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NEWS & RISK MANAGEMENT REVIEW

WINTER 2021

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— SDAO Board of Directors —

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Kathy Kleczek, Sunset Empire Transportation District

Brent Stevenson, Santiam Water Control District

Board Member Elect

Scott Stanton, Umatilla County Fire District #1

— Next Board of Directors Meeting —

2/2/2021 | 1 p.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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2021 ANNUAL CONFERENCE

February 3-4, 2021 | A DIGITAL EVENT

By: Frank Stratton, Executive Director

Next month, we will be taking the 2021 SDAO Annual Conference virtual! Join us on February 3rd and 4th for exceptional conference programming that includes trainings tailored to special district representatives, networking opportunities, and vendor interaction. While we are disappointed that we cannot be with you in person, we are excited to put together an event that you will find informative, fun and safe.

The conference format will be similar to what you have experienced in years past including:

- 20 Breakout Sessions (with several opportunities for Academy credits)
- Caucus Meetings & SDAO Board Member Nominations
- Virtual Exhibitor Trade Show

- Annual Business Meeting & SDAO Board Member Elections
- Awards Ceremony

There are several organizations that have already committed to supporting this year's conference. Thanks to our generous sponsors, we are pleased to be offering this event at no cost to SDAO members.

Don't miss this opportunity to attend the training and networking event of the year for special districts. I encourage you to register for the conference as soon as possible. Visit our website for conference details and registration information: www.sdao.com/annual-conference.



SDAO

SPECIAL DISTRICTS
ASSOCIATION OF OREGON

INTERNSHIP GRANT PROGRAM

Application Deadline:
5pm on Friday, April 16, 2021

SDAO members are eligible to apply for a grant through the SDAO Internship Grant Program. The intent of this program is to assist districts in meeting or improving loss control and best practices, ultimately benefiting both the district and the intern. This grant is not intended to fund routine maintenance needs or normal staffing requirements.

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

The SDAO Awards Committee will review each application to determine which projects are eligible to receive funding. Funds will be disbursed by July 1, 2021.

To be considered, your completed Internship Grant Program application must be received by SDAO by 5pm on Friday, April 16, 2021. Submit your completed application by mail to SDAO, PO Box 12613, Salem, Oregon 97309; by e-mail to sdao@sdao.com; or by fax to 503-371-4781. Attach a separate sheet if necessary.

Download the Internship Grant Program application at www.sdao.com/internship-grant-program





Support for Oregon Volunteer Firefighters

Many areas of our state were devastated by the recent wildfires. Our districts' brave first responders were out on the front lines of this fight, some even losing their own homes while doing so.

In response, the Oregon Volunteer Firefighters Association (OVFA) set up a relief fund for the volunteer firefighters that were affected by these disastrous fires, and so many of you stepped up to help. OVFA received over \$20,000 in private donations. Organizations that work closely with our districts generously contributed to the fund as well (listed on the right).

Thank you for your support for all the first responders that have put in countless hours during the fight against these fires. Your contributions are greatly appreciated.

Cummins Goodman Denley & Vickers PC
\$5,000

Special Districts Association of Oregon
\$5,000

Special Districts Insurance Services
\$5,000

Oregon Fire Chiefs Association
\$2,500

The Partners Group
\$2,000

The following organizations have also pledged substantial donations:

Amazon - \$75,000

Cambia Health (Regence BCBS) - \$5,000

Brother's Brother Foundation - \$5,000

Board Member Spotlight:

Emily Stumpf

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

I'm the Policy and Administration Manager at Multnomah County Drainage District, so I manage our elected boards, provide policy and budget development support, and also lead the department responsible for communications, HR, and office management. I've been with the district almost 5 years.

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

I'm really passionate about local government administration, and I've had awesome experiences working with SDAO over the last several years for conferences and trainings. I was excited about the opportunity to help support these services that have so much value to special districts and those staff and elected officials who are engaged in their communities and making a positive impact.

How has SDAO helped you or your district?

I've leaned on SDAO for a lot of help over the years to understand and communicate information about public meetings, public records, and the roles and responsibilities of board members. Through SDAO, many of our staff and board members have been able to build a network of those in similar roles.

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

I love spending time outdoors in the summer near a body of water, kicking around on the Deschutes or at my family's cabin on Swift Reservoir in Southwest Washington. In the winter, I try to find myself somewhere in the snow, whether snowboarding or just enjoying the outdoors. I love cooking and baking - I enjoy following recipes to a T - and trying to keep my golf game good enough.



Follow Us on
Social Media!



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Instagram - [@specialdistricts](https://www.instagram.com/specialdistricts)

Twitter - [@SDAO_Oregon](https://twitter.com/SDAO_Oregon)



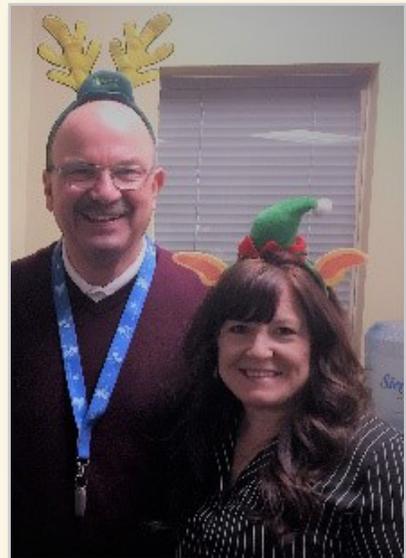
From the Special Districts **CONSULTING SERVICES TEAM**

As we have mentioned in the past, George Dunkel has been the face of the Consulting Services Program for many years. Beginning January 1, 2021, George will officially become a part-time consultant. This past year, George has been easing himself into part-time work life. As you probably know, this has not been easy for George. His passion and love for what he does is very admirable and commendable. George will still be available to our members, just not in the capacity many of us have grown to appreciate. Please contact Shanta Carter, Consulting Services Program Administrator for all of your consulting needs. She will put you in touch with one of our knowledgeable and experienced consultants.

