

## MEMORANDUM

**DATE:** May 15, 2023

**TO:** Eligible Member Districts

**SUBJECT:** Public Safety Employee Assistance Program Enrollment

This year, Special Districts Insurance Services (SDIS) is continuing to fund the Public Safety Employee Assistance Program (EAP) for all career firefighters and emergency services personnel in the state of Oregon. This EAP is specifically designed for emergency responders and fire professionals. It offers up to six in-person counseling sessions per year and utilizes mental health professionals that specialize in fire and EMS issues.

Please complete the enclosed 2023-24 enrollment form indicating the number of career emergency services personnel at your district and return to SDAO by **June 15, 2023**. This form can also be used **to add volunteers and administrative staff for \$18.72 per volunteer/employee per year for tier one, or \$15.00 for tier two.**

In addition, districts can contribute to a fund that will help other small districts that cannot afford to enroll their volunteers by electing to cover the cost of first responders at \$18.72 per employee, per year. If your district covers this cost, SDIS will put that amount into a fund that will help districts without the financial means to enroll their volunteers in this valuable program. To participate, please calculate your contribution in the Career Emergency Services section of the enrollment form. Last year, we were able to offer grants to 12 districts as a direct result of the generosity of our members.

Remember, not only can you utilize this program by phone and in-person visits, but also online. Resources include financial calculators, webinars, articles, videos, and more! It's important to check the Public Safety EAP site on a regular basis because offerings by the EAP are continually expanding.

For more information about the Public Safety EAP, please visit [www.PublicSafetyEAP.com](http://www.PublicSafetyEAP.com).

Please fill out the form below to enroll your district's career emergency services personnel, administrative staff, and volunteers in the Public Safety Employee Assistance Program (EAP). *Submission of this form is required to continue participation in the program.* **The deadline to return this form is June 1, 2023.**

**DISTRICT INFORMATION**

**District:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Contact Email Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

City

State

Zip Code

**CAREER EMERGENCY SERVICES PERSONNEL (REQUIRED)**

**Number of Career Emergency Services Personnel:** \_\_\_\_\_

☐ **Yes! Our district would like to voluntarily cover the cost of our career emergency services personnel** so SDIS can grant funds to fire districts without the financial means to enroll their volunteers in this valuable program.

**Number of Career Emergency Services Personnel x \$18.72:** \_\_\_\_\_  
(multiply) (Total)

☐ We are not able to assist with funding the grant program at this time. However, please continue to provide this valuable service for our district's career emergency services personnel at no cost to us.

**\$0.00**

**ADMINISTRATIVE STAFF AND VOLUNTEERS (OPTIONAL)**

If enrolling administrative staff and volunteers, choose one tier **only**.

Tier Enrollment	Number of Administrative Staff and Volunteers:	Total
<input type="checkbox"/> Tier One (6 Visits/Issue) \$18.72/Employee	_____	x \$18.72 (multiply) _____
<input type="checkbox"/> Tier Two (3 Visits/Issue) \$15.00/Employee	_____	x \$15.00 (multiply) _____

☐ **We are interested in adding our administrative staff and/or volunteers to this program.** However, due to budget constraints, we are unable to do so. Please consider our district for a grant to cover these costs.

**ENROLLMENT**

**Total Amount Due:** \_\_\_\_\_

Please send this completed form and total amount due (if applicable) to:

SDIS | PO Box 12613 | Salem, OR 97309

Email: [rcarroll@sdao.com](mailto:rcarroll@sdao.com) | Fax: 503-371-4781