

## **RESOLUTION NO. 2014**

### **A RESOLUTION EXTENDING CITY OF TROUTDALE'S WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF TROUTDALE FOR FISCAL YEAR 2009-10.**

#### **THE TROUTDALE CITY COUNCIL FINDS AS FOLLOWS:**

WHEREAS, the City of Troutdale elects the following pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers listed on the attached Volunteer Election Form, Attachment A.


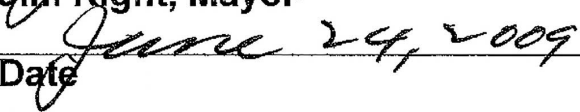
1. An assumed minimum monthly wage of \$800 per month as required by Oregon statute will be used for public safety volunteers;
2. An aggregate assumed annual wage of \$2,500 will be used per volunteer board, commission and/or council for the performance of administrative duties;
3. An assumed monthly wage of \$800 per month will be used for public officials for the performance of manual labor above and beyond the administrative duties covered by paragraph 2 above;
4. Non-public safety volunteers will keep track of their hours and have their assumed payroll reported in the correct class code for the type of work being performed using Oregon minimum wage;
5. Court-mandated community service workers/inmates on work release who are sentenced by the City of Troutdale's Municipal Court will keep track of their hours and have their assumed payroll reported in Class Code 7720V using Oregon minimum wage;
6. A roster of active volunteers will be kept monthly for reporting purposes. It is acknowledged that CIS may request copies of these rosters during year-end audit; and
7. Unanticipated volunteer projects or exposure not addressed herein will be added onto City of Troutdale's coverage agreement (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. It is hereby acknowledged that coverage of this type cannot be backdated.


**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TROUTDALE:**

Section 1. The City of Troutdale does hereby provide for workers' compensation insurance coverage as indicated above. This resolution will be updated annually.

Section 2. This Resolution shall take effect upon adoption.

**YEAS: 7**  
**NAYS: 0**  
**ABSTAINED: 0**

  
\_\_\_\_\_  
Jim Kight, Mayor  
  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Debbie Stickney, City Recorder  
Adopted: June 23, 2009

## VOLUNTEER ELECTION FORM

Entity Name: **City of Troutdale** Coverage Year: **7/1/2009**

CIS= ability to provide workers= compensation coverage for volunteers is directly related to each entity=s ability to keep verifiable records of the names and hours worked by participants. Claims adjusters will verify coverage at the time a claim is filed.

**(A) Public Safety Volunteers (Code 8411, 8411F, 8411FC)**

Column (1) - Using last year=s rosters, estimate the number of volunteer months for each position and enter the total on the appropriate line in Column (1). Some volunteers are not active every month, i.e., one volunteer firefighter may be active five months out of the year, two volunteer firefighters may be active 12 months out of the year, and five volunteer firefighters may be active only one month out of the year. Thus, the number of volunteer firefighter months would be 34 (1 x 5 + 2 x 12 + 5 x 1).

Column (2) - **Refer to your Volunteer Resolution before filling out the amounts in Column No. 2 below.** Use an assumed monthly wage of no less than \$800 per volunteer per month (regardless if one day or 30 are worked) for contribution payment and calculation of benefits. This assumed monthly wage may be increased at the entity=s discretion in increments of \$100.

Multiply (1) x (2) = Estimated Assumed Payroll

Volunteer Category	Class Code	(1) Est. No. of Volunteer Months*	(2) Assumed Monthly Wage	(1) x (2) = (3) 2008-09 Estimated Assumed Payroll
Ambulance Driver	8411	0		
Ambulance Technician	8411	0		
Crime Prevention Unit	8411	0 Future plans		
Sheriff	8411	0		
Emergency Med Technician	8411	0		
Explorer Scout	8411	0 Future plans		
Fire Chief/Asst. Fire Chief	8411FC	0		
Firefighter	8411F	0		
Police Officer	8411	0		
Police Reserve	8411	4		38,400 See rpt.
Probation Officer	8411	0		
Search and Rescue	8411	0		
Sheriff=s Posse	8411	0		
CERT/Quick Response	8411	0 Future plans		
Other (please specify)	8411	0		

