

**Greater Toledo Pool Recreation District
Board of Directors Work Session Minutes
February 15, 2024, 6:00 p.m.
Toledo Library Meeting Room
174 NW 7th Street, Toledo, OR, 97391**

Directors Present: Roy Kinion, Rachael Wallace, Kay Chambers, Amanda Hockema and Peter Vince via phone

Absent: None

Guest: Troy DeYoung, Risk Management Representative, SDAO

Staff Present: Hal Wallace

Community members: Jim Chambers

Other: Deb Hite, GTPRD Recorder; Braulio Escobar, Legal Representative

1. **Call to Order:** Meeting was called to order by Roy Kinion at 6:00pm
2. **Roll Call:** A quorum was established
Adjustments to the Agenda: None
3. **Troy DeYoung Risk Management Representative SDAO:** T. DeYoung spoke about best practices concerning joint ventures with government entities and other organizations, such as with the GTPRD and the City of Toledo. He spoke on three main areas; maintenance of buildings, supervision and liabilities and facility use.
 - a. Maintenance of building—Who will be responsible for what, must be very specific. An example would be if a community member was injured in the building, the agreement must be well defined which organization would be liable for covering the costs. T. DeYoung suggested that whoever is responsible for a particular section of the building to make sure their insurance will cover the costs associated with an incident.
 - b. Supervision and liability—T. DeYoung suggested that minors that are not accompanied by a parent or guardian be within sight and sound of the employee in charge of the area. He also suggested background checks on employees and volunteers. A question was asked about the use of video cameras to assist the employees. T. DeYoung suggested that cameras would not be a best practice since the voices would not be audible. The person in charge needs to be able to hear and see what is happening.
 - c. Facility use—There was discussion on what type of facility use there would be, such as rentals to community organizations and private parties. A facility use agreement was discussed along with liability insurance from renters. There was some discussion of the use of waivers. T. DeYoung discussed the locking of the building and suggested that the locks be electronic, they are easier to control. If there is a problem with an entity using the building their electronic key lock card can be quickly disabled. There was general discussion surrounding the use of facility checklists for safety and cleanliness.
4. **Adjourn:** Meeting was adjourned by R. Kinion at 6:35pm