During the pandemic, we have been fortunate enough to assist our members pretty seamlessly in a virtual capacity. This has ensured that you and our consultants stay safe during these uncertain times. We have conducted several management recruitments, organizational assessments, and many other special projects this past year.

We know last year was challenging for everyone, but we are in this together and we continue to be ready to assist you with your district's needs. So the next time you are needing assistance with district manager transition planning, an organizational assessment, management recruitment, or a special project, please make us your first call. Happy New Year!

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





SPECIAL DISTRICTS CENTER

CITY OF SEASIDE SIGN#7722

Congratulations!

Jason Jantzi



2020 OFDDA President's Award



In October, Oregon Fire District Directors Association (OFDDA) President John Dunn presented the 2020 OFFDA President's Award to SDAO Risk Management Consultant Jason Jantzi. During his presentation, President Dunn expressed his appreciation and gratitude to Jason for his significant contributions to the Oregon fire service. He thanked Jason for the many years he has dedicated to sharing his advice and expertise in risk management to fire districts all over the state. Jason's service-minded attitude and helpful approach to all situations have been a great asset to the fire service and all special districts in Oregon. Jason is very deserving of this award, and we are very proud of him here at SDAO. Great work, Jason!

LEGISLATIVE UPDATE

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

NOVEMBER 2020 ELECTION RESULTS

Voter Turnout

Nearly 3 million people are registered to vote in Oregon, a 15.5% increase from the 2016 election. A portion of the increase in voter registration is attributable to Oregon's 2016 Motor Voter Act, which made voter registration automatic when Oregonians obtain or renew their driver's licenses.

During the last two presidential elections, between 80% and 82% of registered voters in Oregon have returned their ballots. Oregon's all-time record high voter turnout in a presidential election was set in 2004 when 86.4% of voters cast a ballot in the George Bush vs. John Kerry presidential election. On October 14th, ballots for the 2020 election were mailed to Oregonians. A week later, turnout was already 25% (an increase of 230% compared to 2016).

On the Friday immediately preceding an election, typically 50% of the vote has come in. During this November's election, Friday's number registered at 61%. The ballot return trend on the Monday prior to the election was down by 50%. That trend continued on Tuesday and roughly 260,000 more ballots were returned. The morning after the election, 73.1% of registered voters had voted. In the end, voter turnout was 81.97% compared to 80.3% in 2016.

Federal

Each one of Oregon's incumbent federal delegation easily won their primary elections and advanced to the general election where they all easily retained their seats.

US Senator **Jeff Merkley** (D) – 57%; Congressional District #1 **Suzanne Bonamici** (D) – 65%; Congressional District #3



Earl Blumenauer (D) – 73%; Congressional District #4
Peter DeFazio (D) – 52%; and Congressional District #5
Kurt Schrader (D) – 52%

In Congressional District #2, the retirement of Congressman Greg Walden drew a crowded field of 11 Republicans in the primary election with **State Senator Cliff Bentz** emerging as the winner. He easily won the election to congress with 60% of the vote.

State Treasurer

State Treasurer Tobias Read (D-Beaverton) was reelected as Oregon's State Treasurer. In 2016, Read beat Republican Jeff Gudman from Lake Oswego by 2.5%. Gudman chose to run again along with two third-party candidates. **Read garnered 52% of the vote** while Gudman received 42% of the vote, with 6.2% going to the third-party candidates. Read beat Gudman much more handily this time by 10.5%.

Secretary of State

2020 is an important year for a secretary of state's race because it coincides with the once-per-decade federal census. In 2021, the Legislature will redraw legislative boundaries. Last time redistricting took place, the Oregon House was evenly split (30-30), but the boundaries that were redrawn were instrumental in securing the democratic supermajorities both chambers now enjoy. If legislators cannot agree on the boundaries, the task defaults to the Secretary of State.

Four years ago, despite the Democrats 7% registration edge over Republicans, Dennis Richardson was elected Secretary of State. Richardson was the first Republican to win statewide office since 2004 when Gordon Smith was elected to the US Senate. Unfortunately, Dennis Richardson died of brain cancer last year and former House Speaker Bev Clarno from Bend was appointed to the seat. Clarno agreed to not seek election to the office. The open seat was sought by Democrat Shemia Fagan (Portland) who served two terms in the Oregon House before defeating a long-time Democrat incumbent in 2018 to serve in the Oregon Senate. Republican Kim Thatcher (Salem) served in the Oregon House beginning in 2005; she was elected to the Oregon Senate in 2014.

Fagan outspent Thatcher by a three-to-one margin. Of the \$3 million she spent, most of it came from organized labor with the state's biggest public employee union (SEIU) contributing nearly half a million dollars to her race. She also received \$140,000 from the National Redistricting Committee. Thatcher, on the other hand, didn't get much support from the Oregon GOP's traditional donors and failed to receive any national money. Of the \$1 million she raised, 20% came from Jackson County resident Francis Fowler (liquor fortune heir of Southern Comfort). Other big contributors to Thatcher include her family and businesses (about \$60,000, including loans) and \$44,000 from the Timber Unity PAC. **Fagan won the race by 7 points with 50% of the vote.** The Secretary of State is next in line to become Governor, should Governor Kate Brown leave office early, and could be in line to run for governor in 2022, when Brown will be term-limited from seeking reelection.

