

Blue Mountain Translator District

Board of Directors

March 6, 2018 Regular Meeting Board Packet

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# Blue Mountain Translator District 1

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# Blue Mountain Translator District 2

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Regular Meeting at 12:00 PM  
Community Bank, Conference Room  
2313 Adams Avenue  
La Grande, OR 97850

## **Board of Directors Regular Meeting Agenda March 6, 2018**

1. Call to Order and Roll Call Vote - 1:00
2. Declaration of Conflict of Interest - 1:00
3. Approval of Minutes
  - a. Minutes for February 6, 2018 Regular Meeting of the Board of Directors - McHaddad (5:00)
  - b. Minutes for February 23, 2018 Regular Meeting of the Board of Directors - McHaddad (5:00)
4. Reports
  - a. Directors - Wallender (10:00)
  - b. Staff - McHaddad (10:00)
5. New Business
  - a. Approval of Expenditures - McHaddad (5:00)
  - b. Advocacy Report - McHaddad (10:00)
  - c. Travel Authorization - McHaddad (10:00)
  - d. Risk Management - McHaddad - McHaddad (10:00)
  - e. Public Records Policy - McHaddad (5:00)
6. Communications from the Floor - 10:00
7. Public Comment - 10:00
8. Scheduling of Next Meeting and Adjournment - 5:00

# Blue Mountain Translator District 3

## Item 4.b. Staff Report

			1/31/18	2/1/18	2/2/18	2/3/18
			10:00 AM - 3:00 PM	10:00 AM - 3:00 PM		
2/4/18	2/5/18	2/6/18	2/7/18	2/8/18	2/9/18	2/10/18
	10:00 AM - 3:00 PM	9:00 AM - 2:00 PM	9:00 AM - 2:00 PM	8:00 AM - 3:00 PM	3:30 PM - 4:00 PM	3:30 PM - 4:00 PM
2/11/18	2/12/18	2/13/18	2/14/18	2/15/18	2/16/18	2/17/28
10:00 AM - 12:30 PM	7:45 AM- 12:45 PM	7:30 AM - 11:30 AM 3:00 PM - 4:00 PM	8:00 AM - 11:00 AM, 11:15 AM - 11:45 AM, 3:30 PM - 5:00 PM	3:00 PM - 8:00 PM		
2/18/18	2/19/18	2/20/18	2/21/18	2/22/18	2/23/18	2/24/18
		10:00 AM - 3:00 PM	10:00 AM - 3:00 PM	10:00 AM - 3:00 PM	11:30 AM - 12:00 PM	
2/25/28	2/26/18	2/27/18				
	10:00 AM - 3:00 PM	10:00 AM - 3:00 PM				

### External Government Communication

Provided quarterly update to Union County Commissioners on February 7. Attended 4 legislative meetings in Salem February 12-14. Met with Senator Bill Hansell on February 12; Representative Lynn Findley and Senator Cliff Bentz on February 13; and Representative Greg barreto on February 14. Also discussed statute revisions on February 13 with legislative aide to Senator Tim Knopp, and a candidate for House District 53. Met with Rep. Greg Walden's field representative on February 27 to discuss federal reimbursement of television translator repack expenses. Engaging in legislative workgroup with Baker and Union Counties this month.

### External Non-government Communication

Attended the annual conference of the Special Districts Association of Oregon February 8-11. Met with SDAO Risk Management Consultant on February 20. Discussed Snocat contract with Blue Mountain Nordic Club/Oregon Nordic Club on February 13.

# Blue Mountain Translator District 4

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## Item 5.b. Approval of Expenditures

Firm	Service	Cost
Alex McHaddad	Reimbursement for issue brief lamination	Up to \$11.00
C's Storage	April Rent	\$33.00
Golden Ponds Timberland, Inc.	Hancock Forest access permit.	\$144.00
Hancock Timberland X, Inc.	Hancock Forest access permit.	\$756.00
John Hancock Life Insurance Company USA	Hancock Forest access permit.	\$240.00
National Translator Association	2018-2019 Membership	\$200.00
OTECC	Beaver Mountain power	\$222.73
OTECC	Mt. Fanny power	\$1,646.72
OTECC	Mt. Harris power	\$198.89
System Global Timberlands, LLC	Hancock Forest access permit.	\$60.00
Unassigned	Chamber Banquet Expenses	\$150.00

