2018 SDIS

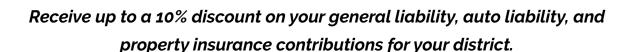
BEST PRACTICES

PROGRAM





Best Practices Program



The SDIS Best Practices Program was designed to assist districts with implementing best practices to mitigate risk in areas of high exposure. This year's program offers each district up to a 10% credit on 2019 general liability, auto liability, and property insurance contributions by completing requirements in the following five credit categories.

1. AFFILIATE ORGANIZATION MEMBERSHIP | CREDIT: 2%

You will receive a 2% credit for being a member of any of the following affiliated organizations:

- Cemetery Association of Oregon
- · Oregon APCO-NENA
- · Oregon Association of Chiefs of Police
- Oregon Association of Clean Water Agencies
- Oregon Association of Conservation Districts
- · Oregon Association of Hospitals/Health Systems
- · Oregon Association of Water Utilities

- Oregon Economic Development District Association Oregon PRIMA
- · Oregon Fire Chiefs Association
- · Oregon Fire District Directors Association
- Oregon Library Association
- Oregon Mosquito & Vector Control Association
- · Oregon People's Utility Districts Association

- · Oregon Public Ports Association
- Oregon Recreation and Park Association
- · Oregon Rural Health Association
- Oregon Transit Association
- · Oregon Water Resources Congress

As we have several district types, this is *not* a comprehensive list. If you are a member of an organization that is not listed above or has qualified in prior years, please contact Jaime Keeling at jkeeling@sdao.com.

2. CHECKLIST | CREDIT: 2%

Your district will need to complete the Internal Control Checklist which is available within the Best Practices Survey online. (Available this spring.)

3. ONLINE TRAINING | CREDIT: 2%

To receive the credit for this category, you must have **all** board members **and** district staff who are responsible for handling district funds (check signing, deposits, bank reconciliations and other accounting responsibilities) view ONE of the following online training videos:

www.youtube.com/watch?v=750q-ADn8Bq

OR

www.youtube.com/watch?v=ErB5bwjVsY0

4. SDAO/SDIS TRAINING | CREDIT: 2%

To receive credit, at least one board member or district staff needs to attend one of the following: SDAO/ SDIS spring, summer or fall regional training, the 2018 SDAO Annual Conference, any SDAO/SDIS on-site risk management training conducted by SDAO risk management staff or management consulting staff during the current policy year (2018), or any SDIS/OFDDA or OWRC joint trainings. Current trainings being offered can be accessed via SDAO's website at www.sdao.com/events.

5. POLICY | CREDIT: 2%

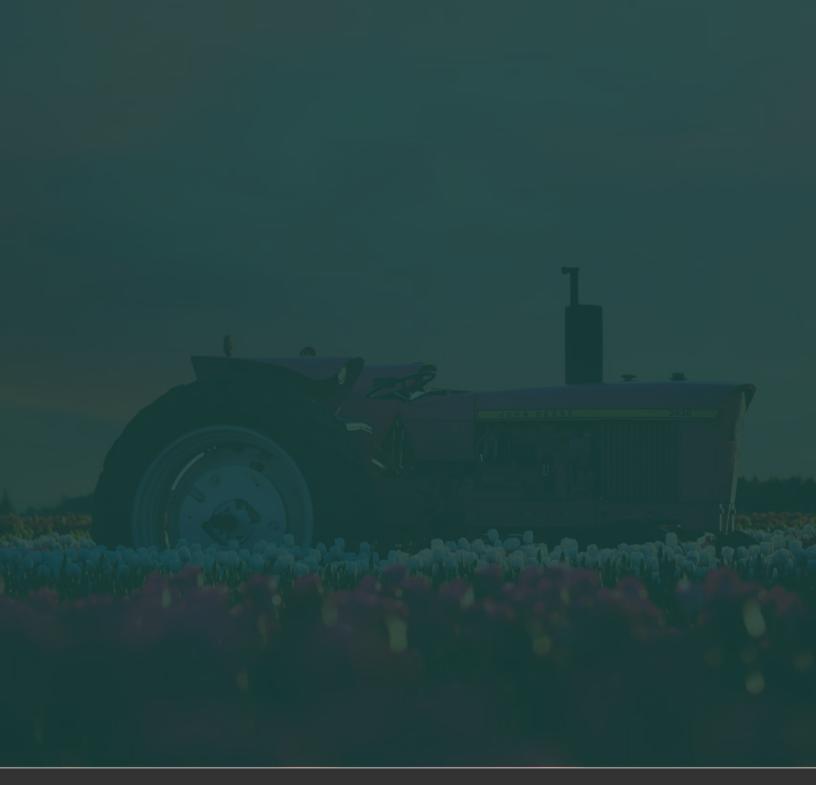
Your district must have or adopt a financial management policy. If you do not have one in place, you may download a sample policy from http://ref.sdao.com/bestpractices/fmpolicy.pdf

RECEIVING CREDIT

Completion of the Best Practices Survey (located online on the SDIS Insurance Site) is required to receive credit. The survey will be available online this spring and should be reviewed with the district's board of directors and submitted by a district representative. The district representative will verify completion of the credit requirements within the survey.

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

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





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