sponsors who helped make this a successful event. I look forward to seeing you all next year!

THANK YOU to our 2018 Golf Tournament Sponsors!

TITANIUM

*Belfor Property Restoration
Brown & Brown Northwest
ServPro
WHA Insurance*

GOLD

*Cummins, Goodman, Denley, & Vickers P.C.
Garrett Hemann Robertson P.C.
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*Harvey-Daco Northwest - Johnny Oldham
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Todd Construction, Inc.
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We would also like to extend our great appreciation to
Chehalem Glenn Golf Course.

Important Information:

Oregon Pay Equity Law



To do immediately, if you have not already done so:

- Discontinue asking job candidates and current employees about salary history. This includes updating your job applications to remove any section that asks for previous salary information.

To complete by December 31, 2018:

- Complete the internal pay equity analysis and implement a corrective action plan (if needed).

HR Answers has developed toolkits to assist in completing the pay equity analysis process. The tools have been designed to assist small and medium size organizations with reaching compliance with Oregon's revised Pay Equity Law.

The next major milestone for compliance is **January 1, 2019**. This milestone includes the completion of job comparison (based on the law's five comparable characteristics), completion of a total compensation equity analysis, and corrective actions. There are packages of information depending on your organization's size.

If your organization has fewer than five (5) or more than 50 jobs, HR Answers would be happy to estimate the most expeditious and compliant process for your organization's need.

Please visit the Resources page of the HR Answers website to view the Oregon Pay Equity Products options and don't hesitate to call (503.885.9815/877.287.4476) with any questions you may have.

The discount code for members of SDAO to purchase these products is **SDAOPE2018**.

Last year, Governor Kate Brown signed into law [H.B. 2005](#), which creates considerable new obligations and areas of liability for Oregon employers. The law prohibits pay discrimination on the basis of protected class, defined as race, color, religion, sex, sexual orientation, national origin, marital status, veteran status, disability or age. In other words, employers may not pay employees performing comparable work at different rates of pay because of their membership in one of these protected classes.

The law has also prohibited employers from screening job applicants based on current or past compensation and from determining compensation for a position based on a prospective employee's current or past

compensation. Employers will be able to inquire only about a job applicant's salary history after making a job offer including a compensation amount. This should already be in place since the law was effective October 8, 2017.

Every employer in Oregon is affected by this new law. Below are the steps that you need to take to ensure you are compliant with this new law. **A demanding and very important part of compliance is for you to complete a pay equity analysis.**

HR Answers has been on the forefront of developing the tools and providing the resources to assist their clientele with the pay equity analysis. They will also have workshops available on this subject matter.

2019 SDAO ANNUAL CONFERENCE

Save the Date!

Save the date for the 2019 SDAO Annual Conference! We will be holding our 40th annual conference in Sunriver from **February 8th through the 10th with pre-conference sessions on February 7th**. Registration information will be available beginning early December.

Registration Rates

- Pre-Conference Session (Thursday): **\$100** – includes breakfast and lunch
- Full Conference (Thursday evening through Sunday morning): **\$230** – includes all breakout sessions (Friday and Saturday), meals (excluding Friday dinner), receptions, and Awards Banquet
- One Day (Friday or Saturday): **\$140** – includes breakout sessions and breakfast and lunch on the day selected

Prices for guest meals and the Awards Banquet will be available in December.

Hotel Information

Hotel reservation information will be sent with conference registration confirmation emails. The following rates are being provided to you for budgeting purposes. Hotel reservations will be accepted beginning when conference registration opens on December 3rd.

- Lodge Village Guestroom: \$113/night + tax and resort fee
- Lodge Village Suite: \$189/night + tax and resort fee
- River Lodge Guestroom: \$179/night + tax and resort fee
- 2 Bedroom Loft Condominium: \$199/night + tax and resort fee





You are invited to our regional **RISK MANAGEMENT** Trainings



Oct. 02 | **Tigard, OR**
Oregon Medical Association

Oct. 24 | **Medford, OR**
Inn at the Commons

Oct. 16 | **Redmond, OR**
Eagle Crest Resort

Nov. 13 | **Newport, OR**
Best Western Agate Beach

Oct. 23 | **Cottage Grove, OR**
Village Green Resort & Gardens

*Trainings will be held from 9 a.m. - 1 p.m.
Doors will open at 8:30 a.m.*

A Supervisor's Role in Preventing Injuries

Studies indicate that a supervisor's response to a workplace injury may be the single most important influence on the quality and speed of the worker's recovery and the success or failure of the stay at work or return to work outcome. This training is designed to support districts in helping their injured workers stay at work, performing regular or modified duties or return to safe and meaningful work as soon as possible; and understanding and controlling costs associated with workplace injuries and illnesses.

Facilities Care and Maintenance

The losses from fire, snow, frozen pipes, wind and flooding can all be prevented. We will discuss pre-loss inspections to help mitigate these losses and more. Attendees will learn simple ways to prevent property losses that will not break the bank.

Return to Work

In a workers' compensation program, the only way to save money is to bring the individual back to light-duty work. This session will focus on the importance of returning individuals to work quickly and will provide the tools available to assist you with this.

The cost to attend is \$50. Course materials and a boxed lunch will be provided. This training is eligible for 3 CEUs!

Each district is eligible to use the code RMREG at time of registration to receive their first registration at no cost.
Due to limited scholarships, we cannot guarantee this discount and are offering it on a first come, first served basis.

