

**CITY OF COOS BAY CITY COUNCIL**  
**Agenda Staff Report**

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| <b>MEETING DATE</b><br>June 7, 2016 | <b>AGENDA ITEM NUMBER</b> |
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TO: Mayor Shoji and City Councilors  
FROM: Susanne Baker, Finance Director  
Through: Rodger Craddock, City Manager  
ISSUE Adoption of Resolution for Volunteer Workers' Compensation Coverage

**BACKGROUND**

City County Insurance Services (CIS) requires that members pass a resolution to extend workers' compensation insurance coverage to volunteers. CIS provides guidance through their risk management programs to assist the City in mitigating risk. As part of their programs, the volunteer roster is updated and reviewed throughout the year.

**ADVANTAGES**

Adoption of the resolution will allow the City of Coos Bay to provide workers' compensation coverage to volunteers with City County Insurance Services.

**DISADVANTAGES**

None.

**BUDGET**

The Fiscal Year 2016-2017 volunteer workers' compensation coverage will be contractually paid by the City of Coos Bay.

**RECOMMENDATION**

It is staff's recommendation the Council adopt Resolution 16-12 Extending Workers' Compensation Coverage to Volunteers of the City of Coos Bay.

**City of Coos Bay**

**Resolution 16-12**

**A RESOLUTION OF THE CITY OF COOS BAY, COOS COUNTY, OREGON  
EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE  
CITY OF COOS BAY.**

WHEREAS, the City of Coos Bay elects the following pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers pursuant to CIS requirements.

WHEREAS, a City of Coos Bay volunteer is any person, approved by the City Manager's Office, who donates approved service to City of Coos Bay without pay or other remuneration other than reimbursement of approved incidental expenses for those services rendered. Volunteers include persons who are in non-paid job experience or on-the-job training programs and non-paid practicum students and interns.

WHEREAS, in the event that City of Coos Bay emergency operations and procedures have been activated, a person may be assigned to perform emergency volunteer duties authorized by City of Coos Bay. Emergency Volunteers will work only at approved sites, and under the direction and supervision of the requesting department.

WHEREAS, those not considered City of Coos Bay volunteers include work-release inmates; community service workers; anyone who has not been approved by the City Manager's Office for volunteer service; individuals under the age of 18 without a parent or guardian signed and approved volunteer application; individuals or groups volunteering for another agency and performing community service such as volunteers performing services for a non-City sponsored event.

WHEREAS, for approved City of Coos Bay volunteers:

1. An assumed monthly wage of \$3,000 for Volunteer Firefighters and \$1,800 for Police Reserves will be used; and
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; and
3. An assumed monthly wage of \$800 per month will be used for public officials for the performance of non-administrative duties other than those covered in the paragraph above; and
4. An assumed monthly wage of \$800 per month will be used for emergency volunteers; and
5. Non-public safety volunteers will keep track of their hours and Oregon minimum wage will serve as assumed wage for both premium and benefit calculations (6834V – volunteer moorage basin & drivers, 8411 – CERT (Emergency Volunteers), 8742V – volunteer boards/commissions, 8810V –

volunteer clerical/library/911 operators, 9102V – volunteer parks/summer rec, and 9410V – municipal/county volunteers NOC); and

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 the City of Coos Bay's coverage agreement (1) by endorsement, (2) with advance notice to CIS, (3) allowing two weeks for processing, (4) CIS approves the coverage and date of coverage, and (5) CIS provides written confirmation of coverage. It is hereby acknowledged that coverage of this type cannot be backdated; and
8. The City of Coos Bay agrees to maintain verifiable rosters using the CIS website for all volunteers including volunteer name, date of service and hours of service and make them available at the time of a claim or audit to verify coverage.

NOW, THEREFORE, BE IT RESOLVED by the City of Coos Bay to provide for workers' compensation insurance coverage as indicated above.

The foregoing resolution was duly adopted by the City of Coos Bay, Coos County, Oregon this 7<sup>th</sup> day of June 2016.

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Crystal Shoji, Mayor

ATTEST:

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Susanne Baker, City Recorder