# Blue Mountain Translator District 5

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## Item 5.c. Travel Authorization

Item	Expenditure
Roundtrip Mileage La Grande to Boise	\$185.30
Round-trip Flight Boise to Las Vegas	\$200.0
Per Diem	\$187.00
Total	\$572.30

### **National Association of Broadcasters 2018 Conference**

This conference provides an opportunity for members of the broadcast community to showcase equipment, learn about developments in the broadcast industry, and network with peers. Mr. Brent Clapp, of Brent Clapp Media Services, will be attending in part to assess potential technical solutions for his firm's operations. The Secretary/Treasurer's attendance will permit collaboration in researching these solutions with the goal of reporting potential equipment costs, implementation timelines, and additional resources to the Board of Directors. This conference usually includes keynote remarks from national broadcast and business leaders, such as Federal Communications Commission Chair Ajit Pai in 2017 and former President Ronald Reagan in 1992.

# Blue Mountain Translator District 6

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## Item 5.d. Risk Management

The Secretary/Treasurer met with the local Risk Management Consultant employed by the Special Districts Association to discuss District risk management policies. Following a survey of existing risk management, the consultant recommended the following actions, noted in the attached Risk Management Report.

### **Loss Control Plan**

The District must pass and maintain a Loss Control Plan. The SDAO provided a sample Loss Control Plan that has been formatted for adoption as a Board Policy.

### **Loss Control Plan Annual Evaluation**

All loss control plans must be evaluated annually. The draft board policy attached to this item includes an annual review requirement.

### **Safety Committee**

The District does not currently have an acting safety committee. Employers with fewer than 10 employees are not required to create a safety committee, but safety must be regularly discussed. It is recommended that safety be addressed as a standing item during all Board of Directors meetings. The draft board policy attached to this item includes a commitment by the Board of Directors to address safety during regular meetings.

# Blue Mountain Translator District 7

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## Blue Mountain Translator District Board Policies Regarding Loss Control

A. The safety and health of all workers/employees is a shared goal of all who work for the Blue Mountain Translator District. The District's policy is that all employees share responsibility for taking reasonable steps to engender a safe and healthful workplace.

B. The District's Board of Directors addresses safety at every regular meeting and will hold special meetings to address safety as needed. The goal of this standing item is to assist in identifying hazards and unsafe work practices, mitigating obstacles to accident prevention, and evaluating the District's safety program.

C. The District expects all employees to participate in the following LCP efforts by:

1. Striving to achieve zero accidents and injuries,
2. Taking reasonable steps to improve safety and health policies and procedures at the district,
3. Assisting loss control efforts aimed at identifying and mitigating industrial hygiene and/or safety hazards,
4. Identifying reasonable and appropriate mechanical and physical safeguards,
5. Conducting reasonable safety and health inspections,
6. Training workers as needed in safe work practices and procedures,
7. Identifying and providing personal protective equipment (PPE) as appropriate to specific job tasks, and training employees in proper care and use of PPE
8. Using appropriate PPE,
9. Reporting hazards, unsafe work conditions, and on the job near misses/accidents,
10. Assisting in the investigation into the cause of on the job injuries, and in the identification of reasonable methods to prevent similar occurrences,
11. Supervising workers in safe work practices,
12. Enforcing applicable safe work rules,
13. Disciplining and retraining workers that fail to work safely,
14. Participating in and supporting safety committee activities, and
15. Reviewing the District's safety and health program annually or as needed.

D. Discipline up to and including termination could result from a failure to pay reasonable attention to any of the above.

February 20, 2018

Alex McHaddad, Business Manager/Secretary  
Blue Mountain Translator District  
PO Box 901  
La Grande, OR 97850-0901

Subject: February 20, 2018 Risk Management Visit

Alex:

It was a pleasure meeting with you to discuss the district's operations. There were recommendations developed during this visit that require the district to follow up with me. The district staff should work with their board to develop a plan that addresses these items.