Attorney General

Democratic incumbent **Ellen Rosenblum easily won reelection with 56% of the vote.**

Referred by the Legislature

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

Ballot Measure 107 — Amends Constitution: Allows Limiting Political Campaign Contributions & Requires Disclosure of Who Paid for Campaign Advertisements

Yes – 78% No – 22%

Oregon's Constitution currently prohibits campaign contribution limits. This measure allows the legislature, local governments, and/or citizens to limit campaign contributions and expenditures via the initiative petition process. It also requires disclosure of campaign contribution and expenditures. Finally, the measure requires political campaign and election advertisements to identify who paid for them.

Oregon is one of five states with no limits on political campaign donations and ranks No. 1 in per-capita corporate political donations. Yes for Fair and Honest Elections reported receiving nearly \$125,000 in cash and in-kind contributions; there was no organized opposition to the measure.

Ballot Measure 108 — Tobacco Tax Increase & New E-Cigarette/Vape Tax

Yes – 66% No – 34%

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 1 million Oregonians. A portion of the funds are dedicated to tobacco cessation programs and to combating youth tobacco use.

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.

The campaign, Oregonians for a Smoke Free Tomorrow, raised \$13.7 million since October 2019 in support of the measure, most of it from health care systems like Providence, Legacy and PeaceHealth. The only political action committee against the proposal, No On 108, raised \$7,000 from four vape

shops, one of them in Medford, one in Roseburg and two in Portland.

Qualified to Ballot Via Initiative Petition

Qualifying a measure to the ballot via initiative petition can be an exceptionally long and daunting task. Between 2010 and 2018, only one in three initiatives received approval from the Elections Division to circulate for signature gathering. Of the 314 petitions filed over the past decade, 23 gained the required signatures to qualify for the ballot. Of those, 10 measures were approved by voters. This year only two measures qualified for the ballot via the initiative petition process:

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

Yes – 56% No – 44%

This measure makes 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) has 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.

Washington DC-based New Approach PAC gave \$2.52 million to Yes for Psilocybin Therapy to support the measure.

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

Yes – 59% No – 41%

The measure has three key components:

- Reduces misdemeanor drug possession to a non-criminal violation on par with a traffic offense. People with small amounts of drugs including heroin, cocaine, methamphetamine, ecstasy, LSD, psilocybin, methadone, and oxycodone would get a ticket and face a \$100 fine or have the option of being screened for a substance abuse disorder.
- Decreases penalties for what are now felony drug possession cases, which involve larger quantities. Under Measure 110, most of those offenses would be misdemeanors.
- Funnels millions in marijuana tax revenue toward what it calls Addiction Recovery Centers, where people can be screened and directed to treatment options. Those tax dollars will also go to a Drug Treatment and Recovery Services Fund overseen by the state that could be used to pay for treatment, housing or other programs designed to address addiction.

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. 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 is endorsed by 50 organizations, including the Oregon AFSCME,

Confederated Tribes of Grand Ronde, ACLU, and Oregon Latino Health Coalition. The Oregon Education Association raised objections that the measure would redirect cannabis tax revenue from schools to drug treatment programs.

The measure is backed by the New York-based Drug Policy Alliance, the same criminal justice and drug policy reform group that helped fund Oregon's successful marijuana legalization effort in 2014. So far, the group's political arm has given about \$3.3 million to the decriminalization effort, including helping fund the signature-gathering phase. Other major funders include Facebook founder and CEO Mark Zuckerberg, who along with his wife Priscilla Chan gave \$500,000, and the American Civil Liberties Union of Oregon, which gave \$100,000. In all, the campaign raised about \$4.2 million. Opponents raised less than \$100,000. In addition, 25 of Oregon's 36 district attorneys, the associations of sheriffs and police chiefs, and some treatment providers oppose the measure. Governor Brown has suggested delaying the financial aspects of Measure 110 until July 2022. Small amounts of drugs would **still be decriminalized** as of next February, but the funding meant to ensure Oregonians have more treatment options could be put on ice for more than a year.

Oregon State Legislative Races

Prior to the November election, Democrats held 38 seats in the House and 18 in the Senate, enough to pass tax increases without Republican support, but not enough to conduct business without a quorum. In order to achieve walkout-proof majorities, Democrats needed to pick up two seats in both the House and Senate. That did not happen this November. The House Republicans picked up one seat and Senate Republicans maintained their existing numbers.

Senate District 10 (Salem): Republican Senator Denyc Boles found herself in a tight and expensive race in a district with a slim Democratic registration edge (1.31%). Boles, who works for Salem Health, was appointed to the seat in 2019 after Senator Jackie Winters passed away. Boles' opponent, Deb Patterson, a pastor and public health advocate, ran against Winters in 2014 and lost by 8 points. This was the most expensive Senate race of 2020. Each candidate brought in \$1.27 million. On election night, the second time turned out to be a charm and

Patterson won with 48.93%, Boles received 47.47% of the vote flipping the seat to democratic control (the third-party candidate took 3.4% of the vote). This race came down to a 1,057 vote margin.

