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NEWS & RISK MANAGEMENT REVIEW

FALL 2020

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— SDAO Board of Directors —

**President**

Michele Bradley, Port of Tillamook Bay

**Vice President**

Todd Heidgerken, Clackamas River Water

**Secretary**

Ben Stange, Polk County Fire District #1

**Treasurer**

Emily Stumpf, Multnomah County Drainage District #1

**Past-President**

Carl Tappert, Rogue Valley Sewer Services

**Board Members**

MaryKay Dahlgreen, Lincoln County Library District

Adam Denlinger, Seal Rock Water District

Kathy Kleczek, Sunset Empire Transportation District

Brent Stevenson, Santiam Water Control District

**Board Members Elect**

Jennifer Holland, Sisters Park & Recreation District

Scott Stanton, Umatilla County Fire District #1

— Next Board of Directors Meeting —

11/5/2020 | 10 a.m. | virtual via GoToMeeting

— Executive Director —

Frank Stratton

— Services —

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

— Contact —

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# WILDFIRES

## ACROSS OREGON

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FROM: FRANK STRATTON, EXECUTIVE DIRECTOR

The recent wildfires have completely devastated our state. Our district's brave first responders have been out on the front lines of this fight, some even losing their own homes while doing so. As of the present time, the fires are still burning. Countless homes have been lost. Businesses are destroyed. Even several of our members' district buildings are gone.

This devastation has left us all seeking out ways that we can support our brave first responders that have been on the front lines of this fight. Our fire district members have informed us that they have most of the supplies they need, but their volunteers are really struggling and hurting. Many of these individuals have put in upwards of 60 hours without sleep. Some do not have adequate health insurance and are losing income while away from their jobs. Some have lost their own homes and it is feared even loved ones while trying to save others.

To assist volunteer firefighters and their families that have suffered financial hardship, the Oregon Volunteer Firefighters Association (OVFA) has set up a relief fund. You can contribute to the OVFA

Firefighter Relief Fund by visiting their donation webpage at <https://ovfa.square.site/>.

Our hearts are broken during these devastating times. While there are not enough words to show our appreciation and gratitude to these hardworking individuals, we would like to offer our support. Special Districts Association of Oregon and Special Districts Insurance Services will each be contributing \$5,000 to the OVFA Firefighter Relief Fund for a combined total of \$10,000.

To assist all members with information about the wildfires, our team has compiled a list of resources on the SDAO website at [www.sdao.com/wildfire-resources](http://www.sdao.com/wildfire-resources). This page will be updated periodically as new information becomes available.

If your district needs claims assistance, please contact us at 800-305-1736 or [claims@sdao.com](mailto:claims@sdao.com).

Thank you to all the firefighters and 911 operators that have put in countless hours during the fight against these fires. We continue to hold you all in our thoughts and prayers.

# Don't Delay Your COVID-19 Expense Reimbursement Request

Earlier this year, our dedicated government affairs team fought for special districts to be included in the Legislature's allocation of COVID-19 expense reimbursement funding. As a result of their efforts, over \$20 million has been specifically earmarked for special districts outside of Multnomah and Washington Counties. There are just two opportunities left in the year to submit requests, with the possibility of an additional round being added in December.

**We are urging your district to not delay in applying for COVID-19 expense reimbursements.** Any expense incurred from March 1, 2020 is eligible. It is very simple to apply and the list of eligible expenditures is very broad. The maximum amount available to any single special district is \$250,000. However, if you already applied for your maximum of \$250,000, continue submitting additional expenses whenever you can. If the funds are not all allocated by November, districts that exceeded their maximum can receive additional funds.

## Public Health Funds

Public health funds are not limited to public health agencies. All districts can apply for any of the dollars available under the public health category.

## Reimbursement for Matching Grant Dollars

If your district has applied for FEMA Public Assistance grants, you can get reimbursed for the matching dollars. According to the US Treasury FAQ on CARES Act Funds:

Payments from the Fund may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy the Fund's eligibility criteria and the Stafford Act. Regardless of the use of Fund payments for such purposes, FEMA funding is still dependent on FEMA's determination of eligibility under the Stafford Act.

## How to Apply

The State DAS Coronavirus Relief Fund (CRF) team has put together an online portal that serves as the mechanism for entities to request CRF. If you have not already, please register for an account on the CRF Grant Portal at <https://bit.ly/3mhnErj>. Reimbursement requests cannot be submitted without an active registration. Please view the instructions on how to register at <https://bit.ly/3hvB4vZ>.

You may submit your district's reimbursement request from October 12-23 for the third round and November 9-20 for the fourth round. Eligible expenses are those incurred from March 1, 2020 forward. Please view the instructions on how to submit a reimbursement request through the new CRF Grant Portal.

Coronavirus Relief Funding Grant Request Schedule		
Request Round	Eligible for reimbursement of costs from March 1 -	Request Window
Round 1	May 15, 2020	May 11 - 22, 2020
Round 2	June 30, 2020	July 13 - 24, 2020
Round 3	August 7, 2020	August 10 - 21, 2020
Round 4	September 11, 2020	September 14 - 25, 2020
Round 5	October 9, 2020	October 12 - 23, 2020
Round 6	November 6, 2020	November 9 - 20, 2020
Round 7	To be determined*	To be determined*

**Notes:** Request Window dates subject to change  
 \* Dependent upon expected additional US Treasury guidance. Update when available.





## Examples of Reimbursable Expenses Already Awarded to SDAO Members

SDAO members have already had the following expenses approved:

- Additional payroll covering the fire chief's time for attending additional meetings related to COVID-19 response
- Administrative assistant's additional payroll related to additional COVID-19 tasks
- Disinfecting equipment to maintain vehicles and station
- Video conferencing equipment to facilitate public meetings
- Telework equipment for staff
- Security systems that allow a reception area to communicate with individuals outside prior to allowing them into the building (allows for COVID-19 screening)

## Examples of Eligible Expenditure Categories

Examples of the eligible expenditure categories include (but are not limited to) the following:

### Medical expenses

- A. Public hospitals, clinics, and similar facilities
- B. Temporary public medical facilities
- C. COVID-19 testing, including serological testing
- D. Emergency medical response expenses
- E. Telemedicine capabilities

### Public health expenses

- A. Communication and enforcement
- B. Medical and protective supplies
- C. Disinfecting public areas and other facilities
- D. Technical assistance on COVID-19 threat mitigation
- E. Public safety measures
- F. Quarantining individuals

### Payroll expenses for employees dedicated to COVID-19

Expenses to facilitate compliance with COVID-19-measures

- A. Food delivery to residents



- B. Distance learning tied to school closings
- C. Telework capabilities
- D. Paid sick and paid family and medical leave
- E. COVID-19-related expenses in county jails
- F. Care for homeless populations

## Guidance on Payroll Expenses

Funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

## Important Notes

- New rounds of funds will be available at the end of each month, until November (possibly December), or until the \$20 million allocation is gone.
- Plan now on what to submit for reimbursement. There is a broad array of expenses that qualify, so make sure you aren't missing anything. Contact SDAO Risk Management at [riskmanagement@sdao.com](mailto:riskmanagement@sdao.com) for ideas.
- If you already applied for your maximum of \$250,000, keep on submitting additional expenses whenever you can. If the funds are not all allocated by November, districts that exceeded their maximum can receive additional funds.
- Districts may submit a claim for eligible COVID-19 related expenditures from March 1, 2020 forward in any reimbursement period.