To register for this training and for more information, please visit www.cvent.com/d/kgqhdh

SDAO Board Announcements



Chief Ben Stange with Polk County Fire District No. 1 was elected to the SDAO Board of Directors at the Annual Business Meeting in February to fill the vacant fire position. Chief Stange started his fire service journey in 2000 as a volunteer firefighter and was later hired by his district in 2006. He was promoted to Captain in 2013 and then selected as Chief in 2016. Chief Stange was sworn in at the September 13th board meeting. We look forward to his contributions to SDAO.

June 30th marked Past President Diedre Conkling's last day on the SDAO Board of Directors. We'd like to thank Diedre for her 17 years of service to the association and wish her the best in her retirement.



MORE CHANGES TO DISCLOSURE RULES



In last quarter's newsletter, we reported a change to GASB Statement 88 regulations, requiring entities to disclose some additional information in notes to financial statements.

There are now amendments to SEC rule 15c2-12 (the "Rule") to take note of, which will further improve market transparency, and will complement the GASB Statement 88 released in March. What follows is a bullet-point summary of key takeaways from these new amendments.

Summary of Amendments to SEC rule 15c2-12

The Securities and Exchange Commission (SEC) added two events to the existing fourteen events under the Rule. The new events require issuers and obligated persons in municipal securities offerings to file notice of:

- Incurrence of a financial obligation of the issuer or obligated person (if material), or agreement to covenants, events of default, remedies, priority rights, or other similar terms of

a financial obligation which may affect security holders ("Event 15"); and

- Any default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the issuer or obligated person, any of which reflect financial difficulties ("Event 16").

The compliance date for the new amendments is 180 days after publication in the Federal Register, likely some point in first quarter 2019. It's important to note that the disclosures required by the amendments are already being made; the amendments address when such disclosures must be made. While the information is generally included in the official statements and/or audited financial statements, the SEC wanted to have such disclosures made closer to the time of the incurrence or event, to provide greater transparency to the market.

Continuing Disclosure Agreements ("CDA") executed

on or after the compliance date must include the two new events. This means that issuers and obligated persons will need to comply with the necessary disclosures before the first offering including a CDA after the compliance date (Event 16), and will also need to comply with disclosures after the first offering, on an ongoing basis, upon occurrence (Event 15).

Generally speaking, these amendments will improve market transparency, and the added disclosure will benefit investors. However, some of the terms (particularly when defining a 'material' event) can be subject to interpretation, and further guidance may be needed.

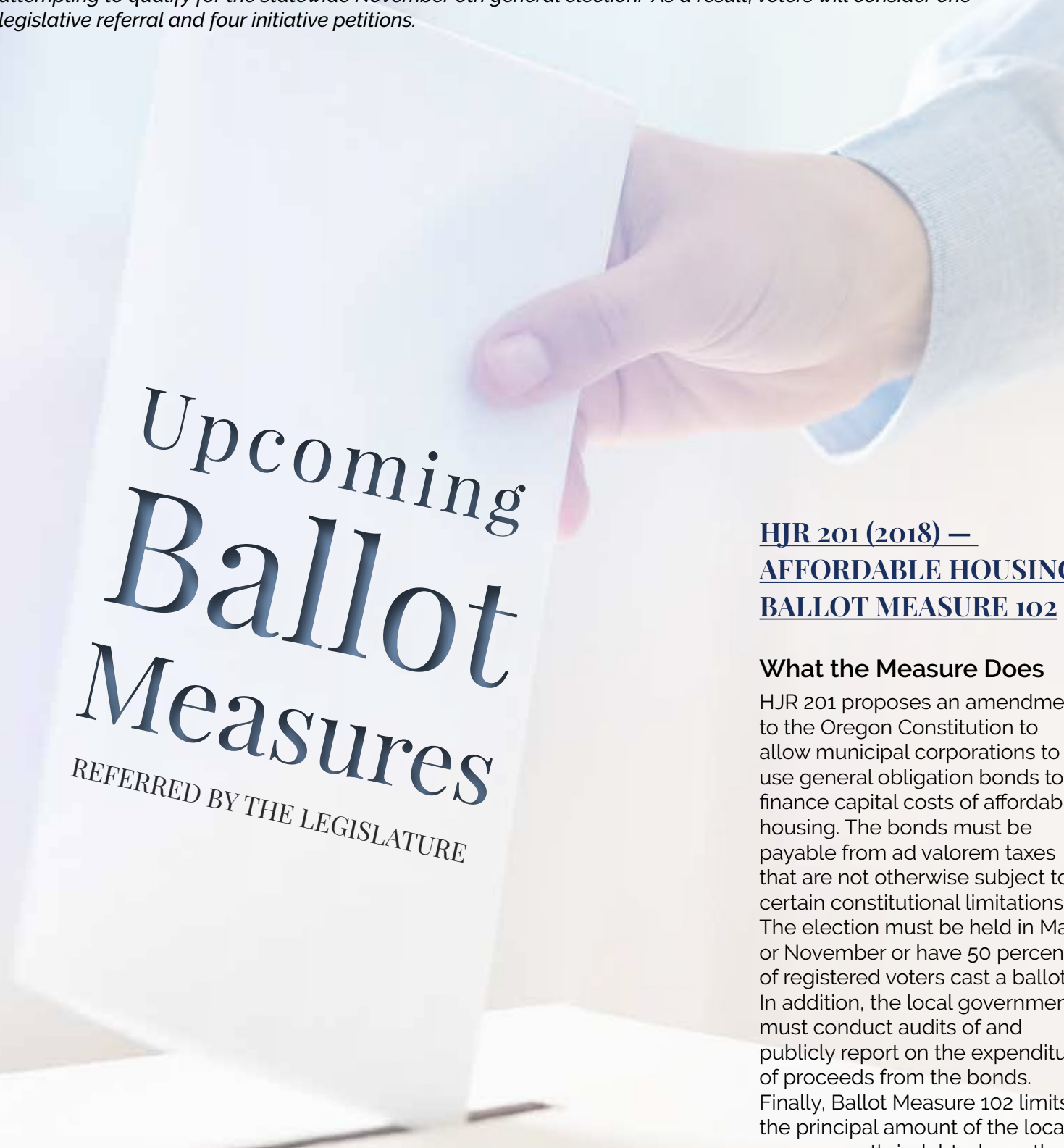
For more detailed information, or if you have any questions regarding these Rule amendments or any other finance-related matter for your district, please contact David Ulbricht, Director of Advisory Services at 503-472-9965 or email dulbricht@sdao.com.