Senate District 5 (South Coast): Democratic State Senator Arnie Roblan narrowly won his seat in 2016 against Republican Dick Anderson (Lincoln City Mayor) by half a percent or 349 votes. Roblan announced his intent not to run for reelection this year and Coos County Commissioner Melissa Cribbins (Democrat) filed for election. Senate District 5's registration favors Democrats by 3.4 points. Cribbins raised \$1.18 million and Republican Dick Anderson, raised \$974,000. Anderson's second time was successful. **Anderson won the seat with 49.32% (a 2,035 vote lead) to Cribbin's 46.59 flipping the seat to republican control.**

Senate District 27 (Bend): Republican Tim Knopp, a Home Builders Association executive, has held this Senate seat since 2013 following three terms as a state representative. His democratic opponent Eileen Kiely ran unsuccessfully last election cycle for the corresponding House seat and lost. The district's registration favors democrats by almost 5 points but Knopp, a very socially conservative Republican, has crossed the aisle to work with democrats on labor, wage and employment issues recently which clearly helped him have a fighting chance in the district. **Senator Knopp won his reelection by 1,546 votes or 50.73% of the vote.**

House District 54 (Bend): Republican Cheri Helt, who was openly vocal about not supporting President Trump and supporting mandatory vaccines, was defeated by deputy district attorney and Bend Parks and Recreation board member Jason Kropf. **The district has a 15.74% democratic registration edge and Helt lost by 21% flipping the seat to democratic control.**

House District 32 (North Coast): Democrat State Representative Tiffany Mitchell chose not to run for reelection making this open House seat the most expensive House race in history. In 2016, now-Rep. Janelle Bynum (D-Clackamas) and Republican Lori Chavez-DeRemer spent under \$2 million. Spending in this race pushed over \$2.5 million. **Republican Suzanne Webber secured this seat with 54% of the vote flipping control of the seat to the republicans.**

House District 9 (South Coast): Democratic State Representative Caddy McKeown, who has held this seat since 2012, chose not to run for reelection. Former teacher and Republican Boomer Wright out-fundraised his democratic opponent Cal Mukumoto by three to one. **The district has a Republican registration edge of 0.89% and Boomer was able to flip the seat to Republican control with 58% of the vote or 15%.**

House District 20 (Salem): House District 20's registration has consistently moved from being evenly split between Republicans and Democrats to a 5.27% democratic registration edge (in 2018 it was 4.25% and in 2016 it was 3.75%). State Representative Democrat Paul Evans faced a rematch of his 2018 opponent, Selma Pierce, the recently deceased wife of gubernatorial Republican candidate and oncologist Bud Pierce. In the last election, Pierce contributed \$250,000 in personal money to run for the seat. This time, Pierce doubled down and contributed \$500,000, but she was unable to compete with Evan's popularity. **Representative Paul Evans was easily reelected to his Salem seat with 52% of the vote (a 4-point margin).** Last election cycle total combined spending in this race topped \$1.4 million with Evans spending \$850,000 to secure his reelection. This time, Evans spent about half a million to Pierce's \$650,000.

House District 52 (Hood River): This race was a rematch from the 2018 election, when now State Rep. Anna Williams, a Democrat, beat Republican Jeff Helfrich by a narrow 3-point margin. Democrats maintain a 4.5% registration advantage but both candidates spent over \$800,000 each this election cycle. In the end, **Williams was reelected with 94 more votes than Helfrich and barely secured her reelection.**

Local Races

For a complete listing of local measure results, please visit www.sdao.com/november-2020-election-results.



SDAO Members *in the* news

Find additional news clippings online at www.sdao.com/newsroom

Blue Mountain Translator District adds new local channel

The Observer | 11/18/2020

The Blue Mountain Translator District is broadcasting a new channel on local airwaves and in Portland. Executive Director Alex McHaddad said the project to get a channel on the air began in March. The channel broadcasts local government meetings, educational shows and entertainment and is open for local residents and businesses to put their own shows on the air. The district has been broadcasting meetings of the Elgin and La Grande city councils, Union County commissioners and La Grande School District online since April, and those now are available www.bmtd.org. McHaddad said the project to broadcast these public meetings was due in part to the pandemic, which prevents gatherings in person.

Please visit <http://bit.ly/2KElm7e> to read more.

Smoke detector program underway

The Argus Observer | 10/11/2020

October is the month to be aware of one's smoke detectors and not just when the beeping to change the battery becomes a constant barrage of noise. Ontario Fire and Rescue Department, in conjunction with the American Red Cross, is announcing a program in which anyone in the Ontario Fire District can participate in this month. Residents can call and schedule an appointment with Ontario Fire and Rescue and receive a free smoke detector inspection and installation of smoke detectors in their home.

Please visit <http://bit.ly/3nzvzAf> to read more.

Roblan and McKeown recognized with 'Friend of Public Ports' award

The World | 10/5/2020

The Oregon Public Ports Association recognized Representative Caddy McKeown, D-Coos Bay, and Senator Arnie Roblan-D-Coos Bay, with the "Friend of Public Ports" award on Oct. 1. The award recognizes those who have supported and promoted the critical role that ports play as economic engines in their communities state-wide, according to a press release from the Oregon International Port of Coos Bay. "One out of six Oregon jobs is directly or indirectly tied to cargo, recreation, industrial, commercial or other activities at Oregon's ports," the release stated. "The last time the award was given was to Representative Jean Cowan, D-Lincoln County, in 2011.

Please visit <http://bit.ly/3apmTJd> to read more.

Transportation district receives grants

The Astorian | 9/24/2020

The Sunset Empire Transportation District recently received a little over \$500,000 from the Oregon Department of Transportation through the Cares Act, signed into law on March 27. The funds were used for new staff hired to sanitize buses during the coronavirus, material and services for increased disinfecting and staff paid leave and for lost revenue due to decreased ridership. A second program available from the Oregon Department of Transportation is needs-based, available for rural transit agencies. The transportation district submitted a grant request and was awarded \$861,000 for a remanufactured bus and operational costs.