## Other Resources

Please visit [www.sdao.com/coronavirus-disease-2019-covid-19](http://www.sdao.com/coronavirus-disease-2019-covid-19) for more information and resources related to the COVID-19 pandemic.

## Questions

Please contact Jason Jantzi, SDAO Risk Management Consultant, at [jjantzi@sdao.com](mailto:jjantzi@sdao.com) or 800-285-5461 with any questions.



# 2020-21 Awards PROGRAM



Special districts and the individuals that support their efforts are consistently giving back to their communities in various ways including creating top-notch programs, offering incredible customer service, and volunteering time. The SDAO Awards Program gives recognition to these districts, board members, managers, employees and volunteers to celebrate their ingenuity, creativity, diversity, and commitment to excellence.



Within this program are two special awards: the **Outstanding Special District Program Award** and the **Outstanding Special District Service Award**. We are seeking nominations for special districts, board members, managers, employees and volunteers. Please submit your nomination(s) by Friday, October 16<sup>th</sup>, 2020.

## How do I submit a nomination?

Complete the 2020-21 SDAO Awards Program nomination form available at [www.sdao.com/sdao-awards-program](http://www.sdao.com/sdao-awards-program). Please respond to each question, attaching additional pages if necessary. Submit completed nomination forms to SDAO, PO Box 12613, Salem, Oregon 97309-0613 or email them to [sdao@sdao.com](mailto:sdao@sdao.com). Nomination forms must be received by October 16<sup>th</sup>, 2020 to be considered.

## How are entries judged?

The Awards Committee will review nominations in late-October using standard evaluation features such as impact for other districts, positive results, special purpose, increased safety, cost savings, improved quality of service, innovation, and community need.

## What happens if the district or individual I nominate wins?

Nominators and award winners will be notified in November 2020. SDAO will provide winner contact information to our videographer to schedule a date and time to do a video interview. Videos will be showcased at the 2021 SDAO Annual Conference (being held virtually in February 2021) and on our website. Winners will also be mailed their award and a DVD copy of their video.

## Who do I contact if I have questions?

If you have any questions, please contact Jennifer Quisenberry at 800-285-5461 or email [jquisenberry@sdao.com](mailto:jquisenberry@sdao.com).



# Follow Us on Social Media!



**Like us | Follow Us | Add us!**

Connect with SDAO on social media to keep up-to-date with the latest company news, activities, membership benefit updates, and a range of useful resources.

Facebook - [www.facebook.com/SpecialDistricts](http://www.facebook.com/SpecialDistricts)

Instagram - @specialdistricts

Twitter - @SDAO\_Oregon



## Special Districts Association of Oregon

NPPGov and Special Districts Association of Oregon has partnered to bring your district discounted pricing on office and facility supplies, ground maintenance, playground equipment and more.

NPPGov is a national cooperative purchasing organization offering government entities access to publicly solicited and awarded contracts with world class vendors. NPPGov's contracts streamline the procurement process saving time and money. As a member of Special Districts Association of Oregon, your district has access to these contracts.

Contracts include:



Restrictions may apply

Start saving now!  
[nppgov.com/association/sdao](http://nppgov.com/association/sdao)

# *Special Districts* CONSULTING SERVICES

Considering everything going on in the world, the Consulting Services Program has had a good year. We hope you have been able to enjoy your summer. As this season comes to a close and we head into fall, we just want to remind you that we are always just a phone call away.

We recently on-boarded three new Senior Consultants. Their management expertise ranges from ports, fire, finance management and more. We know that the addition of these three professionals will be a benefit to all members.

During the summer, we also said farewell to two of our Senior Consultants, John Stein and Priscilla Ross. They will be missed by the program and by many of our members as John and Priscilla had a hand in many successful organizational assessments, management recruitments and lending a lot of their tribal knowledge when called upon. Thank you, John and Priscilla!

We recently wrapped up the SDAO Board of Directors and Management Staff Training Series with George Dunkel and Eileen Eakins. We hope that you had the opportunity to join the live webinars, but if not, you can find the recorded webinars at [www.sdao.com/webinars](http://www.sdao.com/webinars).

We have received many calls for assistance with management recruitments, organizational assessments, and board trainings. We continue to assist our members needs in a capacity that is safe and appropriate for each district. Please do not hesitate calling us if you need information on any of the services we provide.

As always, we appreciate you making us the first call for your organization's needs and we look forward to hearing from you soon. Be well and stay safe!



# Meet Mark Knudson, Senior Consultant



## How did you come to be a consultant for SDAO?

As I planned my retirement, I did not want to completely walk away from my professional career. Through my experience working for Tualatin Valley Water District, I was aware of SDAO's Consulting Services Program. I had also previously worked as an engineering consultant, so I had a pretty good understanding of what consulting might entail. As my retirement date grew closer, I talked with a couple members of the SDAO consulting team; it sounded like a potentially good fit given my background and the needs of Oregon's special districts. The next thing I knew, I was on board.

## What excites you most about the work you do for SDAO?

First and foremost, I enjoy working as part of a team to find creative solutions to challenging problems; in many respects, that is the basic definition of consulting. I also have a strong public service ethic – over 35 years of my professional career was spent working for public agencies – and I remain committed to helping make our communities

better places (a friend jokes that I have a “good government gene”). SDAO's Consulting Services Program affords me the opportunity to stay engaged professionally, while also helping SDAO members improve the efficiency and effectiveness of their organizations to better meet the needs of their communities. It is also a great way to give back and share a few “pearls of wisdom” that I accumulated during my career.

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

My lovely wife Karen and I are expecting our first grandchild this fall. Our daughter Katie, her husband Caleb, and our two grand dogs are very close; the prospect of adding to our family is more exciting than we could have possibly imagined. When I'm not working or pondering ways to spoil our future granddaughter, I stay busy taking care of our three geriatric dogs (ages 12, 14 and 16), gardening (we have a bumper crop of tomatoes, peppers, onions and cilantro this year ... yes, I'm a big fan of fresh salsa), home improvement projects, and spending time at our place on the Oregon Coast. I am also working hard at losing the weight I gained during the pandemic (another reason why it is called COVID-19).





# BOARD LEADERSHIP ACADEMY

Special Districts Association of Oregon recognizes that being appointed or elected to a special district board comes with great responsibility. Staying educated on the rules and regulations that govern special districts is extremely important.

We have developed a program to offer current, in-depth training and education opportunities to our districts' board members. The SDAO Board Leadership Academy has been designed to ensure that Oregon's special district board members have all the tools necessary to provide superior leadership and governance to their communities. Our program covers several areas including board member basics, statutory obligations, risk management, and human resources.

Participants can individualize their course of study to fit their unique needs with three different certificate tracks. Bronze, silver, and gold certificates are available to those that finish the corresponding module requirements. Please view the program brochure for detailed information.

Special district board members who participate in this program will:

- Better understand the roles and responsibilities of being a board member for a special district
- Learn the regulations and risks facing special districts
- Develop board leadership skills
- Gain a broad understanding of special district governance

To participate in the program, participants must be a current board member, director or commissioner of an Oregon special district. The district must be a member of Special Districts Association of Oregon. Eligible individuals will need to complete an enrollment form and submit it to SDAO Member Services ([memberservices@sdao.com](mailto:memberservices@sdao.com)) to enroll. There is no cost to enroll, other than those incurred from attending trainings, and no obligation to finish.