LEGISLATIVE UPDATE

By: SDAO Government Affairs

The Secretary of State's office recently concluded its signature verification process for ballot measures attempting to qualify for the statewide November 6th general election. As a result, voters will consider one legislative referral and four initiative petitions.



Upcoming
**Ballot
Measures**

REFERRED BY THE LEGISLATURE

**HJR 201 (2018) —
AFFORDABLE HOUSING
BALLOT MEASURE 102**

What the Measure Does

HJR 201 proposes an amendment to the Oregon Constitution to allow municipal corporations to use general obligation bonds to finance capital costs of affordable housing. The bonds must be payable from ad valorem taxes that are not otherwise subject to certain constitutional limitations. The election must be held in May or November or have 50 percent of registered voters cast a ballot. In addition, the local government must conduct audits of and publicly report on the expenditure of proceeds from the bonds. Finally, Ballot Measure 102 limits the principal amount of the local government's indebtedness that may be outstanding for affordable housing projects to one-half of one percent of the real market



value of all property in the jurisdiction.

Initiatives

The initiative petition industry remains alive and well in the state of Oregon. Constitutional measures require 117,578 valid signatures and statutory changes require 88,184 valid signatures. Petitioners had until July 6, 2018 to collect the necessary signatures. The following is a list of the four measures that qualified for the November ballot as a result of the initiative petition process:

[Yes! Keep Our Groceries Tax Free! — Petition #37](#) [Ballot Measure 103](#)

What the Measure Does

This measure retroactively prohibits taxes on "sale of groceries" by producers, processors, wholesalers and retailers; exceptions include, but are not limited to, alcohol, marijuana and tobacco products. Ballot Measure 103 would constitutionally ban any new taxes on food and groceries. Sponsored by the large major grocery chains, the measure is designed to wall off the industry from new gross receipts taxes that the legislature has been discussing. The measure easily qualified for the ballot weeks before the deadline. Proponents say their industry operates on low profit margins and would therefore be devastated by a potential new "gross receipts" tax. Measure opponents argue that it's broadly written and could put many other businesses off-limits to new taxes.

What Will This Measure Cost?

The financial impact to state and local government revenue and expenditures is indeterminate.

[Stop Oregon Sanctuaries — Petition #22](#) [Ballot Measure 105](#)

What the Measure Does

This measure repeals law limiting use of state/local law enforcement resources to enforce federal immigration. It would overturn the law that requires Immigration and Customs Enforcement (ICE) agents to obtain a federal criminal arrest warrant for undocumented immigrants for state or local law enforcement agencies to be required to turn them over to ICE. This initiative was sponsored by Rep. Mike Nearman (R-Independence), Rep. Greg Barreto (R-Cove), and Rep. Sal Esquivel (R-Medford). The campaign turned in 111,039 signatures, 95% of which were valid, an extremely high proportion compared to most campaigns.

What Will This Measure Cost?

Financial impact of this measure is indeterminate.

[Stop Taxpayer Funded Abortion Act of 2018](#) [Petition #1— Ballot Measure 106](#)

What the Measure Does

Ballot measure 106 narrowly qualified with only 221 signatures above the minimum required to secure a state constitutional amendment on the November ballot. If passed, it would prohibit the state from spending public funds for abortion, except when medically necessary or as required by federal law. In 2017, the Oregon Legislature expanded the program to include abortion and other reproductive services for women who are undocumented immigrants. The measure blocks abortions from being included in taxpayer-funded health insurance plans for public employees. Oregonians have voted down initiatives to place new limits on abortions five times in past elections.

What Will This Measure Cost?

The financial impact of the initiative is anticipated to result in a net annual expenditure increase of \$19.3 million in public funds administered by the state government in the first year and will compound in future years. This number is based on two factors: 1) an estimated decrease in state government expenditures of \$2.9 million from the prohibition of spending public funds on abortions and 2) an estimated increase of \$22.2 million in expenditures due to an increase in births and corresponding utilization of health care and state programs. The initiative is also expected to increase annual federal matching funds received by the state by an estimated \$14.5 million to support additional health care and nutrition costs. The financial impact on local government is indeterminate.