To help the district develop a plan, these recommendations have been prioritized using the following guidelines:

- **Major Risk:** Items in this category contain the potential for catastrophic injuries, extensive property damage, or substantial legal losses that are highly likely to occur and will result in considerable financial loss and negative publicity. Organizations should consider whether to eliminate **OR** substantially modify these activities with proactive risk management strategies.
- **Moderate Risk:** Items in this category contain potential for serious injury, crucial infrastructure property damage or legal concerns that are likely to result in meaningful financial and/or reputation loss. Organizations should consider ways to modify risks through the application of proactive risk management strategies.
- **Minor Risk:** Items in this category contain some level of risk due to injury, property damage, or legal concerns. Organizations should consider what can be done to manage the risk to prevent any negative outcomes.

**To assist in fulfilling its obligation to the SDIS Trust, the Risk Management department requests that the district return the recommendation page within 90 days documenting that plan to [sgalaway@sdao.com](mailto:sgalaway@sdao.com).**

Thank you for your time. If you have any questions, please don't hesitate to contact me at 800-285-5461.

Sincerely,

Brian Wolf  
Risk Management Consultant  
[bwolf@sdao.com](mailto:bwolf@sdao.com)

cc: Valley Insurance Inc.- La Grande

## Voluntary Risk Management Consultation

District: **Blue Mountain Translator District**

Date of Visit: **February 20, 2018**

Key Contact: **Alex McHaddad**

Consultant: **Brian Wolf**

Thank you for the opportunity to meet with Business Manager/Secretary Alex McHaddad. The purpose of the visit was to introduce myself, review district risk management operations, identify potential sources of liability, share the Self-Insured Toolkit and present SDIS services. Recommendations are included with this report that require the district to follow up with the consultant.

During this visit the SDIS Loss Prevention Toolkit was presented to Alex. The consultant shared the importance of returning the **Self-insured LCP Annual Evaluation** to SDAO to safeguard the district from a potential OSHA citation. Additionally, the toolkit gives you additional resources to more thoroughly examine your risk management program. If you have any questions regarding the evaluation or the toolkit, please do not hesitate to contact me.

I began the meeting by introducing myself and asking Alex about the district's mission and his role in district operations. I then went through the SDIS Liability Survey and the Self-Insured Annual Evaluation with him. Alex is a recent hire, the sole employee of the district and a part-time one at that. He has done a great job of mitigating risk to the district. However, the district has no formal Loss Control Plan (LCP) nor an annual evaluation of LCP in place. There is also no Safety Committee. I am sending Alex a sample Word version of a LCP and a copy of the OSHA Safety Committee Guidelines document.

We then reviewed the district's coverages and he shared with me that the district had sold their Snowcat and Trailer two years ago, even though it is still listed under the property being covered. The purchaser of this equipment is now under contract with the district to provide related services up to two times per year.

Also, when I showed Alex our district contact information, he replied that it was out of date, even though he had sent SDAO the updated contact information this past November. He forwarded me a copy of that e-mail and I forwarded it in turn to SDAO's Salem office.

Finally, Alex expressed concern about a lack of eastern Oregon representation in SDAO leadership and offered to serve on committees and the like. He would also like to see more SDAO lobbying efforts aimed to promote the needs of small and unique special districts such as his own.

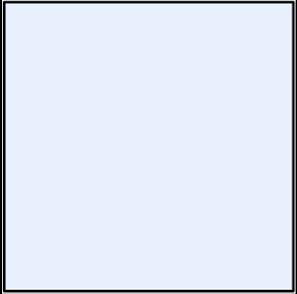
The recommendations made in this report are for the benefit of the district. They are based on the experience of the SDIS pool and the losses they have incurred. Ultimately, the board and district management will need to make decisions on how to address these issues. If you need further assistance regarding this report, please contact the risk management consultant [bwolf@sdao.com](mailto:bwolf@sdao.com) or [riskmanagement@sdao.com](mailto:riskmanagement@sdao.com).