Program information, enrollment forms and other important documentation can be found on our website at: [www.sdao.com/sdao-board-leadership-academy](http://www.sdao.com/sdao-board-leadership-academy).



# Grant Writing Assistance

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Does your district need assistance with grant writing? Are you not sure where to start with the grant process? The team at PARC Resources can help!

PARC Resources offers a range of grant writing services, including providing technical assistance for grant writers, submitting grants on behalf of organizations, or completing a grant application in full.

PARC Resources was founded in 1985 and has worked with a long list of government entities. They pride themselves on having dedicated staff and associates who share a commitment to service, a love for diversity, and an eagerness to help people build a better future. PARC Resources knows how to get the job done, whether it is purchasing equipment or developing a five-year service program, they have the experience and knowledge you can trust.

They offer a not-to-exceed pricing strategy on all services, meaning they will never bill more than what they originally quoted for the project. If the project comes in under budget, the client will pay the lower rate and if it comes in over budget, the client will only pay what was quoted. Occasionally, the client will request a modification to the scope of work mid-project which may result in an additional cost. However, these additional charges will always be discussed beforehand and receive approval so that there are no surprise charges.

## Discounted Rate

SDAO members receive a 5% discount on services from PARC Resources. To receive this discount, please indicate that you are an SDAO member.



## Contact Information

Laura Prado | [laura@parcresources.com](mailto:laura@parcresources.com) | 800-758-6812



# FIRE DISTRICT DIRECTORS ACADEMY

The SDAO/OFDDA Fire District Directors Academy has been designed to ensure that Oregon's fire district directors have all the tools necessary to provide superior leadership and governance to their communities. Our program offers current, in-depth training and education opportunities in several areas including board member basics, statutory obligations, fire service, risk management, and human resources.



## PROGRAM BENEFITS

District directors that participate in this program will:

- Better understand the roles and responsibilities of being a fire district director
- Learn the regulations and risks facing special districts
- Develop board leadership skills
- Gain a broad understanding of special district governance



## PROGRAM CURRICULUM

A curriculum of study has been developed for each module and each training will be available through courses provided by SDAO and OFDDA. In-person trainings will be held at regional trainings and conferences. Online options will also be made available. Credit-eligible courses will be specifically marked with the SDAO/OFDDA Fire District Directors Academy logo within the course description and on any course marketing materials.

## ELIGIBILITY & ENROLLMENT

To participate in the program, participants must be a current board member, director or commissioner of an Oregon special district. Eligible individuals will need to complete an **enrollment form** and submit it to SDAO Member Services ([memberservices@sdao.com](mailto:memberservices@sdao.com)) to enroll. There is no charge to enroll and no obligation to finish. The only cost for the program is the cost to attend trainings.

For more information and to download an enrollment form, please visit [www.sdao.com/sdao-ofdda-fire-district-directors-academy](http://www.sdao.com/sdao-ofdda-fire-district-directors-academy).



*Now a Virtual Event!*

# 2021 SDAO ANNUAL CONFERENCE CHANGES

In the interest of the health and safety of our members, sponsors, exhibitors and staff, it is with great disappointment that we announce the difficult decision to cancel the in-person trainings and activities of the 2021 SDAO Annual Conference. We will instead be holding the conference as a virtual event. This decision was not made lightly but one that included our management staff and board of directors.

The SDAO Annual Conference is our largest event of the year with over 500 special district representatives in attendance. With sponsors, exhibitors, staff, and guests, our total numbers often exceed 700 people. Given the current pandemic and every uncertainty facing us, we cannot safely plan for this large of an event. While there is still time for a vaccine to be developed and restrictions to lift, we cannot begin planning and risk losing the chance to hold the conference.

While we will not be able to meet with you face-to-face in February, we are committed to

continuing to offer exceptional conference programming through important trainings, networking opportunities, and vendor interaction. Please watch for emails and newsletter articles with updates about the conference. Though programming and schedules are still being finalized, be sure to save the dates of February 2-4 for the 2021 conference.

It is also important to note that if you have a lodging reservation under our conference room block, your reservation will automatically be cancelled and deposit fully refunded. Sunriver Resort will be sending a cancellation letter once this has been completed.

Please watch for more information and registration details for the 2021 conference in early December. Thank you for your continued support of SDAO. If you have any questions, please contact SDAO Member Services at [memberservices@sdao.com](mailto:memberservices@sdao.com) or 800-285-5461.

# LEGISLATIVE UPDATES

By: Hasina E. Wittenberg, Government Relations Strategies for SDAO



## November 2020 Ballot Will Feature Four Statewide Ballot Measures

The Secretary of State's office recently concluded its signature verification process for ballot measures attempting to qualify for the statewide November 3rd general election. As a result, voters will consider two legislative referrals and two initiative petitions.

During the 2019 Legislative Session, legislators referred two measures to the November 3, 2020 ballot.

### Referred by the Legislature

**SJR 18 (2019) – Amends Constitution: Allows Limiting Political Campaign Contributions & Requires Disclosure of Who Paid for Campaign Advertisements — Ballot Measure 107**

Under the provisions of Oregon's current Constitution campaign, contribution limits are prohibited. This measure would allow the legislature, local governments, and/or citizens via the initiative petition process to limit campaign contributions and expenditures. Furthermore, the measure would require disclosure of campaign contribution and expenditures. Finally, the measure would require political campaign and election advertisements to identify who paid for them.

**HB 2270 (2019) – Tobacco Tax Increase & New E-Cigarette/Vape Tax — Ballot Measure 108**

Under current law, a tax of \$1.33 is imposed on each pack of cigarettes. Cigars are taxed at 65%



of the wholesale price (up to a maximum of 50 cents per cigar). E-cigarettes and vaping products are not taxed. This measure increases the tax on cigarettes by an additional \$2 per pack and \$1 per cigar. E-cigarette and vaping devices would be taxed at 65% of the wholesale price. The package is expected to generate \$350.4 million in the 2021-23 biennium. Most of the funds would go to support the Oregon Health Plan, which provides Medicaid coverage to one million Oregonians. A portion of the funds are dedicated to tobacco cessation programs and to combating youth tobacco use.

The campaign, Oregonians for a Smoke Free Tomorrow, has raised \$12 million in support of the measure. Tobacco companies spent \$12 million in 2007 to defeat an Oregon tobacco tax increase; they outspent opponents by \$8 million dollars. In California, in 2016, tobacco companies outspent proponents by more than 2 to 1 but still lost.

## Qualified to Ballot

**Oregon Psilocybin Services Act – Allows manufacture, delivery, administration of psilocybin at supervised, licensed facilities; imposes two-year development period – Ballot Measure 109**

This measure would make Oregon the first state to legalize the manufacture and use of psilocybin, the psychoactive substance from fungus, at licensed therapeutic clinics. Psilocybin has been studied since the 1960s for certain therapies, but its therapeutic use was sidetracked when it became classified by the federal government as a Schedule 1 illicit drug in 1970. Denver gained notoriety in 2019 when voters narrowly approved a city ordinance decriminalizing hallucinogenic mushrooms by mental health professionals as part of therapy. So-called “magic mushrooms” are touted for treating depression and anxiety.