GREEN ENERGY TECHNOLOGY

By: Oregon Department of Energy

All public bodies in Oregon that construct new facilities or renovate existing facilities must comply with ORS 279C.527-528, if certain project cost thresholds are met. This is a reminder that public bodies must enter all 1.5% Green Energy technology (GET) projects into the ODOE database located: <http://greenenergytechnology.odoe.state.or.us/>

What needs to be reported? ALL projects whether GET was determined to be appropriate OR inappropriate and all projects whether or not state funding was included in the total contract price must be reported.

Projects for which GET was determined to be inappropriate must request a review by the technical review panel (TRP). The TRP recommendation must be included when the project is reported in the database.

Also, any public bodies that determine GET to be appropriate, but have requested a review by the TRP must report their projects.

Projects should be reported after the design of the GET is completed and prior to the start of facility construction. Only two projects have been reported in 2018. Please report projects before December 31, 2018 so they can be included in the legislative report, due February 1st, 2019.

For more information about the 1.5% for Green Energy Technology requirement: <http://www.oregon.gov/ENERGY/CONS/pages/publicsolar.aspx>

Submit Photos of your Special District!

The 2019 SDAO Calendar is in final production but we'd love to have more photos! If you have images of your district's events, activities, or anything else related to what you do, please send them to Lauren Leopard at LLeopard@sdao.com. If selected, your image(s) will appear with a photo credit in the calendar. Images must be in .jpg format, high-resolution, and in 300 dpi format.

We look forward to seeing your photos!





SDAO Members in the *News*

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

Clackamas firefighters receive international award for heroism

Clackamas Review | August 8, 2018

I AFC's most prestigious honor is presented annually at the Fire-Rescue International conference, the award honors a firefighter for his or her expert training, professional service and dedication to the duty displayed in the saving of a human life.

This year's winners are **Capt. Kyle Olson**, apparatus operator **Andrew Brian**, firefighter **Scott Kohler** and firefighter **Matt Towner** from **Clackamas Fire's Mt. Scott Station 5**. They will be recognized for their heroic efforts as they rescued 62-year-old Dea Hammons, who was trapped by a blaze on the second floor of her home on Sept. 6, 2017, less than a quarter-mile away from the fire station.

Read more: <https://portlandtribune.com/cr/24-news/402798-299245-clackamas-firefighters-receive-international-award-for-heroism>

Learning at the port

Pendleton East Oregonian | July 26, 2018

For the past two weeks, teachers from Umatilla and Morrow counties have been getting used to a different kind of classroom -- work sites and factories at the Port of Morrow. As part of a teacher externship sponsored by the port, five high school teachers from the area shadowed employees, heard from speakers at businesses around the port, and toured several facilities in Boardman.

The two-week program is aimed at math and science educators — as well as counselors and career advisers — to bring information about local jobs and trade schools back to students.

Read more: <http://www.eastoregonian.com/eo/local-news/20180725/learning-at-the-port>

Oak Lodge Water Services gets Peak Performance Award

Clackamas Review | September 8, 2018

Oak Lodge Water Services has been selected to receive a Platinum Peak Performance Award to

recognize public wastewater treatment facilities for their outstanding compliance records in the 2017 calendar year.

The National Association of Clean Water Agencies gave silver, gold and platinum Peak Performance awards to 458 facilities during its Utility Leadership Conference held July 23-26 in Boston.

Oak Lodge Water Services received five consecutive Peak Performance awards, which led to the Platinum Award. Annually since 2013, OLWS has received Gold Awards, which honor facilities that have achieved 100 percent compliance with their National Pollutant Discharge Elimination System.

The OLWS Water Reclamation Facility treats up to 7.5 million gallons per day of wastewater from about 8,500 customers in Oak Grove, Jennings Lodge, and parts of Gladstone and Milwaukie.

Read more: <https://portlandtribune.com/cr/24-news/405049-300206-oak-lodge-water-services-gets-peak-performance-award>

EPUD becomes first electric utility to capitalize on the Oregon Clean Fuels Program

KLCC FM Public Radio | August 15, 2018

The Emerald Peoples Utility District cut the ribbon on six new electric vehicle charging stations in Eugene today. EPUD installed six public electric vehicle charging stations outside their office as part of a credit from the Oregon Clean Fuels Program.

EPUD has kept their carbon intensity lower than the set standard for the year. Because of this they accrued credits they then sold and purchased the stations with. EPUD is the first utility service to sell credits under the program.

Kristen Sheeran is with the Governor's Office and touts EPUD's investment as a big step in the fuels program:

Read more: <http://www.klcc.org/post/epud-becomes-first-electric-utility-capitalize-oregon-clean-fuels-program>

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

Special Districts Insurance Services (SDIS) offers unparalleled service and coverage to Oregon's public entities. Insurance program participants enjoy a variety of coverage options with support services and benefits.

SDIS Board of Trustees

Chair: Mike Jacobs, Tualatin Valley Water District
Vice Chair: David Crowther, Bend Metro Park & Recreation District
Secretary: Mark Hokkanen, Tualatin Hills Park & Recreation District
Treasurer: *Vacant*
Trustees: Andrea Klaas, Port of The Dalles
Ted Kunze, Molalla RFPD #73
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

November 7, 2018 | 10 a.m. | SDAO Office - Salem

Work Session with SDAO Board

November 8, 2018 | 9 a.m. | SDAO Office - Salem



Avoid Falls in

FALL

By: Jens Jensen, PC Claims Manager



The return of rain, football, and shorter daylight hours means fall is in the air. Fall weather also results in more falls at your premises for both patrons and employees. Here are a few items you can check on to help avoid falls in fall.