Please visit <http://bit.ly/37y70y9> to read more.

MARK YOUR CALENDAR!

S | D | A | O



TRAININGS

Risk Management

Feb. 24 | Webinar

Apr. 21 | Medford – Ashland Hills Hotel & Suites

Jun. 16 | Pendleton – Red Lion Hotel

Aug. 10 | Redmond – Eagle Crest Resort

Oct. 13 | Cottage Grove – Village Green Resort & Gardens

Nov. 17 | Newport – Best Western Agate Beach Inn

Human Resources

May 5 | Pendleton – Red Lion Hotel

May 12 | Cottage Grove – Village Green Resort & Gardens

May 13 | Medford – Ashland Hills Hotel & Suites

May 19 | Redmond – Eagle Crest Resort

May 25 | Salem – Chemeketa Eola

May 26 | Newport – Best Western Agate Beach Inn

Board of Directors & Management Staff

Aug. 17 | Ontario – Four Rivers Cultural Center

Aug. 18 | Boardman – Port of Morrow

Aug. 31 | Astoria – Holiday Inn Astoria

Sept. 2 | Salem – Chemeketa Eola

Sept. 7 | Klamath Falls – Running Y Ranch Resort

Sept. 9 | Brookings – Salmon Run Golf Course

Dates, times and locations subject to change.

All changes will be communicated in advance to registrants and members via email and our website.



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

SDIS Board of Trustees

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- Vice Chair:** Mike Jacobs, Tualatin Valley Water District
- Secretary :** Mark Hokkanen, Tualatin Hills Park & Recreation District
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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

Feb. 2, 2021 | 3 p.m. | Virtual via GoToMeeting

Apr. 7, 2021 | 1 p.m. | Location TBD

Apr. 8, 2021 | 9 a.m. | Location TBD - (Work Session with SDAO Board of Directors)

** Please note, due to the ongoing coronavirus pandemic, meetings may be held virtually.*



What is Good Documentation?

By: HR Answers

Documentation serves a number of purposes in an organization that range from fulfilling recordkeeping requirements to providing an organization with information necessary for desirable outcomes related to efficiency, improvements, and productivity. It can also serve as a means to correct employee behavior or facilitate the separation process but may incriminate an employer who fails to do this in a fair, consistent, and compliant manner.

Most organizations believe they are well aware of what documentation they have and why they have it, why it is designed the way it is or collects certain information, what shortcomings are present, or why certain outside documentation is requested from employees. It never hurts, however, to review the following guidelines to ensure that these angles have been considered and your organization is meeting the mark.

Good documentation is:

Objective and Accurate

Forms that an organization generates which are

designed to record employee information and performance, etc., should record facts and behavior or a rating or classification based solely upon those factors. Accounts of behavior captured must be factual, not subjective, and supported by more than one organizational representative, when possible. To support that goal, careful language should be crafted to elicit only objective and accurate information on various organizational documentation. Inaccurate information should be corrected or updated if found to be so, although documentation in personnel files containing such information should not automatically be removed or destroyed.

Complete and Consistent

Do inconsistencies appear in the information that is collected about employees? And is this same incomplete documentation associated with how employees are treated on a daily basis and/or with employment-related decisions down the road (this is likely not obvious to you if it is happening)? Ensure that documentation is completed in a consistent fashion for all employees or that certain items are excluded for entire job groups in a non-



discriminatory fashion. For example, omitting travel preference questions from paperwork for office-based personnel is acceptable; asking only management-level employees, all of whom happen to be white, for preferred names is a concerning inconsistency. Another example of a concerning inconsistency is where only some employees are asked on performance evaluation forms about goals and desired growth in the organization, leading to differences in consideration for promotional opportunities.

Composed of Purposeful, Appropriate, & Relevant Content

Necessary information and desirable information are present and discriminatory content is not. It is a best practice to periodically review government-generated data collection documents and pertinent regulations, especially if you have adapted one of them for company use (e.g., protected family and medical leave request forms), to ensure that the needed information, and only that, is being collected. Medical information, etc., or other information about an individual's protected characteristics should not

be collected on standard forms, and when such information is obtained indirectly (e.g., an emergency contact form that provides information about marital status, gender/sex of the partner, etc.), it is best practice to keep it separate from other personnel documentation.

Personnel selection is an area where discriminatory language may often unintentionally appear on organizational documents. Do managers' recruiting and interview notes state personal characteristics or opinions about applicants related to a protected classification? An example would be a note that a candidate seemed to lack "energy and enthusiasm," and this was likely because it was an "older" interviewee. HR should be carefully reviewing this information during the selection process to ensure that any potential issues are promptly identified and addressed.

Lastly, personal or irrelevant information collected should be kept to a minimum and in most cases, excluded entirely from main personnel files, kept separately, and destroyed after it fulfills its

purpose for the organization (team building activity, introductory exercise, etc.). If personal information is requested that is not job- or employment-related, it should always be optional for an employee to complete this documentation and a written request should state this.

Concise/Of A Manageable Length

Too much documentation can hurt you. When HR or management needs to locate information about an employee quickly, having a manageable amount of documentation to thumb through (physically or electronically) is important. Organization, of course, contributes to this as well. Think about an employee personnel file request placed by a 20-year employee who desires a copy of the file, not just a viewing. Less time will be lost in complying with the employee's request and any applicable requirement to provide this information. Another benefit to consider is that the more information you collect, the more likely it is you may collect something that may work against you or which contains something inappropriate about an employee. An example would be a journalistic article about an employee, kept in the main personnel file, which reveals that the employee battled against and survived domestic violence.