The Oregon Health Authority (OHA) would have two years to set up a licensing program. The measure stipulates that licenses would be required for anyone wishing to administer psilocybin therapy, cultivate, or service therapists



with the compound. The requirements to receive such licenses would be administered by the OHA, as part of a two-year rule-making process. Medical professionals say the science of psilocybin research is not well enough established to sanction.

**Drug Addiction Treatment and Recovery Act – Provides statewide addiction/recovery services; marijuana taxes partially finance; reclassifies possession/penalties for specified drugs – Ballot Measure 110**

This measure will reduce the charges of possession of small quantities of narcotics from a misdemeanor to a violation—the equivalent of a parking ticket. Oregon would be the first state in the nation to do so. The campaign spent \$2 million to qualify the measure for the ballot; it raised \$1.6 million from Drug Policy Action, a political action arm of the Drug Policy Alliance, a nonprofit to legalize cannabis and end the drug war. Ballot Measure 110 calls for diverting marijuana tax revenue above \$45 million to expand access to drug treatment and recovery programs. The Substance Abuse and Mental Health Services Administration ranks Oregon last in access to drug treatment.

The tax currently produces more than \$100 million a year and has been growing at more than \$20 million annually. The campaign has been endorsed by 50 organizations, including the American Federation of State, County and Municipal Employees, Oregon, the Confederated Tribes of Grand Ronde, ACLU, and Oregon Latino Health Coalition. The Oregon Education Association has raised objections that the measure would redirect cannabis tax revenue from schools to drug treatment programs.



# SDAO Board of Directors *CHANGES*

In many aspects, 2020 has been a year of change; the SDAO Board of Directors is no exception. This summer, two board members announced their retirements and our Past President was scheduled to step down. We have also welcomed five new board members.

## Past Board Members

### ***Keith Hobson***

Tualatin Hills Park & Recreation District  
SDAO Board President

This summer, Keith Hobson retired from his position as the Director of Business and Facilities with Tualatin Hills Park and Recreation District. He was with the district for over 20 years and on the SDAO Board of Directors for seven years. Keith's level of knowledge and experience with parks and recreation matters, district finance, and legislative issues was a great asset to SDAO. He has long advocated for a special district presence at the national level which helped lead to the formation of the National Special Districts Coalition. Keith will be greatly missed, but we wish him the best of luck in his retirement!

### ***Doug Waugh***

Water Environment Services  
(Board Member: 2016-2020)  
SDAO Board Member

After 22 years, Doug Waugh retired from his position as Finance Manager with Water Environment Services. During his four years on the board, Doug offered a wealth of expertise regarding sanitary and finance matters. His contributions to the board were unmeasurable and will be missed. We wish Doug the best of luck in his retirement!

### ***Clark Balfour***

Tualatin Valley Fire & Rescue  
SDAO Past President

This year marks the end of our two-year officer rotation, so our Past President Clark Balfour has stepped down from the board. Clark has served on the SDAO Board of Directors for 10 years. During that time, he has been an extremely valuable resource to our staff and board as we navigated different legal issues and legislative matters. Clark has also contributed his time to several committees during his tenure as a board member. We will miss having Clark on the SDAO Board of Directors but look forward to continue working with him.

## New Board Members

With these vacancies, the SDAO Board of Directors unanimously voted to appoint Adam Denlinger with Seal Rock Water District to the At-Large (Big Six) Seat. Adam served three years on the board prior to this appointment, so he is well-prepared to contribute to the board and association.

At the February Annual Business Meeting, a few vacancies offered the opportunity for new board members to be elected. These new board members include:

- Brent Stevenson, Santiam Water Control District
- Jennifer Holland, Sisters Park & Recreation District
- MaryKay Dahlgreen, Lincoln County Library District
- Scott Stanton, Umatilla County Fire District #1

We would like to welcome Adam, Brent, Jennifer, MaryKay, and Scott to the SDAO Board of Directors! We look forward to working with you.

# SDAO Members *in the* news

Find additional news clippings online at [www.sdao.com/newsroom](http://www.sdao.com/newsroom)

## **Port of Toledo manager honored for partnership**

Newport News Times | 7/7/2020

The Lincoln County School District Board has recognized Port of Toledo Manager Bud Shoemake as its volunteer of the year for his work to further regional workforce training and education. Shoemake was presented with the district's annual Tom Moore Award, honoring an individual who exemplifies the volunteer spirit for "tirelessly working to support education at all levels, and his commitment to expanding our living wage workforce," said Majalise Tolan, secondary teaching and learning administrator for LCSD.

Please visit <https://bit.ly/2ZEbyPo> to read more.

## **Medals of Honor for life-saving Harrisburg firefighters**

Democrat-Herald | 7/24/2020

Three Harrisburg firefighters were honored Tuesday evening with Medals of Honor, the highest award presented by the Oregon Fire Chiefs Association, for their part in rescuing a 61-year-old man from a home that was on fire on Feb. 11, 2019. Honored at a ceremony at the community's new fire hall were Chief Bart Griffith, Capt. Matt McCarl and firefighter Aleshia DeLanoy. Medals and certificates were presented by Sweet Home Fire Chief David Barringer, representing the Oregon

Fire Chiefs Association. Barringer nominated the firefighters for the award. The Medal of Honor is awarded to firefighters who have shown extreme courage in the line of duty; have gone above and beyond the call of duty; placed themselves in imminent danger to their life or lost their life; or have performed an act to save or protect a human life.