1. Check and replace parking lot lights and make sure they are coming on at appropriate times. A dimly lit parking lot has been the culprit of many slip and fall claims.
2. Replace or repair worn curb stops. A fresh coat of contrasting paint will help patrons avoid tripping over curb stops. If they are worn or broken, this is a great time to repair or replace.
3. Fix potholes. The only thing worse than stepping in a wet pothole is tripping over one.

4. Remove leaves. Though all leaves pose a potential hazard, larger oak and maple leaves are very slippery when wet. Wet leaves on the ground today will probably still be there in May, if not addressed now.

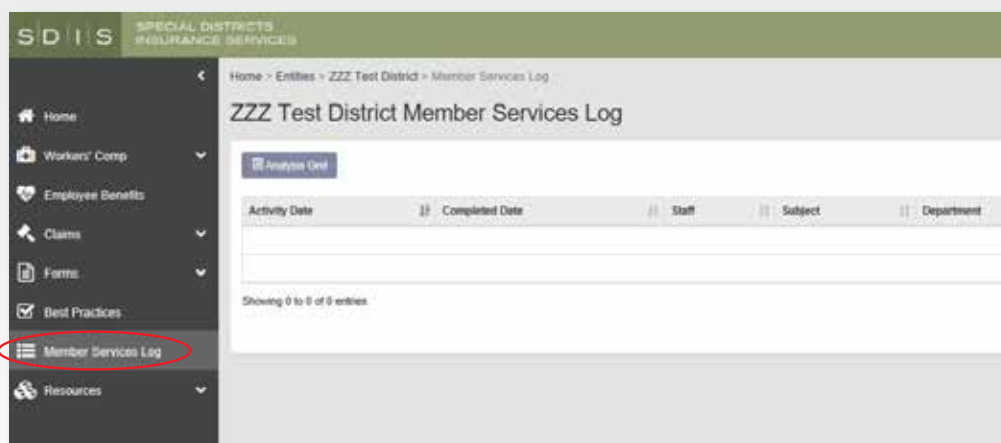
5. Checking parking lot drains to ensure they are working.

6. Have trees inspected for their health and follow up on pruning recommendations. Branches can break off and trees can fall in windstorms. If your trees look healthy and there is no outside signs of decay or sickness, generally liability would not be found adverse to the district for damage from a well-maintained tree in good health.

Follow these tips to help keep your patrons and employees safe before winter comes back for a visit.

Member Services Log

If you have accessed the SDIS Insurance Site recently, you may have noticed that there is a new feature available to you called the Member Services Log. Here you will see entries made by SDAO staff members recording notable interactions with your district. You'll see the staff person's name, activity, and the value of that entry. It's a fantastic tool to use to see your membership at work. Examples of things you may see include risk assessments, background check services, trainings, grants, and more.





By: Brian Wolf, Risk Management Consultant

When Autumn Leaves Start to FALL

In his memorable rendition of the classic pop standard, "Autumn Leaves," celebrated 1950s entertainer Nat King Cole crooned that, "The falling leaves drift by my window. The autumn leaves of red and gold." Fall is now upon us and along with it, all those vivid splendors we cherish so much about this special time of year, including spectacular autumn colors and invigorating cooler temperatures.

With their 1965 folk-rock hit "Turn, Turn, Turn," The Byrds reminded us that "To everything there is a season." Fall 'tis the season for districts to take pro-active steps to safeguard their facility against the varied and vexing challenges of winter weather.

Below is a list of helpful hints designed to help keep your district's

winterization efforts properly in tune and hitting all the right notes.

- **Inspect HVAC Systems**

For your facility to thrive during the winter months ahead, the inside temperature will need to be adequately maintained. Fall is a great time of year to inspect your HVAC systems.

- **Eliminate Wasted Heat**

In addition to inspecting the HVAC system, it is a good idea to identify any drafts, leaks, and cracks which could allow heated air to escape your buildings.

- **Reduce your Temperature Set Points**

For each degree you lower your thermostat, you will also reduce your utility bill by an average of 1%.



This is the simplest means of reducing energy consumption and in turn, operational costs.

• **Winterize Outside Machinery**

If some of your equipment needs to function outside in the cold, consult the operator manuals concerning what maintenance should be done to properly winterize them.

• **Check Gas Lines**

Check gas lines and their connections for signs of deterioration to help prevent any unwelcome gas flow interruptions.

• **Examine Building Exteriors**

Are there trees nearby with rotting trunks or broken branches? Are the growing branches at risk of damaging adjacent power lines? Is the parking lot displaying signs of erosion that could be worsened by the expansion of freezing ice or snow? Survey your building exteriors for areas of potential risk before a bad situation gets worse.

• **Inspect the Roof**

Make certain your roofs are free of areas where water, ice and/or snow can collect and plan for the removal of destructive precipitation after a heavy buildup. Periodically inspect your roofs throughout the winter months in search of any accumulated water, ice, or snow that can create problems. Check the drains, gutters, roof vents, shingles and waterproofing seals on the edges of the roof for signs of damage.