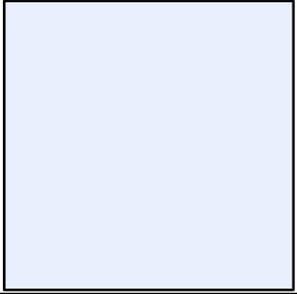
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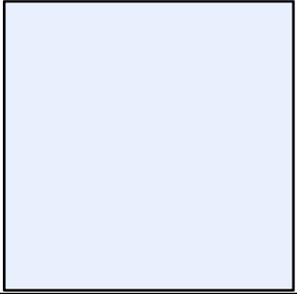
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**To assist in fulfilling its obligation to the SDIS Trust, the Risk Management department requests that the district return the recommendation page within 90 days to document that plan of action to [sgalaway@sdao.com](mailto:sgalaway@sdao.com).**

<b>Location:</b>	<b>Item #: 18-01</b>
<p><b>Risk Description: (Major)</b> The district has no formal Loss Control Plan (LCP) in place.</p> <p><b>Recommendation:</b> The district needs to edit the sample LCP I am sending them to best meet their needs and then adopt it.</p>	
<p>[To be completed by the district:] <b>District Plan of Action:</b></p>	<p><b>Completed Date</b> / /</p>

<b>Location:</b>	<b>Item #: 18-02</b>
<p><b>Risk Description: (Major)</b> The district does not use the Self-Insured Evaluation to evaluate its LCP annually.</p> <p><b>Recommendation:</b> The district needs to conduct an annual evaluation of its LCP.</p>	
<p>[To be completed by the district:] <b>District Plan of Action:</b></p>	<p><b>Completed Date</b> / /</p>

<b>Location:</b>	<b>Item #: 18-03</b>
<p><b>Risk Description: (Major)</b> The district has no acting Safety Committee.</p> <p><b>Recommendation:</b> The district needs to follow the OSHA guidelines for districts of 10 employees or fewer as outlined on page 5 of the OSHA SAFETY COMMITTEE GUIDELINES document.</p>	
<p>[To be completed by the district:] <b>District Plan of Action:</b></p>	<p><b>Completed Date</b> / /</p>

- **Major Risk:** Items in this category contain the potential for catastrophic injuries, extensive property damage, or substantial legal losses that are highly likely to occur and will result in considerable financial loss and negative publicity.
- **Moderate Risk:** Items in this category contain potential for serious injury, crucial infrastructure property damage or legal concerns that are likely to result in meaningful financial and/or reputation loss.
- **Minor Risk:** Items in this category contain some level of risk due to injury, property damage, or legal concerns.

Disclaimer: The loss control recommendations generated by this visit should be used as a risk management tool only and are to the best of the writer's knowledge authentic and reliable. Special Districts Insurance Services makes no guarantee of results, and assumes no liability in connection with either the information or safety recommendations herein contained. The recommendations do not mitigate or protect the district from OR-OSHA compliance and/or monetary penalties. It can not be assumed that every acceptable safety procedure or hazardous condition across the entire district is contained herein, or that abnormal or unusual circumstances may not warrant or require further or additional procedures or follow-up.

# Blue Mountain Translator District 12

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## Item 5.e. Public Records Policy

The District adopted the attached Resolution affirming compliance with state public records and meetings laws in October 2015. However, implementation of these laws requires specific policies, and the District should replace the resolution with a set of Board Policies related to public records. Policies can include the following:

- Commitment to posting public records on the District website
- Inclusion of response disclaimers on all public records-related emails
- Description of response timeline
- Appointment of a records custodian
- Prohibition of illegal records destruction

The Secretary/Treasurer will draft a set of policies regarding public meeting and records law compliance or review by the Board of Directors at the next regular meeting.

# Blue Mountain Translator District 13

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## **Resolution 2015-1**

A Resolution Adopting District Compliance with Public Meeting and Records Law

Whereas, compliance with Oregon's Public Meeting and Records Law set out in Oregon Revised Statutes 192, is required by all Oregon special districts.

Now, therefore be it resolved by the Board of Directors of the Blue Mountain Translator District That the District shall comply with the provisions of Public Meeting and Records Law, and with the instructions and requirements of the Oregon Department of Justice, in accordance with Oregon Revised Statute 192.

Adopted by the Board of Directors this 13th day of October, 2015.