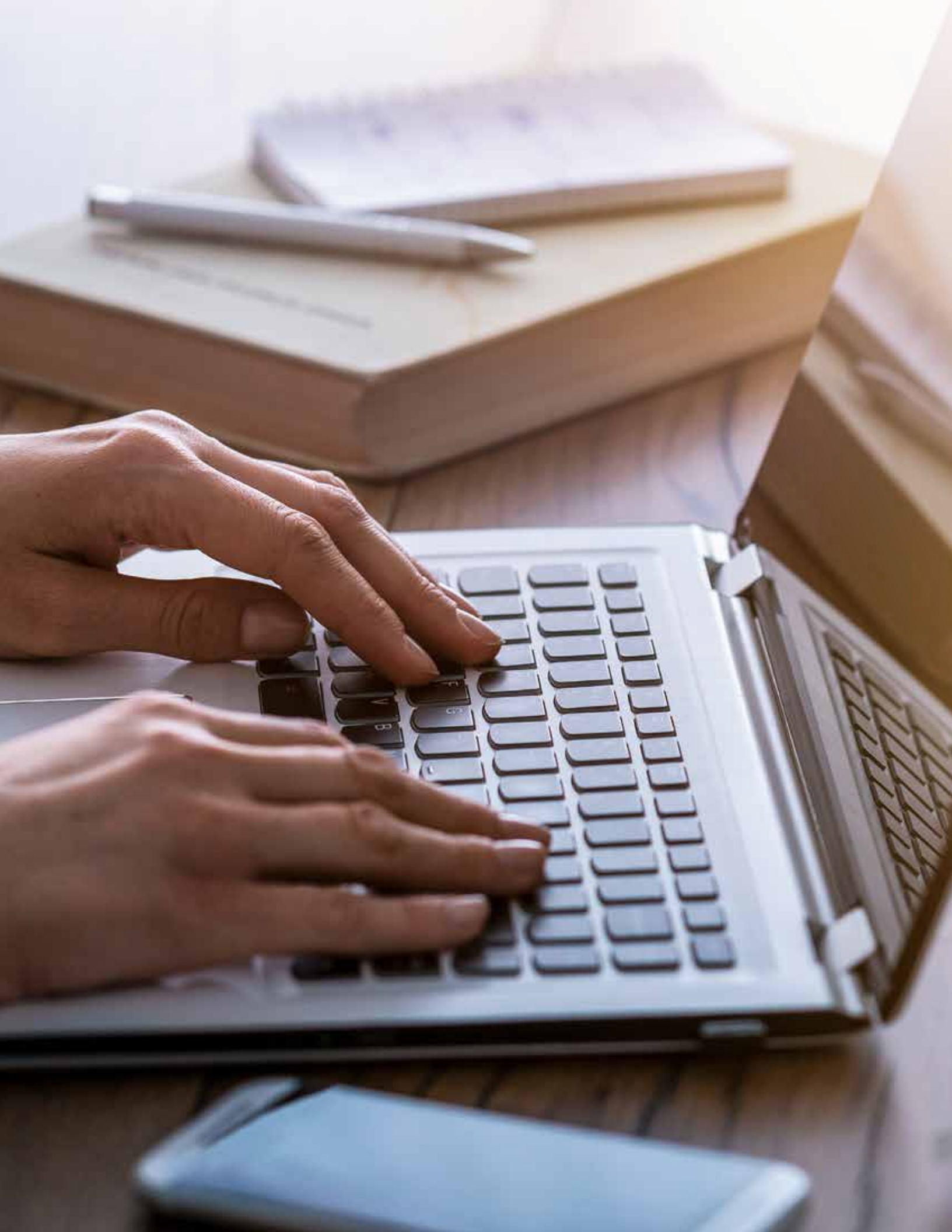
Please visit <https://bit.ly/3mtYRoP> to read more.

## **Lane Transit District receives nearly \$4 million in federal grants for zero-emission buses**

Register-Guard | 8/12/2020

Federal funds will soon help drive Lane Transit District to an electric future. The \$3,952,851 in federal grants will support bus upgrades, specifically five new electric buses, said LTD spokesperson Pat Walsh. LTD already ordered 11 new buses, which will be delivered by the first quarter of next year. Before they are in operation, the buses must be tested. The additional buses provided by the new funding will be ordered in the fall. The district plans to have a total of 25 electric buses replace old diesel vehicles by 2023, which would make up a quarter of the total fleet. Each electric bus reduces emissions by up to 93%, said Kelly Hoell, LTD's sustainability program manager.

Please visit <https://bit.ly/3molfeb> to read more.



# 2020 SDAO TRAININGS

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Unfortunately, due to the COVID-19 pandemic, we were unable to hold the majority of our in-person trainings. However, these trainings were transitioned to the virtual world and held via webinar. We understand that many of you may not have been able to attend these live webinars so we have made the recordings available on our website.

All of our regional training series are available online at [www.sdao.com/webinars](http://www.sdao.com/webinars). You can also access all of our First Thursday Webinar recordings on this page.

If you are enrolled in the SDAO Academy or a board education program, be sure to record these trainings on your tracking worksheet for credit. For the SDAO Academy, any in-person training that we held via webinar can be counted as in-person credits.

If you have any questions, please contact SDAO Member Services at [memberservices@sdao.com](mailto:memberservices@sdao.com) or 800-285-5461.

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

## SDIS Board of Trustees

- Chair:** Andrea Klaas, Port of The Dalles
- Vice Chair:** Mike Jacobs, Tualatin Valley Water District
- Secretary:** Mark Hokkanen, Tualatin Hills Park & Recreation District
- Treasurer:** Stacy Maxwell, Jackson County Fire District 3
- Trustees:** David Lindelien, Lane Transit District  
Harvey Hall, Northern Wasco County PUD  
Darren Bucich, McKenzie Fire & Rescue  
*(to be sworn in November 2020)*

## Services

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

## **Next SDIS Board of Trustees Meeting**

November 4, 2020 | 1 p.m. | Virtual via GoToMeeting





# Oregon Fire Chiefs Association

## *Awards Grant to Public Safety EAP*

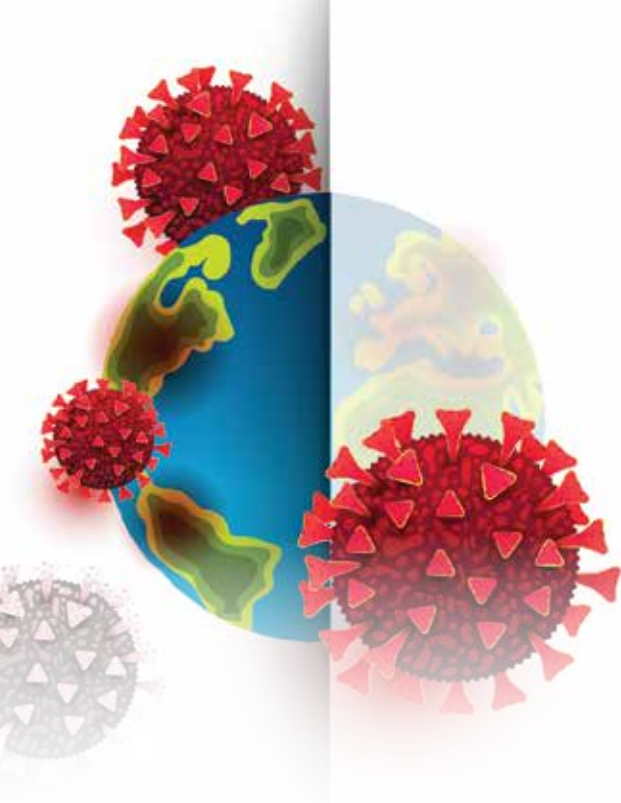
Recently, the Oregon Fire Chiefs Association (OFCA) received \$100,000 in grant funds from the Department of Public Safety Standards and Training (DPSST) with a commitment to helping improve health and wellness in the fire service. Since then, OFCA has been working to identify a meaningful and impactful way to distribute this funding.

OFCA members were surveyed to provide feedback and recommendations for the distribution. After reviewing survey results, OFCA awarded Special Districts Insurance Services (SDIS) with a \$15,000 grant to assist with funding the Public Safety Employee Assistance Program (EAP). In addition, OFCA has allocated \$60,000 to grants to support fitness equipment investments and \$25,000 to be used as additional needs arise.

We are incredibly grateful for this generous grant from OFCA for the Public Safety EAP. This contribution will assist us with ensuring this valuable program continues to be funded for our members' emergency services professionals. Since its inception, utilization of the EAP has increased to 8.4%, which is above the industry standard of 5.2%. The issues that have generated the majority of counseling have been partner/relationship, depression/anxiety, stress/workplace stress, and individual/behavioral. Since the end of 2019, the number of activities/points of contact with the EAP have increased 100%.

Currently, the Public Safety EAP is available free of charge to all career firefighters, paramedics, EMTs, 911 telecommunicators, and police officers employed with our SDIS member districts. Volunteers and administrative staff can also be added by districts at a negotiated, discounted rate. Individuals and their dependents have immediate access to these program services and benefits by calling 888-327-1060 or visiting [www.PublicSafetyEAP.com](http://www.PublicSafetyEAP.com).