• **Clean Gutters and Downspouts**

Ensure all gutters and downspouts are free of debris and adequately drain water away.

• **Check Exterior Faucets and Service the Irrigation System**

Install frost-proof exterior hose-bib faucets or drain older non-frost-

proof faucets to keep them from freezing and breaking during winter.

• **Snow/Ice Removal Preparation**

Is there a safe, timely and reliable snow/ice removal plan in place? Do you have the appropriate snow/ice removal equipment on-site, fully functional and readily accessible for use in such efforts? Make sure that any employee(s) or contractor(s) assigned to perform these tasks understands exactly what needs to be done.

• **Clean and Dry Entrances**

During the winter months, employees, clients, and others can easily track in ice and snow. Have absorbent rugs in place at entryways and ensure that regular cleaning of entrances occurs throughout the day. Wet floors pose a slip-and-fall hazard that is best avoided.

• **Seal Cracks in Sidewalks and Paved Areas**

Perform regular sealing of cracks in sidewalks and paved areas during the fall.

• **Prepare for Power Loss**

Lost power in the winter can lead to frozen and cracked pipes, water damage and lost inventory. If the power does go out, how will you maintain your facility's temperature above 40 degrees Fahrenheit to ensure that sensitive equipment isn't damaged? Ensure that power to critical systems stays on with a working generator. Test your generator(s) to make sure they're operational and prepared to take over in times of need.

• **Plan for What to Do During an Actual Storm**

When severe weather conditions occur, they can knock out your primary means of communications, such as cell phones and email. Does your district have an emergency communications plan? In the un-

fortunate event that all modes of communication are lost, it is also useful to designate a rendezvous point that can serve as a meet up location for district personnel.

Have district personnel been assigned specific roles and responsibilities in the event of severe weather conditions, such as staffing the phones or keeping sidewalks and entryways clear and clean?

Draft and adopt weather emergency response plans and ensure that all emergency manuals or materials are readily accessible, even if the power is out. A little planning and forethought can go a long way toward allaying confusion and anxiety when disaster strikes.

We may prefer to think of the winter months as an idyllic time; chestnuts roasting on an open fire, Jack Frost nipping at your nose, tiny tots with their sleds in the snow and folks dressed up just like Eskimos. However, from a facilities standpoint, there's also a darker side to old man winter. In her soulful lament, "Stormy Weather," legendary R&B vocalist Etta James described it this way; "Gloom and misery everywhere, Stormy weather, stormy weather, And I just can't get my poor self together, Oh, I'm weary all of the time." Following the few simple preventative maintenance tips outlined above can help to ensure that your district won't be singing the stormy weather blues anytime soon.



BACKGROUND CHECKS &

DRUG-FREE WORKPLACE PROGRAM

SDIS and BIO-MED Testing Services have developed two customized programs to assist members participating in the SDIS Property Casualty Program with developing and maintaining an effective drug-free workplace and conducting pre-employment screenings through criminal history background checks.

Testing facilities are located throughout Oregon making it easy to send your employees and volunteers in for drug and/or alcohol testing. BIO-MED also has access to mobile testing services. This program is for both non-DOT staff (not required to carry a commercial driver's license) and for DOT staff (required to carry a commercial driver's license).

SDIS member fees for the program are:

- Setup fee paid by SDIS: \$50.00
- Non-DOT testing fee: \$35.00 – \$42.00
- DOT compliance testing fees are based upon the number of safety-sensitive positions your district has

The background check program is for national criminal history background checks and can be used for both

employees and volunteers. Background checks are conducted from a national database that collects information from:

- State Court Repositories
- State Administrative Office of the Courts (AOCs)
- Departments of Correction (DOCs)
- County Court Records
- Traffic Court Records
- State Level Sex Offender Registries
- Probation, Parole and Community Service Records

SDIS member fees for the program are:

- \$29.00 per background check

SDIS will pay for the first five drug and alcohol tests and the first five criminal history background checks that your district conducts in a calendar year. BIO-MED will bill SDIS for the first five and then bill your district for any additional background checks and/or drug testing conducted each year.

To get started, contact SDAO Member Services at memberservices@sdao.com or 800-285-5461.

2018-2019 Safety & Security Grant



Application Deadline: Noon on Friday, November 9, 2018

Applications are now being accepted for the 2018-19 SDIS Safety and Security Grant Program! SDIS members are eligible to apply for a matching grant (maximum of \$5,000) to help fund new safety and security related projects. This year, the SDIS Board of Trustees approved a dramatic increase in funding to increase the number of members that can benefit from this opportunity. Grants available have increased from \$300,000 to \$450,000.

What does "matching grant" mean?

This is a 50/50 matching grant program, which means the cost of the project will be split equally between your district and SDIS, up to a maximum of \$5,000.

What do you mean by "a maximum of \$5,000"?

If your district is planning a \$10,000 project, you can apply to receive a maximum of \$5,000 from SDIS.

Who decides if our grant request is accepted or denied?

The SDIS Safety Grant Committee will review each application to determine which applications are eligible to receive funding. The committee will use two priority levels in determining grant recipients:

- **First Priority:** Grant applicants who have never received an SDIS Safety & Security Grant.
- **Second Priority:** Grant applicants who did not receive an SDIS Safety & Security Grant in the 2017/2018 fiscal year (July 1, 2017-June 30, 2018).