**(B) Public officials on unpaid boards, commissions, and councils (Code 8742V)**

*CIS has designated Class Code 8742V for this type of exposure, if functions performed are strictly administrative, clerical, no manual labor, reimbursed for expenses only and receive no remuneration. If you wish to provide workers= compensation benefits, you may do so using an aggregate \$2,500 assumed annual payroll amount **for each Board, Commission, and Council** you elect to cover, regardless of how many officials are on each Board, Commissions or Council.*

<b>Type</b> <b>(City Council or Planning Commission or Budget Committee, etc.)</b> If additional space is needed, please attach another sheet.	<b>Estimated Assumed Payroll (\$2,500 each)</b>
City Council	2,500
Budget Committee	2,500
Citizens Advisory Committee	2,500
Parks Advisory Committee	2,500
Planning Commission	2,500
Public Safety Advisory Committee	2,500
Urban Renewal Agency (URA)	2,500
URA Budget Committee	2,500
<b>TOTAL:</b>	<b>20,000</b>

**(C) Public officials performing manual labor (Code 8742V)**

**PART 1**

*CIS has designated Class Code 8742V for this type of exposure as well. Coverage for this exposure is available based on an assumed monthly wage of \$800 per month per public official.*

<b>Position</b> <b>(Mayor, etc.)</b> If additional space is needed, please attach another sheet.	<b>(1)</b> <b>No. of Months per year</b>	<b>(2)</b> <b>ACTUAL Monthly Wage</b>	<b>(3)</b> <b>2008-09 Estimated ACTUAL STIPEND</b>
Mayor	12	\$500 actual	\$6,000 Actual 1099
Only the Mayor is on stipend		<b>TOTAL:</b>	<b>\$6,000</b>

PART 2

**(C) Public officials performing manual labor (Code 8742V)**

CIS has designated Class Code **8742V** for this type of exposure as well. Coverage for this exposure is available based on an assumed monthly wage of \$800 per month per public official.

Multiply (1) x (2) = Estimated <b>Assumed</b> Payroll			
Position <i>If additional space is needed, please attach another sheet.</i>	(1) No. of Months per year	(2) Assumed Monthly Wage (\$800)	(3) 2008-09 Estimated Assumed Payroll
6 City Councilors	12	\$800	\$57,600
Only the Mayor is on stipend		TOTAL:	\$57,600

**(D) Court-Mandated Community Service Workers/Inmates (Code 7720V)**

If your entity uses workers from the correctional system (i.e., community service workers, inmates on work release, peer review crews, etc.), it is important to clarify in writing who will provide workers= compensation coverage for these workers prior to work inception. CIS recommends you obtain a Certificate of Coverage for Workers= Compensation from the sentencing court or make arrangements to provide coverage through your own entity. If you are responsible for providing the workers= compensation coverage, be sure to keep monthly time records for these workers and report them **using Oregon minimum wage (\$7.95 per hour effective 1/1/2008)**. CIS has designated Class Code 7720V for this type of exposure.

**(E) All other volunteers (Codes – see below)**

Assumed payroll for all other volunteer elections should be computed at **Oregon minimum hourly wage (\$7.95 effective 1/1/2008)** times actual hours worked and reported in the appropriate NCCI classification code with a suffix "V". Unanticipated volunteer projects or exposure can be added throughout the coverage year (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. Coverage of this type cannot be backdated.

Multiply (1) x (2) x (3) x (4) = Estimated Assumed Payroll						
Volunteer Category	NCCI Code	(1) Est. No. of Volunteers per month	(2) No. of Hours per month	(3) No. of Months per year	(4) Oregon Minimum Wage (\$7.95)	(5) 2008-09 Estimated Assumed Payroll
Building Maintenance	9015V					
Clerical	8810V					2,015.64 See rpt.

Community Center	9102V					
Court-Mandated Community Service Workers	7720V					
Emergency Call Center	8810V					
Garbage/Refuse	9403V					
Interpreters	8810V					
Janitorial	9015V					
Library	8810V					
Lifeguards (pools)	9015V					
Lifeguards (beaches & rivers)	9102V					
Meal Site Volunteers	9079V					
Parks & Drivers	9102V					
Public Health <i>(please call CIS for proper class code)</i>						
RV Park	9015V					
Senior Center	9061V					
Sewer & Drivers	7580V					
Sewer/Street Cleaning	9402V					
Snow Removal	9402V					
Street/Road Maintenance	5506V					
Waterworks & Drivers	7520V					
Other <i>(please specify)</i>						