# COVID-19

## CORONAVIRUS

# Q & A:

Article by: HR Answers

Whether it's the CDC, DOL, a Health Authority, the Governor of your state, OSHA, or another public official's website you are sure to find a Q & A section that is growing on a regular basis with their frequently asked questions. As we continue to assist clients, we also have frequently asked Q & A. Below are the top five. As a reminder, while the pandemic is a new situation many of the good HR practices you have in place will answer almost every question you have. Act in good faith, be consistent, and document.

**Q: An employee has asked to be laid off because they do not want to be exposed to the potential of getting the virus. Should we go ahead and lay them off?**

**A:** No. A layoff is undertaken due to business necessity. And, during the layoff process, the organization must identify the process for determining which employees will be laid off using non-discriminatory factors. While that process can include volunteers, in the area of need, the process is started because of a decline or shift in business need. Rather, the employee needs to be reassured of the safe working practices that have been undertaken by the organization or potentially be allowed to work from home, depending on the job. In the best-case scenario the unintended consequences will be the financial impact to your organization and in the worst-case scenario it could be considered fraud.

**Q: Our business is slowly returning, and we have begun the process to recall employees. Employees have said no to recall and want to remain on Unemployment Insurance. That is fine, right?**

**A:** No. We hope you have a recall policy in your handbook and that you are following it. However, we know this is a frequently missed item in handbooks. Just as business necessity determines when they are laid off, business necessity also determines recall. If you have an employee who has said no to recall, they have essentially resigned their position. This needs to be made clear. However, it is also very important to learn why the employee is saying no. If the reason is one of the six (6) Families First Coronavirus Response Act qualifying reasons you



must bring the employee back and approve the qualifying leave.



**Q: One of my employees was notified that they were directly exposed to an individual who tested positive for the virus. Several employees have worked with the employee who was directly exposed. Do we need to send everyone home?**

**A:** No. Only the individual who was directly exposed needs to contact the practitioner for additional guidance, which may require some leave (or working from home, if possible). This individual needs to watch for symptoms and inform a point of contact if any symptoms arise. The organization should continue to follow guidance on face coverings, social distancing and office cleaning and re-assure other employees that the work environment is safe.

**Q: Our organization has a Workshare agreement with the Employment Department where our employees receive partial Unemployment Insurance (UI) benefits. Can an employee take PTO and still receive their UI benefits?**

**A:** No. An employee must be ready and able to work to qualify for their UI benefits. Taking any kind of leave would indicate the employee was not ready or able to work and this would likely impact their benefit calculation for that week. However, if the organization finds it needs to

reduce the number of hours, from what was agreed to, an employee may use appropriate paid leave to make up the difference without impact to their UI benefit calculation.

**Q: Most of our staff continue to telecommute and, at first, ultimate flexibility was provided as it was new to all of us and we were just trying to get work done. Looking ahead, telecommute may be our way of doing business for much longer than we anticipated. Do you have a sample policy?**

**A:** Yes. You also need an agreement form. By changing the work location, you are impacting the working conditions. Both the employer and employee need to understand what that means. Everything from schedules, IT hardware to Workers' Compensation coverage.





# Communicable Disease Coverage Exclusion

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*By: SDAO Underwriting Department*

Sometimes events happen that have a far-reaching impact on insurance coverage. A large event that comes to mind is the 9/11 attacks in 2001. After these attacks, the insurance world responded by placing terrorism exclusions in all of their policies. The Federal Government responded to this by passing the Terrorism Risk Insurance Act in 2002.

The COVID-19 pandemic is the latest thing impacting insurance coverage. In April, we began seeing communicable disease exclusions pop up in coverage documents. We have been informed by our reinsurance brokers that we will have a communicable disease exclusion effective January 1, 2021 for both the property and liability coverage documents.

We do not currently know of any standalone insurance product for communicable disease. Within a year, this exclusion will appear in every coverage document including the SDIS coverage documents. Without the backing of reinsurance, SDIS will not be able to provide damages for communicable disease related claims.

The SDIS Board of Trustees has directed the Underwriting Department to add a new additional coverage for communicable disease defense reimbursement. This coverage is intended to provide a \$50,000 reimbursement for defense costs incurred by the District in a coverage period. The most the Trust will pay for communicable disease defense cost reimbursement, for all members of the Trust combined, within the coverage period, is \$2,000,000. This will be a defense cost reimbursement only and no damages will be paid by the Trust.

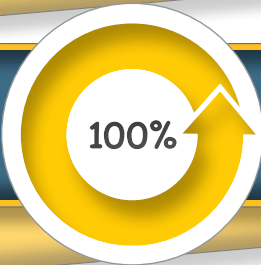
Despite this new coverage exclusion, the SDAO Risk Management Department and Pre-Loss/Legal Department will continue to work to be on the forefront of developments with the COVID-19 pandemic. We will continue to use this knowledge to provide resources and advice to help our members mitigate their risk associated with COVID-19 so that they can provide their critical services as safely as possible.





The Public Safety EAP serves all career firefighters in the state at **no charge**. Districts can also add their volunteers and administrative staff to the program.

Utilization of the program has trended upward since its inception from **3.4%** to **8.4%**. Usage of the program is above industry average. The average utilization of an EAP is **5.2%**.



There has been a **100% increase** in the number of activities/points-of-contact with the EAP since the end of 2019.

The issues that generated the majority of counseling have been: partner/relationship, depression/anxiety, stress/workplace stress and individual/behavioral.



The Public Safety EAP has also been accessed for assistance with legal, financial, and other issues.

The cost for adding volunteers and administrative staff to the program for 2020-21 (household family members included in cost):

- **Tier One** (6 visits/issue): **\$18.72** per person, per year
- **Tier Two** (3 visits/issue): **\$14.63** per person, per year



**1-888-327-1060**  
**PublicSafetyEAP.com**

Public Safety EAP is a confidential counseling and support service staffed by trained professionals 24 hours a day to assist public safety personnel **and their families**. This program serves thousands of sworn police officers, firefighters, state troopers, EMS personnel, corrections officers, civilian staff and their families. Public Safety EAP is one of the most experienced in the country and nearly 99% of those who use the EAP are satisfied with the experience. You protect the public, but where can you turn for support? Contact SDAO to learn more about this program and how it can help employees at your district. Call us at 1-800-285-5461 or email us at [sdao@sdao.com](mailto:sdao@sdao.com).

# UNOCCUPIED BUILDINGS

## During the COVID-19 Era

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By: SDAO Risk Management Department



The SDAO Risk Management Department recommends that you visit your properties on a regular basis, daily if possible. In these extraordinary times, we empathize with how busy you must be in preparation for the challenges yet ahead and admire your tremendous efforts to keep your organization's buildings open for business. However, without proper care and attention, any unoccupied buildings can easily become "attractive nuisances" and thereby highly vulnerable to damage from vandalism, arson and water-related incidents.

We advocate following the Crime Prevention Through Environmental Design (CPTED) guidelines for mitigating hazards to unoccupied buildings. CPTED's principles are based upon the "broken window" concept that neglected buildings invite crime. In other words, a watched pot never boils. Effective property and grounds design and maintenance best support the visible ownership

of space and reinforce risk reduction. Appropriate environmental design also increases the probability of detection and apprehension, known to be the biggest single deterrent to crime. In addition, thieves generally case properties prior to the act, so visiting properties at regular, yet random times will make it tougher for them to know the best time to steal. Thieves are looking for easy targets as well and will move on if they have to work at getting your district's property.