Matching grants will be awarded to applicants that meet the eligibility requirements by order of priority. After the first priority level has been funded, grants will be awarded to applicants in the second priority level. After all qualifying applicants in the top two priority levels have been funded, matching grants will be awarded to applicants that meet the eligibility requirements in the order the application is received, until funds have been exhausted.

What projects will qualify for the matching grant?

Your district may apply for any new safety or security project you choose. Examples include but are not limited to video surveillance equipment, security systems, enhanced parking lot lighting, and safe shop equipment. *Routine maintenance to existing facilities and normal business expenses will not be considered.*

When is the application deadline?

Fill out and return the application for your district by mail to SDAO, PO Box 12613, Salem, Oregon 97309 or email to sgalaway@sdao.com by **noon on Friday, November 9, 2018**. **Applications received after noon on Friday, November 9, 2018 will not be considered.**

For more information about this program, please contact Sandy Galaway at 503-375-8891 or sgalaway@sdao.com.

SDIS Safety & Security Grant Contact Information:

PO Box 12613 | Salem OR 97309-0613 | TOLL-FREE: 800-285-5461 ext. 111 | PHONE: 503-375-8891

FAX: 503-371-4781 | E-MAIL: sgalaway@sdao.com

The Aging Workforce and Its Impact on Workers' Compensation

By: Gina Wescott, WC Claims Manager



Many potential retirees are finding they must continue to work past retirement age. The number of people 65 and older still working is the highest it's been in 55 years. It's estimated that by 2024, 36% of those aged 65 to 69 will be in the labor force.

Across industries, employers are finding themselves faced with the challenges of managing an aging workforce.

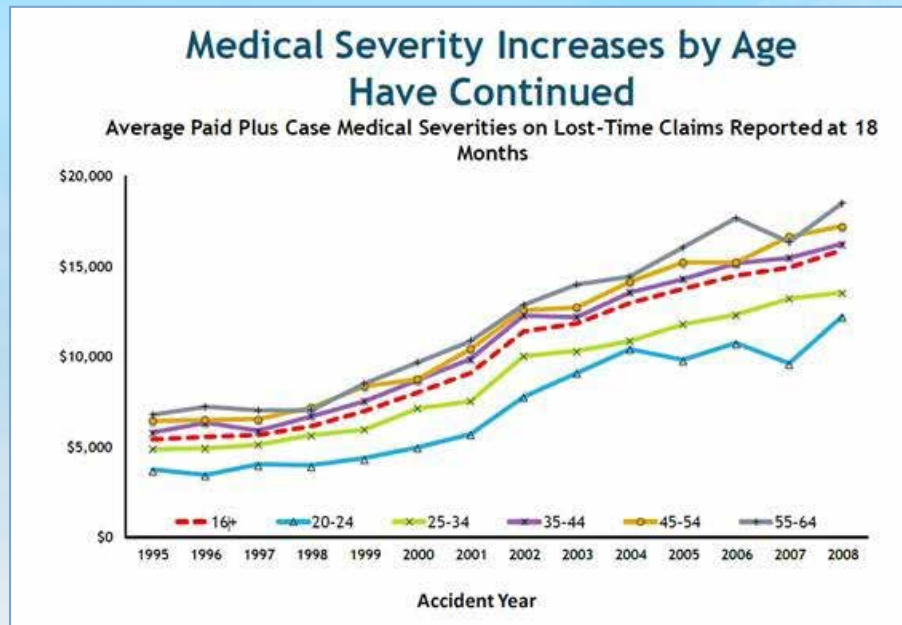
Studies to determine the impact of age on workers' compensation injuries indicate several differences between older and younger employees. Younger employees, those in their 20s, 30s and 40s, experience more injuries than those 55 and over. However, the over 55 employees' claim costs are higher as shown on the graph on the next page.

There is also a difference in the type and severity of injuries sustained. Based on information from Medicare:

- The Medicare-eligible employee is twice as likely to suffer a fracture and half as likely to suffer a strain or sprain.
- Medicare-eligible employees are twice as likely to be injured in a fall. Additionally, older employees may have co-morbidities, such as diabetes or obesity, which will significantly increase the cost of the claim due to longer recovery periods.

With this in mind, employers need to focus on prevention. The following are suggestions to mitigate work place injuries for older employees:

- Focus on workplace safety with an attempt to eliminate slips and falls. Slips and falls are more common in the older worker population and can be more serious injuries.
- Build a culture of wellness. Consider



creating a wellness program which promotes healthful eating and exercise. Allow frequent breaks and encourage periodic stretching throughout the day.

- Avoid awkward positions and implement ergonomic principles to reduce the risk of injuries. Repetitive injuries, over exertion and awkward positions all serve to place increased stress on certain body parts. This may lead to an aggravation of preexisting conditions, such as arthritis.
- Reduce the physical demands of a job. Activities such as lifting, pulling or twisting can cause stress on older

workers who have less muscle mass and flexibility. These changes can be done with lifting devices, tools, or reconfiguring a work station.

- Allow frequent breaks to avoid overstressing muscles. Try utilizing a job rotation system, alternating tasks, to avoid overexerting the same muscles throughout the day.
- Avoid above-the-shoulder work and try to keep work between mid-thigh and mid-chest level and close to the body. This will minimize bending and extending, all which create stress on the

body and may result in a work injury.