Consistent in Terms of What External Documentation is Collected

You may have compliant forms and documentation practices to collect personnel information, but are they being utilized correctly? If you require a birth certificate from new parents for parental leave, do you request this of all employees, without regard to sex or gender? When requests for a medical accommodation are made of a similar nature, do all employees have to provide certification from a healthcare provider, or just the newer staff that aren't known as well to management to be truthful and reliable? Even if there isn't an obvious difference of that kind, it's a good idea to ensure that managers and HR staff are cognizant of the need for this type of consistency and should periodically review their practices and interactions with staff.

Stored & Handled Securely

Good documentation is securely stored and handled in a manner that prevents the discovery of its contents by unauthorized personnel. Typically, in larger organizations, personnel information is housed in locked cabinets in a centralized HR department. When sensitive documentation must be stored in another fashion or if satellite locations have "working files," ensure such documentation is appropriately secured, at all times. Locking file cabinets and/or a locked storage location or password protection for electronic files are the obvious steps. Ensuring that a request process and chain of custody is in place to track where any confidential documents go, as well as training personnel who receive or generate these documents on how to safeguard personnel information temporarily in their custody is also paramount. Personnel files or other sensitive documents should never be left out on a desk or open on a screen where they might be easily accessed and viewed. A confidential document's steward should never have to wonder who has borrowed it.

2020-21 Safety & Security Grant

Thank you to everyone who applied for a 2020-2021 SDIS Safety and Security Grant! This grant program is offered each year with the intent of reducing risk exposures by assisting our members to complete safety- and security-related projects. Prior to the grant cycle, we evaluate the needs of our districts to determine funding priorities.

This year, the first priority for funding was for districts' COVID-19-related expenses that were not reimbursed by the CARES Act or FEMA. Examples of eligible expenses included 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.

Applications for funding of general safety and security projects received second priority. Examples of approved projects included video surveillance equipment, security systems, enhanced parking lot lighting, and safe shop equipment.

We are proud to share that SDIS provided over \$214,000 in grant funding to 110 member districts! All members insured with SDIS are encouraged to apply for a grant through this program. Our next grant cycle will open this summer. Please watch your email inbox or mailbox for more information including program priorities and application information. You may also visit the program page at www.sdao.com/safety-security-grant-program.



T r u s t e e

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

For the past 12 years I have had the privilege of serving as the Fire Chief for McKenzie Fire & Rescue.

How did you get involved with your district?

When the opportunity to apply for the Fire Chief position came open, I applied and was thankful to be offered the position. Accepting the position meant moving my family from an area where we raised our children. From day one, the support of the Board and community has been amazing.

What drew you to the position with the district? Why did you choose to work here?

Initially, it was the job description that drew me to the position of Fire Chief, and to SDAO. Ultimately, it was the community, the Board of Directors, volunteers, and staff that have kept me in a thriving, involved district.

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

I like learning about systems and processes. One of the best ways to learn these things is by getting involved.

How has SDAO/SDIS helped you or your district?

SDAO/SDIS provides numerous services to their members. We have utilized many of their services and will continue to do so in the future.

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

It's hard to vacation when you live in such a beautiful area. We have a son and daughter-in-law in Portland and a daughter in Medford. I enjoy paying to go out and lose golf balls and attending college-level sports – Go Ducks!

Darren Bucich



Oregon Workers' Compensation Division - COVID-19 Information

The Oregon Workers' Compensation Division has published an informational flier to address COVID-19 in the workplace. The state is asking all employers to post this flier in a common area accessible to their employees. Employees should understand they have a right to file a workers' compensation claim for COVID-19 if they believe they were exposed to or contracted the virus at work.

Employees may be entitled to benefits which include payment of medical bills associated with the testing and treatment of COVID-19 and wage replacement if the time off work is due to COVID-19 illness or quarantine requirements and is authorized by a qualified medical professional.

We are encouraging all members to review the information contained in the flier and to post the flier in a common area where all employees have access. <https://wcd.oregon.gov/IndustryNotices/11-12-20-IN-COVID-19-flier.pdf>

If you have any questions about COVID-19 and workers' compensation, please contact the SDAO Workers' Compensation Department at 503-670-7066 or wc@sdao.com.

Workers have a right to file for workers' compensation for COVID-19



- Workers may seek medical services from a provider of their choice; however, only certain types of providers are allowed to authorize time off work. Employers may not direct or interfere with medical services.
- Employers cannot directly pay for a worker's medical services or require a worker to use private health insurance, instead of the worker filing a workers' compensation claim.
- Employers cannot retaliate or discriminate against a worker for filing a workers' compensation claim or for raising workplace safety concerns.

Employers that violate the law can be subject to civil penalties imposed by the Department of Consumer and Business Services. Retaliation and discrimination are subject to penalties imposed by the Bureau of Labor and Industries (BOLI).

Need help?
Workers' Compensation Division (general questions): 800-452-0288 (toll-free)

Small Business Ombudsman (employer help): 971-283-0997 or 503-329-4260

Ombudsman for Injured Workers (worker help): 800-927-1271 (toll-free)

Oregon Bureau of Labor and Industries, Civil Rights (retaliation or discrimination): 971-673-0761

To access this information in alternate languages and to see the latest information, go to <https://www.oregon.gov/workers-comp-covid-rights> or scan here:



4481807100WV-COVID19



CYBER AWARENESS

Article by: SDAO Underwriting Department





This past year has been challenging, to say the least. For the safety of our employees, many of us have had to change our routines, processes and procedures. We have become more reliant on technology as we plug in and safely work from home. It appears that remote working will be the new normal, even after the pandemic is over.