Wide-ranging CPTED recommendations include preventive landscaping practices, elimination of escape routes, correct use of lighting, and encouragement of pedestrian and bicycle traffic on adjacent byways. Research shows that the effective application of CPTED measures overwhelmingly reduces the likelihood of criminal activity.

Reducing the arson threat to a building begins with removing any nearby combustible materials.





This includes pruning back foliage that has grown too close to your building. For example, CPTED recommends removing or trimming back trees and shrubs to create and maintain clear lines of sight on your properties and grounds, enabling people living or traveling nearby to better observe what is happening there. Property crimes are most often crimes of opportunity and frequently occur because a structure is obscured, thereby empowering the perpetrator to engage in destructive mischief more easily without fear of detection. If we can remove these visual barriers, the threat of arson or vandalism can be reduced.

Preventing water losses is simple. Someone needs to walk through and around all your buildings daily. Over the years, we have processed many loss claims related to broken pipes, misdirected

sprinklers, erosion, etc. A broken pipe can happen at any time, especially during the winter months. However, water losses are not exclusive to cold weather. Several years ago, a simple filter (overdue for replacement) on a refrigerator failed, thus resulting in a loss worth over \$250,000. In this particular case, the damage could have been even greater if someone had not fortuitously come into work on a Saturday and noticed water pouring through the ceiling. Imagine the cost involved if this had continued unabated for several days longer.

In another unfortunate case, a groundskeeper improperly altered the direction of a sprinkler head and, as result, water flowed into a nearby unoccupied building all summer long, completely rotting the side of the building and flooding the inside with mold, spores and other dangerous toxins. Sprinkler systems are designed to run on a programmed schedule but still need to be checked frequently.

There are many sound reasons to continue monitoring your buildings, even during these troubled times. Please let us know if we can be of any assistance. Contact Risk Management at [riskmanagement@sdao.com](mailto:riskmanagement@sdao.com) or 800-285-5461.



*Photo Credit: Canby Herald*



## **Ted Kunze**

After 15 years of service to the Special Districts Insurance Services Board of Trustees, Ted Kunze has decided to step down and enjoy his retirement. While on the Board of Trustees, Ted held officer positions for several years.. He offered his time not only to Trust meetings but also participated on several committees including the Nominating, Personnel, Budget, Legislative, and Bylaws Committees. He has lent his expertise on several issues, especially pertaining to the fire service. Ted's contributions have been invaluable to the Board of Trustees and we wish him well in his future endeavors!



# FAQs on Filing a Workers' Compensation Claim

*By: Gina Wescott, WC Claims Manager*

## **What is the difference between first aid, an incident and a reportable injury?**

- First aid is treatment for a minor injury by someone who is not required to have a license to provide care and which will not result in a medical bill. Examples of first aid include providing an ice pack, eye wash, bandage, etc.
- An incident is an injury or exposure to an employee which does not result in medical treatment, lost time, permanent disability or death. Filing an incident report is a good idea for documentation. Then, if medical treatment

is required in the future, the injured worker has met their reporting requirements.

- Reportable injury is an injury or exposure to an employee which requires medical treatment by a licensed medical service provider, or results in lost time, permanent disability, or death.

## **How and when to report a claim.**

- A claim must be reported when an employee notifies a supervisor/manager that they have sustained a work-related injury or exposure and wish to initiate a claim.

- Districts must provide an employee with the First Report of Injury, Form 801 when they have knowledge of an employee injury or when an employee requests to file a claim.
- Districts must report the injury to SDAO within 5 days by faxing Form 801 to the SDAO Workers' Compensation Department.

### **My employee completed Form 801 but did not sign it.**

- If the employee is intending to file a claim, make every effort to have the employee sign the form. However, do not delay sending the form to SDAO while attempting to obtain the signature.

### **My employee signed Form 801 but has changed their mind and does not wish to file a claim.**

- Once the employee has signed Form 801, a legal claim has been established. The employee may withdraw their claim by contacting SDAO. SDAO will provide the employee with a form to sign, stating they are withdrawing their claim.

### **What if I know my employee was injured off the job?**

- You must provide the employee with Form 801 when asked, regardless of whether you believe the injury occurred at work. Make sure to provide this information to SDAO to enable a thorough investigation.

### **My employee has a minor injury. Can I pay the medical bill instead of filing a claim?**

- No; you must report the claim to SDAO. Under the medical reimbursement program, you may reimburse SDAO for claim costs up to \$1,800 as long as the employee did not receive any time loss or permanent impairment benefits, and the claim will not go against your loss ratio or experience modification rate.

The SDAO Workers' Compensation Department is available to answer all your claim questions. Please contact us at 800-305-1736 if you would like additional information.



# 2020 - 2021 SDIS Safety & Security Grant

**Application Deadline: Noon on Wednesday, Nov. 18, 2020**

Applications are now being accepted for the 2020-21 SDIS Safety and Security Grant Program! SDIS members are eligible to apply for a matching grant (maximum of \$2,500) to help fund expenses related to COVID-19 or a new safety and security-related project.

## What expenses or projects will qualify for the matching grant?

### First Priority for Funding

COVID-19-related expenses that are not reimbursed by the CARES Act\* or FEMA\*\*

- Examples of eligible expenses include disinfection units, cleaning equipment, retrofitting HVAC with HEPA/disinfection, non-disposable PPE/respirators (elastomeric N95s, PAPRs), electronics (video conferencing equipment, computer VPN software), and durable equipment. Payroll-related and disposable PPE will not be considered.

\*Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by states to state unemployment funds.

\*\*FEMA will de-obligate any public assistance funding that has been provided if another source provides funds to the applicant for the same clinical care costs.

### Second Priority for Funding

Safety and security projects

- 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.

The purpose of this program is to reduce risk exposures by assisting our members to complete safety and security related projects. Your district must have insurance coverage for the risk exposure you are trying to mitigate. For example, if you do not have workers' compensation coverage through SDIS, a project that improves worker safety would not be eligible.

For information and to download an application,  
please visit [www.sdao.com/safety-security-grant-program](http://www.sdao.com/safety-security-grant-program).



# 2020

## BEST PRACTICES PROGRAM



**Deadline Approaching!**  
**November 6, 2020**

**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 2020 general liability, auto liability, and property insurance contributions. There are five opportunities to earn 2% toward your total discount. These opportunities are listed at the bottom of this page.

We cannot award credit unless the Best Practices survey is completed on the SDIS Insurance Site. To ensure your district receives credit, follow the below instructions:

- Visit [www.sdis.org](http://www.sdis.org)
- Enter your credentials and sign in. If you are having trouble with your sign in, please contact SDAO Member Services at [memberservices@sdao.com](mailto:memberservices@sdao.com).
- Once on the SDIS Insurance Site homepage, select Insurance on the left.
- On the bottom left side of the page select the Take Best Practices Survey button.
- Complete the survey, scroll back up to the top, and select Save.

Once you have selected save, the survey has been submitted. There is no need to send confirmation to SDAO, whatever percentage credit you see is the amount that we see and download into our system. If you have any questions please contact Jaime Keeling at [jkeeling@sdao.com](mailto:jkeeling@sdao.com) or 800-285-5461 ext. 122.