Older employees provide tremendous value to a district in their knowledge, expertise and experience. It is important to understand the differences in the demographics to keep a healthy work force working.

If you would like assistance with work site modifications, including ergonomic evaluation and purchase of tools and equipment, please contact Dustin Karstetter, SDAO Return to Work Consultant, at 800-305-1736.





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



EMERGENCY ROOM OR URGENT CARE?

More than 10 percent of all emergency room visits could have been better addressed in either an urgent care facility or a doctor's office. If you're suddenly faced with symptoms of an illness or injury, how can you determine which facility is most appropriate for your condition?

The Emergency Room (ER)

Emergency rooms are equipped to handle life-threatening injuries and illnesses and other serious medical conditions. An emergency is a condition that may cause loss of life or permanent or severe disability if not treated immediately. You should go directly to the nearest emergency room if you experience any of the following:

- Chest pain
- Shortness of breath
- Severe abdominal pain following an injury
- Uncontrollable bleeding
- Confusion or loss of consciousness, especially after a head injury
- Poisoning or suspected poisoning
- Serious burns, cuts or infections
- Inability to swallow
- Seizures

- Paralysis
- Broken bones

Patients at the emergency room are sorted, or triaged, according to the seriousness of their condition. For example, a patient with severe injuries from a car accident would likely be seen before a child with an ear infection, even if the child was brought in first.

Those who go to the ER with relatively minor injuries or illnesses often have to wait more than an hour to be seen, depending on the severity of the other patients' conditions. Often they could have been seen more quickly at an urgent care facility.

Urgent Care

Urgent care centers are usually located in clinics or hospitals, and, like emergency rooms, offer after-hours care. Unlike emergency rooms, they are not equipped to handle life-threatening situations. Rather, they handle conditions that require immediate attention—those where delaying treatment could cause serious problems or discomfort.

Some examples of conditions that require urgent care are these:

- Ear infections



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2018 SDIS Best Practices Program

DEADLINE: NOVEMBER 16TH

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

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 by completing requirements in the following five credit categories.

Districts **with** Property

2% discount per category

1. Affiliate Organization Membership
2. Upload Property Photos to SDIS site
3. SafePersonnel Online Training
4. SDAO/SDIS Training
5. Adopt a Preventative Maintenance Policy

Districts **without** Property

2% discount per category

1. Affiliate Organization Membership
2. Complete Internal Control Checklist
3. Internal Controls Online Training
4. SDAO/SDIS Training
5. Adopt a Financial Management Policy

Please visit www.sdao.com/S4/Programs/bestpractices.aspx to access the full brochure with information on the steps to take in order to receive your discount.

RECEIVING CREDIT

Completion of the Best Practices Survey (located online on the SDIS Insurance Site) is required to receive credit. The survey should be reviewed with the district's board of directors and submitted by a district representative. The district representative will verify completion of the credit requirements within the survey. To access the survey, sign in with your login credentials at www.sdao.com and click on Insurance Site.

Please note, SDAO does not mark off any credits. Each district is responsible for completing their own survey.

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



Drone Liability

We have been following the growing list of published reports regarding the unsafe use of drones. These incidents raise legitimate concerns that any SDIS member involved in similar behavior may be at serious risk for liability in the unfortunate event of a drone-related accident.

In order to be eligible for SDIS liability coverage the member must, at the time of the claim, be using the drone in compliance with all applicable local, state and federal laws. Therefore, it is imperative that elected boards, district managers, and program administrators be well-versed in both governmental regulations and district policies concerning the use of drones in schools and ensure compliance with them.

www.faa.gov/uas/
www.oregon.gov/aviation/pages/index.aspx

We urge SDIS members to contact their agent for specific coverage details. If there are further questions, please contact Risk Management at riskmanagement@sdao.com.





Hit the Gym *FOR LESS*

Have you been looking to join your local gym but just haven't done it yet? Now is a great time to get on the fitness bandwagon, especially if you are enrolled in the SDIS Employee Benefits Program. Utilizing the Active&Fit Direct program through Regence, you have access to over 9,000 participating fitness centers nationwide for a flat rate of \$25 per month (plus a \$25 enrollment fee). The only catch is that you must commit for at least three months.

The program offers:

- Online directory maps and locator for fitness centers (available on any device)
- A free guest pass to try out a fitness center before enrolling (where available)
- The option to switch fitness centers to make sure you find the right fit
- Online fitness tracking from a wide variety of popular wearable fitness devices, apps, and exercise equipment

Learn more about this program by visiting the Active&Fit Direct website at: activeandfitdirect.com/fitness/REGOR



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

- Oct. 1-3 Drone Training - Roseburg
- Oct. 2 Board Duties, Responsibilities, and Liabilities - Hood River
- Oct. 2 Regional Risk Management Training - Tigard
- Oct. 4 Getting Started with Twitter & Instagram Webinar
- Oct. 15-17 Drone Training - Bend
- Oct. 16 Regional Risk Management Training - Redmond
- Oct. 23 Regional Risk Management Training - Cottage Grove
- Oct. 24 Regional Risk Management Training - Medford
- Nov. 7 SDIS Board of Trustees Meeting - Salem
- Nov. 8 Joint SDAO Board and SDIS Trust Meeting - Salem
- Nov. 8 SDAO Board of Directors Meeting
- Nov. 13 Regional Risk Management Training - Newport
- Nov. 15 Risk Management Forum - Tigard