The frequency, severity and sophistication of cyberattacks have continued to rise over the course of the past several years. Experts agree that 2021 will see a continuation of this trend and many new threats will likely emerge.

In an effort to help our members navigate the pitfalls of these events when they occur, SDIS provides up to \$100,000 for notification to people whose personally identifiable information is compromised as a result of a security breach as required by ORS 646A.604. Included in this limit, SDIS will provide up to one year of credit monitoring services for persons or organizations whose personal information has been disclosed. This coverage is subject to the terms, conditions and exclusions listed in the 2021 SDIS Liability Coverage Document.

Also, because accidents happen and mistakes are sometimes made, SDIS provides a \$1,000,000 per-occurrence sublimit for third-party claims against our members for the disclosure of personal data, subject to all applicable terms, conditions and exclusions listed in the 2021 SDIS Liability Coverage Document.

However, it is vitally important to note that SDIS does not provide a true cyber liability policy. The SDAO Underwriting Department encourages all members to have a discussion with their insurance agent about the protection of a cyber policy.

Insurance coverage is just one piece of the cybersecurity and liability puzzle. The best way to protect your district from a cyberattack is the education of your employees, volunteers and board members on the principles and practices of cybersecurity and risk mitigation. Coming in 2021, SDAO will partner with a third-party contractor to provide cybersecurity training and awareness. Our first training will be offered at the SDAO Annual Conference coming in February. Please be sure to visit www.sdao.com for more information regarding the conference and other upcoming events!

NEW

Oregon Government Employee Handbook Template

SDAO, in partnership with our colleagues at HR Answers, are very excited to announce the NEW Oregon Government Employee Handbook template!

Together, we recognized a need to have a sample employee handbook developed with the public employer in mind. This template document has been developed with specific language, policies and rules that are unique to government employers. It has been customized to your needs and it is customizable to your district!

You can now easily develop your district employee handbook or revise and update your current one. There have been a lot of legislative changes over the last two years and this handbook captures them all for you!

But wait! There is **more**. Along with the handbook, you will receive an additional memorandum that outlines specifics in the handbook that you need to know. For example, the handbook headings are color coded and it will be clear what are the 'must haves' in your handbook versus the elements that you may customize to your district's needs and wants. There are other user-friendly aspects to this handbook, such as any area that requires a decision on your part is in bold and highlighted! We want this handbook to be user-friendly for districts of all sizes.

But wait! There is **still more!** HR Answers, in concert with SDAO, will be providing training sessions in 2021 on this handbook to all who are utilizing the template for their district. This training will provide guidance and direction on the who, what, where,



when, why and how of the various elements that are required to be in the handbook and those that you have the flexibility to customize. You will then, after completing the training, be able to communicate all the components of this handbook to your employees clearly and succinctly. We do not have dates or times established yet for this training so stay tuned for that announcement!

This training will be coordinated to be provided along with the initial roll out of the manual and will be available for a limited time.

We are very excited to provide you this new template and know it will make things much easier for you to update and maintain a current, compliant, and cohesive employee handbook, which is the foundation from which your employees work.

Members who have their general liability coverage with Special Districts Insurance Services are subsequently a part of the HR Answers Advantage Plus Program and may access the Government Employee Handbook at no charge directly from HR Answers or by contacting hr@sdao.com.



Ramifications of Remote Working

By: Jens Jensen, PC Claims Manager

A suspected loss exposure is unfortunately coming to fruition. With more people working remote and not coming to facilities, we have seen a rise in vandalism and theft claims. Thieves are taking advantage of reduced presence in buildings and facilities to break in and make off with all kinds of valuable items. This will only be amplified as we head into winter as thieves and vandals use darkness as an assistant. The loss of equipment or vehicles is never a fun thing to experience, and it can also hamper the ability of your district to provide the services your patrons are counting on you for.

Here are some helpful tips to possibly thwart the bad actors out there and keep your district operational:

1. Trim back shrubs, trees, and any other items providing potential hiding places. You want landscape to be at least 12" away from the building anyway to reduce the chances for insects to infiltrate the building. It is also a good idea to check and make sure water can drain away from the building at this point. Clearing those drains will help the process as well.

2. Consider adding motion sensing or security lights that run from dusk until dawn. Thieves hate lights and other things that bring awareness to their presence. If you already have security lighting or cameras, now is a good time to make sure those items are operational.

3. Non-routine visits to remote, unstaffed locations throws off anyone casing your facility. If you only visit an unstaffed location on Tuesdays at 1pm, thieves learn pretty quickly to not show up at that time. Change the days and hours of visits and walk the facility to see if there are any signs of attempted forced entry.

4. Get to know your fellow SDAO members. Our members are so diverse in the services they provide, often times their daily activities cross paths with other special districts. You may be able to help each other in keeping watch over suspicious activities.

Hopefully, following these tips will reduce your potential for theft of your district's property and keep your district up and functional.



It's That Time of Year Again

By: Greg Jackson,
Risk Management Consultant

Although 2020 has been a different kind of year, to say the least, winter is still here and there are many tasks remaining to be accomplished. For many of us, winter can be a time to catch up on long-neglected maintenance projects. In this article, we are going to review some of the activities your district can do during the winter months to ensure you and your employees stay safe and are prepared for the spring.