**1. Affiliate Organization Membership | Credit: 2%**

**2. Harassment Checklist | Credit: 2%**

**3. Harassment Policy | Credit: 2%**

**4. Online Training | Credit: 2%**

**5. SDAO/SDIS Training | Credit: 2%**



**myStrength**

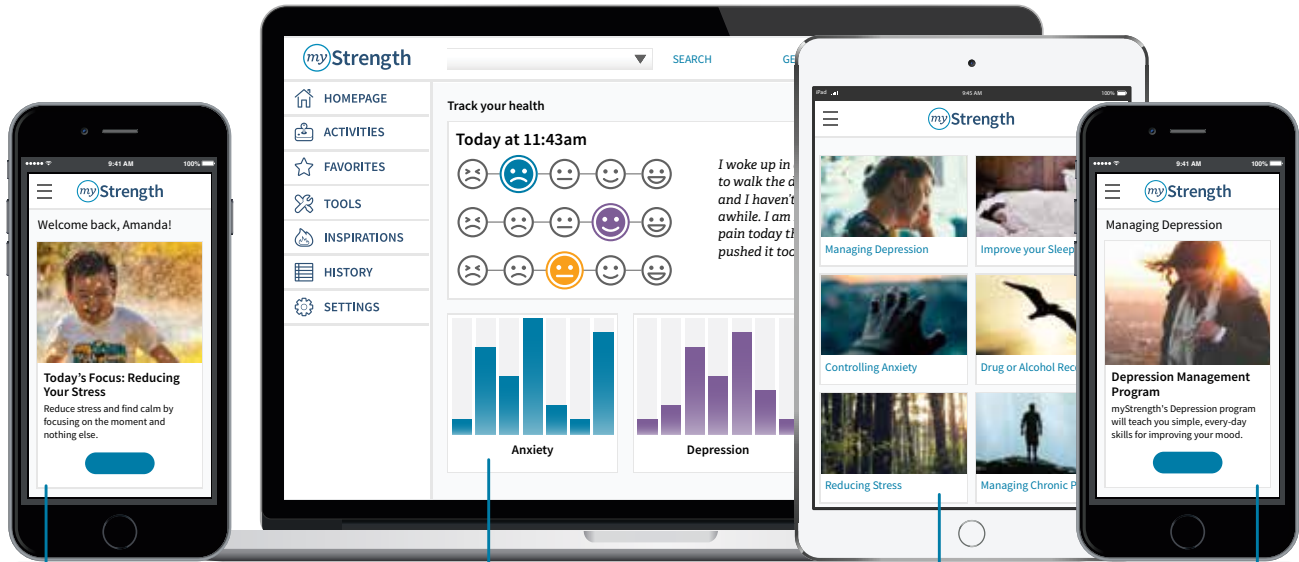
in partnership with



**Regence**

Regence BlueCross BlueShield of Oregon is an Independent Licensee of the Blue Cross and Blue Shield Association

# Digital Platform for Employee Emotional Health and Well-being



<b>Personalized User Experience</b>	<b>Multi-Condition Trackers</b>	<b>Interactive Psychotherapy Applications</b>	<b>Tailored Well-Being &amp; Inspirational Resources</b>
<b>Community</b>	<b>5th Grade Reading Level</b>	<b>Spanish</b>	<b>Demonstrated Clinical Improvement</b>

myStrength offers evidence-based self-help resources for people seeking to improve their mental health and overall well-being. As a rapidly scalable web and mobile solution, myStrength meets the diverse needs of the employee population and drives higher levels of awareness and adoption of available benefits. myStrength's proven tools address depression, anxiety, stress, insomnia, substance use, chronic pain and more.

## Demonstrated Engagement with Proven Results

Individuals who use myStrength consistently demonstrate a reduction in clinical symptoms and functional impairment.

<b>25%</b> Average reduction in depression and anxiety symptoms reported by myStrength users	<b>53%</b> Reduction in staff hours missed due to mental health concerns
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myStrength has launched with more than **2,000 employers**, representing more than **15,000,000 covered lives**.

# Loss Prevention Plan



If your district is enrolled in the SDIS Workers' Compensation Program and you have not yet conducted your annual loss prevention plan, it is time for you to do so. If you are unaware of what a loss prevention plan is and/or what its evaluation entails, we have provided a summary below.

OAR 437-001-1055 requires each member of a group self-insured program to establish a written occupational health and safety loss prevention program that includes:

1. Implementing loss prevention efforts aimed at eliminating or reducing health and safety injuries and illnesses; and
2. Informing managers and workplace locations of the availability and procedure for requesting loss prevention assistance.

OAR 437-001-1060 then outlines what is required as part of the loss prevention effort.

## **Step One:**

Ensure that all managers at your district know that SDIS is your workers' compensation carrier and that as a member of the program, loss prevention assistance is available. This can be as simple as sending an email out to all managers or posting a notice at all establishments stating this. Have a plan in place ahead of time so that if loss prevention assistance is needed, managers will know who to contact at your district so it can be forwarded to the SDAO Risk Management Department.

## **Step Two:**

Have a written loss prevention effort that encompasses the district's operations. A generic district loss control program has been included in the Loss Prevention Toolkit to help meet the requirements. Review this document and add any specific/unique safety issues at your establishments. A copy of this document needs to be located at each establishment, with added district specific hazards, if any. You can use the same loss prevention effort at multiple establishments if the operations are similar at the various locations.

This loss prevention plan needs to be reviewed on an annual basis and changes made when operations or processes have changed, as needed. Please document this review and forward the documentation of the loss prevention effort to SDAO via email to [riskmanagement@sdao.com](mailto:riskmanagement@sdao.com). For questions, comments, and concerns or if you would like risk management staff to assist you in completing the evaluation, please contact us at 800-285-5461 or [riskmanagement@sdao.com](mailto:riskmanagement@sdao.com) for assistance.



**GOVERNMENT AFFAIRS**

Hasina Wittenberg: 503-906-7228

Mark Landauer: 503-906-7238

**UNDERWRITING**

Toll-Free: 800-285-5461

Email: [underwriting@sdao.com](mailto:underwriting@sdao.com)

Fax: 503-371-4781

**REPORT AN SDIS WC CLAIM**

Toll-Free: 800-305-1736

Email: [wc@sdao.com](mailto: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](mailto:memberservices@sdao.com)

Fax: 503-371-4781

**RISK MANAGEMENT**

Toll-Free: 800-285-5461

Email: [riskmanagement@sdao.com](mailto:riskmanagement@sdao.com)

Fax: 503-371-4781

**REPORT AN SDIS P/C CLAIM**

Toll-Free: 800-305-1736

Email: [claims@sdao.com](mailto:claims@sdao.com)

Fax: 503-620-9817

# MEMBER CALENDAR

- Oct. 1 First Thursday Webinar: Supervisor Training
- Oct. 14 Risk Management Regional Training (Webinar)
- Nov. 4 SDIS Board of Trustees Meeting (Virtual)
- Nov. 5 SDAO Board of Directors Meeting (Virtual)
- Nov. 5 SDAO First Thursday Webinar
- Nov. 18 Risk Management Regional Training (Webinar)
- Dec. 3 SDAO First Thursday Webinar