Now that the bad weather has arrived, many of us are spending more time inside. While we are all taking extra precautions with the COVID-19 pandemic, being indoors can increase the risk of becoming ill. **Here are a few things to consider which can help to reduce the risk of you or your employees becoming sick:**

- Wipe down all common surfaces with a disinfectant regularly.
- If you have a nice day outside, allow fresh air into the building for a short time periodically.
- Change air filters a couple times during the winter months.
- Encourage staff to stay home if they are not feeling well.

For most of us, the spring and summer months are very busy times. They do not always allow time for

cleaning and other routine maintenance chores that may need to be completed. **Winter can be that time. Here are some things you can catch up on:**

- Shop housekeeping: this can be a great time to clean and organize your shop, maybe even build some additional storage shelves.
- Conduct maintenance on equipment. This can include sharpening tools, changing oil and replacing broken parts.
- Conduct safety training or refresher safety training for employees that use tools and equipment.
- Conduct inventories to determine what items need to be replenished.
- Purchase or replace personal protective equipment for employees.

Winter weather driving is different than driving during any other season. Driving can become more dangerous with varying hazards depending on when and where you are in different regions of the state. **Here are a few general tips for driving in the winter:**

- Reduce your speed and increase your braking distance to at least six seconds.
- Turn your headlights on regardless of time of day.



- Replace your windshield wipers every September/October.
- If you are not comfortable driving in the conditions that day, don't.
- Use winter or studded tires.
- Consider adding sandbags for added traction and stability in snow/icy conditions.
- Carry tire chains with you (maybe even practice putting them on).
- Always have an emergency kit in the vehicle along with extra food and water.

Working outside during the winter can be miserable and potentially dangerous if your staff are unprepared. **Here are a few tips to help protect them:**

- Encourage them to eat a good breakfast and lunch every day.
- If it is raining or snowing, try to avoid wearing cotton as it absorbs moisture and can make it difficult for employees to stay warm. Wear layers of proper clothing, but not so much that it restricts movement.
- If possible, have employees work in teams.
- Encourage employees to have extra clothes with them, like shirts or socks.
- Provide training on hypothermia.
- Encourage them to take shelter when the weather deteriorates.

As the weather continues to worsen, you will want to make sure your buildings are equipped to handle it. No one wants to work with a leaky roof or no power.

Here are a few items you should be checking:

- Backup generators are working and fuel is readily available. The fuel should be treated to remain stable during long periods of storage.
- Gutters and downspouts are clean and push water away from buildings.
- Snow removal processes are in place and you have the appropriate equipment or contracts.
- Emergency communication plan is current with updated contact information.
- All exposed pipes are wrapped.
- Building temperature is regulated and maintained at a level to prevent pipes from freezing, even when no one is in the building.
- All alarms and automated systems are working properly.
- Emergency lighting is functioning properly.

We hope these reminders have you nodding your head that "Yep, we are on this" or "Gosh, we need to start this". Remembering these items will help keep your staff safe and your buildings operational this winter. If you have any additional questions or concerns, please reach out to the Risk Management Department at 800-285-5461 or email us at riskmanagement@sdao.com.



Virtual Care, Anywhere.

A temperature over 100° F

Cold or Flu?



Colds and flu don't wait around for when it's convenient for you to be sick. So why should you have to wait two or more days to get a doctor's appointment? Now, there's a way to get better, more convenient care.

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Activate your account online or by phone.

[MDLIVE.com/regence-or](https://www.mdlive.com/regence-or)

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KNOW BEFORE YOU GO

Your doctor helps to determine your treatment, but you have choices that can affect your health, your care experience, and your budget. Regence is here to help. They have collected powerful information and tools to help **you know before you go** to make smart decisions about your care.

Choose an in-network provider

Regence contracts with doctors, hospitals, labs, clinics, and pharmacies. These are the providers in your network. Each provider has agreed to accept your plan's contracted rate as payment for services. Their costs are usually lower than out-of-network providers, and they also agree to file claims for you and not bill you for charges beyond this set price.

An urgent care center may be a better choice than the emergency room

Unless you are experiencing dangerous or life-threatening symptoms, an urgent care center may be a good option for after-hours care. The wait time at urgent care averages only 20 minutes, vs. four hours or more at the emergency room. Your out-of-pocket cost—through copays or coinsurance—may also be lower.

In-network preventative services covered at 100%

Most Regence members have 100% coverage for preventive services—care that detects an issue before it becomes a problem. You will pay nothing for the care when you see an in-network provider.

Some plans may have limitations or not cover all services. Check your plan benefits or call Customer Service at the number on the back of your member ID card if you have questions.

Preventive care—bonus benefits in your benefits

Many preventive services, like yearly checkups, cancer screenings and vaccines—are included in your Regence insurance at no extra cost to you, and they help protect your health.



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

- Jan. 1 **SDAO Offices Closed** – New Year’s Day
- Jan. 7 SDAO First Thursday Webinar
- Jan. 18 **SDAO Offices Closed** – Martin Luther King, Jr. Day
- Feb. 2 SDAO Board of Directors Meeting – *Virtual*
- Feb. 2 SDIS Board of Trustees Meeting – *Virtual*
- Feb. 3-4 2021 SDAO Annual Conference – *Virtual*
- Feb. 11 SDAO First (2nd) Thursday Webinar
- Feb. 15 **SDAO Offices Closed** – Presidents’ Day
- Mar. 4 SDAO First Thursday Webinar